

Keystone College



2015-2016 Keystone College Virtual Campus Catalog

One College Green
La Plume, PA 18440
(570) 945-8000
1-877-4-COLLEGE
admissions@keystone.edu
www.keystone.edu

Right to Revise

The provisions of this catalog are not to be regarded as an irrevocable contract between students and the College. This catalog attempts to present information about Keystone College Virtual Campus (KCVC) programs for the 2015-2016 academic year as accurately and completely as possible. However, for educational or financial reasons, the College reserves the right to change at any time any of the provisions, statements, policies, curricula, procedures, regulations or fees found in this catalog. Such changes will be duly published in the next print version of the catalog available at *www.keystone.edu/academics/catalog*. Students, faculty, and staff of the College are responsible for all information and deadlines contained in this catalog.

Vision of the College

Keystone College will transform lives by inspiring and empowering a community where learning flourishes.

Mission of the College

Keystone College educates students in a liberal arts tradition that values civility, integrity, and curiosity, fostering a global perspective on cultural diversity, environmental sustainability, and life-long learning.

Core Values of the College

Keystone College embraces the values of integrity, curiosity, civility, and learning.

Table of Contents

Keystone College Promise	1
Accreditation and Memberships	2
General Information	2
Admission Procedures	6
Financial Information	9
Financial Assistance and Planning	13
Student Life	24
Academic Affairs	27
FERPA	36
General Education Requirements	42
Academic Programs	44
Accounting Principles	44
Business Administration	45
Industrial-Organizational Psychology	46
Course Descriptions	47

The Keystone College Promise

A pledge to every Keystone College student that within six months of graduating from Keystone College you will have received at least one job offer or been accepted into a transfer or graduate program.

Student Responsibilities

Associate and baccalaureate degree students must complete all Career Development Center requirements, listed below. Sequences of the requirements are recommended, but students may complete CDC Promise requirements at any time prior to graduation.

Eligibility Requirements

- Successful completion of the Career Development Center Keystone Promise requirements.
- Graduation from Keystone College.

Additional Support (remediation)

If followed and completed, the Keystone Promise requirements are designed to prepare a student to be competitive in the market post-graduation. However, in the event an offer does not occur within six months of graduating, the student is eligible to receive a personalized career development plan that may include up to 12 additional credits of free coursework.

Restrictions

Students must wait until at least six months after graduating before requesting free coursework, and must actively seek employment and/or college admission during that time. They have one year past graduation to request free coursework.

Reminder: All Keystone College students and alumni are always eligible to receive career counseling from the Career Development Center.

Career Development Center Requirements (completed prior to graduation):

Recommended First Year Sequence:

- _____ Complete the Focus® career assessment program
- _____ Complete the Keystone Promise Career Plan and review with a career counselor

Recommended Second Year Sequence:

- _____ Write a résumé and have it reviewed and saved on file at the Career Development Center
- _____ Write a cover letter and have it reviewed and saved on file at the Career Development Center
- _____ Provide the Career Development Center with contact information for three professional references

Recommended Third Year Sequence:

- _____ Complete an internship or Experiential Learning opportunity
- _____ Discuss plans for graduate school/plans for additional education with a career counselor
- _____ Complete an approved networking activity, e.g. visit on-campus recruiters, attend a job or graduate school fair, or conduct an informational interview
- _____ Create an account on College Central Network

Recommended Fourth Year Sequence:

- _____ Update your résumé and cover letter, and have them approved by a career counselor
- _____ Conduct a job search with a career counselor
- _____ Complete a mock interview with a career counselor

ACCREDITATION AND MEMBERSHIPS

Keystone College is accredited by the Middle States Association of Colleges and Secondary Schools Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, (267) 284-5000; approved by the Pennsylvania Board of Education; and approved for veterans' benefits. It is a member of the College Entrance Examination Board, College Scholarship Service, the American College Testing Program, the Commission for Independent Colleges and Universities, the Pennsylvania Association of Colleges and Universities, Northeastern Pennsylvania Independent Colleges, and the Council for Advancement and Support of Education, the College and University Personnel Association, and the Council of Independent Colleges.

GENERAL INFORMATION

Keystone College

Keystone College is a fully accredited, independent, private college committed to helping all students attain their full potential. To achieve this goal, Keystone provides excellent instruction, close student-faculty relationships, personal attention, and individualized support services. Keystone College received formal approval from the Pennsylvania Department of Education to begin offering baccalaureate degree programs in 1998 and master's degree programs in 2015.

Keystone offers bachelor of science degrees in accounting, accounting principles, natural science, business, business administration, criminal justice, early childhood education, early childhood/special education, environmental resource management, forensic biology, geology, hotel business management, information technology, middle level education (language arts and social studies) psychology, public health, social science, sport and recreation management, and teaching, and bachelor of arts degrees in communication arts and humanities and visual art. Keystone offers master's degrees in accountancy, early childhood education leadership, and sport leadership and management.

With the liberal arts as the core of our curriculum, Keystone offers diverse curricula as described in the following pages.

History of the College

Keystone Academy was originally chartered by the Commonwealth of Pennsylvania in 1868, with instruction beginning the following year in the local Baptist Church in Factoryville. In 1870, ground was broken on the current site for the Academy's first building, Harris Hall, named after John Howard Harris, first president of Keystone. Harris Hall continues to serve Keystone College today.

The Academy flourished during its early years and established a standard of excellence that became a model in the area. Many distinguished scholars, among them the presidents of three universities, have graduated from Keystone.

At the time it was chartered, Keystone Academy was the only high school between Binghamton, N.Y. and Scranton, Pa. For over 65 years, the Academy served the secondary educational needs of the region admirably. Nevertheless, the school's trustees came to realize that a quality college education must be available to the citizens of our area. As a result, Keystone Academy was re-chartered as Scranton-Keystone Junior College in 1934. Ten years later, the name of the College was shortened to

Keystone Junior College, and in 1995 to its present form, Keystone College.

During the 1960s and early 1970s, Keystone experienced a period of unprecedented growth. At that time, many of Keystone's residence halls and its spacious library and classroom building, Miller Library, were built. The science building, Capwell Hall, was expanded, and the Hibbard Campus Center was added to Evans Hall. Keystone's Thomas G. Cupillari '60 Astronomical Observatory in nearby Fleetville, PA, also began operations at that time. Keystone's growth and vitality continued in the 1980s with the opening of the new multi-million dollar Gambal Athletic Center and the renovation of Keystone's historic Harris Hall.

In 1998, the College received formal approval from the Pennsylvania Department of Education to offer baccalaureate degree programs. President Boehm made the announcement of what he called a "new era" for the College at the 127th Commencement exercises held in May 1998.

In 2000, the College awarded its first baccalaureate degree and announced the receipt of its first million dollar gift. January 2001 marked the opening of the College's newest residence hall, Keystone Commons, the first new residence hall built on campus since Moffat Hall in 1970.

In 2004, Keystone dedicated the Oppenheim Family Children's Center, a state-of-the-art facility for child care and provider training.

In 2009, Gardner Hall was completely refurbished and repurposed as a facility for printmaking, book arts, and digital photography.

In 2010, the Hibbard Campus Center underwent a significant infrastructure upgrade, which included a welcoming atrium at the entrance.

Extensive renovations to the Theatre in Brooks, a remodeling of Evans Hall and Fireplace Lounge, and the construction of a Rain Garden were just a few of the projects completed during the summer of 2012.

Thanks to the generous support of donors, Keystone marked another milestone in its progressive history during the spring of 2013 when construction was completed on a \$3.1 million synthetic all-weather athletic field and track. The 360' x 240' field, with an eight lane track, is located just above Ned Boehm Field and adjacent to Keystone's Sugar Shack.

Less visible, but more impressive than its physical growth, has been Keystone's academic growth. Existing curricula programs are evaluated and revised regularly, and new curricula and degrees are added in response to changes in education and the workplace.

Classes are offered to adult and non-traditional students through Keystone College's traditional part-time program and the Weekender schedule, which enables students to earn their degrees by attending classes approximately every other weekend. The Keystone College Virtual Campus encourages post-traditional learners to complete their degrees in an accelerated online format. The most recent educational technology is readily available to students both on campus and through online classes.

Currently, the College offers more than 40 degree options and enrolls a diverse student body from throughout the United States and more than 14 countries. The College also participates in Division III athletics, fielding 19 men's and women's teams.

Today, with its career-oriented liberal arts curriculum in place, Keystone College is a leader in education. The faculty, board of trustees, administration, and staff are committed to making your experience here something special. By choosing Keystone, with over 145 years of experience, you commit yourself to that goal as well.

The Campus

Keystone College's main campus is nestled among shady trees on a 276-acre tract at the gateway to the Endless Mountains of Northeastern Pennsylvania. The campus is 15 miles northwest of Scranton, on US Routes 6 and 11. Interstate Routes 380, 80, 81, 84, and 476 (the former Northeast Extension of the Pennsylvania Turnpike) provide easy access to Keystone from all directions. Close to Scranton, Wilkes-Barre, and Binghamton, all the facilities of three modern cities are available to Keystone students, yet the College is surrounded by small towns and countryside and has the quiet learning atmosphere of a rural campus.

Northeastern Pennsylvania provides a stimulating and enjoyable environment for Keystone. The area boasts warm weather from May through September, brisk autumn days with brilliant foliage, and snowy winters pleasing to devotees of cold-weather sports. Opportunities for hunting, fishing, swimming, and skiing are abundant.

Keystone's 170-acre Woodlands Campus offers a valuable educational resource for Keystone students, proving a perfect area for scientific and environmental studies. The area's scenic beauty, with seven miles of hiking trails, streams, and forests, is a benefit to the entire community.

Keystone's most historic building, Harris Hall, was constructed over a century ago. This building now accommodates administrative and faculty offices and several classrooms and computer labs. To one side of Harris lies Capwell Hall, Keystone's science center. Here, main campus students will find laboratories and computer facilities for science and mathematics as well as several classrooms and faculty offices. The instrumental science labs enrich the environmental studies and biology programs. Instruments include a Varian 1200L mass spectrometer with gas chromatograph and liquid chromatograph interfaces, a Varian Vista inductively coupled plasma optical emission spectrometer, a Cary 50 UV-Visible spectrophotometer, and a Cary Eclipse fluorescence spectrophotometer. Students will have the opportunity to use these instruments in their research.

Art and theatre facilities lie on the other side of Harris Hall. Studios for ceramics, drawing, sculpture, and glass-blowing are located in the Art Center, while photography laboratories can be found in nearby Ward Hall. Adjacent to the art complex is Brooks Hall, which houses the College's theatre facilities, painting, and graphic design studios. Gardner Hall, next to the Gamble Athletic Center, is the new home of printmaking, book arts, and digital photography studios.

Serving as the main hub of activity on the main campus, the Hibbard Campus Center is home to the

Student Restaurant, Giants' Den/Grill, Campus Shoppe, and Post Office. Many offices and clubs are also located in Hibbard.

The Miller Library offers more than 43,000 print books, 63,000 eBooks, 150 print subscriptions, and more than 20,000 electronic journals, newspapers and magazines in 16 databases. It houses a substantial collection of popular and educational audiovisual materials, a large assortment of streaming videos, and digital archives collections. The Library also loans out Kindles, cameras, and video cameras for specialized use and circulates laptops for in-house use. The building includes two all-purpose computer labs, including the Rita Cupillari computer Lab, a state-of-the-art media lab, and the Linder Art Gallery, along with classrooms and faculty offices. Complete library services are available online as well as at the main campus.

Keystone Traditions

Christy Mathewson Weekend

Annually, the College invites the community to the main campus in celebration of baseball great Christy Mathewson's birthday. A graduate of Keystone Academy, Mathewson was inducted posthumously into the Baseball Hall of Fame in 1936 as one of the famous "First Five," including Babe Ruth, Ty Cobb, Walter Johnson, and Honus Wagner.

President's Convocation

The President's Convocation at the main campus formally marks the opening of the academic year. At this time, students, administration, faculty, and staff come together to celebrate the importance of our educational mission.

Family Day

This fall event allows family members to visit the main campus at their leisure and participate in activities with their students. Families have the opportunity to meet with faculty and counselors, visit Keystone's facilities, and attend various social and athletic functions.

Homecoming

Occurring near the midpoint of the fall semester, Homecoming provides the opportunity for our alumni to return to the main campus, enjoy activities, and spend time with our current students.

Winterfest

Held each December, Winterfest brings members of the campus community and the local community together for a campus lighting ceremony and many more holiday festivities at the main campus.

All-College Honors Convocation

Held at the end of spring semester, the main campus community gathers to recognize outstanding achievements in academics and campus leadership.

Commencement

Keystone College conducts one commencement ceremony for all students completing their degree requirements that academic year. This event is held in May.

Keystone College Virtual Campus students may attend events located on the main campus. Visit the

home page for Keystone College on the web at www.keystone.edu for more information.

Alumni Association

The Keystone College Alumni Association has more than 17,000 members. Members include graduates of Keystone Academy, Keystone Junior College, and Keystone College. It offers opportunities for Keystone alumni to maintain strong bonds with their alma mater and with each other. The Alumni association exists to foster loyalty and unity of its members for the College and support the College's mission and priorities. The Association is a mechanism for the exchange of ideas among alumni and acts as an official channel of communication between the alumni and the College.

