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2019-2020

# Keystone College

Graduate Catalog

# Keystone College



## **2019-2020 Graduate Catalog**

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La Plume, PA 18440  
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1-800-824-2764  
[admissions@keystone.edu](mailto:admissions@keystone.edu)  
[www.keystone.edu](http://www.keystone.edu)

## **Right to Revise**

The provisions of this catalog are not to be construed as an irrevocable contract between the students and the College. This catalog attempts to present information about the College's graduate programs for the 2019-2020 academic year as accurately and completely as possible. However, for educational or financial reasons, the College reserves its 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/registrar/catalog](http://www.keystone.edu/registrar/catalog). Students, faculty and staff of the College are responsible for all information and deadlines contained in this catalog.

## **Keystone College Anti-Discrimination and Harassment Policy**

Keystone College is a leading, comprehensive, student-centered college educating students in the liberal arts and sciences tradition. The College does not discriminate on the basis of race, color, religion, national origin, ancestry, disability, sex, sexual orientation, or age. This policy is consistent with Title IX of the Education Amendments of 1972. For the full policy, please visit [www.keystone.edu/title-ix](http://www.keystone.edu/title-ix).

## **Vision of the College**

Keystone College strives to transform lives and the region by inspiring and empowering students to live in a diverse community where responsibility, integrity, mutual respect, and life-long learning flourish.

## **Mission of the College**

Keystone College opens doors to rewarding careers in a student-centered environment, that teaches students to think, communicate, create, and problem-solve effectively within a diverse, ever-changing world.

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## **ACCREDITATION AND MEMBERSHIPS**

Keystone College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, Pa. 19104, 267-284-5000; bachelor's degrees in business, accounting, and sports and recreation management and associate degree in business administration accredited by the International Assembly for Collegiate Business Education, 11374 Strang Line Road, Lenexa, KS 66215, 913-631-3009; approved by the Pennsylvania State 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 Pennsylvania Association of Colleges and Universities, the Council for Advancement and Support of Education, the College and University Personnel Association, the Council of Independent Colleges, Association of Independent Colleges and Universities of Pennsylvania, National Association of Independent Colleges and Universities, Northeastern Pennsylvania Alliance of Colleges and Universities, American Council on Education, and the Colonial States Athletic Conference.

## **APPLICATION PROCEDURES**

Keystone College accepts applicants for graduate programs year round, depending on the start date of each program. Please see individual program pages in the Catalog for the start term(s) for each program. Applications must be received no later than one month prior to the start of the intended term. Admission to Keystone College's graduate programs is based on prior academic performance and the ability of the candidate to profit from and contribute to the academic and interpersonal life of the College.

Keystone College will consider applicants who meet the following criteria: completion of a baccalaureate degree with a cumulative grade point average of 3.00 or higher from a regionally accredited institution, with official transcripts from all schools attended; satisfactory scores on the GMAT or GRE exams depending on the program of choice; and a current resume or curriculum vitae. For additional program specific criteria, please refer to pages 22, 24, 26, and 28 of this Catalog. All application materials should be sent directly to the Office of Admissions, PO Box 50, One College Green, La Plume, Pa., 18440.

For international students the following is required:

- Transcripts (English translation is required) with proof of degree conferred
- Financial Statement (ISFS) with affidavit of financial support to pay
- TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) Scores. An 80 TOEFL score is required. A 6.5 IELTS score is required

### **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.

### **Provisional Acceptance**

Graduate students may be accepted provisionally. If accepted provisionally, students must earn a "B" or better in each of his/her first two courses to be fully accepted and remain in the program. Any additional requirements for full acceptance will be communicated to the student in writing and must be

met by the date provided.

## **Transfer of Courses**

Graduate students may transfer no more than 9 credits toward their degree program. To be accepted for transfer credit, the course must have been taken at a regionally accredited institution no more than seven years prior to enrolling at Keystone College. Only courses taken at the graduate level in which the student has earned a “B” or higher and apply to the students program will be considered for transfer. Grades of “P” or “S” do not qualify for transfer credit unless they are practicum courses. The credits earned will be accepted to fulfill the program requirements but will not be calculated into the grade point average or be considered as a repeat.

## **Readmission to the College**

Graduate students who have “stopped out” for two or more full semesters, 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. Students who are readmitted to the College after one or more years of non-attendance will follow the graduation requirements of the Catalog year in which they return. Please visit [www.keystone.edu/readmission](http://www.keystone.edu/readmission) for the most up to date readmission requirements.

## **Visiting/Non-Matriculating Students**

Visiting students may enroll in up to 9 credits of graduate coursework prior to making formal application to the College. Documentation of successful completion of a bachelor’s degree is required at the time of registration.

# **FINANCIAL INFORMATION**

## **Tuition and Fees**

Tuition rates are listed within each program and can be found beginning on page 22 of this Catalog.

Keystone College strives to keep the cost of attending college as affordable as possible. 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/admissions/tuition-aid/tuition-and-fees/](http://www.keystone.edu/admissions/tuition-aid/tuition-and-fees/).

Specific course fees will be assessed individually by course as specified in the Course Description section of this Catalog.

## **Required Fees**

Graduation Fee: \$100 – This fee helps to defray the cost of evaluating the student’s academic record to determine eligibility for graduation, purchasing the student’s graduation regalia, printing the student’s diploma, providing the commencement program and the graduate reception. Students who are unable to attend Commencement will receive their diplomas in the mail. (There is no reduction in the fee for graduates who do not attend commencement or pick up their regalia.)

# **WITHDRAWALS, REFUNDS, AND CREDITS**

## **Withdrawal from the College**

### **Student Initiated**

Students may officially withdraw from the College by submitting the Withdrawal form to the Registrar's Office. The form can be found online at [www.keystone.edu/registrar/](http://www.keystone.edu/registrar/). The date that the form is received by the Registrar's Office is the official withdrawal date. Backdating of withdrawal dates is not permissible. Students who withdraw from the College should refer to the Refund Policy below for financial information and to the Course Drop/Withdrawal Policy for academic information regarding the decision to withdraw.

## College Initiated

A graduate student may be administratively withdrawn from the College for a variety of reasons including but not limited to code of conduct violations, financial issues, violations of policy and procedures, attendance policies, and academic sanctions. A student who is withdrawn from the College for any of these reasons is not entitled to any financial refund, regardless of the timing of the withdrawal.

## 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 Affairs Certifying Official located in the Registrar's Office with a copy of the military orders. At that time, the Certifying Official will discuss all options with the student and an appropriate course of action will be determined.

## REFUND POLICY

If a student completes the official withdrawal process before the first day of classes for the payment period (i.e., semester, term, etc.), Keystone College will refund 100% of all tuition and fees. Keystone College will return all respective Title IV awarded monies, in full, to the appropriate program accounts.

If a student withdraws from the College on or after the first day of classes, Keystone College will refund a percentage of tuition based on the official withdrawal date as outlined below. The charges retained on the student's account are in accordance with the return of Title IV Refunds Policy, as directed by federal regulations.

