

2015-2016 CATALOG

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TO DIRECT THE READER TO UP-TO-DATE/REVISED INFORMATION.*****

This catalog contains requirements, regulations, facts, and descriptions which are subject to change at any time. The University specifically reserves the right and authority to alter and amend any and all statements contained herein. The educational policies and procedures are continually reviewed and changed in keeping with the educational mission of the University. Consequently, the catalog is not a contract and is intended to be used only as an informational guide. Students are responsible for keeping informed of official policies and regulations and for meeting all appropriate requirements. Current information is available at the Registrar's Office and in other appropriate offices.

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OVERVIEW OF THE UNIVERSITY

Social Equity

http://www.lhup.edu/About/finance_administration/Human_Resources/socialequity.html

Lock Haven University is firm in its resolve that equal employment and educational opportunity shall be accorded to all qualified individuals without regard to race, color, religion, disability, life-style, sexual orientation, national origin, sex, ancestry, age or other factors prohibited by law.

The objective of the LHU Social Equity Plan is to facilitate equal opportunity by taking positive, aggressive steps to improve the employment and educational conditions for all who choose our university as their place of work or study. By enlisting the aid and cooperation of all segments of the campus community behind the equal opportunity effort, the objectives of the LHU Social Equity Plan shall be accomplished.

All inquiries concerning the program are encouraged to be submitted to the Associate Director of Human Resources and Social Equity, Ms. Jamie K. Shipe, (570) 484-2838.

This policy is in compliance with federal and state laws, including, but not limited to, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Pennsylvania Human Relations Act.

Any individual having suggestions, problems, complaints, or grievances with regard to discrimination under Title IX is encouraged to contact one or both of the campus Title IX coordinators who will review, investigate and respond as appropriate. The Title IX coordinators are:

Coordinator: Ms. Deana L. Hill – Associate Vice President, Human Resources, (570) 484-2014

Deputy Coordinator: Ms. Jamie K. Penn – Associate Director of Human Resources and Social Equity, (570) 484-2838

Any individual having suggestions, problems, complaints, or grievances with regard to discrimination under Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act is encouraged to contact one or both of the campus Section 504/ADA coordinators who will review, investigate and respond as appropriate. The Section 504/ADA coordinators are:

Maribeth Hanna Long - Director, Disability Services/Associate Professor
Ulmer Hall 137
(570) 484-2454

Ms. Jamie K. Penn – Associate Director of Human Resources and Social Equity
East Campus J100
(570) 484-2838

Mr. Keith Roush - Director of Facilities
Facilities Building 112
(570) 484-2018

Historical Perspectives

The first catalog of Lock Haven University of Pennsylvania--then called the Central State Normal School--was published in 1878. We have included excerpts from it to give you a sense of how the university began. The Central State Normal School had a staff of seven, and graduated 16 students in 1878. It consisted of one building on the hill near what is now High Hall.

In 1878 Rutherford Hayes was President of the United States. Speaker of the House of Representatives was Pennsylvanian Samuel Randall. In 1800 there were approximately 50 million residents in the United States and more than 4 million in Pennsylvania. More than 800 colleges had been established in America, and *The Yale News* became the first daily college newspaper in 1878. The Edison Electric Light Company was formed providing electricity for household use. The first telephone exchanges were established across the country, and Thomas Edison patented his phonograph. The country was in the early stages of advanced technology.

Location – Historical Perspectives

The Central State Normal School is located in the western part of the city of Lock Haven. The site which is a hill overlooking the city, and commanding some of the finest scenery in the world, consists of over eighteen acres of land generously donated to the Normal School authorities by the late lamented Philip M. Price. The School Building is located about one hundred feet above the level of the town, and for healthfulness and the superiority of its accommodations, it cannot be excelled. The scenery surrounding it, embracing views of the river, the railway, the city, and the neighboring mountains, is rarely equaled for beauty and grandeur. The buildings are supplied with pure mountain water, lighted with gas, and warmed throughout with steam.

Government – Historical Perspectives

All Students entering the Institution are supposed to be ladies and gentlemen, and all will be treated as such. It is the aim of the Institution to make cultivated ladies and gentlemen as well as thorough, practical scholars.

Expenses – Historical Perspectives

For tuition and boarding, including light, room, heat, and washing.

For the Winter Term of 26 weeks, \$130.00

For any time less than half a term, per week, \$5.25

For the Summer Term of 16 weeks, \$80.00

School Regulations – Historical Perspectives

Extracted from 21 total and not part of regulations for 2013

- 1. Students rooming in the Building are requested to provide themselves with slippers.*
- 3. Wrestling, Scuffling, Whistling, or any other rude or boisterous behavior is prohibited in the Building.*
- 5. No Water, Dirt, or other material must be thrown from the porticoes or the windows.*
- 11. Students are not permitted to visit one another's rooms during the regular hours for study.*
- 12. At the ringing of the bell for study all Students will immediately repair to their respective rooms.*
- 13. At the ringing of the bell for retiring, all lights must be extinguished.*
- 18. The Sexes must not associate with each other, except at such times and on such occasions as may be designated by the Principal.*
- 19. Neither Sex will be permitted to trespass on that portion of the Building assigned to the other, nor Students be allowed to assemble in the hall or the recitation-rooms during recreation hours, except when permission is given.*
- 21. It is taken for granted that every Student entering the School is disposed to do right and comply with the Regulations of the Institution. When it is found a Student cannot be trusted he will be dismissed...*

Locations

The main campus of LHU is located in the ridge and valley province on the edge of the Allegheny Plateau. The West Branch of the Susquehanna River runs alongside the campus and the valley is surrounded by the Bald Eagle Mountains. The area is rich in outdoor recreational opportunities -- swimming, boating, fishing, hunting, hiking, canoeing, camping, and skiing. The cultural centers of New York City, Philadelphia, Pittsburgh, Baltimore, and Washington, D.C. are only a few hours drive from the main campus.

The town of Lock Haven is a small, charming community. The historic district contains tree-shaded streets and immaculate Victorian homes. The university supports the city in many ways. For example, students volunteer to work in local social service agencies and businesses, and the university sponsors cultural and athletic events.

The university also operates a branch campus in Clearfield, 60 miles west of Lock Haven, that offers associate degrees in criminal justice, healthcare professions, business administration, and nursing as well as an online RN to BSN program. This campus is also located near the west branch of the Susquehanna River.

The graduate-level physician assistant program also offers courses in Clearfield, Coudersport, and Harrisburg at the Dixon University Center.

History, Philosophy and Objectives

LHU was founded in 1870 as the Central State Normal School, offering a two-year program designed to train teachers for the public schools. In 1927, the school became a four-year degree-granting college of teacher education. With the inauguration of the Arts and Science degree program in 1960, the multi-purpose institution became Lock Haven State College offering Bachelor of Arts and Bachelor of Science degrees in liberal arts fields, along with the Bachelor of Science in Elementary and Secondary Education, and a Bachelor of Science in Health and Physical Education. In 1983, the institution was renamed Lock Haven University.

Today, the university offers the Bachelor of Arts and Bachelor of Science degrees in liberal arts fields; the Bachelor of Fine Arts in Music; the Bachelor of Science in Education; the Bachelor of Science in Health and Physical Education; the Bachelor of Science in Recreation Management and the Bachelor of Science in Health Sciences. At the graduate level, the university offers the Master of Education in Teaching and Learning, Master of Education in Alternative Education, Master of Education in Educational Leadership, the Master of Health Science in Physician Assistant, Master of Science in Sport Science, and the Master of Science in Clinical Mental Health Counseling.

The individual student is the focal point for the educational program at LHU. Although specific requirements are established for each major field, each of the university's 5000 students (4700 at the main campus and 300 at the Clearfield branch campus) still has the responsibility for choosing electives and for pursuing individual interests. Through formal and informal instruction, students are guided in developing their own potential and in achieving a better self-understanding.

Lock Haven University encourages academic excellence in both the General Education program and in an area of specialization. The university's educational program is designed to stimulate a student's intellect, develop a sense of individual and community responsibility, and increase knowledge and understanding of different cultures. Through formal instruction and extracurricular activities, students develop intellectual, emotional, and physical capabilities to achieve personal and professional goals and to participate in, as well as to improve and preserve, a democratic society.

By the time a student graduates, he or she should:

- Have acquired through general studies the knowledge, skills and values needed to live effectively in one's own culture;
- Have mastered the skills of effective written, oral and visual communication;
- Be informed and intellectually curious about himself/herself as a human being, about the natural world, and about his/her own cultural heritage;
- Appreciate other cultures through knowledge of art, religion, politics, literature, and history;
- Employ knowledge of the past to understand current and future problems.

Alumni Association

The Lock Haven University Alumni Association was founded in 1887 and has served through the years as the continuing tie between the alumni and their alma mater. Its members include most of the more than 25,000 living graduates and former students with known addresses.

The Alumni Association provides the alumni of LHU with opportunities to share their memories and remain active participants in the university community through communications and specific programs. This is accomplished through regional receptions from coast to coast; planned events for Homecoming; **The Haven**, the university/alumni magazine which is published two times a year; and the alumni homepage (www.alumni.lhup.edu) which is dedicated to informing alumni of upcoming events, benefits and opportunities available to them as well as current news about the university.

The office of Alumni Relations, located in Durrwachter Alumni Conference Center, is the center of alumni activities on campus. The office maintains the alumni records, assists in conducting the affairs of the association and serves as the communication center for all alumni inquiries. Alumni are always welcome and should feel free to visit the campus on any occasion.

Campus and Physical Plant

Lock Haven University's (LHU) physical assets are divided among three distinct sites: Main Campus in the City of Lock Haven; Clearfield Campus in Lawrence Township, Clearfield County; and Sieg Conference Center in Porter Township, Clinton County. The three sites combined include 43 buildings (including three leased facilities such as Fairview Suites, Campus Village, Chair Factory containing 1,730,849 gross square footage). Total acreage owned by LHU is 332.98 acres which includes 44 acres at Sieg Conference Center.

Academic and Auxiliary Buildings

(Identification of the person whose name the building carries is noted parenthetically)

Akeley Building (Archibald Paul Akeley, Potter County Schools superintendent and trustee) - Completed in 1930 and formerly known as the Campus School, this building contains classrooms, the department of Business and Computer Science offices, computer laboratories, and the Office of the Dean of Business, Information Systems & Human Services.

Bentley Hall (Deborah M. Bentley, college dietician, 1923-1957) - A food service building, opened in 1966. More than 800 students can be served at one sitting in the dining area. Also in this building are the faculty/staff dining facility and the Bentley food court and convenience store. Completely renovated: 2007.

Durrwachter Alumni Conference Center (Dr. George, alumnus 1961 and trustee, and Mrs. Shirley Durrwachter) – Office of Alumni Relations, Admissions, University Foundation Office, Department of Marketing and Communications

East Campus – Purchased from Keystone Central School District in 2003, East Campus is comprised of an administration/classroom building; a gymnasium building housing a food service area, classrooms, and gymnasium; the science center building; and surrounding property. The buildings house Purchasing and Business Office, Human Resources, the Small Business Development Center, Social Equity, the sciences, and criminal justice.

Facilities Building – Purchased in 2003 from Keystone Central School District. Presently houses the Facility Department.

Glennon Infirmary (Katherine A. Glennon, R.N., college nurse, 1941-1967) - Completed in 1967, the infirmary has staff members available Monday through Saturday. Law Enforcement is housed in half of this building and provides campus security, parking control, and other safety services.

Himes Building (Jesse Scott Himes, elementary education teacher, 1920-1936) - Himes was completed in 1961 for use as a Special Education building. Today, it houses the department of Recreation Management.