The Alumni Association sponsors a mini-grant program to provide funding to student projects. The Alumni Association also assists students through a mentor program, internships, and job shadowing experiences.

Alumni are informed of campus and alumni activities through *The Keystonian*, the official alumni magazine, an e-newsletter, and social media outlets.

Additional information regarding the Alumni Association may be obtained from the Alumni Office at One College Green, PO Box 50, La Plume PA 18440, 1-877-4COLLEGE, option 5, or by email at alumnirelations@keystone.edu. Visit the Alumni Association on the web at www.keystone.edu/alumni/.

ADMISSION TO KEYSTONE COLLEGE VIRTUAL CAMPUS

Keystone College Virtual Campus accepts applicants on a rolling admissions basis. Keystone considers applicants who meet the following criteria: graduation from an approved secondary school or the equivalent (with official transcripts or record of courses), and evidence of potential for successful college achievement.

Keystone College Virtual Campus is intended for students that are 22 years of age or older. However, students that do not meet this suggested age requirement may be reviewed on a case-by-case basis.

Students may obtain an application by accessing our web site at www.keystone.edu.

Application Procedures

To be considered for admission to a degree program in the Keystone College Virtual Campus (KCVC), the student must:

1. Complete the KCVC online application for admission.
2. Students with 12 credits of non-developmental college-level coursework or more, must submit an official college transcript. A student may be accepted provisionally based on an unofficial transcript, but an official transcript must be received by the start of classes.
3. Students with less than 12 credits of non-developmental college-level coursework or more, must submit an official high school transcript along with all college transcripts.
4. Students must fulfill additional requirements as outlined for specific degree programs. When applicable, these admission requirements follow the program description.

Veterans

Students who are eligible for veterans' education benefits follow the same application procedures as non-veteran students. To obtain information regarding veterans' education benefits, or to pursue eligibility for veterans' programs, contact the Veterans Certifying Official in the Office of the Registrar or call the Veterans' Educational Counselor of the Veterans Administration at 1-888-442-4551. For more information about how we provide support to our student-veterans, visit our web site at: www.keystone.edu/admissions/veterans/.

Part-time Admission

Degree-seeking students wishing to take classes on a part-time basis should follow the guidelines listed under "Application Procedures." Non-degree seeking students may attempt up to 12 credits prior to making application to the College.

Degree-seeking, part-time students may be eligible for financial aid and should refer to the financial aid section of this Catalog.

Readmission of Full-Time and Part-Time Students

Students who have "stopped out" for one year or more, excluding summer sessions, must contact the Office of Admissions to be readmitted to the College. All students who desire to be readmitted must be in good academic, social, and financial standing with the College. The following guidelines will apply to students wishing to be readmitted:

1. The Catalog of record for a student requesting to be readmitted within five years of last attendance will be the most recent one, unless otherwise requested and approved by the Faculty Coordinator for Online Learning.
2. A student requesting to be readmitted after five or more years of last attendance will need to re-apply by completing the KCVC application, following the procedures listed above. The Catalog of record will be the current Catalog.
3. All students desiring to be readmitted who have taken courses at other institutions since their last date of attendance at Keystone should have their official transcripts from those institutions sent to the Keystone College Office of Admissions. Readmission will not be granted until all official transcripts have been received.

Students with Learning Differences

In order to provide the greatest opportunity for student success, Keystone College accepts only those students who have developed the skills necessary to perform at a satisfactory level using the College's current available support services. Keystone does not have a comprehensive support program specifically designed for students with learning differences. We encourage those students who have documented learning differences to disclose this information to their instructors as soon as possible.

Appropriate documentation of the specific disability will be required and reviewed by the Coordinator of Disability Services before the student can be granted any accommodations. Documentation should be submitted to Coordinator of Disability Services, One College Green, PO Box 50, La Plume, PA 18440.

Transferring Credits to Keystone College

Coursework completed at another regionally-accredited institution and credits earned through advanced placement may be applied toward a Keystone College degree. The following conditions apply:

1. Transfer students are required to complete Keystone's core and distribution requirements, as well as those of the major. These requirements may be met through Keystone coursework or through reasonable substitution of transferred credits as determined through a transcript evaluation performed by the Registrar.
2. Up to 32 credits may be applied for students seeking an associate degree and up to 75 credits may be applied for students seeking a bachelor's degree. Students who have already earned a bachelor's degree may apply up to 90 credits toward another bachelor's degree.
3. The final 32 credits earned toward a degree cannot include more than 9 credits earned through transfer of credits from another institution.
4. Transfer credit will not be awarded if the grade earned is lower than a "C."
5. Grades of "P" or "S" are not accepted for credit.
6. Transfer credit for a course taken ten or more years prior to the request is generally not given. Exceptions will be made only with the approval of the Registrar, and with input from the Faculty Coordinator for Online Learning. Requests for exceptions to the ten-year rule should be made to the Registrar.
7. Quality points and transfer credits are not included in the student's grade point average at Keystone.
8. A Keystone student who wishes to take courses at another institution and transfer them back to Keystone should consult with the Office of the Registrar prior to enrolling to ensure that the credits will transfer.
9. Transfer credits will not count as a course repeat with regard to the GPA calculation.

Advanced Placement

Special advance coursework completed in high school, which is treated as transfer work, may receive college credit and be applied toward a Keystone College degree. An examination of the College Entrance Examination Board (CEEB) Advancement Placement Program must be taken and a score of 3 or higher obtained. To obtain credit, an official score report from The College Board must be submitted to the Office of the Registrar.

College-Level Examination Program (CLEP)

Examinations of the College-Level Examination Program (CLEP) will be treated as transfer work. Credit will be awarded only for successful completion of assessments that cover the same material as covered in subjects that are offered at Keystone College. Students should consult the Registrar prior to taking CLEP examinations for credit. An official score report from CLEP is required. Information regarding approved exams and required scores can be found on the College's website www.keystone.edu/admissions/transferstudents/agreements.dot.

Prior Learning Assessment (PLA)

Prior Learning Assessment is a way for a student to document learning acquired outside of a college classroom and for evaluating that learning as a way to earn college credit. This process recognizes many ways in which learning can occur and avoids duplication of learning experiences for which a student

can demonstrate knowledge and competence. The breadth and depth of experiential learning activities can be illustrated through information provided in a portfolio. The portfolio includes documentation of knowledge gained and competencies acquired as a result of the experiences. The PLA portfolio will identify that the learning is publicly verifiable, of college-level quality, theoretically based, generally applicable beyond the situation in which it was learned, and related to the student's academic goals and degree program.

After an introductory PLA interview, the student will submit an application of intent to the Faculty Coordinator for Online Learning at Keystone College. The faculty coordinator will secure the most appropriate faculty evaluator for the student. The student must then submit an application for portfolio review and portfolio to the faculty evaluators within the semester, have experience in the field in which he or she is attempting to gain credit by PLA, and pay all fees associated with the evaluation and credit award. A student may earn a maximum of 32 credits toward an associate degree or 64 credits toward a bachelor's degree through PLA. PLA credits count toward the maximum transfer courses that will be accepted. The transcription of PLA credits will occur upon the student's completion of 15 credits earned at Keystone, with a minimum GPA of 2.00. All PLA credits must be completed and transcripted prior to registering for GRAD 1115 or 2110. The credit posting fee is \$50 per credit.

FINANCIAL INFORMATION

Tuition and Fees

Tuition and fees are determined annually by the College's Board of Trustees and are published on the College's website at www.keystone.edu/tuition_aid/tuitionfees.

Students may be eligible for financial aid, but are not eligible for institutional grants.

Miscellaneous Fees

Graduation Fee

This fee helps to defray the cost of evaluating the student's academic record to determine eligibility for graduation, purchasing the student's graduation cap and gown, ordering the student's diploma, and providing the commencement program. Students who are excused from attending graduation by the President of the College will receive their diplomas in the mail and may request that their caps and gowns be mailed if they wish. (There is no reduction in the fee for graduates who do not attend commencement.)

Course Lab or Supplies Fee

Some courses may require an additional fee. Please refer to course descriptions for these fees.

The College also levies charges for special situations. (These may apply to full-time and part-time students.) Charges are listed on the College website at www.keystone.edu/tuition_aid/tuitionfees/.

The Trustees of the College reserve the right to change fees whenever such action is deemed advisable. Every effort will be made to notify students and parents well in advance of any major changes in costs.

THE OFFICE OF STUDENT BUSINESS SERVICES

The Office of Student Business Services is responsible for billing and collection of all tuition and fees. They assist students and families with payment options and questions regarding student accounts.

Further information regarding student accounts may be obtained by contacting the Office of Student Business Services at (570) 945-8369 or 1-877-4COLLEGE, option 3; through the mail at Student Business Services, Keystone College, PO Box 50, La Plume, PA 18440-1099; or via e-mail at studentaccounts@keystone.edu.

Student Account Information

Any outstanding balance which remains on a student's account after deduction of financial aid, grants, scholarships, and loans should be paid in accordance with the billing instructions.

A specific due date is publicized on billing statements. Following registration, a monthly statement will be sent to each student's home address. In addition, for all balances not paid in full when due, the student is responsible for all costs incurred by the College to collect such debt. This may include, but is not limited to, collection costs, litigation/attorney fees, and court costs. Students who are unable to pay in full by the stipulated time may contact the Office of Student Business Services prior to the bill's due date to review the College's payment plan options.

Payment of the term bill may be made in person or by mail. Checks or money orders should be made payable to Keystone College. The College also accepts VISA, MasterCard, Discover, and American Express credit cards.

Cash should not be sent through the mail. Students wishing to wire transfer their payment to the College should use the following account information:

PNC Bank
ABA # 031300053
Scranton, PA 18501
For further credit to Keystone College
Account # 9009700944

A charge for each wire transfer will be reflected on the student's account as a "bank charge."

Questions relating to any charge appearing on a monthly billing statement should be brought to the attention of the Office of Student Business Services within five days of receipt of the billing statement.

The full payment of each term's bill is a prerequisite for official enrollment for the term, for registration in a new semester, for receipt of credit for coursework, for participation in commencement exercises, and for issuance of grade reports and transcripts.

*If changes occur or initial registration has occurred.

NSF Transaction Fee

A service charge is assessed to the student's account if a check presented for payment is returned to the College as uncollectible.

Financial Clearance

Financial clearance is obtained by students through Student Business Services when their student accounts are considered to be in good financial standing. Financial clearance is needed to register for courses, apply for student housing, maintain course registration and housing assignments, receive official College transcripts, participate in commencement, and receive a diploma.

The College reserves the right to terminate the registration of a student who has an outstanding financial obligation to the College. The College reserves the right to hold transcripts and diplomas as a result of nonpayment of obligations and to forward delinquent accounts to collection agencies and to levy a collection fee. Holds are removed upon satisfaction of the outstanding obligation. The terminated student may petition for reinstatement of enrollment by satisfying the indebtedness to the College. The College does not guarantee that the previous course selections will be available upon reinstatement.

The privileges of registration, advance registration, receipt of a diploma, and receipt of transcripts of record are barred to students having outstanding obligations to the College. Obligations may take the form of unpaid monies, unreturned or damaged library books and equipment, parking fines, other charges for which a student may become legally indebted to the College, and failure to meet immunization requirements or to comply with disciplinary sanctions or administrative actions.

Withdrawals

Withdrawing from or dropping a course may adversely affect a student's financial aid eligibility. All students should speak with a member of the Financial Assistance and Planning Office prior to withdrawing from or dropping a course. A student seeking to withdraw from the College during a semester must contact the Faculty Coordinator for Online Learning at dorothy.anthony@keystone.edu to complete an exit interview and begin the withdrawal process. Merely notifying an instructor or academic advisor is not sufficient. Once a withdrawal is authorized, tuition refunds will be made as outlined below.

A student who leaves the College due to dismissal for disciplinary reasons is not entitled to any refund.

REFUND POLICY

Complete Withdrawal (Withdrawal from all enrolled credits/courses)

If a student completes the official withdrawal process before the first day of classes for the payment period, Keystone College will refund 100% of all tuition, lab fee(s), activities fee, technology fee, and room and board charges. Keystone College will return all respective Title IV awarded monies, in full, to the appropriate program accounts.

When a student withdraws on or after the first day of classes, Keystone College will refund the difference between any amount paid toward tuition and board charges (which includes financial aid

payments), and the amount of charges retained on the student's account for the period of the student's attendance. The charges retained on the student's account are in accordance with the return of Title IV Refunds Policy, as directed by federal regulations.

A student who withdraws on or before the 60% point of time in the period of enrollment, for which the student has been charged, is only eligible to receive the amount of Title IV Federal Aid earned during his or her actual enrollment. Keystone College must, per federal regulations, calculate a refund of Title IV Federal Aid to be returned under the federal refund calculation. Refunds of tuition and board, if applicable, for students as a result of an official withdrawal will be made according to the appropriate tuition refund schedule. Refund schedules may be found at www.keystone.edu/tuition_aid/refundswithdrawals/.

