



2022-2023

# Keystone College

Virtual Campus  
Undergraduate Catalog

# Keystone College



## **2022-2023 Keystone College Virtual Campus Undergraduate Catalog**

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## **Right to Revise**

The provisions of this catalog are not to be construed as an irrevocable contract between students and the College. This catalog attempts to present information about Keystone College Virtual Campus (KCVC) undergraduate programs for the 2022-2023 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](http://www.keystone.edu/academics/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).

## **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.

## **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.

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# The Keystone College Promise

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

## Student Responsibilities

Associate and baccalaureate degree students must complete all Keystone Promise requirements listed below. Additionally, repeated participation in major skill-building activities is highly encouraged.

## Eligibility Requirements

- Successful completion of the Keystone Promise requirements.
- Graduation from Keystone College.
- Students must wait until at least six months after graduating and during that time actively seek employment and/or college admission.

## Additional Support (remediation)

If followed and completed, the Keystone Promise requirements are designed to prepare a student to be successful 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.

## Keystone Promise Requirements (completed prior to graduation):

- \_\_\_\_\_ Create a Handshake account and be sure to update it often.
- \_\_\_\_\_ Complete the FOCUS Career Assessment and connect results to long-term goals.
- \_\_\_\_\_ Create a resume and have it reviewed and saved in Handshake.
- \_\_\_\_\_ Write a cover letter and have it reviewed and saved in Handshake.
- \_\_\_\_\_ Identify three professional references and save them in Handshake.
- \_\_\_\_\_ Attend a Career Fair or Graduate School Fair.
- \_\_\_\_\_ Complete experiential learning, internship, service learning, or shadowing opportunities.
- \_\_\_\_\_ Create a LinkedIn profile, connect to the College's LinkedIn, and assess your digital brand.
- \_\_\_\_\_ Participate in a mock interview or an interviewing workshop.
- \_\_\_\_\_ Update your resume and cover letter in Handshake for a final review.

**\*\*Remember, it is highly recommended that students regularly repeat the Keystone Promise requirements.**

## ACCREDITATION AND MEMBERSHIPS

Keystone College is an accredited institution and member of the Middle States Commission on Higher Education (MSCHE) [www.msche.org](http://www.msche.org). Keystone College's accreditation status is accreditation reaffirmed.

MSCHE is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education (CHEA). The Commission makes available the opportunity to submit third party comments regarding an institution's compliance with standards for accreditation, requirements of affiliation, policies and procedures, and applicable federal regulatory requirements using its complaints and third party form found on its website at [www.msche.org](http://www.msche.org).

Keystone College is authorized to grant degrees by the Commonwealth of Pennsylvania. Information regarding the Pennsylvania Department of Education's (PDE) complaint procedure is available on the PDE web site at [education.pa.gov](http://education.pa.gov).

Keystone College is also approved for veterans' benefits.

The Department of Business, Management, and Technology at Keystone College has received specialized accreditation for its business programs through the International Accreditation Council for Business Education (IACBE), 11374 Strang Line Road, Lenexa, KS, USA.

Keystone College 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.

## GENERAL INFORMATION

### Keystone College

Keystone College is an 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 offer baccalaureate degree programs in 1998 and master's degree programs in 2015.

Keystone offers bachelor of science degrees through the Virtual Campus in accounting principles, business administration, and industrial/organizational psychology. Additionally, master of business administration and master of science in criminal justice degrees are also offered through the Virtual Campus. Please consult the Graduate Catalog for degree information.

With the liberal arts tradition and pedagogy 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 rechartered 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 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. In 2000, the College awarded its first baccalaureate degree and announced the receipt of its first million dollar gift.

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

Extensive renovations to 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 with the completion of a \$3.2 million Athletic Field and Track Complex. The 360' x 240' field, with an eight lane track, complements the Fornciola Wellness Center, which houses all cardiovascular machines and weight lifting equipment, including a student achievement center, meeting room, warm-up/stretching room, and several coaches' offices.

In 2020, Keystone College opened its \$3.5 Keystone Commons retail complex which includes Penn East Federal Credit Union, Steak 'n Shake, the College Green Eatery & Market, and Keystone Fitness



Keystone unveiled its newly constructed Fieldhouse in the fall of 2021. Adjacent to the Athletic Field and Track Complex, the facility serves as the College's central hub for football, field hockey, men's and women's soccer, and men's and women's lacrosse.

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

|  
Classes also are offered to adult and non-traditional students through a variety of options.

In addition, holdings in Miller Library are increased annually, and the most recent educational technology is readily available to students both on campus and through online classes.

Currently, the College offers master's, bachelor's and associate degrees, and certificate programs and enrolls a diverse student body from throughout the U.S. and the world. The College also participates in Division III athletics, fielding 16 men's and women's teams.

Today, with its career-oriented liberal arts pedagogy and curriculum in place, Keystone College is a leader in education. The faculty, board of trustees, administration, and staff are committed to making your experience something special. By choosing Keystone, with more than 150 years of experience, you commit yourself to that goal as well.

## **The Campus**

Keystone College 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 U.S. 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.

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 176-acre Woodlands Campus offers a valuable educational resource for students, proving a perfect area for scientific and environmental studies. The area's scenic beauty, with seven miles of exceptional 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 faculty offices and several classrooms and computer labs. To one side of Harris lies Capwell Hall, Keystone's science center. Here students will find laboratories and computer facilities for science and mathematics as well as several classrooms and faculty offices. The fully-equipped instrumental science labs enrich the environmental studies and biology programs. 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 and media studies 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 Gambal Athletic Center, is the home for student recreational space.