### Tuition Refund Schedules

Segment of Semester	Refund
Withdrawal prior to the start date	100% of all tuition and fees
Withdrawal through week one	75%
Withdrawal through week two	50%
Withdrawal beyond the end of week two	No refund

### Refunds Inclusive of Title IV Financial Aid

A student who withdraws on or before the 60% point of time in the period of enrollment or within a module, 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 to the Federal Department of Education 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. Refunds of aid may result in a balance owed to the College.

If a semester of enrollment includes two modules (A & B) and a withdrawal occurs during module A and continued attendance is planned for module B then the student must notify Student Central, in writing, of his/her plan for continued enrollment in module B. The preferred method of contact in such a situation is via a student's Keystone College issued email account. These schedules are listed further in this section. An unofficial withdrawal will be calculated at a maximum refund of 50%.

Any student who stops attending without completing the official process (see page 2) is considered to have unofficially withdrawn from the College.

The date used to calculate the refund of aid and tuition charges 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 in others)**

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

- No reduction in charges 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.

### **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
3. Perkins Loan
4. Direct Plus Loan
5. Other Title IV Programs as applicable

Written examples of the applications of these refund policies are available, upon request, from Student Central.

## **STUDENT INVOICES/CLASS SCHEDULES**

Student Central, located on the main floor of Ward Hall, is responsible for billing and collection of all tuition and fees.

The annual billing cycle for a student taking classes in the traditional schedule is based on two semesters beginning in August and January of each academic year.

Instruction for payment of semester/trimester/program bills is sent by mail to all registered students, with due dates indicated. Fall semester bills are sent in June and spring semester bills are sent in November to registered students. Students are required to log onto MyKC to view

their student account balance and view the electronic invoice throughout the semester and make arrangements to pay the balance in a timely matter. Please be aware that only two invoices will be mailed each semester. One will be mailed prior to the start of the semester and one will be mailed the last month of the semester. Students who would like to receive a semester bill in paper format may notify Student Central by calling (570) 945-8300 or by e-mailing [studentcentral@keystone.edu](mailto:studentcentral@keystone.edu).

Any outstanding balance that remains on a student's account after deduction of financial aid should be paid in accordance with the billing instructions. A specific due date is publicized on billing statements and on your electronic student account invoice located on MyKC. Following registration, one statement will be sent to each student's home address and will always be available on MyKC throughout the term. This statement will show any outstanding balance, as well as charges incurred. In addition, for all balances not paid in full when due, the student is responsible for all costs incurred. 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 due date may contact Student Central prior to the bill's due date to review the College's payment plan options.

Payment of the 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, and American Express. Credit card payment can be made using the MyKC portal at <https://mykc.keystone.edu> or in Student Central located on the main floor of Ward Hall.

## **STUDENT CENTRAL**

Keystone College is committed to helping as many qualified and eligible students as possible earn their degrees at our institution. To achieve this goal, Keystone has established a broad and effective financial aid assistance program.

Further information regarding financial aid may be obtained by calling (570) 945-8300 or 1-800-824-2764, option 3, or by writing to: Student Central, Keystone College, One College Green, La Plume, PA 18440-1099, or by e-mailing: [financialaid@keystone.edu](mailto:financialaid@keystone.edu).

### **Eligibility**

To be eligible for financial assistance, students must demonstrate financial need and must be enrolled in a program of study that leads to a degree or certificate. The amount of financial need is determined by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA may be completed online at [fafsa.gov](http://fafsa.gov). International students are not eligible for state and/or federal financial programs. Please contact Student Central for details.

## **STUDENT CENTRAL 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/certificate program.

- Must be a U.S. citizen or eligible non-citizen.
- Must maintain satisfactory academic progress.
- 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 be incarcerated or have been convicted of any illegal drug offense that would make one ineligible for Federal Aid.

## **Financial Clearance for Continued Enrollment**

Financial clearance is obtained by students through Student Central when their student accounts are considered to be in good financial standing. Financial clearance is needed to register for courses, apply for student housing, when applicable, 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, after sufficient notice has been given to the student. 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 and paying the \$50 reinstatement fee. 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 not available 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, or other charges for which a student may become legally indebted to the College.

## **FEDERAL DIRECT UNSUBSIDIZED STAFFORD LOANS**

The Federal Direct Unsubsidized Stafford loan program allows students to borrow low-cost fixed interest rate educational loans from the federal government. To be eligible for a Direct Stafford loan, students must be enrolled in at least 3 graduate credits (half-time enrollment). Repayment is necessary and begins 6 months after students leave school or fall below half-time enrollment. This loan is not need based. Interest begins accruing from the date of first disbursement. One can choose to pay the interest while in school, or can allow it to accrue, capitalized, and begin repayment the grace period.

### **Interest Rates and Origination Fees for Graduate Unsubsidized Stafford Loans**

Interest rates and origination fees change annually and students should visit [studentloans.gov](http://studentloans.gov) for current information.

### **Master Promissory Note (MPN)**

First time Keystone College borrowers of Direct Stafford loans must sign a Master Promissory Note (MPN). The MPN is an agreement to pay back the loan to the federal government, with interest, according to the terms of the program. One must complete and sign the MPN at [www.studentloans.edu](http://www.studentloans.edu).

## Annual and Aggregate Limits

Federal regulations limit the amount of Direct Stafford loans one can borrow each academic year and over your entire student career or lifetime. Please note that other financial aid resources and cost of attendance restrictions may prevent you from borrowing up to the annual limit in any given year or period of enrollment.

### Annual Limits for Direct Graduate Loans

Unsubsidized Stafford Loans \$20,500

Graduate PLUS Loan Cost of Attendance (COA) minus any other financial aid.

Aggregate Limits for Graduate Unsubsidized Stafford Loans \$138,500\*

\*This amount is inclusive of all undergraduate subsidized and unsubsidized direct loans.

### Federal Direct Graduate PLUS Loan

Graduate students are eligible to borrow under the Federal Direct Graduate PLUS Loan program, pending consumer credit approval by the U.S. Department of Education. Students in professional degree programs must be enrolled in at least 3 credits. The maximum amount that can be borrowed is the Cost of Attendance (COA) minus any other financial aid.

The Federal Direct Graduate PLUS Loan borrower will be charged interest from the time the loan is disbursed until it is paid in full. Repayment begins six months after falling below half-time enrollment.

### Interest Rates and Origination Fees for Graduate PLUS Stafford Loans

Interest rates and origination fees change annually and students should visit [studentloans.gov](http://studentloans.gov) for current information.

### Credit Approval

If the student does not obtain consumer credit approval, they may still receive a loan if someone (such as a relative or friend who is able to pass the credit check) agrees to endorse the loan. The endorser promises to repay the loan if the student fails to do so. In order to endorse the loan, the endorser must complete all requirements set forth by the U.S. Department of Education. The student may also still receive a loan if he or she can demonstrate extenuating circumstances. For more information please contact Student Central.