Timeframe	Refund Amount
First five days	100%
Day 6 and 7	75%
Second week	50%
Third week and beyond	0%

Drop period=First five days

The date used to calculate the refund is the official withdrawal date as determined by Keystone College. Backdating withdrawal dates is not permissible.

Partial Withdrawal/Status Change (Withdrawal from currently enrolled credits/courses while remaining enrolled)

After the last day to drop classes from a term without notation:

- No charge reduction is granted to a student who withdraws from one or more courses but remains registered in at least one course; and
- No status adjustment is made from full-time to part-time with regard to charges and financial aid, with exception given to the federal Pell grant.

Complete and Partial Withdrawal/Status Change

The Title IV portion of the refund will be distributed to the Title IV programs, up to the full amount received from each program for the enrollment period in question. Title IV funds are returned to the appropriate accounts in the following order:

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Perkins Loan
4. Direct Plus Loan
5. Federal Pell Grant
6. Academic Competitiveness Grant (ACG)
7. National SMART Grant
8. FSEOG
9. Other Title IV Programs.

Written examples of the applications of these refund policies are available, upon request, from the Financial Assistance and Planning Office.

FINANCIAL ASSISTANCE AND PLANNING

Keystone College is committed to facilitating your educational goals by providing financial assistance while earning a degree from one of our many programs. To achieve this goal, Keystone has financial aid assistance programs available to fully online students.

Further information regarding financial aid may be obtained by contacting the Financial Assistance and Planning Office by :

Phone

(570) 945-8134 or 1-877-4COLLEGE, option 2

Mail

Financial Assistance and Planning Office
Keystone College
One College Green
PO box 50
La Plume, PA 18440-1099

E-mail: financialaid@keystone.edu

Eligibility

There are many resources available to students to help defray the cost of his/her education. Students should complete a Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. The Keystone College school code is 003280.

To be eligible for financial assistance, full-time students must demonstrate need and must be enrolled in a minimum of 12 semester hours. The amount of need is determined by filing FAFSA. Residents of Pennsylvania also are expected to apply for the Pennsylvania State Grant by filing the FAFSA before May 1, the state grant deadline. April 1 is the priority deadline for Pennsylvania residents. International students are not eligible for state and/or federal financial programs. However, Keystone does offer institutional financial aid to selected international students. Please contact the Financial Assistance and Planning Office for details.

Enrollment Status

Students enrolled for at least 12 credits per semester are considered “full-time” for that semester. Students enrolled for at least 9 credits but less than 12 credits per semester are considered “three-quarter time” for that semester. Students enrolled for at least 6 credits but less than 9 credits per semester are considered “half-time” for that semester. Students enrolled for less than 6 credits per semester are considered “less than half-time” for that semester.

FINANCIAL ASSISTANCE PROGRAM DESCRIPTIONS

Federal Aid Programs

Students must meet the following requirements to be considered for any of the federal financial aid programs:

- Must have a high school diploma or GED.
- Must be enrolled as a matriculating student in an eligible degree program or a certificate program.
- Must be a U.S. citizen or eligible non-citizen.
- Must maintain satisfactory academic progress.
- Must not already hold a bachelor's degree. (This requirement does not apply to the Stafford, Federal Work Study, or Perkins Loan Program.)
- If required, must be registered with Selective Service.
- Must not owe any refund on Federal Aid and not be in default on Federal education loans.
- Must not have been convicted of any illegal drug offense that you make you ineligible for Federal Aid. Students may become eligible if he/she complete an acceptable drug rehabilitation program. Please contact Financial Assistance and Planning or visit www.fafsa.gov for details.

Federal Pell Grant

The federal Pell Grant is considered to be the foundation of financial aid. Eligibility for this program is determined before aid from other sources (federal and non-federal) is awarded. The Pell Grant does not have to be paid back, unlike loans. Awards are made according to the Expected Family Contribution (EFC) calculated on the FAFSA. The maximum Pell Grant award for the 2015-2016 academic year (July 1, 2015 to June 30, 2016) is \$5,775. The amount students receive depends upon students' demonstrated financial need, cost to attend Keystone College, enrollment status, and the number of semesters attended in an academic year.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant or FSEOG is a grant awarded to students with exceptional financial need. Students who are Pell Grant eligible with the lowest Expected Family Contributions (EFCs) will be the first to receive FSEOGs, which do not have to be paid back. Keystone College bases its FSEOG awards on the EFC, demonstrated financial need, and funding available in the program.

Federal Carl D. Perkins Loan (Not currently available)

The Carl D. Perkins Loan is a low interest (5%) loan that is administered by Keystone College for students who demonstrate financial need. This loan is made through the Financial Assistance and Planning office. Entrance Counseling and an Master Promissory Note (MPN) must be completed in the Financial Assistance and Planning Office. Keystone College is the lender and the loan is made with federal funding. Students must repay this loan. Repayment begins nine months after graduation, withdrawal, or change to less than half-time status. Interest accrues in the student's name beginning in the tenth month after the student ceases to be enrolled on at least a half-time basis. The maximum repayment schedule is ten years.

Federal Direct Loan Program

Direct loans are low-interest loans for students and parents to help pay for the cost of a student's education after high school. The lender is the U.S. Department of Education, though most of the

contact will be with the student's loan servicer. Student borrowers are not required to begin making payments until after he/she drops below half-time attendance.

The Direct Loan Program offers the following types of loans:

- Subsidized: For students with demonstrated financial need, as determined by federal regulations. No interest is charged while a student is in school at least half-time, during the grace period, and during deferment periods.
- Unsubsidized: Not based on financial need; the student is responsible for interest while in school and duration of the loan.
- PLUS: Unsubsidized loans for the parents of dependent students and for graduate/professional students. PLUS loans help pay for education expenses up to the cost of attendance minus all other financial assistance. Interest is charged during all periods.

Applying for a Loan

Application for Federal Student Aid (FAFSA) is required for all loan applicants. Additionally, the following documents must be completed.

Entrance Counseling

Borrowers must complete entrance counseling before the first disbursement of their loan. Entrance counseling is required for all borrowers to make certain they understand their responsibility regarding their loan.

Master Promissory Note

To take out a Direct Loan, students must complete a Master Promissory Note (MPN). The MPN is a legal document in which students promise to repay their loan(s) and any accrued interest and fees to the Department. It also explains the terms and conditions of his/her loan(s). Both documents must be completed at www.studentloans.gov.

Declining a Loan

Keystone College will notify students of loan amounts in their personal financial aid award notification that lists all proposed financial aid awards (students' award package).

Students should evaluate the aid offer carefully. In the case of loans, keep in mind that whatever amount borrowed must be paid back with interest.

Students have the right to decline their loan or to request a lower loan amount. Please contact Financial Assistance and Planning immediately via e-mail at financialaid@keystone.edu to discuss.

Electronic Communication

Email is considered an official form of Keystone College-related communication specifically in regards to a student's Financial Aid communication to include but not limited to missing information requests, financial aid packages, award letters, and any other communication. It is recommended that students check their email daily in order to stay current with Keystone College-related communications. Students have the responsibility to recognize that certain communications may be time-critical. Students interested in opting out of email communication should contact the Financial Assistance and Planning Office to do so. Failure to check for messages and failure to receive messages due to

full mailboxes, spam filtering, or auto-forwarded email are not acceptable excuses for missing official Keystone College communications.

Online students must additionally maintain and provide the Keystone College with an email address for correspondence with Keystone College administration and faculty, and students attending classes in the traditional, semester format are required to use their Keystone College-issued email address for official Keystone College communications.

Online Students Consent to the Electronic Delivery of Official Keystone College Communications and Records

The ESIGN Act, 15 U.S.C. Section 7001 et seq., requires Keystone College to provide students with certain information about how electronic records are provided and to obtain student consent to provide certain records in electronic form. In order to enroll, apply for, or receive information about financial aid, obtain or authorize release of information from student records, and conduct other business with Keystone College, online students must indicate consent to sign agreements electronically, and receive records from the Keystone College in electronic form. A student's consent to the electronic delivery of official Keystone College communications and records is collected in the online application.

Students may withdraw consent to electronic delivery, retention, and execution of records by sending a fax or a letter to the Financial Assistance and Planning office, including the statement "I withdraw my consent to electronic delivery, retention, and execution of records." Any withdrawal of consent shall have prospective effect only, and shall not affect the legal effectiveness, validity or enforceability of consents, agreements, notices, disclosures, or other records provided or made available prior to the withdrawal of consent

Monitoring of Email Communications

Keystone College does not intend to monitor individual electronic mail as a routine matter, but may do so at any time as the Keystone College deems necessary for purposes of maintaining the integrity and effective operation of the student email system. No facility exists on this system for the sending or receiving of private communications.

The Keystone College reserves the right to inspect and disclose the contents of email as follows: in the course of an investigation triggered by indications of misconduct or misuse; as needed to protect the health and safety of students and staff; as needed to prevent interference with the academic mission; or as needed for technical troubleshooting or spam/content filtering.

Loan Limits

Annual Borrowing Limits for Dependent Students and Undergraduate Students whose parents were NOT denied a PLUS loan.

Grade Level	Combined Base Limit for Subsidized and Unsubsidized Loans	Additional Limit for Unsubsidized Loans	Total Limit for Unsubsidized Loans (minus subsidized amounts)
First-Year Undergraduate (<i>Freshman</i>)	\$3,500	\$2,000	\$5,500
Second-Year Undergraduate (<i>Sophomore</i>)	\$4,500	\$2,000	\$6,500
Third-Year and Beyond Undergraduate (<i>Junior, Senior</i>)	\$5,500	\$2,000	\$7,500

Annual Borrowing Limits for Independent Students and Dependent Students whose parents were denied a PLUS loan.

Grade Level	Combined Base Limit for Subsidized and Unsubsidized Loans	Additional Limit for Unsubsidized Loans	Total Limit for Unsubsidized Loans (minus subsidized amounts)
First-Year Undergraduate (<i>Freshman</i>)	\$3,500	\$6,000	\$9,500
Second-Year Undergraduate (<i>Sophomore</i>)	\$4,500	\$6,000	\$10,500
Third-Year and Beyond Undergraduate (<i>Junior, Senior</i>)	\$5,500	\$7,000	\$12,500
Graduate or Professional	\$0	\$20,500	\$20,500

Grade Level Combined Base Limit for Subsidized and Unsubsidized Loans Additional Limit for Unsubsidized Loans Total Limit for Unsubsidized Loans (minus subsidized amounts)

Lifetime Borrowing Limits:

Grade Level	Combined Base Limit for Subsidized and Unsubsidized Loans	Additional Limit for Unsubsidized Loans	Total Limit for Unsubsidized Loans (minus subsidized amounts)
Dependent Undergraduate Students (<i>whose parents were not denied a PLUS loan</i>)	\$23,000	\$8,000	\$31,000
Independent Undergraduate Students (<i>and dependent students whose parents were denied a PLUS loan</i>)	\$23,000	\$34,500	\$57,500
Graduate or Professional	\$65,000	\$57,600	\$138,500

*Aggregate limits for graduate students include loans borrowed as an undergraduate student.

To view your current Federal loan information please visit www.nslds.ed.gov.

Interest Rates and Fees

Students who receive a federal student loan are required to repay that loan with interest. It is important to understand how interest and fees associated with the students' loan will impact the amount required to pay.

Interest is money paid to the lender in exchange for borrowing money and is calculated as a percentage of the unpaid principal amount (loan amount) borrowed. Most federal student loans have loan fees that are a percentage of the total loan amount. The loan fee is deducted proportionately from each loan disbursement students receive. This means the money students receive will be less than the amount actually borrowed. Students must repay the entire amount borrowed and not just the amount you received.

For the most current interest rates and fees, please visit www.studentaid.ed.gov/types/loans/interest-rates.

Disbursements

Students' loans generally will cover a full academic year and Keystone College will make at least two disbursements to student accounts; for example, at the beginning of each semester or module, or at the beginning and midpoint of the academic year.

Loans can be used to pay tuition, fees, living and personal expenses, and other authorized charges. Keystone College will notify students in writing each time part of the loan is disbursed and will provide information about how to cancel all or part of the loan if a student finds he/she no longer need the money. Students will also receive a notice from the loan servicer confirming the disbursement. Students should read and keep all correspondence received concerning the loan.

Leaving school: Graduating, withdrawing, or dropping below half-time

Students no longer enrolled at least half-time in an eligible program will receive a six-month grace period on the Direct Subsidized and Unsubsidized Loan during which he/she are not required to make loan payments. Repayment begins at the end of the grace period.

If students have an in-school deferment on a Direct Subsidized or Unsubsidized Loan that entered repayment at an earlier date (before students returned to school) and students graduate, drop below half-time enrollment, or withdraw from school, he/she will be required to immediately begin making payments on the loan because the six-month grace period has expired; there is no second grace period.

Exit Counseling

The federal government requires students who are no longer attending at least half-time in an eligible program to complete exit counseling before graduating or withdrawing. Please visit www.studentloans.gov to complete the online session.