Serving as the main hub of activity on campus, the Hibbard Campus Center is home to the Student Restaurant and Giants' Den. Many offices and clubs are also located in Hibbard.

The Miller Library offers more than 43,000 print books, 210,000 eBooks, and more than 55,000 electronic journals, newspapers and magazines in 35 databases. It houses a substantial collection of popular and educational audiovisual materials, a large assortment of streaming videos, and digital archives collections. The building includes an all-purpose computer lab, and study/tutoring rooms, along with classrooms and faculty offices. The Library and Learning Center is located on the main floor of the Miller Library.

## **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.

### ***Homecoming and Family Day***

This fall event brings together Keystone alumni and current students along with their families and allows them to enjoy campus at their leisure and participate in various activities. Reunions, social and athletic functions are some of the many activities held throughout the weekend.

### ***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](http://www.keystone.edu) for more information.

## Alumni Association

The Keystone College Alumni Association has more than 17,000 members, including graduates of Keystone Junior College, as well as Keystone College. The Association offers opportunities for alumni to maintain strong bonds with their alma mater and with each other. Existing to foster loyalty and unity for members and for the College, and to support the College's mission and priorities, the Association is a stalwart supporter of the College. A means for the exchange of ideas among alumni, the Association acts as an official channel of communication between the alumni and the College.

The Alumni Association sponsors a mini-grant program and provides funding opportunities to faculty and students for valued projects. The Alumni Association also assists students through mentoring, internships, job shadowing experiences, and academic alumni scholarships.

Alumni are informed of campus and alumni activities through *The Keystonean*, the official alumni magazine issued in digital format, a bi-annual e-newsletter, and social media outlets.

For additional information on the Alumni Association, call 1-800-824-2764 option 6, e-mail at [alumnirelations@keystone.edu](mailto:alumnirelations@keystone.edu), or visit the Alumni Association on the web at [www.keystone.edu/alumni](http://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 who are 22 years of age or older. However, students who 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](http://www.keystone.edu).

## Application Procedures

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

1. Complete the KCVC online application for admission.
2. Submit official high school transcript or GED score report.
3. Submit official college transcripts from all schools attended. A student may be accepted provisionally based on an unofficial college transcript, but an official transcript must be received by the start of classes.
4. 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, Office of the Registrar at Keystone College at 1-800-824-2764, or call the Veterans Educational Counselor of the Veterans Administration at 1-888-442-4551. All students using federal tuition assistance must contact the Veterans Educational Counselor. For more information on Keystone's veterans programming, please visit [www.keystone.edu/veterans](http://www.keystone.edu/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 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. The following guidelines will apply to students wishing to be readmitted:

1. Students who are readmitted to the College after two or more years of non-attendance will follow the graduation requirements of the catalog year in which they return.
2. Students 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. 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 and/or Physical Disabilities**

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 College complies with policy and federal law, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of a disability. In order to request services and/or accommodations for students with learning or other disabilities, Keystone College requires a current evaluation by an appropriate professional attesting to the nature of the disability and specifying any limitations and special accommodations relevant to a college learning environment. To learn more about Keystone's Disability Services please visit [www.keystone.edu/disability-resources](http://www.keystone.edu/disability-resources).

Appropriate documentation of the specific disability will be required and reviewed by the Coordinator of Disability Services before students can be granted 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 general education 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" and grades earned in developmental coursework 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/transfer](http://www.keystone.edu/admissions/transfer).

## **Prior Learning Assessment (PLA)**

Prior Learning Assessment (PLA) is a way for current students to document learning acquired outside of a college classroom and for evaluating that learning as a way to earn college credit. For more

information regarding PLA, please contact email [pla@keystone.edu](mailto:pla@keystone.edu).

## **FINANCIAL INFORMATION**

### **Tuition and Fees**

\$460 per credit hour

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/tuition\\_aid/tuitionfees](http://www.keystone.edu/tuition_aid/tuitionfees).

Courses for which a student is enrolled that are not offered through the Virtual Campus are subject to the tuition and fee rates as stated in the corresponding College Catalog. Additional information is available by contacting Student Central at [studentcentral@keystone.edu](mailto:studentcentral@keystone.edu).

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

### **Miscellaneous Fees**

*\$200 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 graduate in absentia will receive their diplomas in the mail and may request that their caps and gowns be mailed. (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/](http://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.

## **STUDENT CENTRAL**

Student Central 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 Student Central at (570) 945-8300 or 1-800-824-2764, option 3; through the mail at Student Central, Keystone College, PO Box 50, La Plume, PA 18440-1099; or via e-mail at [studentcentral@keystone.edu](mailto:studentcentral@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. Fall semester bills are sent in July and spring semester bills are sent in December for registered students. Students are required to log onto MyKC at <https://mykc.keystone.edu> to view their student account balance and view the electronic invoice throughout the semester and make arrangements to pay the balance in a timely manner. 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.

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 Student Central prior to the bill's due date to review the College's payment plan options.

Payment of the semester 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 and debit cards. Credit and debit card payments can be made using the MyKC portal or in Student Central located on the first floor of Ward Hall.

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

Peoples Security Bank & Trust  
ABA# 031311807  
Glenburn, PA 18411  
For further credit to Keystone College  
Account # 0009004384

A charge of \$15 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 Student Central within ten days of receipt of the billing statement.

The full payment of each semester's bill is a prerequisite for official enrollment for the semester, 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.

### **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 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, 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 not permitted 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 Student Central prior to withdrawing from or dropping a course.

A student who leaves the College due to dismissal for disciplinary reasons is not entitled to any refund. No credits on any charges will be made to students who have been suspended or expelled from the residence halls and/or the College. Room charges are not refunded at any time, and board credits are prorated as of the end of the calendar week of withdrawal.