### Master Promissory Note (MPN)

Students applying for a Graduate PLUS Loan must complete the Graduate PLUS MPN at [www.studentloans.edu](http://www.studentloans.edu).

### Federal Carl D. Perkins Loan

The Carl D. Perkins Loan is a low interest (5%) loan that is administered by Keystone College for students who demonstrate financial need. Currently the program is being phased out and is no longer available to new borrowers.

Keystone College is the lender and the loan is made with federal funding. You 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.

### **Entrance/Exit Interview Requirement for Direct Loans and Perkins Borrowers**

The Higher Education Amendments of 1986 stipulates that schools must conduct entrance and exit interviews for all students borrowing from the Stafford and Perkins loan programs.

Entrance interviews are conducted prior to the certification and crediting of the student's first loan. These interviews are intended to give new student loan borrowers pertinent information about the terms and conditions of the loan, the borrower's responsibilities, and the importance of meeting repayment obligations. During entrance interview counseling, students will also receive sample repayment tables that can be used to estimate monthly payments and information on when loan repayment begins.

To satisfy the entrance interview requirement, a borrower must complete this requirement on-line through the internet at [studentloans.gov](http://studentloans.gov) and click on entrance loan counseling. Be sure to select Keystone College from the list of participating schools. Read and complete all required information. You may also complete your exit loan interview online at the same web site.

Prior to graduation or upon withdrawal from the College, all Stafford and Perkins borrowers must complete an exit interview. Exit interviews are designed to prepare the student loan borrower for repayment. During the interview, the borrower will receive information on repayment options, consequences of default, deferments, loan consolidation, and communication with the lender and/or loan servicer.

Exit loan counseling sessions are conducted each semester. Student Central receives a list each semester of those students eligible for graduation, which is used to contact each graduate to attend. Those students who withdraw will see their counselor as they come around with the withdrawal form and receive their counseling.

### **Work Study**

Keystone College is proud to provide two types of work study. The first is the federal work study program which is need-based. As Student Central prepares the financial aid package, if there is need, a student will receive an estimated federal work study award in the package. The second is the Keystone work study program which is funded solely by Keystone College. If a student does not have any need, he/she will be awarded an estimated Keystone work study amount. Please keep in mind that although a work study award is included in the financial assistance package, this is not a guarantee of employment. There are a variety of jobs available to students with various hours and responsibilities. Job descriptions can be viewed by making on MyKC.

Work study awards are not credited to a student's account. It is a job for which the student will receive a paycheck bi-weekly that can be used to cover educational and/or personal expenses while enrolled at least half-time.

All students who are new to the work study program must first document that they are eligible to work in the United States by completing the U.S. Department of Justice Form I-9. At the time they are completing the I-9 form, students must have two forms of identification with them. Acceptable forms of identification include: the student's driver's license and social security card; or birth certificate and driver's license; or social security card and student picture ID card.

## **FINANCING YOUR EDUCATION AT KEYSTONE COLLEGE**

Keystone College provides several options to assist in covering the cost of education. The financial aid package developed may not cover the entire cost to attend. Keystone College offers several options for payment. Financial aid is not required for attendance.

### **Tuition Management Systems (TMS)**

Keystone College participates in the Tuition Management Systems (TMS) payment program. This program offers families the ability to make monthly payments while the student is in college. This eliminates the need to make lump sum payments prior to the beginning of each semester. Families can budget an amount not to exceed total yearly charges less any financial aid that will be received. No interest is charged by TMS, rather there is a onetime minimal fee to participate each year.

You may contact Student Business Services for more information or TMS directly at 1-800-722-4867 or at [www.afford.com](http://www.afford.com).

### **Alternative Loan Programs**

Many programs are available through lending institutions to families in need of additional funding for education. These alternative sources may be a line of credit to cover educational costs for four years, a supplemental loan processed on a yearly basis, or a home equity loan. In most cases, eligibility for supplemental loan programs is based on the personal credit history and financial circumstances of the student. Usually, a debt-income analysis is performed to determine the applicant's ability to repay the loan. Some applicants may find they need an endorser to gain approval for a supplemental loan. For additional information on these programs, contact Student Central, email [ElmResources@elmselect.com](mailto:ElmResources@elmselect.com), or visit [www.elmselect.com](http://www.elmselect.com).

### **Payment/Aid Disbursement**

Students receive a statement of account for each semester in which they are enrolled or plan to enroll. The statement reflects tuition, mandatory fees, room, and board. The statement will also include financial aid awards that are complete and/or have been received by Student Central. Any balance due must be paid prior to the start of classes.

### **Donor-Supported Scholarships**

Endowed and annual scholarships are funds that benefactors provide to Keystone College to award to students in accordance with the criteria established for each scholarship. Student Central awards most of these scholarships during the preparation of the financial aid package; however, some do require a separate application process. All students who receive one of these awards are asked to respond to the benefactors through the Office of Institutional Advancement and receive instructions to complete the process.

# **SATISFACTORY ACADEMIC PROGRESS (FINANCIAL AID)**

## **Satisfactory Academic Progress Requirements**

Federal regulations require that educational institutions measure students' progress toward a declared educational objective, both quantitatively and qualitatively. In accordance with these requirements, Keystone College has established the following standards to measure a student's academic progress for financial aid. These standards will be applied uniformly to all students when determining their eligibility for Federal and/or Keystone College funding regardless of whether the student previously received these funds. Should a student fail to meet any of these requirements they are deemed ineligible to receive Federal and/or Keystone College funding until the deficiency is resolved by the student.

## **Satisfactory Progress for Financial Aid (SAP)**

Satisfactory Academic Progress is defined as a measure of both qualitative and quantitative levels of a student's grade performance. Students who have not met the requirements are not eligible for Federal and/or Keystone College funding until the credit deficiency is resolved.

For the qualitative measurement a student must meet the following minimum Cumulative Grade Point Average (CGPA) requirements:

For all credits attempted: CGPA of 2.500 with a completion rate of 3/4 (75.000%)\*

\*All graduate transfer students will be treated as new students for the purpose of this policy.

For the quantitative measurement a student must demonstrate they are progressing towards completion of their program within a defined time frame. In order to meet this, a student must complete no less than 3/4 of the credits attempted. This calculation is cumulative and is based on all credits attempted and earned. Credits transferred into Keystone College are considered as attempted and earned for this purpose.

## **Maximum Semesters of Aid Eligibility**

Students may not exceed 1.5 times the allotted amount of credits required for the conferral of a degree. Example: 30 graduate credits required for the degree program  $\times 1.5 = 45$ . In this example no federal aid may be used to earn this degree after 45 credits have been attempted.