Pennsylvania State Financial Aid Resources

For additional information regarding any State Grant programs, please visit www.pbeaa.org and create an account access from AES.

Grant Programs from other states

Students should contact his/her state's Department of Education for further information on post-secondary educational grant opportunities.

Outside Financial Aid Resources

It is the student's responsibility to report all outside financial aid awards to the Financial Assistance and Planning Office.

OUTSIDE FINANCIAL AID RESOURCES

Office of Vocational Rehabilitation (OVR)

OVR provides educational assistance to medically qualified students. When determining the amount of assistance, OVR requests information from the Financial Assistance and Planning Office pertaining to the student's eligibility for state and federal grant assistance. To find out more about OVR requirements, contact the OVR representative in your area by visiting the Pennsylvania Department of Labor and Industry website OVR Office Directory.

Trade Act Agreements

The Federal Trade Adjustment Assistance (TAA) program and Workforce Investment Act (WIA) are occupational training programs funded by federal and state agencies for individuals who have lost their jobs. Visit www.keystone.edu/tuition_aid/financialaid/typesofaid/taawiafunding.dot for more information.

Military/Veterans Funding

Military/veterans funding can help students cover the cost of furthering his/her education and skills through benefits that pay for tuition, housing, training, and other education related expenses. Visit www.keystone.edu/admissions/veterans/ www.explore.va.gov/education-training for additional information.

OTHER FINANCIAL AID RESOURCES

Tuition Management Systems (TMS)

Keystone College participates in the Tuition Management Systems (TMS) payment program. This program allows for monthly installments while the student is enrolled, thereby eliminating the need to make a large sum payment prior to the beginning of each semester. Payments cannot exceed total yearly charges less any financial aid. No interest is charged; however, there is a minimal annual fee.

For more information or to set up a plan, contact Student Business Services at 1-877-4-COLLEGE, Option 3, or Tuition Management Systems at 1-800-722-4867 or online at www.keystone.afford.com/Home.

Alternative or Private Student Loans

These loans are often referred to as “alternative” because the most typical method of borrowing money for college is through federal loans that are either underwritten or guaranteed by the federal government. While federal loans are primarily based on a student’s need, alternative loans are based on the student’s creditworthiness in relation to the total costs of their college education.

Satisfactory Academic Progress Requirements for Financial Aid

Federal regulations require that educational institutions measure students’ Satisfactory Academic Progress (SAP) toward a declared educational objective, both quantitatively and qualitatively during a defined period of time. These academic standards apply to all students, for all periods of enrollment, at all colleges attended, regardless of whether or not aid was received.

SAP is defined as a measure of both qualitative and quantitative levels of a student’s academic performance. Additionally, a program must be completed within a Maximum Timeframe (MTF) standard which is 150% of your program length.

Definitions

Qualitative: Minimum Cumulative Grade Point Average (CGPA) that a student must maintain to receive financial aid.

Quantitative: Pace Requirement is based on all credits attempted regardless of whether or not aid was received. Pace is calculated as: $(\text{number of credits earned} \div \text{number of credits attempted}) \times 100$.

Maximum Time Frame (MTF): Directs that a student must complete their degree within a reasonable time frame. Federal regulations limit funding to no more than 150% of the average program length. The credit limit includes dual majors, changes in majors and second degrees.

	Qualitative	Quantitative
Credits Attempted	CGPA	Pace
Less than 30	1.75	2/3 or 66.667%
30 or greater	2.0	2/3 or 66.667%

Transfer students who transfer in less than 30 credits are considered new students for SAP purposes. Credits transferred into Keystone College are considered attempted and earned.

Students who fall behind in their coursework, or do not achieve minimum standards for grade point

average and completed credits, may lose eligibility for all types of federal, state, and institutional aid administered by the Financial Assistance and Planning Office. Loss of aid eligibility does not prevent you from enrolling in courses, but it does affect your ability to receive financial aid to help cover the expenses.

Procedure for Checking Satisfactory Academic Progress (SAP)

At the end of each semester, student records are reviewed to determine if the minimum qualitative and quantitative requirements have been met. The first time the standards are not maintained, students are considered to be on a financial aid warning and are eligible to continue receiving your financial aid for one subsequent semester. At the end of the warning period, satisfactory academic progress (SAP) is reviewed, and if the deficit has been resolved, students may continue to receive financial aid. If SAP criteria have not been met, students may be able to regain financial aid attempting credits without the help of financial aid funds until all SAP standards are met. If students are able to achieve this goal, they must notify the Financial Assistance and Planning Office. Students may also regain eligibility with a successful appeal (See below).

Repeated Courses

Students may repeat a previously passed course once and be eligible for payment on the repeat (2nd attempt). Students may repeat a failed course until it is passed and be eligible for payment; however, it counts as attempted and not earned, which will make it difficult to keep on pace.

Unsatisfactory Academic Progress Appeal

Students who have experienced extenuating circumstances beyond their control that prevented them from satisfying the requirements to maintain Satisfactory Academic Progress (SAP), may appeal that status. An unsatisfactory academic progress appeal may be approved one time only.

- Extenuating circumstances beyond a student's control include, but are not limited to:
- Documented medical condition or serious illness
- Documented learning disability
- Death of a family member or friend
- Involuntary call to active military duty
- Documented change in conditions of employment
- Other extraordinary/emergency circumstances, such as natural disasters
- Maximum Time Frame Appeals
 - Completed prior degree(s) before enrolling in current degree program
 - Dislocated worker

Form and instructions can be found at www.keystone.edu/about_us/departments_and_offices/forms/financialassistance/2015_2016/forms/USAP+Appeal+Instructions+and+Form.pdf.

Approved Appeal

If the Financial Assistance and Planning Office concludes the student will most likely to achieve SAP by the next evaluation period, and the student does, financial aid will be reinstated.

The Financial Assistance and Planning Office, in conjunction with the Registrar's Office, may develop

an academic plan that will help ensure progress is met within a specified time frame. Academic plans are designed to fulfill SAP requirements on an individualized time frame. If the student agrees to the terms and conditions and meets the requirements, his/her financial aid will be reinstated. SAP will be monitored on a period of enrollment basis. .

Denied Appeal

If an appeal is denied, students are welcome to attend Keystone College; however, they must obtain their own financial resources to cover costs until the minimum SAP requirements have been met.

Re-admittance

All students applying for re-admittance to Keystone College must have their academic transcripts and financial aid reviewed for Satisfactory Academic Progress (SAP). If the student does not meet current policy standards, he/she may be eligible for the appeals process. Only one SAP appeal may be granted.

Federal Return to Title IV Aid Policy

Keystone College has developed a policy for the treatment of federal student aid returns that are required when a student ceases to be enrolled. Keystone is required to determine the earned and unearned portions of Title IV aid as of the date the student ceases attendance based on the amount of time the student spent in attendance. This policy applies to all students that receive Federal Pell Grant, Federal Supplemental Educational Opportunity Grants, Direct Student Loans and Iraq and Afghanistan Service Grants.

The Federal “Return to Title IV Funds” formula dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and the student. The formula is applicable to Keystone College students withdrawing up through the 60% point of the enrollment period. For all programs offered in modules, a student is considered to have withdrawn for Title IV purposes if the student ceases attendance at any point prior to completing the payment period or period of enrollment. Keystone will calculate a return unless the school obtains written confirmation from the student at the time of the withdrawal that he or she will attend a module that begins later in the same payment period or period of enrollment. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds that he or she was scheduled to receive during the period and a return is not required.

The percentage of Title IV aid to be returned is equal to the number of calendar days remaining in the semester divided by the total number of calendar years in the semester. The total number of calendar days in the payment period or period of enrollment includes all days in the payment period excluding scheduled breaks of at least five consecutive days. If a student receives excess Title IV program funds that must be returned, Keystone must return a portion of the excess equal to the lesser of:

1. Institutional charges multiplied by the unearned percentage of funds, or
2. The entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds. If Keystone College is not required to return all of the excess funds, the student must return the remaining amount. A school must return Title IV funds to the federal programs from which the

student received aid during the payment in the following order, up to the net amount disbursed from each source:

- Unsubsidized Direct Loans (other than Director PLUS Loans)
- Subsidized Direct Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return is required
- Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required
- Iraq and Afghanistan Service Grant, for which a Return is required.

Keystone College will return any unearned Title IV funds it is responsible for returning within 45 days of the date it is determined the student withdrew, and offer any post-withdrawal disbursement of loan funds within 30 days of that date. Keystone will disburse any Title IV grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date it is determined the student withdrew, and disburse any loan funds a student accepts within 180 days of that date; unless a student is subject to verification, and has provided all required verification documents in time for Keystone College to meet the return deadlines. Keystone will include as aid disbursed or aid that could have been disbursed in the return calculation only those Title IV funds not subject to verification.

For more information, please refer to www.keystone.edu/tuition_aid/policiesdisclosures/.

ATHLETICS

Intercollegiate Athletics

The program of intercollegiate athletics functions as an integral part of the total education process at Keystone College. In keeping with this, policies that guide the operation of the athletic program have been designed to complement the educational objectives of Keystone College.

Keystone College is a member of the NCAA of the Division III level and is also a member of the Colonial States Athletic Conference (CSAC).

Keystone's intercollegiate teams compete with other four-year institutions of comparable strength in men's and women's basketball, men's and women's soccer, baseball, softball, field hockey, men's golf, women's volleyball, men's and women's cross country, men's and women's indoor and outdoor track, men's and women's tennis, men's and women's lacrosse, and club cheerleading.

Eligibility for Athletics

To be eligible for intercollegiate athletic competition, a student must be enrolled full-time and carry a minimum of 12 credit hours per semester. The student must also satisfy all provisions of the eligibility rules stated by the National Collegiate Athletic Association (NCAA). The complete codes of eligibility standards are available for review in the Athletic Department and in publications distributed by the NCAA. The Director of Athletics can answer all questions pertaining to special conditions, such as the status of transfer students and summer study.

STUDENT LIFE: INFORMATION AND REGULATIONS

Student Activities and Leadership Development

Student leaders at the Keystone College Virtual Campus have a unique position and privilege and, as such, they both benefit from the learning opportunities of their offices and positions and bear a special behavioral responsibility as they represent their club, organization, team, and the College. Student leaders will at all times, both on and off campus as well as in the online environment, exemplify the Keystone College values of civility, integrity, exhibit socially acceptable behavior and obey local, state, and federal laws. Because inappropriate or illegal behavior of student leaders can have such a damaging effect on community life and the reputation of organizations, teams, students, and the College, such behavior will not be tolerated and can result in a variety of sanctions, including, but not limited to, removal from the position with no opportunity for regaining the position.

Clubs and Organizations

Student clubs, organizations, or groups on or off campus, as well as online, are subject to the same conduct regulations as individual students. A club, organization, or group is responsible for the conduct of its members and will be held accountable if the misconduct of its members is related, in any way, to the group or organization. Disciplinary action may be taken against a group or individual depending upon the findings of the judicial officer.

Study Abroad

International learning is an essential component of an undergraduate education. Therefore, the mission of the Center for Global Learning is to serve all Keystone College students by providing academically-based international experiences that will give them the skills to be active, informed, and culturally sensitive citizens in a rapidly changing global society. To ensure that students have a safe, educational, and outstanding experience, the Center for Global Learning provides information and support for students to participate in a variety of semester and summer programs, faculty-led programs, and international internships offered through reputable, college-approved study abroad providers. These courses are not available through the Keystone College Virtual Campus, but are available to KCVC students as part of the traditional infrastructure Keystone College offers all undergraduate students. These credits would transfer in as free electives in most degree paths for KCVC.

KCVETS

Keystone College has a strong commitment to making the educational transition of our veterans as straightforward as possible. The Keystone College Veterans Educational and Transition Support Program (KCVETS) is designed to take an individual from “boots to books,” utilizing many key offices across campus. Support programs include an active student-veteran club which is a charter member of the Student Veterans of America, opportunities for community service within the local veteran community, and on-site office hours with the Scranton VetCenter staff. The College also adheres to the Principles of Excellence and 8 Keys to Veteran Success which are outlined by the Department of Veterans Affairs, the Department of Education, and fully supported by the President of the United States. In addition, the program continues to educate faculty, staff, and students on ways to best support current and former members of the military.

STUDENT SUPPORT SERVICES

Disability Services

In order to provide the greatest opportunity for student success, Keystone College accepts only those students who have developed the skills necessary to perform at a satisfactory level using the College's current support services.

Students with documented disabilities may receive reasonable accommodations in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students who have documented disabilities are encouraged to disclose this information to the Coordinator of Disability Services and their instructors as soon as possible so that accommodations can be granted in a timely manner. Appropriate documentation of the specific disability will be required and reviewed by the Coordinator of Disability Services before a student can be granted any accommodations.

For more information, please visit www.keystone.edu/studentlife/resourcesforsuccess/disabilityservices/ or contact the Coordinator of Disability Services, directly by phone at (570) 945-8389.

Proctoring

The Miller Library on the main campus offers a separate, secure testing location for students with documented disabilities, and will work closely with students and instructors to meet needed testing accommodations. In addition, proctoring services are offered to students attending other educational institutions. Some online courses require students to secure a proctor to supervise exams. The procedure and forms are available on the web at www.keystone.edu/academics/onlinelearning/studentresources/takingtest.dot/.