## **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/](http://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 or 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.

## **STUDENT CENTRAL**

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 Student Central by phone at (570) 945-8300 or 1-800-824-2764, option 3; via mail at Student Central, Keystone College, One College Green, PO Box 50, La Plume, PA 18440-0200; or via e-mail at [studentcentral@keystone.edu](mailto:studentcentral@keystone.edu).

### **Terms and Conditions**

The terms and conditions are available online at [www.keystone.edu/admissions/tuition-aid/policies-and-disclosures](http://www.keystone.edu/admissions/tuition-aid/policies-and-disclosures). It is the student's responsibility to understand and comply with these terms. Terms and conditions can also be requested from Student Central located in Ward Hall.

### **Eligibility**

Keystone College's general eligibility requirements indicate that students must:

- Demonstrate financial need (for most programs);
- Be a U.S. citizen or an eligible noncitizen;
- Have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau);
- Be registered with Selective Service, if male (must register between the ages of 18 and 25);
- Be enrolled or accepted for enrollments a regular student in an eligible degree program;
- Be enrolled at least half-time to be eligible for Direct Loan Program funds;
- Maintain satisfactory academic progress;
- Sign the Free Application for Federal Student Aid (FAFSA®) stating that he/she is not in default

on a federal student loan and does not owe money on a federal student grant; will use federal student aid for only educational purposes; and has not been convicted of an illegal drug offense.

- Demonstrate his/her qualification to obtain a college or career school education by having a high school diploma or a recognized equivalent such as a General Education Development (GED) certificate or completing a high school education in a home school setting approved under state law (or if state law does not require a home schooled student to obtain a completion credential, completing a high school education in home school setting that qualifies as an exemption from compulsory attendance requirements under state law.)

## Financing Your Education at Keystone College

The first step in financing a student's education at Keystone College is to apply for an FSAid ID for both the student and parent at [www.FSAid.ed.gov](http://www.FSAid.ed.gov). An FSAid ID is a user name and password that individuals must use to log in to certain U.S. Department of Education (ED) websites. The FSAid ID identifies an individual as someone who has the right to access a student's own personal information on ED websites such as the Free Application for Federal Student Aid (FAFSA®) at [www.fafsa.gov](http://www.fafsa.gov). Parents of a dependent student also need a FSAid ID if to sign their child's FAFSA electronically.

If a parent has more than one child attending college, he/she can use the same FSAid ID to sign all applications. It is important to note that each FSAid ID user must have a unique e-mail address.

The second step in financing a student's education at Keystone College is to apply for the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). Schools and states have different deadlines for filing the FAFSA application. Please visit [www.fafsa.ed.gov/deadlines.htm](http://www.fafsa.ed.gov/deadlines.htm) for a list of deadlines by state.

Once the FAFSA is completed, the information is sent to Keystone College. Keystone College uses this information to provide the most comprehensive financial aid award package for the student. The FAFSA application determines a family's need and determines the Expected Family Contribution (EFC). EFC is an index number that the Financial Aid office uses to determine how much financial aid a student would receive. EFC is used to determine a family's need.

The difference between the total cost of attendance and the expected family contribution is the amount of financial need. Need represents the maximum amount of need-based financial aid that you may receive. The Annual Cost of Attendance (COA) is the total amount that is estimated to attend school for the year. The COA is comprised of all direct costs and indirect costs:

- Direct cost is the charge invoiced by Keystone College such as tuition, fees, and room and board (for campus-based housing only).
- Indirect cost is educational related expenses not invoiced by Keystone College, such as supplies, transportation, and personal expenses.
- Net cost is the direct cost less all grants, loans, and scholarships.

## Financial Assistance Programs

Financial aid may come from the U.S. federal government, state, Keystone College, and nonprofit or private organizations. Please see each specific type listed below.

## **Federal Aid Resources**

### **Federal Pell Grant**

The federal Pell Grant is a renewable, federal need-based grant. The actual amount is contingent upon information provided on the FAFSA.

### **FSEOG**

The Federal Supplemental Educational Opportunity Grant (FSEOG) is a grant awarded to students with exceptional financial need. Awards are made on a funds-available basis to students who demonstrate extreme financial need and who qualify for the Federal Pell Grant.

### **Federal Direct Loan Program**

**Federal Direct Subsidized Loans:** 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.

**Federal Direct Unsubsidized Loans:** Not based on financial need; interest is charged during all periods which include in-school and grace periods.

The interest rates for direct loans are determined annually by the Federal Government. Annual limits depend on the year in school: freshmen can be awarded up to \$5,500; sophomores, \$6,500; and juniors and seniors, \$7,500. Independent students may borrow an additional amount of unsubsidized loans: freshmen and sophomores, \$4,000; juniors and seniors, \$5000.

The maximum loan amount a graduate student can borrow is \$20,500. The loan is unsubsidized only.

Interest on unsubsidized loans can be repaid while the student is in school. Repayment begins six months after the student graduates or ceases to be enrolled at least half-time (6 credit hours for undergraduates, 3 credit hours for graduates).

Keystone College awards Federal Direct Loans under the “passive confirmation process,” meaning that it is assumed students want their Federal Direct Loan as packaged unless otherwise notified. A student must go to [www.studentloans.gov](http://www.studentloans.gov) and complete their entrance counseling and Master Promissory Note if they do indeed want the Federal loans.

If a student wishes to deny or reduce their loans, they must notify Student Central in writing or by sending an email to [studentcentral@keystone.edu](mailto:studentcentral@keystone.edu).

If sending an email, please include in the subject heading, “Cancel/Reduce my Loan” and include your full name, your Keystone ID number and be specific regarding which loan you would like to cancel or reduce.