## **Procedure for Checking Satisfactory Academic Progress for Financial Aid**

At the end of each semester, aid recipients are reviewed to determine if they have met the minimum credit requirements as well as earned the appropriate CGPA. If they have not, a letter is sent to each student informing him or her that s/he is on FINANCIAL AID WARNING and is eligible for continued Federal funding throughout the following constitutive term. If the student again does not make progress, s/he is NOT eligible for Federal funding. Should progress not be met after a semester of warning the student may appeal to the Director of Financial Aid. If the appeal is approved the student will be presented with an academic plan. If s/he has satisfied the requirements of the academic plan, s/he is considered to be making progress and the progress is then checked per semester moving forward.

## **Students Applying for Re-admittance to Keystone College**

Any student looking to be readmitted to Keystone College will have his/her SAP reviewed. If, at

that time, the student shows a deficiency in either requirement from previous semesters at Keystone College, the student will be deemed ineligible for Federal funding until the progress requirements are met. If deemed ineligible for financial aid the student will be held to the SAP standards of the policy.

### **Incomplete Work and Withdrawals**

Any course for which a grade of “I,” “IP,” “W,” or “WF” is recorded is used to calculate academic progress under the SAP policy. In addition, withdrawing from a course or courses may affect a student’s academic progress if the withdrawal causes a student to fall short of the minimum credits required for that term’s academic progress requirement. Since financial aid may have been previously awarded for the course(s) dropped, students may need to earn the credits at their own expense in order to make academic progress and remain eligible for financial aid assistance.

### **Repeated Courses with regard to Financial Aid**

Qualitative Standard: If a course is taken for a second time, the most recent grade will be figured into the student’s CGPA.

Quantitative Standard: In determining eligibility for financial aid, each credit attempted is included in calculating total hours attempted.

### **Re-Establishing Eligibility for Financial Aid**

#### Credit Deficiency (quantitative):

Students may resolve a credit deficiency by attending Keystone College sessions without utilizing aid, by taking credits at another regionally accredited institution as long as they will be accepted by Keystone College and used toward the student’s degree objective.

Once a student has resolved the credit deficiency, it is the student’s responsibility to notify Student Central and request that aid be reinstated.

#### Cumulative Grade Point Average Deficiency (qualitative):

Students may make up a CGPA deficiency by attending summer sessions or other sessions without utilizing aid. In order for a CGPA deficiency to be made up, classes must be taken at Keystone College. Classes taken at other institutions have bearing only on credit deficiencies and will not affect the CGPA deficiencies. Only credits transfer in – not the grade(s) earned. Once a student has reached the required CGPA, it is the student’s responsibility to notify Student Central and request to be reinstated.

In both situations Student Central will verify that the deficiency has been made up and award aid if appropriate. If Student Central’s findings are inconsistent with the student’s, the student will be contacted and the results explained.

### **Financial Aid Appeals**

Any student who has failed to meet the SAP academic progress policy requirements due to extenuating circumstances may appeal the termination of their financial aid. Appeals must be made in writing to the Director of Financial Aid. The appeal must include the following:

1. Why the student failed to make academic progress.
2. What has changed that will allow the student to make progress.

3. Any/all supporting documentation must be submitted with the letter of appeal.

All appeals must be submitted no more than 14 days before the start of the next semester. Appeals may be granted upon one of two conditions:

1. The Director of Financial Aid has determined the student will be able to make up their progress by the next evaluation period.
2. The Director of Financial Aid (in conjunction with the Registrar) has developed an academic plan that will ensure progress is met within a specified time frame and the student agrees to the conditions of the plan.

All such appeals will be reviewed on an individual basis and will take into consideration special circumstances and improved academic performance. A student may only be on Financial Aid WARNING for one semester unless there is an academic plan in place which specifies a later time frame. By federal regulations the Director of Financial Aid may not place a student on Financial Aid WARNING for consecutive semesters without an academic plan.

Students may appeal for financial aid only ONE time. If a student can show documented proof of cause, an appeal may be made amended; a letter of appeal and supporting evidence will be necessary for an appeal amendment. Students will be notified via their Keystone College email of the decision no less than 7 days after a decision is made.

## **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 at 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, football, women's volleyball, men's and women's cross country, men's and women's indoor and outdoor track, men's and women's lacrosse, and club cheerleading.

### **Eligibility for Athletics**

In order to be eligible for practice and/or competition, student-athletes must be enrolled full-time and carry a minimum of 9 credit hours per semester, if a student-athlete drops below 9 credits, he/she becomes immediately ineligible for practice and/or competition. A student-athlete must be in good academic standing and show satisfactory progress toward a degree in accordance with the athletic eligibility standards at Keystone College in order to be eligible to participate in intercollegiate athletics.

1. Good Academic Standing: Cumulative GPA must be 3.0 or above.
2. Satisfactory Progress: Pass six credits for each full time semester enrolled.

Note: Winter and Summer Sessions can be used to meet the requirement for credits earned to meet either Good Academic Standing or Satisfactory Progress.

## **ACADEMIC AFFAIRS: INFORMATION AND REGULATIONS**

### **Definition of Credit Hour**

In accordance with federal policy, Keystone College defines a credit hour as an amount of work presented 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 fourteen weeks for one semester, or the equivalent. Courses with fewer than 42 credit hours of instructional time must add instructional clock hours to make them equivalent to the number of clock 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.

### **Credit Load (Part-Time/Full-Time Status)**

For graduate students, a course load of at least three (3) credits is considered part-time. Ordinarily, part-time graduate students carry three or six credits per semester or academic session. A course load of nine (9) or more credits is considered full-time.

### **Attendance**

Students are expected to attend and participate in all classes for which they are registered and are responsible for absences. A student's class syllabus, published by the faculty may establish attendance policies and certain criteria for engaged participation.

### **Graduation**

To earn a graduate degree, students must have completed all program requirements with an overall GPA of 3.00 or higher and have earned no more than one grade of "C". No grade below "C" is acceptable for credit toward the degree. All candidates for graduation (students entering their final semester of coursework) are required to register for GRAD 5110 when they register for their final semester of coursework.

### **Academic Standing**

Students are in good academic standing if a cumulative grade point average of 3.00 is earned.

## Quality of Work

Graduate students are expected to maintain a 3.00 cumulative grade point average (GPA). Any graduate student who fails a course (less than C) must repeat the course. Students who earn more than two grades of less than B- will be referred to the Graduate Review Board and may be dismissed from the program.

## Time Limits/Continuous Enrollment

Students are expected to complete degree requirements within 6 years from initial matriculation. Graduate students are expected to maintain continuous enrollment throughout the academic year (August-July). Students who do not enroll for more than one calendar year from their last date of attendance and who are readmitted to the Program must comply with the degree requirements in place at the time of readmission.

## Repeats

A student may repeat a course for which a grade of less than “B-” is earned. A student may repeat no more than two courses and each course may only be repeated once. The most recent grade counts in the calculation of the GPA, even if the first attempt was higher.