Professional Tutoring Services

Keystone College is a supportive academic environment that is reinforced by professional tutoring services. Smart Thinking is an online tutoring service that is available on demand. Look at the online tutoring schedule under course search and schedules at www.keystone.edu/currentstudents/ on MyKC.

Counseling

Counseling is a process of assessing both academic and personal growth, discovering one's potential, and developing plans that will create a healthy and satisfying lifestyle. Supportive and referral services are available through Keystone College counselors. All counseling is free and confidential.

Diversity Services

Keystone College acknowledges and embraces the importance of diversity in today's world. The College fosters an environment of respect and appreciation for diversity, including, but not limited to race, ethnicity, nation of origin, gender, sexual orientation, religious affiliation, and disabilities. This is accomplished by working with individuals and groups on issues of awareness, understanding, and acceptance of diversity through creative programming, workshops, training, and special events.

Career Development Center

The Career Development Center (CDC) assists students in clarifying their career goals and exploring career options through individual counseling, career assessments, workshops, and access to a career library of various electronic research materials. Assistance with preparing a professional resume and

cover letter, planning a job search, and preparing for job interviews is available to all students. As another available resource in their job search, students, and alumni have free access to an online job and internship posting board. While attending Keystone College, students who meet the specific criteria of eligibility may participate in internships and experiential learning programs. Students interested in pursuing additional education after their time at Keystone College are offered assistance with researching the next appropriate level of education. Contact the CDC by phone at (570) 945-8312. Additional information can be found on the website at: www.keystone.edu/cdc.

College Regulations

By accepting the offer of admission, students enrolling in Keystone College agree to conduct themselves in a manner compatible with the best interests of Keystone and agree to abide by all published regulations governing the student body. A student is subject to College jurisdiction as long as he/she is registered or enrolled at Keystone College. Any misconduct which brings discredit upon the College will subject the student to strict sanctions. Keystone College's administration reserves the right to refuse readmission at the beginning of any semester to students who, in its opinion, have failed to give evidence of constructive citizenship.

The general Keystone College Student Handbook outlining the regulations is available on the Keystone College website at www.keystone.edu/currentstudents/studenthandbook/index.dot.

Social Dismissal

A Keystone College student is expected to possess qualities of good citizenship, civility, and integrity. A student may be suspended or dismissed for a violation(s) (Student Handbook) of Keystone College rules and regulations. All students who are suspended or dismissed from the College are still responsible for paying their student account bill. No refunds will be granted for students who are suspended or dismissed from the College. Refer to the Student Handbook for policies.

Student Conduct

The Office of Student Conduct is committed to providing all students the best possible service and experience at Keystone College. The primary function of the Office of Student Conduct is to uphold the Student Code of Conduct; administer conduct procedures in support of the College's mission and vision; and to maintain a positive learning community for the College community. The Office of Student Conduct encourages equality, dignity, and mutual respect for all members of the campus community. The Office strives to inspire trust and confidence in the College's rules, regulations, and student conduct procedures. Visit www.keystone.edu/studentconduct for further information on this and other general campus policies.

Appropriate student conduct does extend to online courses and all online interactions. At Keystone College, we follow netiquette or Network etiquette. Netiquette core rules are taken from the book, *Netiquette* by Virginia Shaw. Visit www.albion.com/netiquette/corerules.html to review the core rules of netiquette.

ACADEMIC AFFAIRS

ACADEMIC DEFINITIONS - GENERAL

Academic Year

At Keystone College the academic year begins with the first day of the fall term and concludes on the last day of the summer term.

Definition of a Credit Hour

In accordance with federal policy, Keystone College defines a credit hour as an amount of work represented in the achievement of the intended learning outcomes and verified by evidence of student achievement that reasonably approximates:

1. One hour (50 minutes) of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 14 weeks for one semester, or the equivalent. Courses with fewer than 42 credit hours of instructional time must add instructional hours to make them equivalent to the number of hours in a traditional 3-credit, 42 credit hour course.
2. At least an equivalent amount of work as required in paragraph (1) for other academic activities as established by the institution, including laboratory work, internships, field observations, studio work, and other academic work leading to the award of credit hours. Laboratories, internships, and field observations vary by program in terms of the number of hours required, but in general are 2-3 hours/week per credit.

For courses with non-traditional formats, e.g., accelerated, weekend, online or hybrid, students are required to spend the equivalent amount of total time per credit hour as spent in traditional courses. However, the mix of time spent in direct instruction and time spent on assignments and other work, per week, will vary.

The faculty of Keystone College agree that the following activities are the equivalent of face-to-face classroom experiences and may be used in part to meet the minimum classroom seat-time requirements for courses offered at Keystone College in the event of missed classes due to illness, weather, or other unforeseen circumstances, as well as for courses taught in non-traditional formats:

1. Field trips
2. Discussion boards
3. Movies or participation at events of educational value within the course or discipline that will be used in follow-up classes and assessed accordingly
4. Service learning – with reflection activities
5. Directed and/or mentored library or other primary research (not homework)
6. Experiential learning activities – with reflection
7. Portfolio development work – independent work with assessment, again not homework
8. Interviews related to the course content or discipline
9. Shadowing – with reflection
10. Field work
11. Group work/collaborative coursework that is substantial and not simply homework, such as

- preparation of presentations, or other material
12. Online group work and/or Wikis, presentations and critiques and other active learning facilitated by electronic and/or social media.

Matriculated Student

A matriculated student is one who has satisfied all admission requirements for a degree program and is taking courses leading to a degree.

Part-Time/Full-Time Status

A student has part-time status if enrolled for 11.5 or fewer credits during the current term and full-time status if enrolled for 12 or more credits during the current term.

Course Load

The maximum number of credits a student may carry in a semester is 20.5. Students wishing to take more than 20.5 credits must obtain permission from the Committee on Standing of Students. Beginning with the fall 2016 semester, the maximum number of credits a student may carry in a semester is 18. Students wishing to take more than 18 credits must obtain permission from the Committee on Standing of Students.

Class Standing

First Year Students	0 to 29 credits
Sophomore	30 to 59 credits
Junior	60 to 89 credits*
Senior	90 and above*

*Note: A student must be enrolled in a baccalaureate program to obtain class standing above the sophomore level.

Major

The student's major is their officially declared program of study.

Minor

A minor consists of a minimum of 18 credits in a particular discipline and requires one 1000-level course and two 3000- and/or 4000-level courses. The remainder of courses may be chosen from current course offerings and are determined by the student and academic advisor.

Satisfactory Academic Progress

A student is making satisfactory academic progress if he/she earns no less than 6 credits per academic term and no less than 24 credits per academic year, is taking courses in pursuit of a degree, and maintains a cumulative grade point average as follows:

Academic Probation

Academic probation is a warning that a student's academic performance is less than the standard necessary for good academic standing (2.00 overall GPA).

Academic Suspension

Academic suspension is a temporary separation of the student from Keystone College for a lack of academic progress.

Academic Dismissal

Academic dismissal is a permanent separation from the College due to continued poor scholarship.

Academic Adviser

Upon entry to Keystone College, all students are assigned academic advisers appropriate to their majors. These academic advisers help students coordinate their academic plans during their years at the College. The academic adviser also helps the advisee plan for graduation; however, the student assumes full responsibility for meeting graduation requirements.

ACADEMIC DEFINITIONS – COURSES

Course Level/Course Number

All courses have a four-digit course number which begins with 0, 1, 2, 3, or 4 (ex. HIST 1130 and ACCT 2120). Courses which have number that begin with 0 are developmental courses. Courses which have numbers that begin with a 1 are 1000-level courses, and courses that begin with a 2 are 2000-level courses, etc.

A student taking developmental courses earns credit during the semester for financial aid and billing purposes, but those credits are not college-level work and do not count toward meeting the minimum credits required for degree completion.

A 1000-level course generally provides an introduction to the subject matter. For some 1000-level courses, it is assumed that the student has no knowledge of the subject matter when beginning the course. Other 1000-level courses assume that the student has some knowledge of the subject matter and includes a review and elaboration of that information. The 1000-level courses may serve as a prerequisite or corequisite to other courses.

Many 2000-level courses assume an introductory knowledge of the subject matter and provide depth in the subject matter. Students must meet any prerequisites to enroll in a 2000-level course. Many 2000-level courses require that students are in their second semester of study.

Courses at the 3000- and 4000-level are mainly designed for juniors and seniors.

Prerequisite and Co-requisite for a Course

A prerequisite is a condition that must be met before a student is allowed to enroll in a particular course. Usually, this is the completion of another course, but may consist of other conditions.

A co-requisite is a condition that must be met concurrent with enrollment in a particular course.

Prerequisites and co-requisites are listed in the section of this catalog containing course descriptions.

Only the Faculty Coordinator for Online Learning may waive prerequisites or co-requisites.

Credit by Assessment

Currently enrolled, matriculating, Keystone College students who have acquired the information taught

in a Keystone College course through other means, or who have failed a course but do not wish to repeat it, may request an assessment to satisfy the course requirements. College courses taken through credit by assessment are pass/fail, and students will earn a “P” or “F” for the course. (See “Pass/Fail Course”) Students who have failed a course and wish to receive credit by assessment must wait 90 days to submit their requests. The fee for credit by assessment is \$75. Students are not charged a per-credit fee for credits earned through this type of assessment

Please note that credits earned through credit by assessment do not count as credits for financial aid or full-time status. Students receiving financial aid should contact the Office of Financial Assistance and Planning prior to deciding to choose this option to ensure that their financial aid will not be affected. Also, credits earned in this way may be more difficult to transfer to other institutions. Appropriate forms may be obtained from the Office of the Registrar.

Course Challenge

Current students who have enrolled in a course and discover that they have previously learned the content of the course may make a request to the instructor to challenge the course and complete the requirements of the course by midterm. If the student successfully completes the requirements established by the instructor (either the work already stated in the syllabus or alternate requirements) with a grade of “C” or higher, he/she will be permitted to be absent from the class meetings for the remainder of the semester. If the student fails to obtain a grade of “C” or higher, there will be no penalty, and the student will continue attending class. It is also the prerogative of the student to continue in the course in order to improve the “challenge” grade. There is no additional fee for a course challenge other than the per-credit cost of the course. Students earn a letter grade (“A” through “C”) for courses completed through course challenge. Appropriate forms may be obtained from the academic school.

Hybrid Course

A hybrid course combines the traditional face-to-face classroom instruction (no less than 55%) with online computer-based learning (not more than 45%). Students will participate in both the face-to-face and virtual classrooms to complete coursework.

Independent Study

An Independent Study is a way in which a student may pursue advanced knowledge of a particular subject by working with a faculty member in independent research or project completion. An independent study is undertaken when the student desires additional knowledge beyond currently developed courses. These courses require the approval of the faculty member, Faculty Coordinator for Online Learning, and Vice President for Academic Affairs.

Pass/Fail Course

At the request of the student, and with the approval of the instructor, an interdisciplinary studies course, an independent study course, or an experiential learning experience course may be graded on a pass/fail basis. The grade of “P” will be given if the student’s work would normally earn a grade of “C” or higher. Work of lesser quality will receive a grade of “F.” A grade of “P” will result in the student earning the credits for the course but will not be included in the calculation of the semester grade point average (GPA) or the cumulative GPA. However, a grade of “F” will be included in the calculation of the semester GPA and the cumulative GPA.

By Arrangement (TBA)

In rare circumstances, students may be able to complete courses by working individually with instructors. Only previously developed courses that are required for graduation are available to be taught by arrangement. These courses require the approval of the faculty member, Faculty Coordinator for Online Learning, and Vice President for Academic Affairs.

ACADEMIC POLICIES

Academic Honesty

Academic integrity is expected in all class-related endeavors, including eLearning. Students of Keystone College are expected to complete their educational endeavors while maintaining the academic standards of honesty and rigor in research without cheating or engaging in plagiarism. Instances of academic misconduct will be addressed as detailed in the “Academic Procedures: Academic Misconduct” section of this Catalog.

Class Attendance

Keystone provides small classes so that students and faculty can interact. Class attendance and participation are considered important for the education of all students. Therefore, students are expected to attend all classes. Faculty keep attendance records and report excessive absences. Poor attendance almost always results in lower grades either directly through reduction of the course grade by the instructor or indirectly through the failure to obtain information presented in class. Each instructor has his or her own attendance policy, which is stated in the course syllabus. The policy describes the penalty for being absent from class. Students who do not attend the first week of classes will be subject to administrative withdrawal.

Excused Absence Policy

When a student is required to miss class due to a College-sponsored event or athletic participation, the student is excused from class by the Vice President for Academic Affairs (via notification from appropriate administrative staff.)

When a student is required to miss class due to military service, the student is excused from class by the Registrar (via a Student Absence Form) provided the student has provided a copy of his or her orders to the Registrar prior to the scheduled absence.

The student must make up the class work missed. If a test/quiz is issued the day of the missed class, the student will take the time necessary prior to missing class to either take the test/quiz early or at the discretion of the instructor, make alternate arrangements.