### **Federal PLUS Loan**

This federal loan is available to graduate students and parents of undergraduate students. The interest rate is a fixed rate determined annually by the federal Government. Borrowers must complete a credit check.

Parents may request a deferment on payments until their student has finished school. Borrowers must complete a credit check. If a parent is denied and pursues an endorser for the loan, the parent and endorser are required to complete Entrance Counseling.

Graduate students who borrow via the PLUS loan program begin repayment six months after the student graduates or drops below three credit hours in a given semester or withdraws.

## **Repayment Information**

For an estimate of monthly loan payments and repayment plans after graduation, please visit [www.studentaid.ed.gov/repay-loans/understand/plans](http://www.studentaid.ed.gov/repay-loans/understand/plans).

Students are encouraged to monitor their loans at [www.NSLDS.ed.gov](http://www.NSLDS.ed.gov). NSLDS only monitors the Federal Direct Loans, not Private education loans.

## **Disbursements**

Generally, a loan will be applied to a full academic year, and Keystone College will make at least two disbursements to the student's account, for example, at the beginning of each semester or module, or at the beginning and midpoint of the academic year. The loan can be used to pay tuition and fees, room and board, and other authorized charges.

Keystone College will notify the student 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 the student no longer needs the money. Students will also receive a notice from the loan servicer confirming the disbursement. Students should read and keep all correspondence received concerning loans.

## **Leaving School (Graduating, Withdrawing, or Dropping Below Half-Time)**

Once a student is no longer enrolled at least half-time in an eligible program, students will receive a six-month grace period on the direct subsidized and unsubsidized loans during which they are not required to make loan payments. Students must begin repayment at the end of the grace period.

If a student has an in-school deferment on a direct subsidized or unsubsidized loan that entered repayment at an earlier date (before the student returned to school) and the student graduates, drops below half-time enrollment, or withdraws from school, the student will be required to immediately begin making payments on the loan because the six-month grace period has already been used; 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 prior to graduating or withdrawing. Please visit [www.studentloans.gov](http://www.studentloans.gov) to complete the online session.

## **Work Study**

Keystone College provides two types of work study. The federal Work Study program, which is funded from a variety of sources including the federal government, is need-based, and eligibility is determined by the EFC on your FAFSA.

The Keystone Work Study program is funded solely by Keystone College and is eligible to all students. When Student Central creates a student's personal financial aid award notification, the student will see an estimated work study award which is not credited directly to the student account but received in a bi-weekly paycheck. The actual amount earned will vary based upon the hours the student works. Even though a work study award is included in the award package, there is no guarantee of employment.

Students new to the Work Study program at Keystone College will need to complete an 1-9 form (Employment Eligibility Verification Form), W-4 (IRS form W-4), and provide two forms of ID (driver's license, student ID, social security card or passport). For more information and to view the current job openings visit [www.keystone.edu/jobs\\_at\\_keystone/jobs.dot](http://www.keystone.edu/jobs_at_keystone/jobs.dot).

## **Pennsylvania State Financial Aid Resources**

For additional information for any of the state grant programs, please visit [www.pheaa.org](http://www.pheaa.org) and create an account.

### **The Pennsylvania State Grant**

A grant based upon financial need and sent directly to Keystone College on a student's behalf if he/she meets all of the requirements.

To be considered for a PA State Grant, you must demonstrate financial need AND:

- Complete the FAFSA and State Grant Application form by May 1.
- Be a Pennsylvania resident, as stipulated in the Pennsylvania State Grant law
- Be a high school graduate, as stipulated in the Pennsylvania State Grant law
- Attend a postsecondary school approved by PHEAA for Pennsylvania State Grant purposes
- Be enrolled at least half-time (at least six semester credits or the equivalent)
- Be enrolled in an approved program of study of at least two academic years in length
- Be enrolled in a program of study where at least 50% of the total credit or clock hours needed for completion of the program are earned through classroom instruction
- The program itself must be structured to allow you to complete at least 50% of your credits or clock hours in the classroom.
- Student's enrollment pattern must also consist of at least 50% classroom instruction per term (unless you have a medical disability approved under ADA specifications).
- Make satisfactory academic progress (as defined by PHEAA)
- Not previously earned a bachelor's degree or its equivalent
- Be of satisfactory character (for example, not be incarcerated)
- Not be in default or pending default on an educational loan

### **Ready to Succeed**

A grant based upon a student's academic standing and sent directly to Keystone College on the student's behalf if he/she meets all of the requirements.

There are several requirements students must meet in order to qualify for participation in RTSS. student's school must participate in RTSS

- Student must meet all Pennsylvania State Grant (State Grant) eligibility requirements—with the exception of financial need—with three additions:

- Student must have a cumulative GPA of 3.25 or higher as of the time your school checks academic progress for the State Grant Program
- Student must have completed at least one academic year (24 semester credits or their equivalent) by the time your school checks academic progress for the State Grant Program
- Student must have a total annual family income that does not exceed \$110,000
- Student must complete a FAFSA® and a SGF. The funding for RTSS is limited and will be distributed on a first-come, first-served basis, based upon the date that you complete these forms. This means that even if a student qualifies for RTSS, the student is not guaranteed an award. There may be more qualified students than the program can fund.

## **Distance Education Grant**

The Pennsylvania Higher Education Assistance Agency (PHEAA) created a pilot program for a limited number of schools and students enrolled in online programs. Currently, Pennsylvania State Grant regulations and policies place limits on online programs of study.

Legislation allows PHEAA to offer a State Grant Distance Education Pilot Program to provide PA State Grant awards to online students at participating institutions. Information on the pilot program is available at [www.pheaa.org/sgdepp](http://www.pheaa.org/sgdepp).