## Graduate Grading Policy

<u>Grade</u>	<u>Quality Points</u>	<u>Numerical Value</u>
A	4.00	94-100
A-	3.67	90-93
B+	3.33	87-89
B	3.00	84-86
B-	2.67	80-83
C+	2.33	77-79
C	2.00	74-76
F	0.00	<74

## Grade Point Average (GPA)

### 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,” 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.

### 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,” 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.

## **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, does not constitute valid reasons for a student to be awarded a grade of "I." The deadline for the completion of the coursework is two weeks into the next semester or module. 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 two weeks into the next semester or module. If the coursework is not completed within the specified time frame, the in-progress grade will become an "F."

### **W (Withdrew)**

This grade indicates that the student withdrew from the course after the drop/add period. The grade is not included in the calculation of the semester or cumulative 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 are available at the conclusion of the term or semester on MyKC, the College's on-line student portal.

## **Transcripts**

Electronic and paper transcripts are available exclusively through the on-line request system. Current students may submit requests through the Student Portal in MyKC while past students may submit them through the system at [www.keystone.edu](http://www.keystone.edu). Requests are usually processed within three to five days of receipt; however, the processing time may be longer during certain times of the academic year, such as registration periods, the week leading up to commencement, and College closures.

A fee is charged for all transcript requests. Payment is made through the on-line system at the time of the request. No records will be released if the student's financial account with Keystone College has not been cleared.

## **Academic Policies**

### **Academic Honesty**

Academic honesty is expected in all class-related endeavors, including e-learning. 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 beginning on page 16.

### **Academic Misconduct**

1. Academic honesty 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 Dean of the School.
3. If the student has no prior record of academic misconduct, acknowledges the act of academic dishonesty/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 Dean of the School which will be kept on file until the student graduates.
  - c. Sanctions will range from grade reduction to expulsion from the College.
4. If the student denies the allegation of academic dishonesty/misconduct or views the sanction as too severe, the student has the opportunity to appeal to the Dean of the School. If 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 Dean of the School 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 Graduate Review Board (see Academic Grievance on page 20).
  - b. An appeal to the Vice President for Academic Affairs may be made by the student if the student is dissatisfied with the decision of the Dean of the School.

### **Academic Probation**

A graduate student whose cumulative grade point average falls below 3.00, or who earns a second grade below B-, or any failing grade (less than C) will be placed on Academic Probation and referred to the Graduate Review Board (GRB) for further possible action. Written notification of this decision is sent to the student and the GRB at the end of the semester. If the GRB recommends additional consequences, it will notify the student of those additional consequences prior to the beginning of the next semester.

To be removed from Academic Probation, the graduate student must raise his/her cumulative grade point average to 3.00 or higher with the next three courses. Failure to do so may result in Academic

Dismissal. Typically, no graduate student may be on probation for more than one semester.

### **Academic Dismissal**

A graduate student who receives a third grade below “B-” or two failing grades (less than “C”), violates the Academic Honesty policy, or after one semester of Academic Probation does not return to good academic standing, will be referred to the GRB for review and possible dismissal.

### **Appeal of Academic Dismissal**

Students may appeal the academic dismissal by submitting a letter to the Vice President for Academic Affairs within five (5) days of being dismissed.

### **Academic Reinstatement**

Students who are academically dismissed may appeal to the Graduate Review Board for readmission after one year.

### **Leave of Absence**

A leave of absence is an official period of time during which a matriculating student is not currently enrolled. A student may request that a leave of absence start during a semester in which a student is currently enrolled, or start with the next semester on the academic calendar. In the event that a student starts a leave of absence during a semester, all courses on the student’s transcript for that term will be assigned grades of “W” to indicate a withdrawal from those courses. The transcript will also indicate “Leave of Absence” for the term in which the grades of “W” appear.

Graduation requirements in effect for students at the time their approved leave begins will remain in effect when they return from their leave under the following conditions:

1. They are in good academic and social standing at the College and have consulted with their academic adviser or program coordinator when their leave begins.
2. Their leave is limited to one year but may be renewed for up to one additional year with the approval of the Registrar.
3. They maintain current contact information with the Registrar’s Office throughout the time of the leave.
4. They understand that this policy does not bind the College to offer their curricula or major programs, which may have been discontinued or substantially altered during their leave of absence.

The Office of the Registrar, who gives formal approval of the leave, specifies the termination date by which the student must either enroll again or request an extension. A leave of absence, including extensions, is not given for more than two years. The maximum of two years allowed on leave of absence applies even when those sessions are not consecutive. Students who are seeking a leave of absence for a military deployment should provide a copy of their deployment orders to the Office of the Registrar. Deployed students may be able to extend their leave beyond the two year maximum.

A student who is on a leave of absence will be considered by any loan lender to be not enrolled in school and will receive notices regarding repayment on any loans.

A student who does not enroll by the end of the leave of absence is considered to have voluntarily withdrawn from the College. In that case, formal request for readmission must be submitted to the Office of Admissions.

To request a leave of absence, students complete and submit the “Leave of Absence” form to the Registrar’s Office prior to the start of the semester for which the leave is requested to begin. To request an extension of an approved leave of absence, students submit the “Leave of Absence Extension” form to the Office of the Registrar prior to the termination date of the approved leave.

### **Leave of Absence – Medical**

A medical leave of absence is an official period of time during which a matriculating student is not current enrolled in order to allow for time for treatment and recovery of a documented medical issue.

A student may request that a medical leave of absence start during a semester in which a student is currently enrolled, or start with the next semester on the academic calendar. In the event that a student starts a medical leave of absence during a semester, all courses on the student’s transcript for that term will be assigned grades of “W” to indicate a withdrawal from those courses. The transcript will also indicate “Leave of Absence” for the term in which the grades of “W” appear.

A medical leave of absence may be requested for up to two years, including a semester during which a student is enrolled in courses.

A student who is on a medical leave of absence will be considered by any loan lender to be not enrolled in school and will receive notices regarding repayment on any loans.

A student who does not enroll by the end of the medical leave of absence is considered to have voluntarily withdrawn from the College. In that case, formal request for readmission must be submitted to the Office of Admissions.

When a student is ready to return to Keystone after a medical leave of absence, he/she must notify the Office of Admissions in writing by June 1 (for fall return), March 1 (for Summer), or October 15 (for spring return). Students requesting readmission after a medical leave of absence must also provide to the Health Services Office evidence that the condition which precipitated the medical leave of absence has been treated or ameliorated and will no longer adversely affect the student’s ability to participate as a student at the College. Compliance with the treatment expectations is primary in the College’s decision to approve the return of the student to Keystone.

To request a medical leave of absence, students complete and submit the “Leave of Absence - Medical” form to the Registrar’s Office at the time the leave is requested to begin if during a current semester, or prior to the start of the semester for which the leave is requested to begin if for a future semester. To request an extension of an approved medical leave of absence, students submit the “Leave of Absence - Medical Extension” form to the Office of the Registrar, and supporting medical documentation to the Health Services Office prior to the termination date of the approved medical leave.