Honors House – Built in 1940 as the home for the Lock Haven State Teachers College Maintenance Superintendent. After 1990 this 3,435 square foot building was turned over to the departments of Recreation Management and the Honors Program. In 2010, the use of the building changed once again to house only the Honors Program.

Hursh-Nevel Maintenance Building (George B. Hursh, 1898-1941; E. Ross Nevel, Sr., 1941-1956; superintendents of buildings and grounds) - Completed in 1968, the building houses maintenance equipment, duplicating, mailroom, a receiving/storage area, and a garage for university vehicles.

Jack Stadium (Hubert H. Jack, professor of health and physical education, coach of football and wrestling, 1943-1968) - Completed in 1975, the football field, locker rooms, and an all-weather track provide facilities for instructional, intramural, and intercollegiate programs. A capital improvement project added an artificial turf surface to the field, which was then renamed as the Charlotte T. Smith field in honor of the former professor and field hockey coach. The stadium complex also features a new eight lane track and complete lighting system.

Parsons Union Building (Richard T. Parsons, Ed.D., alumnus '31, president, 1942-1970) - Completed in 1968, expanded and rededicated in 1993, the Student Union contains the Eagle Wing snack bar, LHU Bookstore, Student Activities Office, Eagle Eye student newspaper as well as several other student organizations. Recreation facilities include a game room, TV viewing, conference rooms and a commuter lounge.

Price Performance Center (Philip M. Price, donor of land on which the university was originally built) - The center, constructed in 1938, has a seating capacity of 672 and was completely renovated and reopened in 1989. The building features an extensive electronic music lab and a center for student testing and evaluation.

Raub Hall (Albert N. Raub, Ph.D., first principal of Central State Normal School, 1877-1884) - Completed in 1964, this classroom building also houses the department of History, Political Science, and Foreign Language, and the department of English. This building also features a computer assisted teaching classroom, and a state-of-the-art distance education classroom.

Robinson Hall (Gerald R. Robinson, Ed.D., professor, dean of instruction, vice president for academic affairs, 1954-1976) - This seven-story multi-purpose building was completed in 1981. It houses the departments of Education-PreK-8 and Professional Studies, Special Education, Sport Studies, Psychology, Mathematics, and Communications and Philosophy. The building also contains the Hamblin International Auditorium, a color television studio, a radio station, and a developmental mathematics facility devoted to remediation and placement testing. The Computing Center in Robinson Hall is the nerve center of the LHUPnet, a high speed fiber optic network which connects all of the campus's buildings together for email, bulletin programs, electronic library, and Internet access. The LHUPnet is connected to the State System of Higher Education Network, which electronically links the 22 campuses of the 14 State System Universities, including LHU's Clearfield Campus. Also contained in Robinson Hall are the "Personal Studios" used to deliver courses at a distance and communicate via compressed video technology.

Rogers Gymnasium (James H. Rogers, alumnus '49, an athlete, World War II veteran, and popular high school teacher who died shortly after receiving his degree) - This is the oldest building on campus dating from 1896 and is used for classes in physical education, intramurals, sport practice and weight training.

Sieg Conference Center (donated to the university in 1965 by the Cerro Corporation of Bellefonte, Pennsylvania, and named to honor the William Sieg family who were instrumental in donating this facility to the university) - The property consists of 44 acres of woodland and is located in the "Narrows" of Fishing Creek, approximately three miles east of Lamar on Route 780 (25 minutes from the university). There is a large main lodge equipped to feed up to 200 people and bunkhouses which will accommodate 40 people. The center offers ideal facilities for a variety of uses such as seminars, conferences, training courses, staff meetings, outdoor class meetings, camping, outings, picnics and recreation. (The fishing in Fishing Creek, incidentally, is excellent.) The center may be scheduled for use by day, overnight or weekends.

Sloan Fine Arts Building (John Sloan, internationally renowned artist, born in Lock Haven) - Completed in 1973, the building contains classrooms, practice rooms, art studios, faculty offices, a small theatre, and a large theatre for student and professional performances and lectures. Housed here is the department of Visual and Performing Arts.

Stevenson Library (George B. Stevenson, graduate 1906, state senator, trustee) - The library, completed in 1969, contains books, journals, DVDs, educational curriculum materials, media equipment, and other collections; space for individual and group study; and desktop and laptop computers. Librarians provide research assistance, in-class instruction, and consultations. The second floor holds the University Archive, the Helen Burgess Terrill Archive Treasury Room and the new Stephanie A. Wollock Learning Commons, which includes the University Writing Center and the Schantz Tutorial Center. The Academic Technology Department is on the ground floor.

Student Recreation Center (SRC) opened its doors in April 2002. The 42,000 sq. foot facility has been a significant addition to student life at LHU. The SRC houses three multipurpose courts which can be used for basketball, volleyball, tennis or badminton. Also included in the building is a dance/exercise room for aerobics, yoga and other isolated programs. A fitness room is available for use with free weights, nautilus-style machines, and dumbbells. A 1/9th mile track is also located in the facility. An indoor climbing wall, standing at a height of 30', is available for use by LHU students.

Sullivan Hall (Cornelius M. Sullivan, dean of instruction, 1908-1950) - Originally constructed as a library in 1938, it is now the university's administration building. The three-story structure contains the offices of the President and the Provost and Vice President for Academic Affairs. This building is scheduled for demolition.

Thomas Annex was completely renovated in 1984. It houses athletic coaches' offices.

Thomas Field House (David W. Thomas, M.D., alumnus '06, trustee) - This facility, built in 1935, was completely renovated in 1984. It is used for the teaching of physical education classes, sport practices and competition, and intramural activities. It contains a large wrestling room, main arena, press box, training rooms, offices for faculty and coaches, classrooms, and locker/shower accommodations. The Director of Athletics, Director of Sports Information, and the offices of a number of coaches are located here.

Ulmer Hall (Levi J. Ulmer, science and geography teacher, 1918-1941) - The main building, constructed in 1952 and renovated in 1996, contains a planetarium. This building was previously the main science building until construction of the East Campus Science Center. Ulmer now contains the office of Financial Aid, Student Accounts, Registrar, Associate Provost for Enrollment Management, Associate Provost for Student Affairs, Associate Dean for Student and Residence Life, Institute for International Studies, Center for Career and Professional Development, ROTC, Center for Excellence and Inclusion, the Department of Academic Development and Counseling, and the Pennsylvania State Athletic Conference Office.

Willis Health Professions Center (Craig Dean Willis, President, 1982-2004) – Purchased from Keystone Central School District in 2006. This 43,146 square foot building contains the departments of Health Sciences, Physician Assistant, and the Facilities Maintenance Shop.

Zimmerli Gymnasium (Elizabeth K. Zimmerli, Ed.D., director of health and physical education, 1946-1966) - Completed in 1970, the gymnasium contains three teaching stations, a swimming pool, dressing/locker/shower facilities offices for the department of Health and Physical Education, and classrooms.

Residence Halls

Campus Village – An apartment complex which houses 170 students. Operated by university personnel.

Fairview Suites – Located on North Fairview Street, opening in the Fall 2012. Two-person, suite-type facility housing 686 students and staff. Operated by university personnel. Owned by the LHU Foundation.

High Hall (Morris DeTurk High, dean of instruction, 1904-1937) - Completed in 1970, High Hall houses 200 students and overlooks a wooded section of the campus. Operated by university personnel. High Hall will be taken off line in the fall of 2013 with the additional beds provided in Fairview Suites.

McEntire Hall (Helen L. McEntire, trustee, 1939-1957) - Completed in 1969, this seven-story building houses 400 students. Located on the highest point on campus, it affords a scenic view of Bald Eagle Valley. Operated by university personnel.

North Hall (William R. North, Ph.D., chairman of the English Department, 1935-1963) - Completed in 1967, North Hall provides a scenic view of the campus area and the river beyond. It houses 200 students. Operated by university personnel.

Smith Hall (Samuel Jacob Smith, teacher of math, 1927-1958) - Completed in 1960, Smith Hall houses up to 250 students, includes single units, and is located on the lower part of the campus. Operated by university personnel.

Woolridge Hall (Harold D. Woolridge, alumnus '11, trustee, 1932-1960) - Completed in 1964 and housing 200 students, Woolridge Hall is located on the lower part of the university campus. Operated by university personnel.

All residence halls provide kitchen, recreation lounge, coin and card operated laundry, and study facilities. Computer laboratories located in all residence halls link students to the campus network.

Foundation Owned Housing

Evergreen Commons – Completed in 2003 and housing 408 upper-class students, Evergreen Commons provides a suite style environment with single rooms, a common living area, a kitchen, full size washer and dryer and full kitchen with stove, refrigerator, garbage disposal and dishwasher in each suite

Accreditations

<http://www.lhup.edu/About/accreditation/>

Lock Haven University is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267-284-5000). The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

Program Accreditations

Accounting – Accreditation Council for Business Schools and Programs (ACBSP)

Athletic Training – Commission on Accreditation of Athletic Training (CAATE)

Business Administration – Accreditation Council for Business Schools and Programs (ACBSP)

Community Health – SOPHE/AAHE Baccalaureate Program Approval Committee (SABPAC)

Counseling Center – International Association of Counseling Services (IACS) Board of Accreditation

Nursing – Accreditation Commission for Education in Nursing (ACEN)

Physician Assistant – Accreditation Review Commission of Education for the Physician Assistant (ARC-PA)

Recreation Management – Council on Accreditation for Parks, Recreation, Tourism and other Related Fields (NRPA)

Social Work – Council on Social Work Education (CSWE)

Teacher Education – National Council for the Accreditation of Teacher Education (NCATE) and the Pennsylvania Department of Education (PDE)

In addition, the following programs within teacher education have been nationally recognized by the appropriate Specialty Professional Associations (SPAs).

- Early Childhood Education – National Association for the Education of Young Children (NAEYC)
- Elementary Education – Association for Childhood Education International (ACEI)
- English – National Council of Teachers of English (NCTE)
- Health & Physical Education – Society for Health and Physical Educators (Health Education) and Society for Health and Physical Educators (Physical Education)
- Mathematics – National Council of Teachers of Mathematics (NCTM)
- Science (Biology, Chemistry, Earth Science, General Science, Physics) – National Science Teachers Association (NSTA)
- Social Studies – National Council for the Social Studies (NCSS)
- Special Education – Council for Exceptional Children (CEC)

Program Recognitions

Chemistry – American Chemical Society (ACS)

The curricula and physical plant of Lock Haven University are fully accredited by:

The American Medical Association

The Bureau of Professional and Occupational Affairs of the Commonwealth of Pennsylvania

The Association of American Colleges and Universities

The Pennsylvania State Board of Nursing

The university is a member of leading educational organizations, including:

The Center for Agile Pennsylvania Education

The International Association of University Presidents

The Pennsylvania Black Conference on Higher Education

The American Council on Education

The American Association of Colleges for Teacher Education

The American Association of State Colleges and Universities

The American College Personnel Association

The National Association of College and University Business Officers

The Pennsylvania Association of Colleges and Universities

The National Association of Student Personnel Administrators

The university is an associate member of the Wallops Island Marine Science Consortium, Wallops Island, Virginia

The university is recognized as a military friendly institution.

HIGHER EDUCATION ACT

<http://www.govtrack.us/congress/bills/110/hr4137>

The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), includes disclosure and reporting requirements to allow consumers to make informed decisions about postsecondary education.