## **Alternative or Private Student Loan**

These loans are often referred to as “alternative” because the most typical method of borrowing money for college is through federal loans. 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. Alternative loans are considered a “last resort” for students who have exhausted all other financial aid avenues. Alternative loans cannot exceed the cost of attendance for a student.

Students interested in an alternative loan should visit [www.elmselect.com](http://www.elmselect.com) for a list of lenders commonly used by Keystone students. Students are also able to use other lenders not listed.

## **OUTSIDE AGENCIES AND OTHER FINANCIAL RESOURCES**

Students who qualify for funding with outside agencies are typically required to have all such awards on their financial aid notification letter and to fall within the constraints of the students’ cost of attendance.

### **Office of Vocational Rehabilitation (OVR)**

OVR provides educational assistance to medically qualified students. When determining the amount of assistance OVR requests information from Student Central pertaining to the student’s eligibility for state and federal grant assistance. For more information or to contact an OVR representative please visit [www.portal.state.pa.us/portal/server.pt?open=512&objID=5278&mode=2](http://www.portal.state.pa.us/portal/server.pt?open=512&objID=5278&mode=2) and click on Disability Services.

### **Trade Act Agreements**

The Federal Trade Adjustment Assistance program and Workforce Investment Act are occupational training programs funded by federal and state agencies for people who have lost their jobs. Visit [www.cwds.pa.gov](http://www.cwds.pa.gov) for more information.

## **Military/Veterans Funding**

These types of funding can help with the cost of a student furthering his/her education and skills through benefits to pay for tuition, housing, training, and other expenses related to your education. The following websites are resources for military students: [www.keystone.edu/admissions/veterans](http://www.keystone.edu/admissions/veterans) or [www.explore.va.gov/education-training](http://www.explore.va.gov/education-training).

## **Veterans Education Benefits**

For any covered individual (any individual who is entitled to educational assistance under chapter 31 or chapter 33), Keystone College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Students who are eligible for Veterans Education Benefits must provide to the College's Certifying Official a copy of his/her Certificate of Eligibility or Statement of Benefits from VA's eBenefits, or a VAF 28-1905 form for chapter 31, and, if the student is a veteran, a copy of his/her DD 214 Member 4 copy. Documentation can be submitted to the Certifying Official in the Registrar's Office, Ward Hall, first floor, or via email to [registrar@keystone.edu](mailto:registrar@keystone.edu). Covered individuals, as defined above, may participate in the course of education during the period beginning on the date the appropriate documentation is provided to the Certifying Official until the date on which payment from VA is made to the College or 90 days after the date tuition and fees are certified with the VA, whichever is earlier.

Covered individuals are responsible for full payment of any charges not covered by their Veterans Educational Benefits. Students using Veterans Educational Benefits for which all or part are paid directly to the student are responsible for full payment of any charges not paid directly to the College. Any student using Veterans Educational Benefits may consult the Certifying Official with questions regarding utilization of loans to pay for educational expenses.

## **Satisfactory Academic Progress Requirements for Financial Aid**

The Higher Education Act of 1965, as amended by Congress, mandates that institutions of higher education establish minimum standards of Satisfactory Academic Progress (SAP) for students receiving federal financial aid. SAP is required to be measured both quantitatively and qualitatively after each semester. These academic standards apply to all students, for all periods of enrollment, at all colleges attended, regardless of whether or not aid was received.

These standards apply to all Federal Title IV aid programs including the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Perkins Loan, Federal Direct Loans, Federal Direct PLUS loans and Federal Work-Study. Please note that the PHEAA State Grant program has separate guidelines for satisfactory academic progress and should be reviewed on [www.pheaa.org](http://www.pheaa.org).

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 percent of the 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 students 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.

A student must meet the following minimum Cumulative Grade Point Average (CGPA) and pace requirements:

1. CGPA of 2.00
2. Completion rate of 2/3 (67%)

\*Credits transferred into Keystone College are considered attempted and earned.

## Unsatisfactory Academic Progress Appeal

If a student has experienced extenuating circumstances beyond his/her control that prevented him/her from satisfying the requirements to maintain Satisfactory Academic Progress (SAP), the student 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

Please visit [www.keystone.edu/admissions/tuition-aid/documents-and-forms/](http://www.keystone.edu/admissions/tuition-aid/documents-and-forms/) for the unsatisfactory academic progress appeal instructions and form.

## Approved Appeal

If Student Central concludes the student will most likely be able to make up progress by the next evaluation period, and the student does, financial aid will be reinstated. As with every other student, SAP will be monitored on a period of enrollment basis. Only one SAP appeal may be granted.

Student Central, 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. As with every other student, SAP will

be monitored on a period of enrollment basis. Only one SAP appeal may be granted.

## **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 who receive Federal Pell Grant, Federal Supplemental Educational Opportunity Grants, Direct Student Loans, and Iraq and Afghanistan Service Grants.

The federal "Return of 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 semester. 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 days 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: institutional charges multiplied by the unearned percentage of funds, or the entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of the student's 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:

1. Unsubsidized Direct Loans (other than Direct PLUS Loans)
2. Subsidized Direct Loans
3. Direct PLUS Loans
4. Federal Pell Grants for which a Return is required

5. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required
6. 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 subject to verification 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 visit [www. keystone.edu/ admissions/ tuition-aid/ policies-and- disclosures](http://www.keystone.edu/admissions/tuition-aid/policies-and-disclosures).

## **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) and the Eastern Collegiate Football Conference (ECFC). 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, football, softball, field hockey, wrestling, 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 12 credit hours per semester, if a student-athlete drops below 12 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 I at Keystone College in order to be eligible to participate in intercollegiate athletics.