## **Leave of Absence for Military Service**

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

## **Grade Change**

A final grade may not be changed after submission of the grade by the instructor to the Registrar's Office unless a clear and demonstrable mistake or miscalculation by the instructor is discovered. The submission of late or revised work by a student is not necessarily grounds for a legitimate change of grade, nor is retaking of an examination. Changes to final grades cannot be made beyond 6 weeks after the initial awarding of the grade. Requests for grade changes must be submitted to the Program Coordinator with supporting information demonstrating that the change is warranted. If approved by the Program Coordinator, the grade change will be forwarded to the Registrar's Office and processed.

## **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 submit a written statement detailing the grievance to the Graduate Review Board. The Graduate Review Board shall convene a meeting with the student and faculty member. If the grievance is not settled, then:
3. The aggrieved student will submit a written statement of appeal to the Vice President for Academic Affairs. The Vice President for Academic Affairs will review all facts presented and proceedings of the Graduate Review Board and make a determination. The decision of the Vice President for Academic Affairs is final.
4. In cases where a student is grieving an action, this procedure must be initiated by the student within one week of the occurrence and completed within two weeks. In cases of academic misconduct, the Vice President for Academic Affairs will initiate the process within one week of the occurrence and it must be completed within two weeks.

## **Academic Procedures**

### **Adding Courses**

Graduate students register for courses for the summer and fall semesters in April and for the spring semester in November. Students are encouraged to register promptly so as to ensure their seat in the class. Students may add courses until the day before the semester begins. Consult the Academic Calendar for semester start and registration dates.

### **Course Drop/Withdrawal**

Graduate students may withdraw from individual courses prior to the end of the 10th week of classes. Withdrawals within the first 10 days of the semester will not appear on the student's record. Courses dropped after this time, but before the end of the 10th week of the regular semester will

appear on the student's official transcript as a "W." No courses may be dropped after the 10th week of classes. Graduate students who wish to withdraw from a course must submit the completed course withdrawal form to the Registrar's Office for processing. Course withdrawals cannot be accepted in verbal form (phone calls, voice mails, etc.). Students should consult with Student Central to discuss the financial implications of the withdrawal.

Course withdrawal deadlines for courses taught in 7-week modules are as follows:

- a. Drop prior to end of first week; not recorded on transcript.
- b. Withdrawal after the end of the first week of classes but prior to the end of the 5th week of classes; "W" recorded on transcript.
- c. Withdrawal after the end of the 5th week of classes is not permitted.

## **Withdrawal from the College**

Please see page 3.

## **FERPA**

### **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 records unless the student has granted that person permission through MyKC, the College's student portal. Students have the opportunity to grant and remove permissions at any point after their initial orientation at Keystone College. Persons identified by the student will have access to the student's educational records through a unique log on for MyKC. This access does not provide the ability for the designee to act on the student's behalf.

### **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 their 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 web site at [www.keystone.edu](http://www.keystone.edu).

# Graduate Degree Programs

## Early Childhood Education Leadership Master of Education

**Program Coordinator: Heather Shanks-McElroy, Ph.D.**

The Master of Education in Early Childhood Education Leadership is a 30-credit program, which prepares individuals to undertake leadership roles in multi-cultural, multi-ethnic 21<sup>st</sup> century schools to ensure optimal developmental outcomes for the nation's youngest constituents. Evidence-based approaches for organizing, leading, and advocating for quality early childhood curriculum and environments designed to promote children's success will be targeted. Professional educators will be prepared to shape early childhood programs, implement quality practices, engage diverse families, and strategize to address critical issues in the early childhood field.

The M.Ed. in Early Childhood Education Leadership prepares individuals to take a leadership role in program development, pedagogical innovations, and best practices implementation, which holistically address positive child developmental outcomes in all domains.

### Program Goals

As a result of engaging in the graduate program, individuals will:

- Utilize evidence-based approaches for organizing, leading, and advocating for quality early childhood curriculum and environments designed to promote children's success;
- Shape early childhood programs, implement quality practices, and engage diverse families to address critical issues in the early childhood field;
- Assume leadership roles in program development across educational venues;
- Implement pedagogical innovations and best practices, which holistically address positive child developmental outcomes in all domains;
- Enhance practice, refine skills, and deepened content knowledge in the areas of programming, supervising, assessing, regulating, and collaborating.

### Program Format

The M.Ed. in Early Childhood Education Leadership will employ a cohort model and a hybrid instructional strategy. The cohort will comprise a minimum of 15 students and a maximum of 30 students. A requirement of six (6) credits per semester must be maintained, including summers. The anticipated program length is 2 years.

### Program Prerequisites

Applicants must possess a bachelor's degree (any major) from a regionally accredited college or university with an overall GPA of 3.00 or higher.

### Tuition

\$650 per credit.

### Schedule

The cohort program will operate on a six-credit per semester schedule. Classes will meet twice per

course for a full day (Saturday 9 a.m.-4 p.m.). The rest of the class time will be online.

### **Contact Information:**

For specific program and curriculum questions contact: Heather Shanks-McElroy, Ph.D., coordinator of the Early Childhood Education Leadership program, at 570 945-8475 or [heather.mcelroy@keystone.edu](mailto:heather.mcelroy@keystone.edu).

### **Application:**

Keystone College accepts applicants for the Early Childhood Education Leadership program for fall and spring terms.

In addition to the application materials required for all master's applicants, applicants to the M.Ed. in Early Childhood Education Leadership program must also provide official GRE scores as follows:

- Quantitative -153 (after August 1, 2011)
- Verbal – 158 (after August 1, 2011)
- Quantitative 500 (prior to July 2011)
- Verbal 500 (prior to July 2011)

In addition, the following current clearances are required:

- PA DPW Child Abuse Clearance
- PA State Police Criminal History
- FBI
- Health appraisal with negative TB test results

### **Provisional Acceptance:**

Applicants who do not meet all admissions criteria may be granted provisional admission based on experience and notable achievements in the field. Satisfactory completion of provisional admission coursework will be required within one semester.

Provisional admissions coursework will be the first two courses of the course sequence:

- ECE 5150
- ECE 5200

Students can take these courses as non-matriculating students and if a 3.00 GPA is achieved, be accepted to the program.

### **Course Requirements:**

ECE 5150 – Research on Child Development

ECE 5200 – Evidence-Based Practices

ECE 5250 – Data-Driven Decision-Making

ECE 5300 – Multiple Perspectives of Play and Learning

ECE 6150 – Policies, Standards, and Regulatory Systems

ECE 6200 – Legal and Advocacy Issues

ECE 6250 – Early Childhood Program Evaluation

ECE 6300 – Managing Fiscal and Human Resources in Early Childhood Education

ECE 6350 – Grant Writing for the Discipline

ECE 6400 – Strengths-Based Family Partnerships

# Graduate Programs Offered Through Keystone College Virtual Campus

## Master of Business Administration (MBA) Program Coordinator: Dana Harris, Ph.D.

The Master of Business Administration (MBA) is designed to provide the skills and knowledge necessary for individuals to enhance their career opportunities including promotions and increased compensation. The MBA assists with starting a new business and attainment of specific management or leadership positions. MBA coursework involves a broad spectrum of business-related topics including accounting, statistics, economics, communications, management, and entrepreneurship. The MBA program not only readies students to work for financial institutions such as banks, but also prepares them for management positions in other fields or as founders of start-up companies.