The link to LHU's consumer information can be found under the "About" section on the university's main web page and is entitled "Consumer Information." [<http://www.lhup.edu/About/consumerinfo.html>]

STATE AUTHORIZATIONS FOR DISTANCE EDUCATION AND FIELD EXPERIENCES

<http://www.lhup.edu/About/stateauthorization/>

Due to new federal regulations, all universities offering distance education programs and field experiences in states other than their own must receive authorization from those states to do so. Please review the State Authorization website to determine if Lock Haven University is authorized in your state of residence and/or placement **prior** to applying for enrollment and field placements.

ADMISSIONS

<http://www.lhup.edu/Admissions/index.html>

Standards and Requirements

The following general requirements have been established for admission to LHU.

- High School Curriculum – Students must successfully graduate from an approved four-year high school or institution of equivalent grade, or equivalent preparation (e.g., GED) as determined by the Credentials Division of the Pennsylvania Department of Education. Students must be enrolled in a college preparatory program throughout high school to be eligible for admission. Although Advanced Placement (AP) or Honors courses are not required for admission, they do carry extra weight in the application review process.

Please refer to the following table for high school curriculum requirements:

| Subjects | Number of Years | Requirements |
|------------------------|------------------------|--|
| Language Arts Literacy | 4 | Content may include English language, communication, writing, composition, research, logic, media, and literature. |
| Math | 3 | Content that incorporates the equivalent of Algebra I, Geometry and a third year course in either Algebra II or a rigorous course based in Probability/Statistics. Mathematics and/or mathematical-based science taken in senior year is highly recommended, especially for math/science majors. |
| Science | 3 | Content that incorporate the equivalent of biology (with lab), chemistry (with lab), and other inquiry-based lab or technical sciences such as physics, engineering, environmental, or earth science. Science majors are required to have four years of an academic science. |
| Social Studies | 3 | Content that incorporates the equivalent of civics, US history, world history, geography, and economics. Content must provide an understanding of the influence of heritage, cultural context, diversity, and global perspectives. |

- Grades – Students must demonstrate academic achievement in the classroom. The admission committee will consider high school GPA, class rank, grades in academic core subject areas, and quality of curriculum. In many cases, senior grades are requested and taken into consideration during the application review process. In all cases, admission is contingent upon successful completion of the final year.
- SAT/ACT Scores – Students must submit college entrance examination scores from the SAT or ACT. The writing section of the SAT exam is not used in the admission decision process. *Students who graduated from high school three years prior to applying for admission to LHU are not required to submit SAT/ACT scores.*

Application Procedures

- A completed application is required. Applicants are encouraged to complete the application online. The online application fee is \$25.00 and the paper application fee is \$40.00.
- Students should request that an official copy of their secondary school transcript be forwarded from the guidance office directly to Lock Haven University Office of Admissions.
- SAT or ACT scores should be requested from the respective testing center or the high school. Test scores printed on the secondary school transcript or enclosed with the official documents from the high school are considered official.

Supplemental Materials

Letters of recommendation, essays, and interviews are optional. High achieving students typically do not need to interview or submit these extra documents. However, students who feel that a blemish on their transcript can be explained through an essay or letter of recommendation should consider submitting the additional documents or scheduling an interview.

Enrollment Procedures

- Once admitted, students are required to pay a \$200.00 non-refundable enrollment deposit. The National Candidates Reply Date is May 1 of the year that the student will enroll. Once the enrollment deposit has been paid, the Registrar's Office will begin working to construct the student's schedule, and the Housing Office will assign housing for those requesting on-campus housing.
- All new students must have the medical history report completed by a physician. This form must be returned to LHU prior to enrollment.

Special Programs

Accelerated 3+2 Health Science Pre-Physician Assistant Program-

Students who wish to be considered for the 3+2 program must first apply for admission to the traditional Health Science/Pre-Physician Assistant program and have all required application materials submitted no later than November 1. The 3+2 admission review committee will review applications and invite select applicants to campus for an interview.

Accelerated 3+3 Health Science Pre-Physical Therapy Program-

Students who wish to be considered for the 3+3 program must first apply for admission to the traditional Health Science/Pre-Physical Therapy program and have all required application materials submitted no later than November 1. The 3+3 admission review committee will review applications and invite select applicants for an interview.

Transfer Student Policy

- Any student who has enrolled at a post-secondary institution following high school graduation is considered to be a transfer applicant. The exception is if courses are taken during the summer between high school graduation and matriculation.
- A minimum cumulative grade point average (GPA) of 2.0 is required for admission. Select majors may require a higher GPA.
- Students with fewer than 12 transferable credits must provide an official copy of their high school transcript.

Application Procedure for Transfer Students

- Admission to LHU is offered on a rolling basis; therefore, priority is given to those students who apply early. To ensure adequate time for scheduling, financial aid, etc., required application materials should be received by **December 1 for spring** semester consideration, and by **June 15 for fall** semester consideration.
- Official transcripts must be sent from all previously attended post-secondary institutions.

- Students are provided with an unofficial credit evaluation at the time of acceptance. Official credit evaluations are provided once students pay the enrollment deposit. All offers of admission are contingent upon successful completion of course work completed after the time of acceptance

International Students

Lock Haven University recommends that students seeking admission from foreign countries submit the [online application](#) and all application materials at least three months prior to their start date. Application materials include an official evaluation of educational credentials, an official English proficiency exam score, a copy of a current passport, and immigration documentation. All application materials must be completed and received prior to consideration for admission.

Students whose primary language is not English are required to submit one English proficiency exam score. Acceptable English proficiency exams include the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), the SAT and the ACT. For information on minimum exam scores, see <http://www.lhup.edu/Admissions/International/>.

Students with transcripts from non-U.S. institutions are required to submit an official educational credential evaluation of transcripts, academic records, diplomas, national examination results, certificates or degrees received from all secondary, post-secondary, university and/or professional schools.

We recommend World Education Services, Inc. (WES.org) or EducationUSA.info for this service.

Readmission of Former Students

Students who have withdrawn from the University may apply for re-entry to any semester by following the [Request to Resume Studies](#) process on the Registrar's website. Official transcripts of any credits completed at other institutions during the withdrawal period must accompany the request. Students are encouraged to check with the Financial Aid Office about how financial aid is affected by re-entry.

Students who graduated from LHU must [re-apply](#) to the university through the Office of Admissions by following the "Second Degree" process.

STUDENT ACCOUNTS AND FINANCIAL AID INFORMATION

<http://www.lhup.edu/students/studentaccounts/index.html>
<http://www.lhup.edu/students/financialaid/>

The Student Accounts Office generates and distributes student bills, processes payments, offers a third-party payment plan, and issues refunds.

The Financial Aid Office reviews eligibility for and disburses financial aid, processes verification forms, and conducts a Federal Satisfactory Academic Progress review.

Tuition rates and refund schedules for all state system universities are established by the Board of Governors of the State System of Higher Education. Since the state subsidizes these institutions, and since it is possible for a number of students to earn part of their expenses through campus employment or the Federal work-study program, the total yearly costs are comparatively low. All fees are subject to change without notice. Please check our web site at http://www.lhup.edu/students/studentaccounts/cost_information.html for the most up-to-date tuition and fees.

The university operates on a semester based system. Each student will be invoiced at least twice during the year: in late July for the Fall semester and then in December for the Spring semester. Due dates will be on the student's invoice as well as listed on the department's website at http://www.lhup.edu/students/studentaccounts/Billing_Payment/index.html.

Housing and Food Service

The university makes every effort to help beginning students adapt successfully to college. For this reason, the university reserves the right to require students to live on campus for a designated period during their study at LHU. Exceptions from this requirement will be considered on a case by case basis.

All arrangements for housing services other than those noted are subject to the action of the Council of Trustees as reviewed by the Fees Committee of the Board of Presidents and approved by the Board of Governors. All students who live on campus are required to accept the board contract.

Current costs for housing and food service/meal plans can be found at http://www.lhup.edu/students/studentaccounts/cost_information.html.

Deposits and Other Fees

Deposits

A deposit of \$200 will be required at a designated time after the university notifies applicants of their acceptance. This deposit is credited to the account of applicants when their bill is rendered at the beginning of the semester. The deposit is non-refundable.

All checks should be made payable to "Lock Haven University" and sent directly to the Admissions Office.

Student Activity Fee

All full-time students of LHU must pay an activities fee as mandated by the President of the university under Legislative Act XIII of the General Assembly of Pennsylvania, and administered under regulations approved by the Council of Trustees through the student association. This fee helps to underwrite the cost of student activities, intercollegiate athletics, social functions, dances, movies, concerts, art and lecture series, cultural events, the student newspaper, and PUB recreational facilities.

Student ID Cards

Each student receives a student identification/activities (I.D.) card. This card is the property of Lock Haven University. It is issued at the beginning of the student's freshman year and should be kept as long as the student is enrolled at the university. The I.D. card is validated each semester upon the payment of tuition and fees. The validated I.D. card must be presented to gain admission to all events sponsored by the university and student organizations. There is no charge for the original card. There is a charge of \$15 for replacement cards.

Married Students

One activities fee will cover the entire family of a married student. Any member of the family who is an enrolled student of the university must pay the full individual activities fee. It is the responsibility of the student to inform the I.D. Office secretary that he/she is married so the I.D. card can be marked accordingly.

Delinquent Accounts

No student shall be enrolled, graduated or entitled to receive an official transcript until all charges have been paid. Failure to pay will result in collection proceedings. No academic transcript will be issued until the total account is zero.

Other Fees

Other, or miscellaneous, fees include, but are not limited to, the following. Tuition and fees are required for all credits earned, including internships and self-study credits. These mandatory fees are required to support academic and ancillary functions along with the university and our student. Details may be found at http://www.lhup.edu/students/studentaccounts/cost_information.html.

Application Fee
Certification Fee
Damage Fee
Deferred Payment Fee
Diploma Replacement Fee
International Student Teaching Fee
Late Payment Fee
Library and Parking Fines
Non-Sufficient/Returned Payment Fee
Off-Campus Service Fee
One-Time Registration & Transcript Fee
Overseas Student Fee
Parking Decal Fee
Recording Fee

Failure to Pay

A student's failure to pay their bill(s) by the specified due date will result in late fees and/or a financial hold added to the student's account. This financial hold will prevent the processing of diplomas/transcripts as well as any changes in registration for the current and subsequent semesters. Additional information regarding the late fee and financial hold policies can be found at <http://www.lhup.edu/students/studentaccounts/index.html>. If the student accounts becomes delinquent, collection proceedings will result. Please refer to the below "Delinquent Accounts" sections for further detail.

Delinquent Accounts

No student shall be enrolled, graduated, or entitled to receive an official transcript until all charges have been paid. Failure to pay will result in collection proceedings, including possible reporting to credit bureaus. No academic transcript will be issued until the total account is zero. Additional details regarding the university's delinquent accounts policy can be found at <http://www.lhup.edu/students/studentaccounts/index.html>.

Refunds of Financial Aid or Account Overpayment

LHU has partnered with Higher One to provide students with a quick and easy way to receive their refunds. Upon acceptance to LHU, students will receive a green envelope from Higher One containing a Haven Card. Instructions will be included on how to choose a preference for receiving refunds. The Student Accounts Office processes refunds and oversees the Higher One vendor. Additional information regarding the Higher One refund process can be found at <http://www.lhup.edu/students/studentaccounts/policies.html>.

Refunds Due to Withdrawal from LHU

If a student withdraws from the university, a refund of tuition and fees may be issued depending on the date of the withdrawal. Medical withdrawals are treated in the same manner as any other withdrawal and subject to the same refund policy. Please note that the Technology Tuition Fee is nonrefundable. Refund information can be found at http://www.lhup.edu/students/studentaccounts/Billing_Payment/billing_payment.html.