1. Good Academic Standing: After two full time semester attended at Keystone College – cumulative GPA must be 2.0 or above
2. Satisfactory Progress: Pass nine 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.

## **STUDENT LIFE**

### **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.

### **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.

### **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 process.

### **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 infrastructure Keystone College offers all undergraduate students. These credits would transfer in as free electives in most degree paths for KCVC.

## **STUDENT SUPPORT 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.

## **Disability 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 as amended by the ADA Amendments Act of 2008. 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/campus-life/disability-resources](http://www.keystone.edu/campus-life/disability-resources) or contact the Coordinator of Disability Services, by email at [disabilityservices@keystone.edu](mailto:disabilityservices@keystone.edu) or by phone at (570) 945-8988.

## **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 online.

## **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/](http://www.keystone.edu/currentstudents/) on MyKC at <https://mykc.keystone.edu/ics/>.

## **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. Although counseling can begin as a result of a crisis, it can also come about through an interest in learning more about oneself and realizing true potential through personal responsibility. Individual therapy, group therapy, crisis response, assessment, referral, mediation, consultation, and case management are some of the services offered. All services are free and confidential per ethical guidelines. For more information visit [www.keystone.edu/campus-life/counseling-services](http://www.keystone.edu/campus-life/counseling-services) or contact the Counseling Center via email at [counseling@keystone.edu](mailto:counseling@keystone.edu) or by phone at 570-945-8309.

## **Diversity Services**

Keystone College affirms 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 Services**

Career Services 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 Career Services by phone at (570) 945-8312. Additional information can be found on the website at: [www.keystone.edu/career-development](http://www.keystone.edu/career-development).

## **College Regulations**

By accepting the offer of admission, students enrolling in Keystone College agree to conduct themselves in a safe and responsible manner compatible with the best interests of themselves and Keystone and agree to abide by all published regulations governing the student body. The Student Handbook outlining the regulations is available on the Keystone College web site.

## **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 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](http://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](http://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 less than 12 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 18. Students wishing to take more than 18 credits must obtain permission from the Registrar..

**Academic Good Standing**

To be in academic good standing a student must attain a 2.00 or higher cumulative grade point average.

**Criteria For Evaluating Undergraduate Academic Standing**

Undergraduate academic standing is evaluated on the basis of the student’s ability to maintain academic good standing and/or his/her ability to make progress toward academic good standing while on academic probation. Academic standing is evaluated at the conclusion of each semester.

**Academic Probation**

Any student with a cumulative grade point average below 2.00 is on academic probation. Students who are on academic probation have one academic year to obtain academic good standing, provided they make progress toward good academic standing at the conclusion of the first fall or spring probationary grading period (possess a higher cumulative grade point average than the cumulative grade point average that placed them on probation initially). Students on academic probation may be required to participate in special academic programs.

**Academic Dismissal**

Students who are on academic probation due to low cumulative grade point average who also then fail to make progress towards good academic standing after one semester or fail to achieve good academic standing after one academic year are excluded from registration, and their academic records are marked “academic dismissal.”

Unless reinstated by the Academic Review Board, students issued an academic dismissal are ineligible to attend any courses in any capacity offered by the College for a period of at least one academic year. At the conclusion of this period of separation, they are eligible to seek readmission. For information regarding an appeal of an academic dismissal see page 38.

**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. Please see page 46 for additional information.

## **Academic Advising**

Upon entry to Keystone College, all students are advised by either a faculty advisor within their department of study or a professional advisor in the Learning Center. Academic advisors help students understand the course requirements for their major, coordinate their academic plans, provide accurate and timely information on College policies and procedures.

## **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 of 2.00 or higher.

## **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 Student Central 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 Provost 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.

## **Directed Study**

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 Provost 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 Provost and 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

beginning on page 43. Academic advisors 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 way departmental or institutional degree requirements, the student must submit the "course substitution request" form. The form must be signed by the student's academic advisor and program director and be approved by the Registrar. The Registrar 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 two years will have their courses reviewed by the Registrar, with the input of the academic departments, 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 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 strongly encouraged. Students who are unable to attend commencement should submit an “Intent to Graduate Absentia” to the Office of the Registrar no later than one week prior to the ceremony. Forms can 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           |
| #F    | 0.00           |

**Term Honors**

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

- 1. 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
- 2. Earning a grade of “C” or higher in all courses completed during the semester.
- 3. 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 (Withdrew)**

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 term are available to students at midterm and 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**

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.

## **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 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 website at [www.keystone.edu](http://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](http://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 nine calendar days 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's Office the appropriate official form for dropping a course with the signature of the academic advisor.

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 nine calendar days 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 Student Central 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 Coordinator of Adult and On-Line Learning 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 program director 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 Academic Review Board.
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 dismissal will result.

## **Academic Grievance**

Judgment regarding the standards of evaluation to measure a student’s academic performance and assessment are the responsibility of the faculty member and are not grievable. Only questions relating to the fair application of course policy, procedure, and standards of evaluation are grievable. A case that involves a complaint about a grade will only be considered if the student can present clear evidence that creates significant doubt about the impartiality of the grading process or shows that the faculty member didn’t comply with the written requirements of the course.

Prior to initiating a formal grievance, the student must attempt to resolve it by conferring with the faculty member in question to try and seek a resolution.