General Degree Requirements

To be eligible for a Keystone degree, all students, including transfer students, must successfully complete the minimum number of credits required by the curriculum they have selected and the specific courses of that curriculum. In addition, they must have attained a cumulative grade point average of at least 2.00. Baccalaureate degree students must also have a minimum 2.00 GPA or better in upper-level courses in their major. A minimum of 23 of the final 32 credits must be earned at Keystone. Students must also meet all the requirements of their chosen curricula, as specified on page 42. Academic advisers are assigned to help students plan for graduation. However, the student assumes

full responsibility for meeting the requirements for graduation.

Time Limits/Catalog Governance

The graduation requirements of Keystone, as published in the catalog in effect at the time of the student's initial enrollment, are those which must be met for completion of an undergraduate degree program, including any minors or double majors declared. Students may request to follow the course requirements outlined in the most recent catalog. This request must be submitted in writing to the Office of the Registrar. The graduation requirements of the selected catalog will apply to all majors, minors, and/or concentrations chosen. Students may not follow requirements from different catalogs.

To waive, substitute, or alter in any departmental or institutional degree requirements, the student must petition the Committee on Standing of Students (SOS). The petition must be signed by the student's academic adviser and school chairperson. The Committee reserves the right to deny any request that is not in keeping with the overall academic policy of the institution. Students are expected to complete degree requirements within ten years of matriculation. Students who wish to return to Keystone after a lapse of study exceeding five years will have their courses reviewed by the Registrar, with the input of the academic schools, to determine if any of the previous coursework is viable and applicable to a current degree program. These students must reapply to Keystone College through the Office of Admissions, and follow the current Catalog.

Double Majors

Students may pursue a degree in more than one curriculum. Students must declare their intention in writing and receive approval from the Registrar. Students are responsible for meeting the requirements of each curriculum, but only need to meet the general education requirements once. Each major will be listed on the official College transcript, but only one degree will be awarded. Students may only double major in curricula for which the same type of degree is earned. Students interested in more than one degree should see the "second degree" section of this Catalog.

Second Degree

Students who have earned an associate degree at Keystone College and are seeking a second associate degree must complete a minimum of 18 credits of new course material beyond the original degree. Students who have earned a bachelor's degree at Keystone College and are seeking a second bachelor's degree must complete a minimum of 36 credits of new course material beyond the original degree. This new coursework may consist solely of required curricular courses or a combination of curricular courses and free electives. Two degrees cannot be earned at the same time. A second graduation fee is charged when the student earns the second degree.

Degree Conferral

At the beginning of their final semester of study, students must apply for degree candidacy by registering for GRAD 1110, 1115, or 2110. A student who does not successfully complete degree requirements in the semester of candidacy must reregister for GRAD 1110, 1115, or 2110 at the beginning of the semester of the anticipated graduation date. An additional graduation fee will not be charged. (An additional graduation fee is only charged if the student completes another degree.) Any student who completes degree requirements but does not apply for candidacy or register for GRAD 1110, 1115, or 2110 will not be eligible to receive a degree until the graduation date following application for candidacy and registration.

Students completing a certificate must register for GRAD 1110. Students completing an associate degree program must register for GRAD 1115. Students completing a baccalaureate degree program must register for GRAD 2110. Registering for GRAD 1110, 1115, or 2110 will trigger a graduation audit of the student's transcript by the Registrar to determine eligibility for graduation, and a generation of the graduation fee. Although registering for GRAD 1110, 1115, or 2110 triggers a graduation audit, students may request an audit in the semester prior to their final semester, without registering for GRAD 1110, 1115, or 2110. There is a fee associated with this service. Students should not register for GRAD 1110, 1115, or 2110 simply to obtain an audit. Students may obtain an advising copy of their transcript and copy of the curriculum sheet for their major from their school assistant.

Commencement

Keystone College conducts one commencement ceremony for all students completing their degree requirements that academic year. Attendance at the Commencement ceremony is mandatory. Students who are unable to attend Commencement must submit a "Request to be Excused from Commencement" form to the Office of the Registrar no later than one week prior to the ceremony. Forms may be found at www.keystone.edu/registrar.

Graduation Honors

An undergraduate, degree-seeking student will earn graduation honors by meeting all of the following criteria.

1. Achieving the required cumulative grade point average (GPA) at the time of graduation:

Summa Cum Laude	3.900 – 4.00
Magna Cum Laude	3.700 – 3.89
Cum Laude	3.500 – 3.69

2. Having no more than one-fifth of the total credits earned at Keystone used toward meeting graduation requirements in pass/fail courses.

Financial Requirements for Graduation

Students must have satisfied all financial obligations to Keystone College before a diploma will be issued or transcript released.

GRADING POLICY

Grade Point Average (GPA)

Cumulative Grade Point Average (Cumulative GPA)

The cumulative grade point average is calculated by dividing the number of quality points earned in all courses taken while at Keystone by the number of credits attempted for all courses taken while at Keystone. Only courses for which letter grades of "A," "A-," "B+," "B," "B-," "C+," "C," "C-," "D+," "D," "F," or "#F" have been earned are included. For a repeated course, only the most recent grade is used. Grades earned at other institutions are not included.

Term Grade Point Average (Semester GPA)

The term grade point average is calculated by dividing the number of quality points earned during the

term by the number of credits attempted during the term. Only courses for which letter grades of “A,” “A-,” “B+,” “B,” “B-,” “C+,” “C,” “C-,” “D+,” “D,” “F,” or “#F” have been earned are included. For a repeated course, only the most recent grade is used. Grades earned at other institutions are not included.

Grades

The current grading system is presented below with the quality point equivalents used for calculating grade point averages (GPA):

Grade Quality Points

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
F	0.00

Term Honors

An undergraduate, degree-seeking student will earn term honors by meeting all of the following criteria:

- Achieving the required semester grade point average (GPA) for the semester:

President’s List	4.00
Dean’s List	3.70 – 3.99
Honors List	3.50 – 3.69
- Earning a grade of “C” or higher in all courses completed during the semester.
- Completing a minimum of 12 credits, with no incomplete grades, in non-repeated courses during the semester. Students who repeat a course during the semester are not eligible for term honors. Because “P” grades are not used in calculating averages, pass/fail credits cannot count in meeting the 12-credit minimum.

Repeating Courses

A student may repeat a course for credit and grade only if the grade earned was lower than a “C.” There is no limit on the number of times a course may be repeated. Only the most recent grade earned in the repeated course will be used to calculate the student’s GPA, even if one of the prior grades was higher. Courses completed at other institutions are not accepted as repeated courses.

OTHER GRADES

I (Incomplete)

This grade indicates that the student has not completed the course requirements at the time that grades were reported to the Registrar. The student must make arrangements with the instructor prior to the final exam if he/she wishes to receive a grade of incomplete. (Forms are available in the Office of the Registrar.) Instructors should agree to award a grade of incomplete only in the case of exceptional circumstances. Mere inability to submit work on time or missing the final exam, do not constitute valid reasons for a student to be awarded a grade of “I.” The deadline for the completion of the coursework is four weeks into the next semester. If the course work is not completed within the specified time frame, the incomplete grade will become an “F.”

IP (In Progress)

This grade indicates that a grade was not assigned at the time grades were printed. Use of an in-progress grade indicates that a course is continuing beyond the customary term. The deadline for completion of the course is four weeks into the next semester. If the coursework is not completed within the specified time frame, the in-progress grade will become an “F.”

P (Pass)

This grade indicates that the student received a grade of “C” or higher in a course graded on a pass/fail basis. Students earn the credits for courses with a grade of “P.” However, the “P” is not included in the calculation of the semester GPA or the cumulative GPA.

W (Withdraw)

This grade indicates that the student withdrew from the course during the second third of the term. The grade is not included in the calculation of the semester GPA or the cumulative GPA.

W* (Withdrew Forgiven)

This grade indicates the student has received an academic fresh start for the semester(s) indicated with W* grades. The grade is not included in the calculation of the semester or cumulative grade point average (GPA).

#F (Failure due to non-attendance)

This grade indicates that a student stopped attending and did not officially withdraw from the course; thereby earning the failing grade due to poor performance. The #F is printed on the academic transcript and calculated into the GPA as an “F.”

Grade Reports

Grade reports for classes taken in the traditional or Weekender term are available to students at midterm and at the end of the term. Grade reports for classes taken in intersession, summer session(s), or accelerated formats such as KCVC are available only at the end of the term. According to federal law, grade reports are issued only to the student. Exceptions will be made upon written request by the student to send grades to parent(s) or guardian(s), or upon subpoena by court order. All grade reports are available through MyKC, the College’s online student portal.

Transcripts

By federal law, to obtain a transcript, the student must submit a signed, written request to the Office

of the Registrar. Students may submit the request in person or by writing to: Office of the Registrar, Keystone College, One College Green, PO Box 50, La Plume, PA 18440-1099. Exceptions will be made for transcripts issued to parents or guardians who provide documentation that the student meets the federal guidelines as a dependent student, or upon subpoena by court order.

Keystone College does not fax transcripts or accept faxed requests for transcripts. Transcript requests will not be processed until the required fee is paid. Transcripts are usually processed within three to five days of receipt of the request. However, the processing time may be longer during certain times of the academic year, such as registration periods, final exam week, and the week leading up to Commencement.

FERPA POLICY STATEMENT

Overview

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, protects the privacy of a student's educational records. All of the rights under FERPA belong to the student, once he or she has enrolled in a post-secondary institution.

Waivers

No one other than the student is granted access to the student's educational record unless the student has provided that permission through our on-line student portal, MyKC. All students have access to the FERPA Permissions portal in MyKC and can grant on-line access to their educational record to any individual they so designate by completing the process. Persons designated by the student are able to view the educational record electronically, however, this access does not provide the ability for the designee to act on the student's behalf. Students may revoke this permission through MyKC at any time. Providing and revoking access is not immediate as the process, while completed electronically, does require manual processing. Permission to view a student's educational record expires when the student is no longer enrolled at the College.

Other Types of Information

FERPA deals with students' educational records. The College maintains other records on current and former students (such as medical records, counseling records, employment records of students working for the College, and alumni records). These other records, while not specifically covered by FERPA, are still carefully safeguarded in order to protect privacy rights. Specifically, medical records are covered by HIPAA (Health Insurance Portability and Accountability Act) and Keystone's Health Services Office follows these regulations. In addition, our Office of Human Resources follows all regulations pertaining to the employment of a student. For information on records not covered by FERPA, the student should contact the appropriate office.

Amending Educational Records and Registering Complaints

Under FERPA regulations, Keystone College must allow students to inspect and review his or her educational records. A student may seek to amend those records if he or she thinks the records contain inaccurate or misleading information. However, the College is not required to consider requests for amendment that seek to change a grade or disciplinary decision, or to seek to change the opinions or reflections of a school official or other person reflected in an educational record. In addition, students have the right to file a complaint with the US Department of Education if they feel their rights under FERPA have been compromised. Any student wishing to pursue such issues should contact the

Registrar's Office for appropriate processes, forms, and addresses. For more detailed information about FERPA, please visit the College's website at www.keystone.edu.

Institutional Review Board (IRB)

The Institutional Review Board Committee (IRB) at Keystone College is responsible for protecting the rights of human subjects who participate in research conducted by faculty, students, professional and administrative staff. The committee is charged with assuring that people engaging in research as representatives of Keystone College and people who wish to use members of the campus community as human subjects honor the ethical principles set forth by the Belmont Report (1978). Those principles are: respect for persons, beneficence, and justice. The IRB carries out its duties by reviewing research activities that intend to use human subjects. For more detailed information regarding the IRB, please visit the College's website at www.keystone.edu.

Teach-Out Policy

If for any reason a program is discontinued, Keystone College will provide program participants with a plan for degree completion.

ACADEMIC PROCEDURES

Schedule Changes (Adding and Dropping Courses)

A student may not add a course after the term begins.

A student may drop a course, but only prior to the completion of the first two weeks of the term (this time period is adjusted for shorter terms). A student may withdraw from a course (with a "W") prior to the completion of the withdrawal period. A course cannot be dropped after the first two-thirds of the term unless special permission is granted by the Registrar; this permission will be granted only in extraordinary circumstances. Some courses, however, cannot be dropped at any time unless special permission is given by the Registrar; this permission will only be granted in extraordinary circumstances. The courses that cannot be dropped are The First-Year Seminar (FYS 1110), Critical and Analytical Reading (ENGL 0050), College Writing I (ENGL 1110), and Orientation and Preparation (CORE 1110).

For the "drop" to be official, students must submit to the Registrar the appropriate official form for dropping a course with the signature of the academic adviser.

The date that the student officially notifies the Registrar's Office of his/her intent to drop/withdraw from a course is the official drop/withdrawal date.

If the course is dropped during the first two weeks of the term (this time period is adjusted for shorter terms), the course is not recorded on the student's official Keystone transcript. If a course is dropped during the withdrawal period, a grade of "W" is recorded on the student's official transcript. A "W" does not have any impact on the student's grade point average. Students receiving financial assistance, including loans, should consult the Office of Financial Assistance and Planning prior to withdrawing from courses.