Financial Aid

Financial Aid to meet the costs of attending LHU is available from a variety of programs. The majority of these programs provide funds based on computed financial need, but some non-need-based programs are also available.

The Financial Aid Office coordinates these programs. Detailed information can be found at <http://www.lhup.edu/students/financialaid/>.

Programs Available

Need-based financial aid includes:

Grants (Gift aid with no repayment or work requirement)

State

Pennsylvania Higher Education Assistance Agency (PHEAA)

Other PA Grant programs: <http://www.pheaa.org/>

Grants of other states for their residents

Federal

Federal Pell Grant Program

Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal TEACH Grant (Additional information below)

Loans

Federal Perkins Loan Program - A long term, low interest program with repayment following graduation or termination of enrollment.

Lock Haven University participates in the Federal Direct Loan Program. This program offers loans to both students and parents. These loans include: Federal Direct Stafford, Federal Direct Plus, and Federal Direct Graduate Plus. Also, information about Private Alternative Loans is available. For up-to-date information, please go to <http://www.lhup.edu/students/financialaid/>.

Student Employment (On-campus work during school enrollment)

Federal Work Study Program (FWSP)

Campus Employment Program

Details for these opportunities can be found at the Career Services website,

http://www.lhup.edu/students/student_resources/career_services/job_search.html.

The following financial aid programs are available on the basis of need and/or merit:

Scholarships

A number of scholarships (restricted and unrestricted) are made available to both incoming and presently enrolled students by the LHU Foundation, a charitable non-profit corporation established to accept gifts and bequests for the benefit of the university and to administer them according to the donor's wishes. For information about the different types and amounts of scholarship awards available for both freshmen and currently enrolled students, please visit <http://www.lhup.edu/Admissions/scholarships.html>.

The Mary Ann Fox Scholarship awards are made to graduates of any high school in Lycoming County or Clinton County, Pennsylvania who are of good character and whose financial conditions are such that they could not otherwise attend college. The awards are made annually but subject to renewal, in varying amounts, depending on the applicants' justification of need and the amount of money available in the scholarship fund. These awards are limited to use at four institutions: The Pennsylvania State University, Lock Haven University, Lycoming College, and Bucknell University. The scholarship applications are available through the President's Office at LHU at the beginning of February each year.

In addition, two and three-year scholarships are available through the Department of Military Science. Information about these scholarships is available by contacting the Office of Military Science.

Athletic Grants

LHU provides grants-in-aid to outstanding student athletes at a level compatible with available funding. The Department of Athletics, through the LHU Foundation, assists men and women athletes with their educational expenses. The amount of aid available varies from program to program and within NCAA limitations.

Teach Grant

Teacher Education Assistance for College and Higher Education Grant (TEACH) –is a federal grant for current and prospective teachers created by the College Cost Reduction Act of 2007. Eligible students may receive up to \$4,000 per academic year with aggregate amounts of \$16,000 for students for their first undergraduate or post-baccalaureate program. To be eligible for a TEACH Grant at Lock Haven University, a student must complete a current FAFSA have a 3.25 cumulative GPA, have been granted degree candidacy by the LHU education department and be pursuing a degree in a high needs teaching field. For more information about the TEACH Grant, please visit <http://studentaid.ed.gov/PORTALSWebApp/students/english/TEACH.jsp>. Please Note: Interested students should carefully review the eligibility requirements of this grant and consider how likely they are to meet them.

IMPORTANT: If a grant recipient fails to complete this service obligation, all TEACH Grant funds that he or she received will be converted to a Federal Direct Unsubsidized Stafford Loan. The recipient must then repay this loan to the U.S. Department of Education and will be charged interest from the date the grant(s) was disbursed.

Applying for Financial Aid

To apply for financial aid, all students must complete the Free Application for Federal Student Aid (FAFSA). This form can be accessed at www.fafsa.ed.gov and filed after January 1st of each year. Pennsylvania residents should complete the FAFSA before May 1st of each year. Completion of the FAFSA and transferring the data to the Pennsylvania Higher Education Assistance Agency (PHEAA) allows Pennsylvania residents to be considered for a Pennsylvania State Grant. Students must complete any other supplemental forms requested by the Pennsylvania Higher Education Assistance Agency for State Grant consideration. Residents of all other states should apply for the state grant of their own state according to required procedures. Applications should be submitted by March 15th each year for the following Fall semester. Please go to <http://www.lhup.edu/students/financialaid/> for more detailed information.

Return of Title IV Funds

In accordance with Federal regulations, those students who receive federal financial aid and who officially withdraw from Lock Haven University during the first 60% of a term will have their federal financial aid adjusted.

The adjustment is based on the percentage of **calendar days used** in the academic period. This percent is calculated by dividing the number of days in the term (excluding breaks of five days or longer) into the number of days completed prior to the withdrawal (excluding breaks of five days or longer).

The date of withdrawal will be the date the student **begins** the withdrawal process with the Associate Provost for Enrollment Management unless there is documentation of class attendance beyond that date.

Students who do not follow the official withdrawal procedure but who stop attending classes for all of their courses will be considered to have withdrawn at the 50% point of the term unless attendance is documented after that time. There will be no adjustment to federal financial aid after the completion of 60% or more of the term.

Once the amount of federal funds to be returned has been calculated, the funds will be returned in the following order:

- Direct Unsubsidized Loans
- Direct Subsidized Loans
- Perkins Loans
- Direct Graduate PLUS
- Direct Parent PLUS

Pell Grant
 Supplemental Educational Opportunity Grants
 TEACH Grant
 Iraq Afghanistan Service Grant

Students who receive a refund of financial aid prior to withdrawing from the university may owe a repayment of federal financial aid funds received. Students will be billed by the Student Accounts Office and will be given 30 (thirty) days to repay the funds to the university. Students who fail to repay the unearned portion of federal financial aid funds given to them will become ineligible for continued receipt of financial aid until the repayment is made. Failure to pay will result in collection proceedings, including possible reporting to credit bureaus.

Satisfactory Academic Progress (SAP)

Federal Satisfactory Academic Progress Policy:

In accordance with federal regulations, this policy applies to all students requesting Title IV federal financial aid regardless of whether federal aid has been received previously. These regulations require that recipients of federal financial aid maintain a satisfactory rate of progress toward completion of a degree (i.e. pace) and must be in good academic standing based on a cumulative GPA.

Students will be reviewed at the end of each semester (fall, spring, and summer), after grades are transcribed by the Registrar's Office. All enrollment terms, including summer, must be considered in the determination of SAP, even enrollment terms for which the student did not receive federal financial aid. For the details of the SAP policy, please refer to the following website:

<http://www.lhup.edu/students/financialaid/overview/academicprogress.html>.

In addition to the federal SAP policy, PHEAA has a separate SAP policy for PA State Grant recipients. If a student receives a full-time PA State Grant for the fall and spring terms, PHEAA requires the student to complete at least 24 credit hours before any additional PA State Grants can be awarded and disbursed.

SERVICES FOR STUDENTS

The opportunities provided to students for growth as individuals will be guided by their interests and concerns in Lock Haven's supportive environment. Learning takes place in many ways and in many different forms. Students undertake all of the aspects of achieving a college education through participation in activities in the classroom and outside of it. This basic philosophy directs the types of services that are provided to the student body by the university.

The university has an investment in its student body and in maintaining a healthy environment for learning. The initial year of college experience is the most important in forming foundations for future achievements. The Division of Student Affairs provides the leadership for creating an environment that supports students in achieving their educational goals, especially during the freshman year.

On-Campus Housing^[AD1]

The university provides accommodations for approximately 1,800 students living on campus. Residence halls are available for freshmen, and all students have an opportunity to reside on campus during their college career. Students admitted to the Lock Haven Campus beginning Fall 2015 will comply with the following on-campus residency requirement. Students who enter as first-time fulltime students must reside in university housing their first four (4) regular semesters (summer and winter sessions not included). The following exceptions apply with verification:

- Students who will reside with parent(s) or legal guardian within the commuting distance of 30 miles from Lock Haven University.
- Students over the age of 21.
- Students married.

- Students with children.
- Transfer students who have completed a total of 4 regular semesters, including their prior college experience, or 60 credits. (Students who have completed fewer than 4 regular semesters of college, or 60 credits, will be required to live on campus until they have completed a total of 4 regular semesters of college or 60 credits).

The Associate Dean of Student & Residence Life or designee shall have authority to review and make initial determinations pursuant to this policy and/or to grant applications for waivers in extenuating circumstances. Requests for review of application for waiver should be made to the Associate Dean of Student & Residence Life.

Students learn many responsibilities by residing on campus and assume responsibility for their living environment. Events are planned to foster educational, social, cultural, and recreational interests among all students. Students participate in governing themselves by formulating policies that are reviewed annually. Professional staff members live in the residence hall and upper-class students who reside on the floor and work as resident assistants are available to assist residents with concerns. All university residence halls are smoke-free.

All students living on campus are required to purchase a 19, 14, 10 or 175 block meal plan. The university has adopted a food court approach to dining. The dining service offers 19, 14, 10, 5, 175 block, 50 block or all flex meal plans for all students living off campus. Students will be able to use flex dollars for additional meals at the various locations. Flex-dollars are a part of the charge for each meal plan.

Health Services^[AD2]

Students enrolling at the university must submit a completed Medical History Report prior to the start of the fall semester. This information must be completed by a physician, along with immunization data, and sent to the Glennon Health Services Center. Students may not enroll or attend classes without a completed form. Glennon Health Service provides outpatient consultation for students experiencing health difficulties. Staff members are available Monday through Thursday between the hours of 8 a.m. and 8 p.m., Friday 8 a.m. to 5 p.m., and Saturday 10 a.m. to 2 p.m. All students will be charged a health service fee whether or not the services offered on the campus are utilized. Students are strongly encouraged to have some form of health insurance. The university does not provide any medical insurance coverage to students.

University Counseling Services

University Counseling Services is a component of the Department of Academic Development and Counseling. Counseling is provided to students with personal, emotional or academic adjustment concerns. Professional counselors assist students with questions about achievement, educational progress, interpersonal relationships, self-image, social skills or other potentially stressful or emotionally disturbing experiences. Services are provided daily during regular working hours. Students may be referred to off-campus agencies and private practitioners when desired or needed for more lengthy care.

The counseling center is approved by International Association of Counseling Services (IACS) Board of Accreditation.

Cultural Diversity Concerns

Because of the university's mission to enhance multiculturalism, many students from a variety of backgrounds are represented at LHU. The Director of the Center for Excellence and Inclusion works with students from all cultures to create an environment that recognizes the value of diversity. The university strives to cultivate a climate that is free of bias and prejudice.

Intercollegiate Athletics

The university is a National Collegiate Athletic Association (NCAA) Division II competitor in 16 intercollegiate sports programs for men and women; the field hockey and wrestling programs are Division I. Programs for women athletes include basketball, cross-country, field hockey, lacrosse, soccer, softball, swimming, indoor and outdoor track and field, and volleyball. Men's sports include baseball, basketball, cross-country, football, soccer, indoor and outdoor track and field, and wrestling.

LHU provides grants-in-aid to outstanding student-athletes in accordance with available funding. The Department of Athletics, through the LHU Foundation, assists male and female athletes with their educational expenses. The amount of aid available varies from program to program and within NCAA limitations. The individual sport program works to provide the aid and is limited to the amount of money it raises.

