

# Keystone College



## **2024-2025 Graduate Catalog Addendum**

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In September 2024, an addendum was published to the 2024-2025 Graduate Catalog. The addendum includes the addition of a section on Electronic Communication and Electronic Delivery that is effective for the 2024-2025 academic year and should be used in conjunction with the 2024-2025 Graduate Catalog. Any questions concerning the catalog addendum should be directed to the Registrar’s Office at *registrar@keystone.edu*.

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Electronic Communication

Email is considered an official form of Keystone College-related communication specifically with regard to a student’s financial aid communication, to include but not limited to: missing information requests, financial aid packages, award letters, and any other communication. Students should check email daily in order to stay current with Keystone College-related communications. It is the student’s responsibility to recognize certain communications may be time-critical. Students interested in opting out of email communication should contact Student Central. Failure to check for messages and failure to receive messages due to full mailboxes, spam filtering, or auto- forwarded email are not valid excuses for missing official Keystone College communications.

Electronic Delivery of Official Keystone College Communications and Records

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

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