Change of Curriculum(Change of Major)

A student may change from one curriculum to another after the middle of their first term if he or she

is accepted in the new curriculum. The student must meet with the school assistant and submit the appropriate official change of curriculum form to the Registrar's Office. A student who is not in good academic standing must obtain permission from the desired major's curriculum coordinator to change from one curriculum to another. Please note that changing curricula, especially later in the student's tenure at Keystone, may mean that the student will need more time to complete his or her degree.

Academic Fresh Start

The Academic Fresh Start policy is designed to forgive the grades of those students who attended college and were not ready for the rigors of higher education at that time.

1. The student must formally request the fresh start, in writing, to the Registrar, who will then bring the request to the Standing of Students Committee.
2. The student must have been separated from Keystone College for a minimum of seven years and the forgiven coursework may not have been used to confer a degree either by Keystone College or any other institution.
3. The forgiven courses must have been taken before the separation from Keystone College. They do not apply to courses taken after the academic fresh start.
4. The entire term or terms are forgiven. A student may not choose individual courses or semesters. It is an all-or-nothing policy.
5. The forgiven grades are shown as "W*" on the academic transcript, and are not factored in the grade point average.
6. The student must achieve a grade point average of 2.00 or higher in their first semester of academic fresh start or suspension will result

Academic Grievance

In the case of an academic grievance, the following steps must be taken:

1. The aggrieved student must confer with the faculty member in question.
If the grievance is not settled, then:
2. The aggrieved student must approach the Faculty Coordinator for Online Learning. The faculty coordinator shall arrange a conference of the faculty member, the student, and the Vice President for Academic Affairs to seek an agreement.
If the grievance is not settled, then:
3. The aggrieved student must approach the Vice President for Academic Affairs, who shall arrange a conference of the faculty member, the student, and the Faculty Coordinator for Online Learning to seek a resolution.
If the grievance is not settled, then:
4. The Vice President for Academic Affairs shall refer the grievance to the Academic Grievance Board.
5. In cases where a student is grieving an action, this procedure must be initiated by the student within three weeks of the occurrence and completed within six months of the occurrence. In cases of academic misconduct, the Vice President for Academic Affairs will initiate the process within three weeks of the occurrence and it must be completed within six months.

The Academic Grievance Board shall consist of:

1. Two students and one student alternate (sophomores with a minimum GPA of 2.5) chosen annually by the Student Government.

2. Two tenured faculty members and one alternate selected annually by the Faculty Senate. A faculty member must be excused if he or she is involved in the grievance.
3. The Committee shall be chaired by the Chair of Faculty Senate.

The Academic Grievance Board shall proceed as follows:

1. The Chair shall rule on all procedural matters.
2. The proceedings shall be attended by the student, an advisor of the student's choosing (who may speak only to the student but may not address the Board), the faculty member, an adviser of the faculty member's choosing (who may speak only to the faculty member but may not address the Board), relevant witnesses, and the Board. The student and/or faculty member should present a list of witnesses to the Chair, who disseminates it to the Board 24 hours before the hearing. At the request of the student or the faculty member, and subject to the approval of the Chair, the Board may invite others.
3. The student shall present to the Board. The student may support his/her position with relevant witnesses and supporting material.
4. The faculty member shall then make his/her presentation to the Board. The faculty member may support his/her position with relevant witnesses and supporting material.
5. The Board may present its own witnesses.
6. The student shall have the opportunity to question the faculty member and all witnesses.
7. The faculty member shall have the opportunity to question the student and all witnesses.
8. The members of the Board shall have the opportunity to question the student, the faculty member and all witnesses.
9. The Board shall deliberate in private and shall decide the issue by a majority vote (each of the five members has one vote). The Board shall announce its decision to the faculty member and the student on the following day.
10. A written report summarizing the proceedings and reporting the decision shall be prepared by the Chair. In addition, an audio record and/or written minutes of the proceedings, not including the Board's deliberations, will be taken.
11. A letter to the student and faculty member documenting the Board's decision is sent by the Chair. If the decision supports the student, a copy of the letter is included in the faculty member's file. If the decision does not support the student, no copy is included in the file.
12. This concludes the appeal process.

The decision of the Board is final.

Academic Misconduct

1. Academic integrity is expected in all class-related endeavors, including e-learning. Students who have questions regarding issues of academic dishonesty/misconduct should refer to the College regulations, which outline unacceptable behaviors in academic matters.
2. Faculty members who discover evidence of academic dishonesty/misconduct should arrange to meet with the student as soon as possible to discuss the allegation. The faculty member informs the school chair and the Vice President for Academic Affairs of the act and these offices will determine whether the student has been found responsible for an incident of academic misconduct in the past.
3. If the student has no prior record of academic misconduct, acknowledges the act of academic dishonest/misconduct and the faculty member is satisfied that the incident has been effectively

resolved, then:

- a. the faculty member will discuss with the student the College-wide policy on academic honesty, and the repercussions of this act included in the course syllabus;
 - b. the faculty member will forward a written summary of the incident and the resolution to the Faculty Coordinator for Online Learning and the Vice President for Academic Affairs;
 - c. the Faculty Coordinator for Online Learning and the Vice President for Academic Affairs will keep this record on file until the student graduates.
 - d. if the student has no past occurrences of academic misconduct, sanctions will range from academic probation for at least one academic year to expulsion from the College, as determined by the Vice President for Academic Affairs.
 - e. If the student has past occurrences of academic misconduct, a formal hearing will be conducted by the Academic Grievance Board to determine the appropriate sanction, which may include expulsion from the College.
4. If the student denies the allegation of academic dishonesty/misconduct, or the faculty member believes the severity of the incident may warrant a sanction more severe than academic probation, then:
- a. the faculty member will forward a written summary of the incident to the school chair and the Vice President for Academic Affairs. This summary must contain copies of all evidence including the names of any witnesses. The Vice President for Academic Affairs will try and resolve the issue. However, if this is not possible, the student is not in good academic standing, has had a past occurrence of academic misconduct, or the offense is so grievous the Vice President for Academic Affairs will convene the Academic Grievance Board. (See Academic Grievance.)
 - b. the Vice President for Academic Affairs will contact the student to arrange a meeting to review the student's rights in the hearing process, the charges against the student, and the hearing procedure;
 - c. a formal hearing will be conducted by the Academic Grievance Board and scheduled as soon as possible to determine if a violation of College regulations has taken place and, if so, the appropriate sanction to apply; The student and the faculty member shall be allowed to speak to the Board. (See Academic Grievance.)
 - d. no grade penalty should be assigned by the instructor until the Academic Grievance Board determines that an act of academic misconduct has occurred. If the charges cannot be resolved prior to the end of the current semester, a course grade of "IP" should be assigned pending the outcome of the hearing;
 - e. the faculty member will be notified of the outcome of the hearing in order to assign grade penalties for violations.
5. Students receiving a grade penalty for alleged academic misconduct violations without adherence to the above procedure may file an academic grievance.

The determination of the Academic Grievance Board is final.

Academic Probation

Students are placed on academic probation if they have attempted 0 – 19 credits and their cumulative GPA is less than 1.75; they have attempted 20 – 38 credits and their cumulative GPA is less than 1.50; or they have attempted 39 – 59 credits and their cumulative GPA is less than 1.90. Students on academic probation may not take more than 15 credits for the semester. Once students are on academic probation, they must earn at least a 2.00 GPA in subsequent semesters or be subject to

academic suspension from the College.

All students on academic probation will be required to participate in special academic programs. Students who do not adhere to the terms of these programs will be academically suspended from the College.

Transfer students are also expected to maintain the minimum GPA in courses taken at Keystone College. Grades of courses transferred from another college are not included when calculating the GPA at Keystone.

Students will be removed from academic probation when they earn a cumulative GPA of 2.00 or higher.

Academic Suspension

Students who earn a semester GPA of 0.00 are subject to academic suspension. Students who have attempted or earned 60 or more credits and have a cumulative GPA less than 2.00 are subject to academic suspension. Students who are accepted with transfer probation status that earn a semester GPA of less than 2.00 are subject to academic suspension. Students who have served their suspension must apply for readmission by contacting the Faculty Coordinator for Online Learning.

Withdrawal from the College

A student who wishes to withdraw from Keystone College must obtain a form from the Faculty Coordinator for Online Learning and complete and interview with the Advising Center. The date of the interview with the Advising Center or the initial contact with the Advising Center of the decision to withdraw is documented as the official date of withdrawal. The only exception to the institutionally-determined date of official withdrawal is official notification/documentation from a doctor, hospital, or other extenuating official documentation. Resident students are required to vacate the residence hall within 24 hours of official withdrawal notification or penalties may be assessed. Students who do not follow this procedure will not be considered officially withdrawn and will have all appropriate grades for courses in which they are enrolled entered into their official transcripts. Refunds follow the guidelines listed in the "Refund Policy" section of this catalog on page 11.

No withdrawal may occur after the official "last day to withdraw," which is stated in the academic calendar and can be found on the College's web site, unless the Registrar grants special permission due to extraordinary circumstances.

Withdrawal from the College for Military Service

Students who are called to active military service during any semester or term should immediately contact the Veterans Certifying Official located in the Registrar's Office with a copy of his or her orders. At that time, the Certifying Official will discuss all options with the student and an appropriate course of action will be determined.

GENERAL EDUCATION REQUIREMENTS

Philosophy of General Education

All Keystone College curricula reflect institutional student learning outcome which are grounded in the mission and shape institutional culture. These outcomes are supported by the general education core, a series of courses that in turn provide the educational foundation to support and enhance individual curricula within a major.

Keystone College Institutional Student Learning Outcomes are as follows:

- Participating as contributing members of the community through work and service;
- Demonstrating cross-cultural competencies, skills, and dispositions;
- Understand the interconnectedness of global economic, political, ecological, technological, and belief systems;
- Articulating well-developed perspectives on environmental sustainability;
- Demonstrate competency in writing within a specific disciplines;
- Recognize and reflect the self-reliance and self-motivation of lifelong learners.

The General Education Core educates students for competency in the following areas:

- Oral and written communication skills (OWC): Students will demonstrate effective oral and written communication and interpret the oral and written expression of others.
- Critical analysis and reasoning (CAR): Students will engage in analytical and evaluative thinking aimed at continuous improvement.
- Quantitative and scientific reasoning (QSR): Students will apply mathematic and scientific concepts and theories to identify and analyze problem-solving situations.
- Information and technology literacy (ITL): Students will research, create, and communicate information using technology or media.
- Creativity (C): Students will explore, use, and evaluate the creative processes that shape human experience.
- Personal and social responsibility (PSR): Students will recognize and engage in personal and social behaviors necessary for the wellness of self and the community.

Students will meet these competencies by taking required courses and choosing other courses identified as meeting each outcome. Each degree will include the courses designated as CORE and other selected courses in each curriculum also demonstrate the KCVC commitment to general education. The KCVC general education core includes the following courses:

CORE 1110	Orientation and Preparation (ITL)
CORE 1115	Diversity in the Workplace (D) (PSR)
CORE 2110	Fundamentals of Management (G) (ITL)
CORE 2130	Writing in the Workplace (W) (OWC)
CORE 3110	Personal Wellness (E) (PSR)
CORE 4115	Organizational Business Behavior (OWC)
CORE 2115	Quantitative Decision Making (QSR)
CORE 2120	Adult Development (PSR)
CORE 4110	Work Team Dynamics (C)
CORE 3300	Personal and Professional Ethics (S) (CAR)

KEY to General Education and Institutional Learning Outcomes associated with courses.

The Institutional Student Learning Outcomes educates students for competency in the following areas:

- Participating as contributing members of the community through work and services (S)
- Demonstrating cross-cultural competencies, skills, and dispositions (D)
- Understand the interconnectedness of global economic, political, ecological, technological, and belief systems (G)
- Articulating well-developed perspectives on environmental sustainability (E)
- Demonstrate competency in writing within a specific discipline (W)
- Recognize and reflect the self-reliance and self-motivation of lifelong learners (I).

The General Education Core educates students for competency in the following areas:

- Oral and written communication skills (OWR)
- Critical analysis and reasoning (CAR)
- Quantitative and scientific reasoning (QSR)
- Information and technology literacy (ITL)
- Creativity (C)

Bachelor of Science Degree Programs

Accounting Principles

The flexibility of the accounting principles major in the Keystone College Virtual Campus allows students to focus on many general accounting career options. Accountants use advanced information systems to track financial performance and undertake challenging and rewarding tasks from developing merger and acquisition strategies to supervising quality management programs. This degree offers a strong academic foundation that prepares graduates to play a vital role in company success in today's fast paced corporate environment. Business administration requires 30 general education core credits, 34 curricular credits and 56 elective credits to reach the 120 credit total.