Student Activities^[AD3]

The Student Activities Office provides support, advisement, leadership opportunities and training for over 140 campus clubs and organizations recognized by the Lock Haven University Student Auxiliary Services, Inc., including the Student Government Board and the Haven Activities Council. Each year campus clubs and organizations develop and implement a variety of campus programs and events, including concerts, lectures, special events, performing arts, trips, movies, cultural programs, competitions, conferences, fundraisers, publications, open forums and community service initiatives to enhance campus life. The Student Activities Office sponsors an annual Club and Organization Fair during the first month of the fall semester to encourage participation and involvement, and to allow clubs and organizations the opportunity to showcase their membership activities to the campus community.

The Student Activities Office also oversees the management of the Parsons Students Union Building (PUB) and the Student Recreation Center (SRC). The PUB houses meeting space, common areas, a computer lab, the campus Bookstore, a game room, and office space for the Student Activities Office, the student newspaper and clubs and organizations. The SRC provides a weight room, climbing wall, indoor track, fitness equipment, three multi-use courts, racquetball courts and a dance room for students to use. Both facilities provide a variety of student employment opportunities.

Global MountainServe Center for Community Service

Lauren Wright, Director of Community Service (law3363@lhup.edu) 570-484-2498
http://www.lhup.edu/students/student_life/global_mountain/index.html

At LHU, your education will not be confined to just the four walls of a classroom. LHU has been nationally recognized since 2006, by the President's Higher Education Community Service Honor Roll (<http://www.nationalservice.gov/special-initiatives/honor-roll>) for our dedication to solving community problems through community service and learning opportunities. LHU's Global MountainServe Center for Community Service is a campus resource for civic engagement activities, service learning, community service projects, community partnership resources for some External Experience (EE) requirements, alternative break, and alternative service programs to promote active and global citizenship. A variety of volunteer opportunities are open to LHU students and faculty interested in helping with short or long term community projects throughout the year. Get involved with our local partnerships, including: Clinton County Housing Authority Community Programs for mentoring youth, Annual Hunger Bowl Event: Hunger Awareness Food Drive, Annual Adopt A Family: Holiday Gift Drive, Big Brothers Big Sisters, Salvation Army Community Lunch Program, and many additional programs and events. LHU's Global MountainServe Center for Community Service has additional opportunities for selected students to enroll with our office for recognition of their volunteer hours through, The President's Volunteer Service Award program, community service leadership student worker positions, engaged academic department partnerships, community service leadership opportunities with the Office of Student Activities through Student Government as a community service representative, Outreach for Humanity Student Club & American Red Cross Student Chapter, and a full-time national service opportunity with an AmeriCorps Volunteers in Service to America (VISTA) partnership.

Please refer to LHU's website under "Student Life" for a link to community service opportunities each semester, or contact us at the information listed above. We look forward to having you volunteer through our office and learn more about our programs, partnerships and services while making a difference in our local and global communities.

Center for Career and Professional Development

The Center for Career and Professional Development is an integral part of the university's educational program and focuses on the relationship between self, education and careers. It promotes the concept that career development is an ongoing, lifelong process, which incorporates self-assessment and career awareness. Resources and programs are provided to help students explore, select and pursue meaningful careers that are consistent with their interests, abilities and values. Individual counseling is available to assist students with the career planning process, as well as FOCUS, a web-based career guidance and information system. Group and individual instruction is offered on career implementation skills such as resume writing, interviewing and job searching. The Center also maintains a career library, with additional information and resources available 24/7 through the Center's homepage, <http://www.lhup.edu/career>.

Veterans

<http://www.lhup.edu/Admissions/Veterans/index.html>

The university is accredited to offer education to veterans as authorized under the provisions of Title 38, United States Code, Section 3675. The university cooperates with the Veterans Administration in making available curricula for those desiring to enroll in programs of study leading to the following degrees: Associate of Science; Bachelor of Arts; Bachelor of Fine Arts in Music; Bachelor of Science; Bachelor of Science in Education; Master of Health Science; Master of Education; or Master of Science. Credits for educational experiences earned while in the armed services may be granted by the university in accordance with the policies of the Board of Governors of the State System of Higher Education and regulations of the American Council of Education. The Registrar's Office evaluates military experiences upon receipt of Joint Services Transcripts. A school certifying official in the Financial Aid Office provides counseling and assistance in financial matters for veterans.

Act 46 of 2014 requires public institutions of higher education in Pennsylvania to provide veteran students, as defined in the Act, with preference in course scheduling. At Lock Haven University, scheduling preference is the day prior to when other students with the same classification will register.

Veteran students also will have access to the veteran's lounge.

New Student Orientation Programs

Introducing students and their parents to the college experience is one of the most important programs provided by the Division of Enrollment Management. Various mandatory sessions are available during the month of June. New students are required to attend one of the sessions; their parents are strongly encouraged to attend. Student participation in these programs is most beneficial and helps students adjust to college living.

Educational Opportunity Program

LHU's Educational Opportunity Program (EOP), partially funded by the Pennsylvania ACT 101/Higher Education Equal Opportunity Program state grant, assists students whose educational and economic backgrounds impair their initial ability to pursue higher education successfully. The faculty and staff of the ACT 101 Program provide ongoing professional and peer counseling, study skills instruction and tutorial services.

The summer component provides credit-bearing instruction in writing, learning strategies, reading, and other communication skills. Participating freshmen who successfully complete the summer requirements are enrolled for the regular academic year. Prospective students interested in the EOP Summer Session should contact the Act 101 Program Director for more information. Summer EOP students should meet ACT 101 guidelines established by the Pennsylvania Higher Education Assistance Agency (PHEAA) which include residency requirements, income guidelines and academic criteria to be met through high school rank, high school grade point average and an average score on the Scholastic Aptitude Test (SAT) or its equivalent.

Tutoring is provided at no charge and is available to all students in most basic subject areas. Students in their first two years of study are encouraged to arrange tutorial assistance during the early part of each semester if they anticipate or encounter difficulty with course work. Students in the Educational Opportunity Program (EOP) may be required to use tutorial services to remain in the program.

Counseling services provided by the Educational Opportunity Program render professional support to students, particularly those who are in their first two years at the university. These services help EOP students deal with academic and personal concerns such as time management, stress management, and conflict resolution. Peer counselors provided to freshmen EOP students help to facilitate their adjustment to college life and the university environment.

Tutorial Services

Tutorial Services provides free tutoring for math, writing and general education 100 and 200 level courses. Math and writing tutoring are provided on a drop-in, one-on-one basis. Group peer tutoring is provided for the other general education courses. Tutors are students at Lock Haven University who are trained to be tutors.

Tutoring is beneficial to all students, not just those doing poorly. Students are encouraged to seek tutorial assistance before they experience serious difficulties in their coursework. To apply for tutoring or to be a tutor, go to Tutorial Services website http://www.lhup.edu/students/student_resources/tutoring/. Click either 'Get A Tutor' or 'Become A Tutor'.

Contact information for the Director, Dr. Pamela Czapl is 215 Stevenson Library, (570) 484-2442 or Tutoring@lhup.edu.

TRiO Student Support Services (SSS) SCHOLARS Program

The U.S. Department of Education provides grant funding for the TRiO SSS Scholars program to give eligible students additional resources for success in higher education from freshman year through graduation. Participants could be first-generation college students or have limited incomes, documented disabilities or a range of academic needs. The program's goals are to boost students' grade point averages and rates of remaining in college until graduation. Benefits are academic support (e.g., tutoring, advising, success workshops), career exploration, personal development and counseling, financial aid counseling, financial literacy programs, grant aid, graduate school readiness, and social and cultural events. Students are assisted by the Director, Dr. Julie A. Story; the Writing Specialist, Dr. MG Gainer; Staff Assistant, Roni Roan; peer tutors and mentors; counselors; educational technologies; and learning communities. For more information or to apply, contact 570-484-3847, visit Ulmer 116/117, or see http://www.lhup.edu/colleges/Business_Information/academic_development/student_support/.

The Writing Center

The Writing Center provides work space, computers, and support for students who wish to improve their writing skills. Staffed by student writing consultants and an English faculty director, the Center offers individualized, drop-in assistance with papers from any course in any format, whether electronic or print. Students receive assistance at any phase of the writing process, including planning, organizing, developing, revising, and editing. Additional writing assistance can be gained through use of an on-site library of self-instructional materials or by visiting our website at http://www.lhup.edu/students/student_resources/tutoring/writingcenter/. The website offers an online tutoring option for those who cannot make it physically to the Center. The Writing Center is located in Stevenson Library, Wollock Learning Commons, second floor.

The SMaRT Center (Science and Mathematics Resource and Technology Center)

The SMaRT Center is a resource center for: education majors (science, mathematics, middle level/elementary education, mathematics and science majors, and university faculty. The purpose of the center is to provide a facility for students, faculty and teachers to collaborate on research projects and on the improvement of the teaching and learning of mathematics and science. The center is equipped with: computers, mathematical software (Minitab, Mathematics, Geometer Sketchpad), teaching manipulatives (attribute blocks, geoboards, base-10 blocks, geometric solids, mathematics puzzles and games), textbooks for lesson plans and unit plans, Smart board. The materials in the center can be borrowed for classroom teaching. Those interested in borrowing materials should contact Dr. Denine Simin directly at dcs719@lhup.edu. The center also sponsors seminars and teacher in-service workshops. The center is located in Robinson Hall.

Disability Services

The Office of Disability Services for Students exists to provide equal access to Lock Haven University programs for students with disabilities. Equal access will be achieved through the provision of services, accommodations, and advocacy designed to provide an accessible learning environment. Our goals include the coordination of accommodations to provide services for students with disabilities and to pursue the removal of informational, physical, and attitudinal barriers to access at Lock Haven University for individuals with disabilities.

Information about Disability Services can be found on the web at

http://www.lhup.edu/colleges/Business_Information/academic_development/disability_services/.

Library Services

At the Main Campus and at the Clearfield Campus, the goal of the LHU Libraries is to provide you with easy access to information resources and services that support your academic and professional studies. Our librarians are here to help you locate, evaluate, and effectively use all kinds of information sources: print and electronic books, journals, databases, videos, websites, and more. Our staff in Interlibrary Loan Services can provide you with research materials from other libraries. For your convenience, the librarians have created online study guides (called "LibGuides") for various courses and disciplines to assist you with your research. You can find them at <http://research.lhup.edu>.

We strive to create comfortable spaces inside the library where you can study in groups, find quiet study areas, or just sit and relax. Stevenson Library on Main Campus includes a 24-hour study room which is accessible by I.D. card after normal library hours.

The Stephanie A. Wollock Learning Commons is on the 2nd Floor of Stevenson Library. It includes the Writing Center, the Betty B. Schantz Tutorial Center, the Helen Burgess Terrill Archives, and Media Services. The purpose of the Wollock Learning Commons is to provide students with easy access to several related support services, all in one location.

Students and faculty can borrow laptops, iPads, cameras, and other media equipment from Media Services. A large collection of instructional and feature films is also available. For more information, call Media Services at 570-484-2545.

All LHU students, faculty, and staff can access the library's e-resources from anywhere on or off campus. Your I.D. card number and your name are all you need to access these e-resources from off campus.

If you have questions about library resources or services, the best place to start is the library's FAQ page at <http://ask.lhup.edu>. If you don't find your answer there, or if you prefer personal communication, feel free to call us, send us an email, use our reference chat service, or stop by to speak with us in person. The phone number to Stevenson Library is 570-484-2310. The phone number to the Clearfield Campus Library is 814-768-3410. The librarians are listed with their research specialties and email addresses at <http://research.lhup.edu/mylibrarian>.