If unable to reach a resolution, then:

1. The student must submit in writing a letter to Chair of the Department in which the class is housed. The Chair shall attempt to resolve the matter. This may include a meeting with the student, faculty member involved.
2. If the matter is still not resolved, the student must submit in writing, the grievance to the Provost/Vice President for Academic Affairs informing her/him of the issue.
3. The Provost/Vice President for Academic Affairs will convene the Academic Grievance Committee. The Academic Grievance Committee will meet to hear the student’s grievance. The Academic Grievance Committee’s decision is final.

In cases where a student 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 Chair of the Department 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 (seniors with a minimum GPA of 3.0) chosen annually

by the Student Government.

2. Two tenured faculty members and one alternate selected 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.

## **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 Provost/Vice President for Academic Affairs.
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 Provost/Vice President for Academic Affairs 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 Provost/Vice President for Academic Affairs. If the faculty member believes the severity of the incident may warrant a sanction more severe than academic probation, then: The faculty member will forward a written summary of the incident to the Provost/Vice President for Academic Affairs. This summary must contain copies of all evidence including the names of any witnesses. The Provost/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 Provost/Vice President for Academic Affairs will convene the Academic Grievance Board.

## **Appeal of Academic Dismissal**

A student who has been academically dismissed will receive a letter from the Provost/Vice President for Academic Affairs outlining the following appeals process:

The appeal must be in writing to the Provost/Vice President for Academic Affairs within the time frame stated in the dismissal notice.

The appeal must set forth external factors beyond the student's control that temporarily prevented optimum academic achievement (provide documentation as applicable)

- the likelihood that these or similar factors would not recur if reinstatement were granted
- the likelihood that the student, if reinstated, could complete his or her curriculum successfully within a reasonable extension of the normal four-year period
- the student's proposed plan for attaining good academic standing

Appeals for reinstatement are adjudicated by the Academic Review Board (ARB), which consists of: the Provost/Vice President for Academic Affairs, the Registrar, an Advising Services representative, a designee of the Dean for Student Life, the Director of the Center for Counseling or designee, the student's academic advisor, two faculty members (one from each School as determined by the faculty), and if the student is an athlete, the Director of Athletics.

If the ARB reinstates the student, the Board will set forth the conditions that must be met by the student. If the ARB denies reinstatement, the dismissal is final.

A student who fails to meet the minimum grade point standards for retention and is dismissed from the College will have his/her record marked by the phrase "Academic Dismissal."

A student who has been dismissed may not enroll in any College courses for a period of one academic year. If the student wishes to resume academic work at the College, he or she must contact the Office of Admissions to complete the readmission process.

If the student is reinstated, he/she must meet all the conditions attached to the reinstatement. These conditions may include a limitation on the number of credits that may be taken and/or the minimum grade point average that must be earned. Failure to meet the conditions will again lead to academic dismissal for which there is no appeal.

## **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 director 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.

## **College-Initiated Medical Leave Policy**

When it becomes clear that remaining at the College is not in the best interest of the student or the College community, college-initiated medical leave may be used to help transition a student to a safer environment more conducive to their needs. This policy also allows for a student to take a leave voluntarily when medical conditions or psychological distress make a leave in their best interest; its goal is to define the length of separation, outline the path to re-entry and ease the transition for the student's return, and to optimize the opportunities for the student's success when they return. Under certain conditions, if a student has not opted to take a leave voluntarily, the College may institute an involuntary leave under this policy. Please see the Student Handbook on the College's web site at [www.keystone.edu](http://www.keystone.edu) for more information about the College-Initiated Medical Leave Policy.

## **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.

## **Withdrawal from the College**

Students who are considering withdrawing from the College are encouraged to discuss their withdrawal with their academic advisor or the Advising Center. A student who decides to withdraw from the College for the current semester may do so prior to the last date to withdraw for the term by completing the withdrawal form located at [www.keystone.edu/registrar](http://www.keystone.edu/registrar) and returning it to the Registrar's Office. No withdrawal from a course or from the College can occur after the last day to withdraw for the term without the permission of the Registrar. Late withdrawals can only be approved due to extenuating circumstances.

Students who desire to withdraw for a future semester may do so at any time prior to the beginning of the next semester by completing the same form. Students should withdraw from the College if they do not intend to return. Students who need to withdraw but intend to return in the future should consult the Leave of Absence Policies found above.

The date the completed withdrawal form is received by the Registrar's Office is the official date of withdrawal. Resident students are required to vacate 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.

A student who leaves the College due to dismissal for disciplinary reasons is not entitled to any refund. No credits on any charges will be made to students who have been suspended or expelled from the residence hall and/or the College. Room charges are not refunded at any time, and credits of board are prorated as of the end of the calendar week of withdrawal.



# GENERAL EDUCATION REQUIREMENTS

## Philosophy of General Education

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

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

- **Communication Skills:** Uses the English language, writing and speaking with clarity, coherence, and persuasiveness.
- **Moral Reasoning:** Demonstrates the principles underlying ethical conduct.
- **Quantitative Reasoning:** Uses quantitative concepts and methods to interpret and critically evaluate data. Effectively problem-solves in a variety of contexts demanding quantitative literacy.
- **Scientific Literacy:** Applies the basic principles of science and methods of scientific inquiry.
- **Technology & Information Literacy:** Demonstrates computer literacy, including fundamental concepts of computing and fluency in the use of contemporary computing and information technology.
- **Critical Analysis & Reasoning:** Explores and analyzes issues, ideas, artifacts, and events and uses that exploration and analysis as the basis for accepting or formulating opinions and conclusions
- **Arts & Humanities Literacy:** Explores and analyzes the creative process and/or human condition, focusing on the aesthetics, philosophical, historical, and/or literary dimensions of human experience, and uses that exploration and analysis as the basis for accepting or formulating opinions and conclusions.
- **Social and Cultural Consciousness:** Explores and analyzes social, cultural, economic, and political influences in shaping human thought, value, and behavior, and uses that exploration and analysis as the basis for accepting or formulating opinions and conclusions.