### Program Goals

- Students will demonstrate integrated, innovative strategic thinking and problem solving skill sets.
- Students will demonstrate exceptional oral, written, and presentation skills.
- Students will evaluate and summarize operational knowledge of business, marketing, project management, information technology, finance, accounting, statistics and quantitative analysis.
- Students will appraise environmental, corporate, and financial resource sustainability.
- Students will evaluate and demonstrate ethical and responsible behavior in business activities.

### Program Format

The MBA program will be delivered in an online format. Students will be required to have the necessary hardware and software and access to the Internet in order to complete the coursework. Anticipated program length is one to two years, depending on course load.

### Program Prerequisites

Applicants must possess a bachelor's degree (any major) from a regionally accredited college or university with an overall GPA of 3.00 or higher.

### Tuition

\$575 per credit.

### Schedule

The graduate cohort program will operate on a 7 or 7.5-week session with students completing 3-6 credits of study in each 7 or 7.5-week session.

### Contact Information

For specific program and curriculum questions contact Dana Harris, Ph.D., coordinator of the MBA program at (570) 945-8421 or [dana.harris@keystone.edu](mailto:dana.harris@keystone.edu).

## **Application**

Keystone College accepts students to the MBA program for fall, spring, and summer terms. Students applying for the MBA program have no additional requirements other than those required for all master's applicants.

## **Course Requirements**

BUSN 5100 – Graduate Writing and Research

BUSN 5150 – International Accounting

BUSN 5200 – Conflict Management Skills

BUSN 5250 – Global Work Teams

BUSN 5300 – Operations Management

BUSN 5350 – Organizational Development

BUSN 5400 – Strategic Marketing

BUSN 6100 – Ethical Leadership

BUSN 6150 – Financial Management in Public and Nonprofit Organizations

BUSN 6200 – Corporate Law and Regulations

BUSN 6250 – Managerial Economics

BUSN 6910 – Strategic Analysis

**Criminal Justice (MCJ)**  
**Master of Science**  
**Program Coordinator: Stacey Wyland, MS**

The Master of Science in Criminal Justice program provides professionals the knowledge and skills needed for positions in management and leadership. Individuals with a master's degree in criminal justice are prepared for careers in policy making, research, and teaching positions. Since evidence-based practices are becoming the norm, graduate-educated professionals are desirable candidates for administrative positions.

**Program Goals**

- Students will evaluate and summarize crime rates, trends, and patterns, and apply foundational knowledge of criminological theories devoted to explaining crime.
- Students will appraise organizational structure, processes, and challenges of criminal justice institutions, and analyze past and current criminal justice policies and evidence-based practices.
- Students will evaluate the foundations of contemporary ethical practices and effective leadership in the criminal justice profession.
- Students will demonstrate advanced knowledge in social science research and applied statistical methods, specifically focused on criminal justice issues.
- Students will examine advanced knowledge of criminal procedure.

**Program Format**

The MCJ program will be delivered in an online format. Students will be required to have the necessary hardware and software and access to the Internet in order to complete the coursework. Anticipated program length is one to two years, depending on course load.

**Program Prerequisites**

Applicants must possess a bachelor's degree (any major) from a regionally accredited college or university with an overall GPA of 3.00 or higher.

**Tuition**

\$575 per credit.

**Schedule**

The graduate cohort program will operate on a 7 or 7.5-week session with students completing 3-6 credits of study in each 7 or 7.5-week session.

**Contact Information**

For specific program and curriculum questions contact Stacey Wyland, MS, coordinator of the MCJ program at (570) 945-8479 or [stacey.wyland@keystone.edu](mailto:stacey.wyland@keystone.edu).

**Application**

Keystone College accepts students to the MCJ program for fall, spring, and summer terms. Students applying for the MCJ program have no additional requirements other than those required for all master's applicants.

## **Course Requirements**

BUSN 5100 – Graduate Writing and Research

BUSN 5200 – Conflict Management Skills

BUSN 6100 – Ethical Leadership

CJ 5100 – Policy Analysis in Criminal Justice

CJ 5150 – Comparative Criminal Justice Systems

CJ 5200 – Women in Criminal Justice

CJ 5250 – Race, Ethnicity, Crime, and Justice

CJ 6100 – Seminar in Victimology

CJ 6150 – Drugs and the Criminal Justice System

CJ 6910 – Critical Issues in Criminal Justice

# Course Descriptions

**BUSN 5100 Graduate Writing and Research:** Provides an overview of business research and the requirements needed to conduct quality business research. Systematically applies methods to analyze and interpret research; prepares a research design; and finalizes a research project. Analysis through literature reviews of what constitutes appropriate research will be undertaken. *3 credits*

**BUSN 5150 International Accounting:** Examines international dimensions of accounting, financial reporting, and financial control. Focuses on the perspective of International Financial Reporting Standards (IRFS) rather than Generally Accepted Accounting Principles (GAAP). *3 credits*

**BUSN 5200 Conflict Management Skills:** Examines the nature of disputes and the multiple arenas in which conflict occurs in the workplace. Provides students with knowledge about different conflict resolution processes; e.g., mediation, negotiation, arbitration, and facilitation. *3 credits*

**BUSN 5250 Global Work Teams:** Analyzes the social transformations from individual work to teamwork. Discusses and analyzes the challenges and benefits associated with successful global work teams. *3 credits*

**BUSN 5300 Operations Management:** Provides an in-depth analysis of risk management methodologies, from strategic, tactical, qualitative and quantitative aspects. Examines tools and techniques for identifying, measuring, and monitoring risks in the project management environment. *3 credits*

**BUSN 5350 Organizational Development:** Offers a comprehensive look at individual, team, and organizational change, covering classic and contemporary organizational development techniques. Seeks solid foundations that are academically rigorous, relevant, timely, practical, and grounded in OD values and ethics. Examines organizational development tools needed to succeed in today's challenging environment of increased globalization, rapidly changing technologies, economic pressures, and evolving workforce expectations. *3 credits*

**BUSN 5400 Strategic Marketing:** Analyzes the social and economic changes of marketing in an ever changing industry. Analyze accurate market information to identify target markets, production position analysis, financial forecasting, and implementation and control in the market. *3 credits*

**BUSN 6100 Ethical Leadership:** Examines and analyzes the ethical frameworks applicable to business organizations nationally and internationally. Explores various business issues, including employment, environmental, and consumer issues. Uses analytical reasoning skills to make sound ethical business decisions. *3 credits*

**BUSN 6150 Financial Management in Public and Nonprofit Organizations:** Analyzes financial management tools and budgeting techniques applicable to the public sector and to the private nonprofit sector. Examines cases related to output budgeting and financial decision making with regard to revenue policies, resource allocations, cash flow, borrowing, and other fiscal management concerns.