Information Technology

Each of our campus buildings and residence halls is connected to the LHU Network (LHUPnet), a high-speed fiber optic network. Student computer laboratories are located in all residence halls and most academic classroom buildings. More than 500 network-attached computers have access to the broad range of information resources available on the campus network. These include electronic mail, file sharing, administrative systems, specialized academic applications, programming languages, and the Keystone Library Network as well as the World Wide Web and Internet. All LHU students receive electronic mail and network access privileges to correspond with their advisers, professors and other students. Electronic mail forms an important communication means for students who are a part of our international exchange program.

The LHUPnet is linked to the Pennsylvania State System of Higher Education Network (SSHEnet) and the Internet, allowing connections to the SSHE Keystone Library Network and many other available services worldwide. Potential students can receive information from our website (<http://www.lhup.edu>), as well as apply for admission directly online.

Distance learning technology links the main campus with the Clearfield Campus, as well as with other compatible video sites around the world. Registration for classes is done on-line, eliminating tedious manual processes formerly associated with registration.

Student Disciplinary Guidelines^[AD4]

Guidelines for student discipline have been established that are in accordance with federal, state and local laws. The university has adopted the American Association of State Colleges and Universities standards for a drug and alcohol free environment. The university is also committed to providing a safe campus environment for its students, faculty and staff. All university regulations governing academic, social and behavioral standards appear in the Student Handbook.

Involuntary Leave of Absence

The purposes and objectives of the university include establishing an environment that promotes individual well-being. Occasionally, a student may experience medical and/or psychological difficulties that interfere with academic and personal progress. An involuntary leave of absence occurs in those cases where psychological and/or medical evaluation indicate a necessity for a student to withdraw from the university but the student refuses to do so. The Associate Provost for Student Affairs will determine, after consultation with professionals and following university procedures, that such action is appropriate and will forward a letter to the Registrar's Office after notifying the student.

Readmission to the university after an involuntary leave of absence will be based upon the Associate Provost's recommendation and other existing conditions for re-enrollment.

Withdrawal from Courses or the University – See Academic Information section of the catalog, Withdrawal from Courses and Withdrawal Policy, from the university

ACADEMIC POLICIES, PROCEDURES, DEFINITIONS, EXPLANATIONS

<https://myhaven.lhup.edu/ICS/Registrar/>

Academic Advising/Advisers

Each student is assigned to a faculty member for academic advising. Students who have declared a major have as their adviser a faculty member within that discipline.

Each student's relationship with her or his academic adviser is important. Through discussion with an academic adviser, a student is better able to:

- Clarify academic, life and career goals;
- Understand the nature and purpose of higher education;
- Gain information about educational options, requirements, policies and procedures;
- Plan a program of study consistent with interests and abilities;
- Select and schedule appropriate courses;
- Integrate institutional educational objectives.

Academic advisers attempt to make information about academic programs readily available to students and assist them in working out solutions to academic problems. Students are advised in course selection, schedule development and clarification of educational goals. Students should see their academic adviser regularly for assistance with academic issues and concerns. Ultimately, students are responsible for their academic decisions.

Academic Amnesty

Students returning to Lock Haven University after a minimum two-year interruption in matriculation have two options available concerning their previous academic record at the university. For either option the student's past academic record remains on the transcript, and the student receives full credit for courses taken.

Option I Previously earned quality points will continue to be calculated in the student's grade point average.

Option II Previously earned quality points will not be calculated in the student's grade-point average after readmission.

In addition, readmitted students must meet the university's requirements as well as the individual departmental and certification requirements that are in place the year in which they return. Credit for courses already taken may be accepted toward graduation, but, at the discretion of individual departments, students may be required to repeat those courses in which significant changes in content have occurred.

Specific questions concerning these options should be addressed to the Registrar's Office.

Academic Honesty Policy

PREAMBLE

Lock Haven University endeavors to promote an appreciation of the values of fairness and intellectual honesty and to establish a climate of academic freedom within which students learn. Any breach of trust may undermine academic freedom and diminish the integrity of the university's mission. The university has established means of discouraging academic dishonesty and has established procedures to protect every student's right to fair treatment and due process.

Instructors share the expectation that students demonstrate their mastery of subject matter in an honorable and straightforward manner. Violations of ethical norms are very serious.

POLICY

Lock Haven University forbids academic dishonesty. Students who commit acts of academic dishonesty shall be subject to the sanctions outlined below. This policy applies to all students registered at Lock Haven University during or after their enrollment. Students may contest only (1) whether or not academic dishonesty has occurred

or (2) whether a penalty was given capriciously.

RESPONSIBILITIES OF INSTRUCTOR

Instructors are encouraged to include a statement regarding academic dishonesty in the course outline. Faculty members have the right to investigate any circumstances that may constitute violations of academic honesty.

RESPONSIBILITIES OF STUDENTS

Students who do not attend the first day of class must seek out a copy of the course outline. Students must meet the time deadlines outlined in this policy or forfeit the opportunity to appeal the decision.

As members of the university community, students share the responsibility for promoting and maintaining academic integrity. A student who becomes aware of an act of academic dishonesty by another student should bring this information to the attention of the instructor.

Either the instructor or student may initiate a charge of academic dishonesty.

DEFINITIONS

An act of academic dishonesty involves fraud, deceit, or misrepresentation in attempting to obtain academic credit or influence the grading process by means unauthorized by the course instructor or inconsistent with university policy. Academic honesty is breached when a student willfully gives or receives assistance not authorized in course work, and/or who intentionally fails to adhere to, or assists others in failing to adhere to, the university policy on academic honesty.

Academic dishonesty includes, but is not limited, to the following:

1. **Plagiarism.** The definition of plagiarism for purposes of Lock Haven University policy is as follows: At one extreme, plagiarism is the word-for-word copying of another's writing without enclosing the copied passage in quotation marks and identifying it in a proper citation. At the other end of the spectrum, plagiarism is the casual inclusion of a particular idea or term which one has obtained from another's writing or speaking, and which is presented as one's own opinion or idea. Within the broad spectrum, plagiarism may include weaving into the text random writings of others without proper identification of the sources. It is also the paraphrased and abbreviated restatement of the analysis and conclusions of another, without the due acknowledgment of the author's text as the basis for recapitulation. Plagiarism also includes, but is not limited to, "the wrongful appropriation, in whole or part, of another's literary, artistic, musical, mechanical, technical, or computer program composition."
2. Receiving and/or providing unauthorized assistance for and during examinations.
3. Using unauthorized notes, materials and devices during examinations.
4. Presenting material research prepared by others, including commercial services, as one's own work in fulfilling course requirements.
5. Collusion with others in attempting to circumvent course requirements.
6. Making fraudulent statements or claims to gain academic credit or influence grading.
7. Attempting to bribe faculty or other university personnel in order to gain academic advantage.
8. Securing or possessing course examination material prior to the administration of the examination from the instructor or proctor without the consent of the instructor.
9. Taking an examination or course on another's behalf or arranging for another to take an examination or course on one's behalf.
10. Altering transcripts and misusing other records and identification material.
11. Intentionally falsifying or arbitrarily inventing research and data to be presented as an academic endeavor.

PROCEDURE FOR HANDLING AN INCIDENT INFORMALLY

When an instructor observes a student engaging in an act of academic dishonesty in the classroom, such as cheating on a test, the instructor has the authority to confiscate the materials at that time and place, and discreetly inform the student that the student is required to make an appointment with the instructor to discuss the alleged incident. During that meeting between instructor and student, the instructor shall inform the student of the accusations against him or her. The accuser shall have thirty calendar days to notify the student of the allegations. In the event an incident occurs at the end of the spring semester, the thirty-day notification may apply

to the following fall semester, with the consensus of all parties. If no consensus exists, the Vice President for Academic Affairs or designee will decide whether or not to carry over the action.

If an instructor believes a student has engaged in an academically dishonest act outside the classroom, such as plagiarism, then the instructor shall so inform the student in a discreet, confidential setting, such as the instructor's office.

In cases of academic dishonesty, the instructor may elect to implement a sanction that can be given within the confines of the course. If that sanction is not acceptable to the student, or if an instructor feels that more severe sanctions should be implemented, either party may initiate the procedures detailed below. In most instances, the final decision on a grade rests only with the instructor.

Should the student feel that the sanction is not acceptable, he/she may implement the following process:

- The student first notifies the instructor of his or her dissatisfaction with the sanction by arranging a meeting with the instructor in a discreet, confidential setting. This must be done within ten days of the implementation of the sanction; both the student and the instructor may appear with an adviser.
- If dissatisfied with the instructor's response, the student should submit in writing a statement of his or her dissatisfaction to the department chairperson and to the faculty member. The chairperson may attempt to work out a solution acceptable to both the student and the instructor.
- If the chairperson suggests a solution, the proposed solution should be discussed first with the instructor, who must approve it prior to the solution being offered to the student.
- If the instructor will not accept the chairperson's proposal, the chairperson then informs the student that no resolution is possible.
- If a student is dissatisfied with the department chairperson's response, the student must:
 - a. initiate the formal process;
 - b. give oral notification to the instructor of his/her dissatisfaction with the solution; and
 - c. submit a written statement about his/her dissatisfaction to the department chairperson.
- Notification must occur within ten days of the chairperson's response.

Should the instructor feel that an act of academic dishonesty warrants a more severe sanction than can be given within the confines of the course, the instructor retains the right to submit the evidence to the Vice President for Academic Affairs or a designee with recommendations for further sanctions. The instructor must also inform the student of his/her action in a discreet, confidential setting such as the instructor's office.

FORMAL RESOLUTION PROCESS

The formal process may be initiated by either the instructor or the student by submitting in writing a complaint to the Vice President for Academic Affairs. Once the Vice President for Academic Affairs or designee determines the actual charges, the Vice President for Academic Affairs or designee may not be involved in any aspect of the resolution process or an appeal. Once the Vice President for Academic Affairs or designee initiates the formal proceedings, the student and instructor shall be informed in writing of the alleged violation. Both the student and the instructor may be assisted by a representative or an adviser who may be an attorney. If an attorney is present, he/she may not argue the case. The student shall be given, by personal delivery or by certified mail to the last known address, written notification of the date, time, place of the hearing and the alleged violation. Such notification shall not occur more than twenty-one days from the start of the formal process. The student will be given the right to review, prior to the hearing, any written material that will be used against the student at the hearing.

The hearing will be an administrative hearing with the hearing officer appointed by the Vice President for Academic Affairs. The hearing officer is empowered with the right and obligation of judging the evidence and implementing a sanction if so warranted. The student has the right to cross examination and the right to present a defense. This cross examination and defense must be confined to the issue of whether or not academic dishonesty has occurred. The hearing must be recorded and a determination must be made as to whether a violation of this policy has occurred. The results of the hearing must be sent to the student and instructor in writing within five days of the termination of the hearing.

Students shall be advised that failure to attend the hearing, except for "good cause," may result in sanctions being

imposed and the university is under no obligation to reschedule a hearing.

AN APPEAL

If the student is dissatisfied with the determination of the hearing officer, an appeal shall be made in writing to the Vice President of Academic Affairs or designee within ten days after the student is notified of the results of the administrative hearing. Filing an appeal does not automatically result in a new hearing. The Vice President or designee shall refer the appeal to the University Academic Appeals Board.

The Academic Appeals Board shall consist of a College Dean not previously involved in the resolution process or a substitute mutually agreed to by the instructor and the accused. The board shall include two faculty members chosen by APSCUF, as well as two undergraduate students appointed by the Student Cooperative Council, Inc. Terms of appointment will be for one academic year. The College Dean or substitute shall serve as the chairperson.