General Education Core

CORE 1110 - Orientation and Preparation (ITL)
CORE 1115 - Diversity in the Workplace (D) (PSR)
CORE 2110 - Fundamentals of Management (G) (ITL)
CORE 2130 - Writing in the Workplace (W) (OWC)
CORE 3110 - Personal Wellness (E) (PSR)
CORE 4115 - Organizational Business behavior (OWC)
CORE 2115 - Quantitative Decision Making (QSR)
CORE 2120 - Adult Development (PSR)
CORE 4110 - Work Team Dynamics (C)
CORE 3300 - Personal and Professional Ethics (S) (CAR)

Total: 30 credits

Curricular Requirements

ACCT 1128 - Managerial Accounting Principles
ACCT 1158 - Financial Accounting Principles
ACCT 2118 - Intermediate Accounting I Principles
ACCT 2128 - Intermediate Accounting II Principles
ACCT 2138 - Cost Accounting Principles
ACCT 2148 - Individual and Business Tax Applications
ACCT 3118 - Auditing Principles
ACCT 4118 - Advanced Accounting Applications
ACCT 4918 - Accounting Capstone – Applications
BUSN 3118 - Applications of Business Finance
IT 2148 - Spreadsheets and Data Bases

Total: 34 credits

56 elective credits

Students can transfer in up to 75 credits of the 120 credits required for graduation.

A minimum of 23 of the final 32 credits must be earned at Keystone College.

Students must earn a minimum of 36 credits at the 3000/4000 level found on the previous page in baccalaureate degree programs.

Business Administration

The flexibility of the business administration major in the Keystone College Virtual Campus allows students to prepare and advance in a career in for-profit or not-for-profit organizations as well as being an ideal choice for the small business owner or future entrepreneur. This degree offers a strong academic foundation intended to provide the core skills and common body of knowledge needed for success in business, organizations, and other workplace environments. Business administration requires 30 general education core credits, 31 curricular credits, and 59 elective credits to reach the 120 credit total.

General Education Core

CORE 1110 - Orientation and Preparation (TTL)
CORE 1115 - Diversity in the Workplace (D) (PSR)
CORE 2110 - Fundamentals of Management (G) (TTL)
CORE 2130 - Writing in the Workplace (W) (OWC)
CORE 3110 - Personal Wellness (E) (PSR)
CORE 4115 - Organizational Business Behavior (OWC)
CORE 2115 - Quantitative Decision Making (QSR)
CORE 2120 - Adult Development (PSR)
CORE 4110 - Work Team Dynamics (C)
CORE 3300 - Personal and Professional Ethics (S) (CAR)

Total: 30 credits

Curricular Requirements

ACCT 1128 - Managerial Accounting Principles
ACCT 1158 - Financial Accounting Principles
BUSN 2118 - Marketing Administration
BUSN 2218 - Project Management Administration
BUSN 3118 - Applications of Business Finance
BUSN 3158 - Business and Corporate Law
BUSN 4148 - Strategic Management Administration
BUSN 4918 - Business Administration Capstone
ECON 2118 - Business in the Economy (E)
IT 2148 - Principles of Spreadsheets and Databases

Total: 31 credits

59 elective credits

Students can transfer in up to 75 credits of the 120 credits required for graduation.

A minimum of 23 of the final 32 credits must be earned at Keystone College.

Students must earn a minimum of 36 credits at the 3000/4000 level in baccalaureate degree programs.

Industrial-Organizational Psychology

This program prepares professionals for broad psychosocial aspects of the workplace such as attitudes, behavior, emotions, health, balance, and motivation, as well as performance evaluations, training, job analysis, employee selection, and other human resource functions that facilitate behavioral change. The degree also prepares students to pursue post baccalaureate education in psychology, business, or other disciplines like education, or law. This degree offers a strong academic foundation that prepares graduates to play a vital role in today's fast paced corporate environment. Industrial-Organizational Psychology requires 30 general education core credits, 30 curricular credits and 60 elective credits to reach the 120 credit total.

General Education Core

CORE 1110 - Orientation and Preparation
CORE 1115 - Diversity in the Workplace
CORE 2110 - Fundamentals of Management
CORE 2130 - Writing in the Workplace
CORE 3110 - Personal Wellness
CORE 4115 - Organizational Business Behavior
CORE 2115 - Quantitative Decision Making
CORE 2120 - Adult Development
CORE 4110 - Work Team Dynamics
CORE 3300 - Personal and Professional Ethics

Total: 30 credits

Curricular Requirements

BUSN 2218 - Project Management Administration
BUSN 3118 - Applications of Business Finance
or ACCT 1128 - Managerial Accounting Principles
BUSN 4138 - Applications of Business Research Methods
BUSN 4918 - Business Administration Capstone Seminar
HRM 3148 - Applications of Training and Development
LEAD 4118 - Applied Leadership Strategies
PSYC 1118 - Psychology Applications
PSYC 3118 - Applications of Personality Theories
PSYC 3128 - Social Psychology in Business
SOC 3138 - Sociology of Work

Total: 30 credits

60 elective credits

Students can transfer in up to 75 credits of the 120 credits required for graduation. A minimum of 23 of the final 32 credits must be earned at Keystone College. Students must earn a minimum of 36 credits at the 3000-4000 level.

Course Descriptions

ACCT 1128 Managerial Accounting Principles: Introduces accounting concepts for planning, controlling, and reporting. Students will analyze revenues and costs for budget making decisions. *3 credits*

ACCT 1158 Financial Accounting Principles: Introduces the concepts and uses of financial accounting information in a business environment and its role in the economic decision-making process. Introduces the basic principles of financial accounting including journal entries, financial statements, receivable, inventory, depreciation, payroll, taxes, stock, bonds, and financial data analysis. *4 credits*

ACCT 2118 Intermediate Accounting I Principles: Analyzes more complex business situations than those found in financial accounting. Includes an emphasis on the analysis of receivables, inventories, balance sheets, and miscellaneous statements. Material covered has a high expectancy of coverage on the CPA/CMA exam. Prerequisites: ACCT 1128 and ACCT 1158 with grades of “C” or higher. *3 credits*

ACCT 2128 Intermediate Accounting II Principles: Students will classify and value tangible and intangible assets and current liabilities. Students will also analyze investments, reserves, and depreciation. Material covered has a high expectancy of coverage on the CPA/CMA exam. Prerequisite: ACCT 2118 with a grade of “C” or higher. *3 credits*

ACCT 2138 Cost Accounting Principles: Introduces the student to the manufacturing issues dealing with the cost of goods manufactured. The analysis of past costs assists in future planning and decision making. Prerequisite: ACCT 1128 with a grade of “C” or higher. *3 credits*

ACCT 2148 Individual and Business Tax Applications: Introduces the student to the IRS code and Tax Code as it relates to partnerships and corporations. The course uses basic commercial tax preparation software for preparation of tax returns. *3 credits*

ACCT 3118 Auditing Principles: Studies the obligations of an auditor, the methods used in gathering the evidence, and the auditor’s report. Teaches GAAP, GAAS, and FASB procedures and how to apply them to client audits. Prerequisite: ACCT 2118 with a grade of “C” or higher. *3 credits*

ACCT 4118 Advanced Accounting Applications: Reviews all areas covered in the accounting curriculum. Attention is placed on consolidated financial statements and research methods used in the accounting industry. Senior standing or consent of curriculum coordinator. Fee: \$80 for membership in PICPA and IMA required. Prerequisites: ACCT 2118 and ACCT 3118 with a grade of “C” or higher. *3 credits*

ACCT 4918 Accounting Capstone Applications: Synthesizes previous learning to demonstrate evidence they have knowledge required for the major. Portfolio project and research paper are completed in this course. *3 credits*

BUSN 2118 Marketing Administration: Provides a general knowledge of marketing emphasizing marketing mix elements and target markets for consumer and industrial products, marketing strategies, customer behavior, market planning and promotion. *3 credits*

BUSN 2218 Project Management Administration: Effective project management is critical to today's business and organizational success. Through in-class practice of concepts and process, learn proven techniques, enhanced skills and best practice principles to lay a solid project management foundation back at the office. *3 credits*

BUSN 3118 Applications in Business Finance: Provides the student with the basic knowledge of finance decision-making from the business viewpoint. Introduces decision making in relation to controlling the financial structure, the flow of funds, and asset management of a business. *3 credits*

BUSN 3158 Business and Corporate Law: Provides an overview of law and our legal system in the business world. Exposes the student to the legal matters involving profit and non-profit organizations including torts, contracts, property transfer, and negligence. *3 credits*

BUSN 4138 Applications of Business Research Methods: Provides foundational knowledge and skills to conduct research in a business setting. Foundation for soft (qualitative) data is emphasized. *3 credits*

BUSN 4148 Strategic Management Administration: Assimilates, integrates, and utilizes material from previous business courses to make sound decisions through the extensive use of case studies and discussion. Prerequisite: BUSN 3118 *3 credits*

BUSN 4918 Business Administration Capstone: A senior seminar that uses independent study to combine business theory and practice through the use of simulations and case studies. Portfolio is completed. Prerequisites: BUSN 4148 and senior status *3 credits*

CORE 1110 Orientation and Preparation (ITL): Orientation and Preparation is designed to help students new to KCVC to understand the challenges, unique values and opportunities of Keystone College. Emphasis will be placed on introducing students to the institutional learning goals; learning to use the virtual campus tools required to be successful and analyzing personal strengths. *3 credits*

CORE 1115 Diversity in the Workplace (D) (PSR): Provides an overview of the field of human resource management including the foundation, through the evolution, and to the present. Discusses the internal and external environments shaping human resource management. *3 credits*

CORE 2110 Fundamentals of Management (G) (ITL): Studies the basic principles underlying the management of businesses. Informs students with the significance of organizing individual and group behavior by planning, organizing, and regulating activities essential for the effective operation of the business. *3 credits*

CORE 2115 Quantitative Decision Making (QSR): Introduces the study of collecting, analyzing, interpreting, and presenting data. Various types of graphs and distributions will be explored. Topics include measures of central tendency and variation, probability, and an introduction to hypothesis

testing. *3 credits*

CORE 2120 Adult Development (PSR): Explores cognitive, emotional, and psychological development in adult life. Topics include neuroscience as a basis for development; theories of aging; longevity, health and functioning; cognitive function and intelligence. Social policy implications relating to adult development research will also be emphasized. *3 credits*

CORE 2130 Writing in the Workplace (W) (OWC): Focuses on the processes and strategies for creating written communication within a workplace setting. Examines audience awareness, stylistic conventions, and document design. Emphasizes the preparation of a variety of written documents, such as internal and external correspondence, proposals, instructions, social media entries and reports. *3 credits*

CORE 3110 Personal Wellness (E) (PSR): Studies the nutrients essential to human life and well-being. Emphasis on environmental sustainability in the food supply is highlighted. Nutrients relative to their function in metabolism, sources in food, relationship to health and lifestyle associations are highlighted. *3 credits*

CORE 3300 Personal and Professional Ethics (S) (CAR): Evaluates and relates the theories of ethics. Analyzes ethical issues, organizations, and individuals within the business deal with through case studies. *3 credits*

CORE 4110 Work Team Dynamics (C): Offers practical application of leadership skills and knowledge. Students will synthesize and evaluate their leadership knowledge and performance through the development of team activities and through case analyses. Students will work individually and in teams throughout the course. Emphasis will be placed on the dynamics of work teams from the perspective of the leader and follower, as well as varying leadership styles. *3 credits*

CORE 4115 Organizational Business Behavior (OWC): Assesses the psychological theory of businesses, with an emphasis on the dealings on individual perceptions, group dynamics, and organizational climates. Identifies strategies to maximize the satisfaction and effectiveness within organizations. *3 credits*

ECON 2118 Business in the Economy (E): Introduces microeconomic concepts and analysis, supply and demand analysis, theories of the firm and individual behavior and competition. *3 credits*

HRM 3148 Applications of Training and Development: Explores the training process through the research, design, creation and presentation of a training session. Theoretical and applied principles of adult learning along with needs assessments, training design, implementation, and evaluation are emphasized. *3 credits*

IT 2148 Principles of Spreadsheets and Databases: Introduces computer software packages used in business-related applications. The emphasis is placed on spreadsheets and database applications through the use of formulas, functions, and graphs in spreadsheets, queries, forms, and reports in databases. *3 credits*

LEAD 4118 Applied Leadership Strategies: Examines current supervisory and leadership perspectives and practices as they relate to the knowledge and skills needed within contemporary organizations. Illustrates the complexities of guiding and leading a work force in today's global society through the exploration of theoretical models and real-life experiences. Students will synthesize information by observing leadership in real world situations and preparing an analysis of those observations. *3 credits*

PSYC 1118 Psychology Applications: Introduces methods of study and theoretical perspectives of behavior, cognition, personality, and human adjustment. *3 credits*

PSYC 3118 Applications of Personality Theories: Reviews major personality theories and evaluates emphasizing the integration of theory and research. Discusses personality assessment using several common measures and how this information can be used in work settings. *3 credits*

PSYC 3128 Social Psychology in Business: Introduces social perception, cognition, attitudes, influence and theories. Highlights methodology and research of social psychology with interpersonal relationships and theories. *3 credits*

SOCI 3138 Sociology of Work: Examines the social significance of work along with its connections with other social institutions, social structures, and social processes, especially social inequality. Examines the theoretical traditions, the historical development of work, occupational structures, inequities, and the future of work. *3 credits*