Supports the competencies of critical thinking, analytical reasoning, and information literacy. *3 credits*

**BUSN 6200 Corporate Law and Regulations:** Analyzes corporate business structures, management responsibilities, and the Sarbanes-Oxley Act. Students will also review material on mergers and acquisitions, corporate insolvency, liquidations and corporate crime. *3 credits*

**BUSN 6250 Managerial Economics:** Increase company profitability by applying economic analysis to a wide array of business problems. Uses a problem-solving approach to achieve objectives. Encourages focus on the application of economic tools rather than purely theoretical approaches. *3 credits*

**BUSN 6910 Strategic Analysis:** Emphasizes platform-based competition and “ecosystems” of related industries; the role of strategy making processes/practices; mergers, acquisition and alliances; and additional emphasis on strategy implementation. *3 credits*

**CJ 5100 Policy Analysis in Criminal Justice:** Focuses on crime policy and policy analysis. Emphasizes policy approaches to controlling crime, crime prevention and social justice. *3 credits*

**CJ 5150 Comparative Criminal Justice Systems:** Provides a thorough and critical examination of meanings, history, and methods of comparing as well as contrasting various examples of criminal justice systems around the globe with ones prevailing in the United States. *3 credits*

**CJ 5200 Women in Criminal Justice:** Looks at the roles of women in the criminal justice system. The course will focus on gender issues of women as practitioners, offenders and victims. Explores dynamics of society, law and the CJ system and how these entities respond to gender differences, with special attention to equality and diversity. *3 credits*

**CJ 5250 Race, Ethnicity, Crime, and Justice:** Explores the role that race plays in law enforcement, the courts and correctional system. Utilizes theoretical readings to examine race, crime and criminal justice in terms of racial differences and ethnic disparities within the system. *3 credits*

**CJ 6100 Seminar in Victimology:** Examines patterns and trends in victimization. Analyzes specific crime types, the impact of crime on victims and society. Explores the role of victims within the criminal justice system with special attention to victim rights and services. *3 credits*

**CJ 6150 Drugs and the Criminal Justice System:** Focuses on the history of drug use, legislation, enforcement, theory and drug prevention and treatment. Introduces students to drug identification, drug violence, the drug industry, drug courts and drug problems in the correctional system. *3 credits*

**CJ 6910 Critical Issues in Criminal Justice:** Examines a variety of problems faced by the criminal justice system. Explores current issues facing law enforcement, the court system and corrections by providing students the opportunity to recognize the impact of crime on society. *3 credits*

**ECE 5150 Research on Child Development:** Focuses on providing stimulating and successful learning experiences for children in early childhood and primary programs, which are dependent

on practitioner knowledge and application of principles of child development. Professionals must understand the inter-dependence of each key area of learning and the ways to provide meaningful and relevant experiences for children that are developmentally appropriate, individualized to accommodate each child's needs and interests, and respectful of families' diverse values and cultures. *3 credits*

**ECE 5200 Evidence-Based Practices:** Examines children's construction of knowledge that reflects developmental needs, abilities, and interests. Learning environments and cultural and linguistically appropriate experiences facilitate children's physical, social and emotional, and cognitive learning. Addresses the ways in which knowledge is socially and individually constructed, the elements of quality instruction, the politics of decision-making in educational practices, and the necessity for ensuring non-discriminatory practices in educating all children. *3 credits*

**ECE 5250 Data-Driven Decision-Making:** Targets comprehensive assessment approaches in early childhood or primary programs, which consider the individual child, the environment, staff, and program elements to ensure continuous quality and responsiveness to children, families, and the community. Early childhood professionals must be knowledgeable about the types of assessments, the uses of assessments, and the ways in which to implement regular and systematic methods for assessing children and interpreting child assessment data. *3 credits*

**ECE 5300 Multiple Perspectives Play and Learning:** Identifies ideas of children's play, the importance of play for child development and learning, and the role of play as a complex mechanism for understanding human experiences. Examines historical and contemporary issues of play and learning from cross-cultural perspectives and theoretical underpinnings through the lenses of the neurosciences. Examines implications for including developmentally appropriate, culturally relevant play for facilitating positive developmental outcomes. *3 credits*

**ECE 6150 Policies Standards, and Regulatory Systems:** Delineates supervisory and health issues related to established licensing mandates and administrative policies, which guide practitioners and protect children and families. Ensuring that appropriate management of supervisory and safety practices are designed and implemented in line with statutes, standards, and regulatory systems is a critical need in the field. By monitoring classrooms and all environments in which young children interact, this course seeks to address risk and invites preventative action. *3 credits*

**ECE 6200 Legal and Advocacy Issues:** Analyzes the legal and ethical implications for providing quality early learning services. Any systems-building initiative designed to serve families, children, and the community at large must address the structures and functions of multiple governing bodies and policy structures, which fund, oversee, and regulate. Examines the legal, ethical, and advocacy issues involved in these educational processes. *3 credits*

**ECE 6250 Early Childhood Program Evaluation:** Uses program performance standards data to guide improvement of services in early care and education systems. Designed to increase quality, coordination and efficiency of services, which evidence supports as critical for thriving outcomes for children and families, QRIS management requires knowledge of systems, policies, finances, assessment tools, standards, and data analysis techniques to empower leaders to comprehensively address

improvement strategies. *3 credits*

**ECE 6300 Managing Fiscal and Human Resources in Early Childhood Education:**

Operationalizes forward-thinking leader design and management systems that foster positive organizational climate, which supports teachers, children, and families. Skilled administrators adopt a continuous quality improvement philosophy that utilizes data, current research, and best practices to provide responsive services for children and families served. *3 credits*

**ECE 6350 Grant Writing for the Discipline:** Examines securing funding for organizing and implementing early learning programs. Available funding sources, including government, local organizations, and for-profit and non-profit foundations have various requirements and funding guidelines. Grant specifications must match agency funding goals and meet funding priorities. The students will learn to navigate and align eligible projects with funding sources in a systematized process where funding success is dependent on the ability to adhere to procedural guidelines. *3 credits*

**ECE 6400 Strengths-Based Family Partnerships:** Examines the theories and practices of developing family-school partnerships for supporting children's learning and development. Emphasizes identifying diverse strengths and needs of families and working collaboratively to support families. Examines the central role of the family in successful collaboration with importance placed on practices related to developing respectful and reciprocal communication strategies. *3 credits*

**ECE 6910 Practicum/Professional Contribution/Funding Initiative:** Based on approval of the academic advisor, students have the option of completing an internship to study content, specifically early childhood environments; or designing a professional contribution targeting a specific organizational problem or issue; or addressing a grant initiative, which includes a grant proposal and submission aimed at fulfilling a specified community/agency need. *3 credits*

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