The Academic Appeals Board shall review all evidence pertaining to (1) the fact of whether or not academic dishonesty has occurred or (2) whether or not the penalty was given capriciously. The board shall determine whether or not due process was given in reaching the decision, or based upon the introduction of new evidence, request a new hearing by a different hearing officer designated by the Vice President for Academic Affairs. Only new evidence with direct bearing to issues (1) and (2) above may be introduced to the Academic Appeals Board. No disciplinary action will be taken before an appeal is decided unless the President determines that the integrity of the academic process requires immediate implementation. The chairperson and the board shall render a written decision to the student and instructor within ten days of receipt of an appeal. The decision of the Academic Appeals Board shall be final.

For the purposes of this policy, all time limits shall be construed to mean class days within the academic year. Summer school may constitute part of the academic year. Infractions occurring at the end of the spring semester or during the summer terms may be carried over until the next fall semester, with the consensus of all parties. If no consensus exists, the Vice President for Academic Affairs or designee will decide whether or not to carry over the action.

SANCTIONS

The following is a list of the range of sanctions that may be imposed against a student found to have committed acts of academic dishonesty:

Sanctions which may be given within the confines of the course:

- **Grade Penalty:** An instructor's refusal to correct an assignment or test or an instructor's requiring the rewriting of an assignment or the retaking of a test for reasons related to academic dishonesty.
- **Grade Reduction:** If a student is found to have committed an act of academic dishonesty, then a grade for a particular unit of work or for the entire course may be reduced. This includes a grade of "E".
- **Imposition of a failing "E" grade:** A student who has withdrawn from a course in which he/she committed an act of academic dishonesty may receive an "E" for the course.

Instructors are encouraged to notify the Vice President for Academic Affairs when a sanction is given within the confines of the course. The student must be notified when such action is taken. Once a sanction is given within the confines of a course and there is no formal process initiated, the sanction will be put in place and no other action will be taken by the student or faculty member.

Sanctions which may result from Formal Resolution Process:

- **Official Reprimand:** An official letter reprimanding the student for the commission of an offense may be placed in the student's official file for a specified period of time.
- **Suspension:** If a student is found to have committed an act of academic dishonesty, the student may be suspended from the university for a specific period of time unless specific and significant mitigating factors are present.
- **Dismissal:** Permanent removal of the student from enrollment at the university may be imposed for repeated violations, cumulative violations, or egregious first offenses.

DEFINITION OF TERMS:

university - the community of faculty, staff and students at Lock Haven University

instructor - any person employed by the university who holds academic rank or performs teaching duties

staff - any person employed by the university who is not a faculty member or an instructor

class days - days upon which classes in general are held during the academic year (normally five days a week)

designee - any person appointed by the Vice President for Academic Affairs to represent the university. This person may not be a member of the faculty

Academic Passport

If you are ready to transfer to LHU from a Pennsylvania State System university (PASSHE) or a Pennsylvania Community College, the [Academic Passport](#) ensures that a maximum number of your credits will transfer.

To be eligible for an [Academic Passport](#), you must have a grade point average of at least 2.0. If you are a community college student with an Associate of Arts or Associate of Science degree, you must have earned at least 30 credits in liberal arts courses. Remedial, developmental, or study skills courses do not transfer under the Academic Passport.

An Academic Passport, which will assure the holder entry into LHU, will be awarded to students who have earned either an Associate of Arts or an Associate of Science degree from any Pennsylvania public community college, or who have earned at least 12 credits from another PASSHE school. To be eligible for the passport, a community college student must have a grade point average of at least 2.0 and earned at least 30 of their credits in liberal arts courses at a Pennsylvania public community college. State System students must have at least 12 credits with a 2.0 GPA to qualify for the passport. Students seeking detailed information about transferring to LHU are urged to contact the transfer coordinator at their community college or the LHU Office of Admissions.

Academic Standing

Good standing for undergraduate students will be set at 2.00 GPA.

Good standing for graduate students will be set at 3.00 GPA.

(SSHE – System Academic Procedures – SA043 – June 2010)

Advanced Placement (AP)

Lock Haven University will accept any Advanced Placement courses for credit with a score of 3 or better on the College Board Advanced Placement examination. In most cases, courses will transfer as a General Education Requirement or Elective, but for more specific information on the awarding of credit, please visit the [Registrar's Office website](#) and select "Credit for AP Exams."

The various subject examinations offered through the College Board's Advanced Placement Program (AP) are approved by the faculty for the award of credit based on a test score of 3 or higher. There is no limit to the number of courses for which AP may award credit. Consequently, in some cases entering students qualified for advanced standing may be eligible for placement at sophomore level. No letter grades are recorded, only credit hours for the corresponding university catalog course title and number.

Official score reports for the AP examination sent directly from the College Board testing service are required.

https://myhaven.lhup.edu/ICS/Registrar/Transfer_Credit_Information.jnz

Agreement, Letters of and Articulation

Lock Haven University has the following Letters of Agreement with other colleges and universities. See the LHU web page (https://myhaven.lhup.edu/ICS/Registrar/Transfer_Credit_Information.jnz) for an up-to-date list and to review the agreements for details.

Agreements for LHU students to continue at the following institutions:

| | | |
|---------------------------------|-------------------------|--|
| East Stroudsburg University | Program/Early Admission | Graduate Program in Clinical Exercise Science |
| Gannon University | Program/Early Admission | Graduate Program in Doctor of Physical Therapy |
| Gannon University | 3+3 Program | Doctor of Physical Therapy Program |
| SUNY Upstate Medical University | Graduate Program | Selected science programs |
| Penn State University | 3+2 Program | Engineering |

Lock Haven University has the following Articulation Agreements with other colleges and universities. See the university web page (https://myhaven.lhup.edu/ICS/Registrar/Transfer_Credit_Information.jnz) for an up-to-date list and to review the agreements for details.

Agreements for students from these institutions to matriculate at LHU:

| | |
|-------------------------------------|--|
| Northampton Community College | Early Childhood Education to PreK-Grade 4 |
| Penn College | Early Childhood Education to PreK-Grade 4 |
| Reading Area Community College | Science to Biology or Biology/Chemistry or minor in Nanotechnology |
| Tompkins Cortland Community College | Outdoor Recreation Management |

Lock Haven University follows the Pennsylvania State System of Higher Education (PASSHE) Academic Passport and Student Transfer Policy (http://www.passhe.edu/inside/policies/BOG_Policies/Policy%201999-01.pdf).

Lock Haven University is a participant in Pennsylvania state-wide transfer and articulation. More information can be found at <http://www.patrac.org/>.

Army Reserve Officers Training Corps (ROTC)

http://www.lhup.edu/students/student_resources/ROTC/index.html

The Army Reserve Officers' Training Corps provides the world's best leadership training while preparing qualified young men and women for service as commissioned officers in the United States Army. Army ROTC attains this objective by providing leadership training to students while they pursue their college academic studies. There is no military obligation incurred until you contract with the ROTC program.

The program involves both classroom and applied learning. Through "hands on" instruction, students learn and practice related skills. As students' progress through the program, senior cadets are given the opportunity to lead and mentor freshmen and sophomore cadets.

Competitive four-, three-, and two-year scholarships which pay tuition and mandatory fees or room and board (capped at \$10,000 annually), \$600 per semester for books, and a stipend between \$300-500 per month subsistence allowances are available to select qualified students.

Army ROTC offers the student a variety of social and professional activities, membership in several fraternal organizations and Army ROTC-sponsored university activities. These organizations are open to all participants and supplement the military education through achievement and service.

Graduation from LHU and completion of the advanced course leads to a commission as a Second Lieutenant in the United States Army Active Duty, National Guard or Reserves.

Articulation, Agreements and Pennsylvania State-Wide

See "Agreement, Letters of and Articulation"

Attendance Policy

Faculty determine attendance policies for their classes consistent with university approved guidelines. Attendance policies are to be included on syllabi.

University Approved Guidelines

1. Students are expected to attend all classes. It is the student's responsibility to complete all course requirements even if a class is missed. If a student misses class for an officially excused reason, then he/she is entitled to make up the missed work but only at the convenience of the faculty member. Responsibility for materials presented in, assignments made for, and tests/quizzes given in regularly scheduled classes lies solely with the student.

2. Students are not penalized for absences caused by verified conditions beyond their personal control. The student may be required to provide non-family, third-party documentation. Examples of these conditions may include: personal illness, death or critical illness in the immediate family, jury duty, military duties, religious holidays

3. Absences due to Students' participations in the university approved athletics, curricular, and extra-curricular activities shall be recognized as excused absences for which they cannot be penalized. However, to recognize that students' participating in the activities as official representatives of the university, instructors and staff overseeing the events (sponsors), will submit the University Approved Activities Form (UAAF, available online) clearly stating the dates, names of student participants, and objectives of the activities to the dean of the college. Coaches will submit the UAAF to the AD who will forward it to the deans. After evaluating the relevance of the activities to the university's mission, the deans will return the UAAF to faculty/staff sponsors. Sponsors will be responsible for providing copies to students who will share the information with their course instructors

- a. Such requests using the Form must be initiated by the sponsors within the *first 2 weeks* of the semester;
- b. Due to weather and other unforeseen reasons, some athletic and curricular events change schedule without adequate lead time. Such events would be treated as exceptions to the rule as stated above (a).

4. Students are responsible for dropping/withdrawing from a class in which they are no longer are attending. Deadlines are included on the academic calendar. Students who do not properly drop/withdraw from a class will be responsible for the grade earned and tuition and fees incurred.

Auditing a Course

In special instances, a student may audit a course if a seat is available in the course. The instructor will provide the student with the course requirements needed to be awarded an audit (AU) grade at the conclusion of the semester. If successful completion of the audit requirements is not met, the course will be administratively withdrawn as of the end of the semester. A withdrawn grade (W) will appear on the student's academic record.

An audited course provides no academic credit nor may it be changed later to a credit grade. In order to audit a course, the student must first enroll in the course and then request approval from the Registrar.

The deadline to declare audit for a course is the same as that to declare pass-fail: twenty-one days into the semester (prorated for other sessions).

Criteria for auditing:

- There must be space available in the class.
- The student is not required to take an active part in class exercises or take exams.
- There is no cost for auditing a course provided the student's total credits are between 12 semester hours and 18 semester hours.
- The student must attend 75% of the class periods to receive the 'AU' grade; otherwise a 'W' is given.
- Approval is given by the Registrar.

Chincoteague Bay Field Station

Classroom study, laboratory research and extensive hands-on experiences in marine environments will prepare the student for a career as a marine biologist. Lock Haven University is a member of the Chincoteague Bay Field Station which operates the Marine Science Center on the Delmarva Peninsula in Virginia. This location provides ready access to wetlands and barrier islands as well as inshore and offshore ocean habitats. Students who major in Biology with a concentration in Marine Biology are required to spend three summer sessions (three weeks each) at the Wallops Island facility where the student will collect data and perform research on a diverse variety of aquatic life. The student will use ocean-going research boats to reach points of study and to collect samples. Recent graduates of this program have entered graduate schools or found employment with private, state, and federal agencies.