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

# ***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.

### **General Education Core**

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

### **Curricular Requirements**

Students must earn a minimum of 36 credits at the 3000/4000 level.

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 - Principles of Spreadsheets and Databases

**Free Electives:** Sufficient free electives must be taken to ensure a minimum of 120 credits earned for graduation.

The academic advisor assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

# 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.

## General Education Core

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

## Curricular Requirements

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

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  
IT 2148 - Principles of Spreadsheets and Databases

**Free Electives:** Sufficient free electives must be taken to ensure a minimum of 120 credits earned for graduation.

The academic advisor assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

# 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.

## General Education Core

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

## Curricular Requirements

Students must earn a minimum of 36 credits at the 3000-4000 level.

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  
SOCI 3138 - Sociology of Work

**Free Electives:** Sufficient free electives must be taken to ensure a minimum of 120 credits earned for graduation.

The academic advisor assists the student in planning his/her curriculum and in preregistration; however, the student is ultimately responsible for meeting the requirements of the curriculum selected.

# Minors

Bachelor degree students may also complete a 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 may be chosen from current discipline course offerings at any level and are determined by the student and academic adviser. Some minors; however, do have specific course requirements as listed below. Students may not minor in their major field of study and must declare their minors prior to registering for GRAD 2110.

The following minors are available as of this catalog printing. Consult program directors to determine if additional minors are available. Please note: Students cannot minor in areas closely related to their major (i.e., major in Business and minor in Business).

The College does not guarantee the availability of all courses necessary for all minor options listed.

## Accounting

ACCT 1158 - Financial Accounting Principles  
ACCT 2118 - Intermediate Accounting I Principles  
ACCT 2148 - Individual and Business Tax Applications  
ACCT 3118 - Auditing Principles  
ACCT 4118 - Advanced Accounting Applications  
Accounting Elective – 2000-level or higher

## Business

BUSN 2118 - Marketing Administration  
BUSN 3158 - Business and Corporate Law  
BUSN 4148 - Strategic Management Administration  
CORE 2110 - Fundamentals of Management  
ECON 2118 - Business in the Economy  
LEAD 4118 - Applied Leadership Strategies

## Human Resource Management

CORE 1115 Diversity in the Workplace  
CORE 3300 Personal and Professional Ethics  
Any four (4) additional HRM courses, at least two (2) of which must be at the 3000-level or higher

## Management

ACCT 1128 - Managerial Accounting Principles  
BUSN 3158 - Business and Corporate Law  
BUSN 4148 - Strategic Management Administration  
CORE 2110 - Fundamentals of Management  
HRM 3148 - Applications of Training and Development  
LEAD 4118 - Applied Leadership Strategies

## Psychology

PSYC 1118 - Psychology Applications  
PSYC Electives – Three from the Psychology discipline at any level  
Two PSYC electives at the 3/4000 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 3170 International Business:** Covers the major aspects of international business environment and operations with emphasis on its impact on United States businesses. In other words, students will learn why international business differs from domestic business, economic theories on international trade, and how managers deal with the uncontrollable forces such as cultural differences of international environment. Students will develop a global perspective through studying the impact of other countries and their peoples on society and develop skills that will enable them to interact effectively in an interdependent global community. *3 hours lecture and discussion, 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:** 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:** 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:** 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:** 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:** 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:** 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:** 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:** 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:** 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:** 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*

**COMM 1115 Interpersonal Communication:** Provides an introduction to the theories and principles of interpersonal communication in a variety of venues. Designed to increase the student's ability to understand and improve his/her communication effectiveness within interpersonal communications. *3 credits*

**COMM 3135 Small Group Communication:** Examines the dynamics and pragmatics involved in

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effective group interaction. Studies group communication concepts through the course text, lectures, and in-class exercises and by completing group decision-making and problem-solving projects. Concepts include leadership, group climate/culture, task and maintenance roles, and problem-solving and decision-making procedures. Prerequisites: ENGL 1125 and COMM 1125. *3 credits*.

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

**HOSP 3110 Event Fundraising and Sponsorship:** Examines the proper steps needed to successfully procure event fundraising and sponsorships. Develops an event budget in Excel identifying revenues, expense, donations, etc. Students will obtain sponsorship criteria within a successful timeline. Compare and contrast successfully sponsored events for non-for-profits and profits by viewing the marketing materials and sponsorship letters. *3 credits*.

**HRM 3120 Selection and Placement:** Examines the external and internal environments crucial in the employee selection process. Discusses the skill of forming matches between people and jobs that results in an effective workforce. Provides an overview of various methods of selecting and placing employees in an organization. *3 credits*

**HRM 3125 Compensation and Benefits:** Covers various compensation systems including policy formulation, internal/external equity, and legal requirements. Examines methods of job analysis, writing job descriptions, determining pay structures, and conducting salary surveys. Examines legal and voluntary benefit plans, including Social Security, pension, health, and the Family Medical Leave Act. Provides an overview of issues relating to compensation and benefits. *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 2110 Intermediate PC Office Applications:** Continues IT 1115 with advanced study of computer software packages used in business-related applications. Focuses on the advanced applications and functions of word processing, spreadsheet, database, and presentation applications. Hands-on course activities include integration of programs and programs with the World Wide Web. *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*

**IT 4918 Current and Emerging Technology Topics:** Explores in detail current issues and trends, and emerging technologies related to information technology. The role of information technology in the various areas of industry, business, and education will be examined and discussed. *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*



# Keystone College

BELIEVE. BELONG. **BECOME.**



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