Class Meeting Times

<http://www.lhup.edu/About/Class%20Meeting%20Schedules.pdf>

Regular/Standard Class Meeting Times

Some classes meet at times other than the standard time below. Be sure to review the schedule of classes or your student schedule for accurate class meeting times.

| | | |
|------------------------------------|--|-------------------------------|
| Monday - Wednesday - Friday | | Tuesday - Thursday |
| 8:00 - 8:50 AM | | 8:00 - 9:15 AM |
| 9:05 - 9:55 AM | | 9:30 - 10:45 AM |
| 10:10 - 11:00 AM | | 11:00 - 12:15 PM |
| 11:15 - 12:05 PM | | 2:10 - 3:25 PM |
| 12:20 - 1:10 PM | | 3:40 - 4:55 PM |
| 1:25 - 2:15 PM | | 5:10 - 6:25 PM |
| 2:30 - 3:20 PM | | |
| 3:35 - 4:25 PM | | |
| 4:40 - 5:30 PM | | |
| | | |
| Monday - Wednesday | | Single Evening Meeting |
| 3:35 - 4:50 PM | | 5:05 - 7:55 PM |
| 5:05 - 6:20 PM | | 6:30 - 9:20 PM |

Condensed Schedule ~ Convocation & Martin Luther King, Jr. Celebration Days

For Convocation & Martin Luther King, Jr. Celebration Days, the following condensed schedule will be used.

| REGULAR MEETING TIME | SPECIAL MEETING TIME |
|-----------------------------|-------------------------------|
| 8:00 - 8:50 AM | 8:00 - 8:40 AM |
| 9:05 - 9:55 AM | 8:55 - 9:35 AM |
| 10:10 - 11:00 AM | 9:50 - 10:30 AM |
| 11:15 - 12:05 PM | 10:45 - 11:25 AM |
| 12:20 - 1:10 PM | 11:40 - 12:20 PM |
| 1:25 - 2:15 PM | 12:35 - 1:15 PM |
| | <i>PROGRAM 1:30 - 2:45 PM</i> |
| 2:30 - 3:20 PM | 3:15 - 3:55 PM |
| 3:35 - 4:25 PM | 4:10 - 4:50 PM |
| 3:35 - 4:50 PM | 4:10 - 5:10 PM |

| | |
|-----------------------|---------------------|
| 4:40 - 5:30 PM | 5:05 - 5:45 PM |
| 4:40 - 5:55 PM | 5:05 - 6:05 PM |
| 5:05 - 6:20 PM | 5:25 - 6:25 PM |
| Other evening classes | Normal class period |

Compressed Schedule ~ Inclement Weather

For a delayed opening for academic instruction, the following compressed schedule will be used.

| Monday - Wednesday - Friday | | Tuesday - Thursday | |
|------------------------------------|------------------|-------------------------------|------------------|
| Regular Time | Adjusted Time | Regular Time | Adjusted Time |
| 8:00 - 8:50 AM | 10:00 - 10:40 AM | 8:00 - 9:15 AM | 10:00 - 11:00 AM |
| 9:05 - 9:55 AM | 10:55 - 11:35 AM | 9:30 - 10:45 AM | 11:15 - 12:15 PM |
| 10:10 - 11:00 AM | 11:50 - 12:30 PM | 11:00 - 12:15 PM | 12:30 - 1:30 PM |
| 11:15 - 12:05 PM | 12:45 - 1:25 PM | 12:30 - 1:45 PM | 1:45 - 2:45 PM |
| 12:20 - 1:10 PM | 1:40 - 2:20 PM | 2:10 - 3:25 PM | 3:00 - 4:00 PM |
| 1:25 - 2:15 PM | 2:35 - 3:15 PM | 3:40 - 4:55 PM | 4:15 - 5:15 PM |
| 2:30 - 3:20 PM | 3:30 - 4:10 PM | 5:10 - 6:25 PM | 5:30 - 6:30 PM |
| 3:35 - 4:25 PM | 4:25 - 5:05 PM | | |
| 4:40 - 5:30 PM | 5:20 - 6:00 PM | | |
| | | | |
| Monday - Wednesday | | Single Evening Meeting | |
| Regular Time | Adjusted Time | Regular Time | Adjusted Time |
| 3:35 - 4:50 PM | 4:25 - 5:25 PM | 5:05 - 7:55 PM | 6:45 - 8:30 PM |
| 5:05 - 6:20 PM | 6:15 - 7:15 PM | 6:30 - 9:20 PM | 6:45 - 8:30 PM |

*On days when the compressed schedule is used, all night classes will begin at 6:30 PM.

Length of Class Meeting Times (SSHE – System Academic Procedures – SA040 – June 2010)

The length of class meeting times is defined as the number of contact hours per week per course credit hour.

One semester academic credit hour is the equivalent to a minimum of 700 minutes of instruction (50 minutes x 14 weeks), exclusive of time for final examination. This is equivalent to 35 hours of instruction plus time for final examination for a three credit-hour course. Note: This definition is for traditional classroom (face-to-face) instruction.

Class Standing/Classification

Number of earned credits required for each class level.

- 0.0 – 29.5 Freshman
- 30.0 – 59.5 Sophomore
- 60.0 – 89.5 Junior
- 90.0+ – Senior

(SSHE – System Academic Procedures – SA0013 – June 2010)

College-Level Examination Program (CLEP)

With the exception of only one General Examination (English Composition) and four subject tests (Business Law, Educational Psychology, College Composition, and Freshman English) offered through the College Board's College-Level Examination Program (CLEP), degree credit may be earned by candidates who achieve a scaled score equivalent to the 50th percentile or higher using current national norms for each test. No letter grades are recorded; rather only credit hours for the corresponding university catalog course title and number.

Bachelor's degree candidates – up to twenty-four semester hours may be earned using CLEP credit.

Associate's degree candidates – up to twelve semester hours may be earned using CLEP credit.

Restrictions applicable to CLEP include no award of credit for a course previously attempted and failed at this university and no award of credit for any General Examination test administered after the student has matriculated at this university, with the single exception of the General Examination in Mathematics.

CLEP may not be taken to replace a failing grade earned at LHU.

CLEP may be earned only by students who have earned less than 30.0 semester hours.

https://myhaven.lhup.edu/ICS/icsfs/CREDIT_FOR_CLEP_EXAMS.pdf?target=9a908cc6-1569-4a36-a948-c015a127b2fb

Continuing Education

In general terms, continuing education at Lock Haven University refers to enrolling in credit courses as a student who has not been formally accepted by the Office of Admissions. The main limitations on enrolling as a continuing education student include a course load limitation (normally no more than 7.0 semester hours) per semester and ineligibility for financial aid.

There are limited seats available for this opportunity.

Course Descriptions

Current course descriptions are available on the web at <http://www.lhup.edu/students/Registrar/coursecatalog/>; course descriptions available at the time of this publication are included at the end of this document.

Credit by Examination/ Credit for Life Experience

It is possible to earn credit toward graduation by satisfactory completion of examinations in areas where students have had good preparation. Students interested in this procedure should discuss their preparation with the department chairperson in whose area the expertise is claimed. If the chairperson thinks that the applicant has adequate preparation, a faculty member will be assigned to administer a comprehensive examination. If a student completes an examination successfully, the chairperson recommends through his dean to the Registrar's Office that the specific course in question be entered on the student's record with credit by examination; letter grades are not awarded in this procedure.

Credit by exam is counted as resident credit for graduation.

Credit by examination will be limited to a total of six semester hours throughout a student's academic career. Exceptions to this limit may be reviewed by the Registrar.

Approval for credit by examination is required prior to completing the examination.

The credit by exam fee will be charged at the time of the pre-approval and is nonrefundable regardless of the student's success or failure in receiving the credit.

No credit by examination will be awarded without completing the pre-approval and paying the fee in advance.

If a department can provide appropriate assessment, life/work experiential learning can be assessed and evaluated to meet credit-hour requirements in a specified area or to count as program credits toward the fulfillment of degree requirements and will be awarded as credit by exam.

If a department is unable to provide appropriate assessment, prior learning may be assessed through an alternate process provided by the Council for Adult and Experiential Learning (CAEL).

Explanation of CAEL Process

What is prior learning assessment? A process for evaluating knowledge and skills in order to award college credit for learning from on-the-job training, corporate training, independent study such as MOOCs, military service, and volunteer service.

If you have significant knowledge in a particular subject area and it might be at the college level, then you are a candidate for prior learning assessment.

Students can only earn college credits for college-level learning derived outside the traditional college or university classroom by attaining the same learning outcomes as students who pass the same course.

POSSIBLE CANDIDATES

- Significant work experience with increasing levels of responsibility
- Significant experience through volunteer service in managing people, fundraising, museum tours, coalition building, professional associations
- Learning from free online content such as MOOCs, iTunes University, etc
- Significant continuing education or intellectual pursuits such as Civil War enthusiast, history buff, creative writing, etc

If you believe you are a candidate for prior learning assessment, visit [LearningCounts](#) on the web for more information.

- You will be able to speak with an associate of LearningCounts to get more information.
 - Help student identify areas of learning
 - Determine if subject area aligns with National Exams such as CLEP, DSST, Excelsior College Exams, Uexcel
 - See if student might have had training previously evaluated by ACE
 - Identify whether student is a good candidate for portfolio assessment
- You will enroll in one of the Learning Portfolio development courses. Both courses lead to the same portfolio assessment process.
 - CAEL100 Prior Learning Assessment Theory and Practice
 - Online, six-week, instructor-led course (3 lower-level semester credit hours as evaluated by ACE CREDIT)
 - Students learn what college-level learning is, how to document it, and how to develop portfolios
 - Weekly assignments, structured environment
 - Courses start twice a month, ongoing registration available
 - Cost \$300 for PASSHE student with Discount Code (*LHU discount code = PAS-LH-C*)
 - DYP: Developing Your Portfolio for College Credit
 - Online, non-credit, interactive, self-paced “workshop-like experience” (non-instructor led)
 - Students learn the difference between experience and college-level learning and progress step-by-step to build their portfolios.
 - Available on-demand – can be completed over a weekend or a semester
 - Cost \$99 for PASSHE student with Discount Code (*LHU discount code = PAS-LH-NC*)
- Portfolio Assessment Process
 - Portfolios are built with software linked directly to the courses and submitted for evaluation/assessment (all electronic, no paper).
 - Portfolios are developed using a course match system.

- A successful portfolio proves through a learning narrative that addresses every learning outcome and proves that the student has achieved the same learning as those students who pass the same course with a “C” or better. (NOTE: Some courses may require a “B” or better.)
- Council for Adult and Experiential Learning (CAEL)-trained faculty from colleges and universities across the country evaluate the portfolios and make credit recommendations according to their subject matter expertise. A rubric is used to make the determination as to whether credit can be recommended or denied.
- Recommendations are for full credit or no credit.
- Cost \$250 Assessment Fee per Portfolio for 1-12 credits attempted in the same subject area. One portfolio per subject area. Students can submit more than one portfolio.

STUDENT DECISIONS

- Students may complete a LearningCounts.org course and decide not to submit a portfolio
 - Students decide it is too much work.
 - Students decide they do not have college-level learning.
 - Students decide to postpone submitting a portfolio.
- Students only pay the \$250 Assessment Fee upon submission of the portfolio. They have up to one year to submit a portfolio.
 - The Assessment Fee covers the cost of having an expert faculty assessor evaluate the portfolio for credit. It is not refundable.
 - Students receive detailed feedback based on the rubric.
 - Upon success with a portfolio, a student may decide to submit another one later.

DEGREE REQUIREMENTS

Students must work with their academic advisors on their degree plan to ensure credits they seek to earn are applicable to their degree requirements.

Portfolio requests cannot be duplicative of credit already earned and is only applicable if advised that it meets their degree requirements.

Upon consultation with the academic advisor, the student and advisor must complete the [Transfer Credit Approval form](#) to confirm the credits will apply toward the degree requirements and will be properly evaluated upon receipt.

- Name and address of other college/university – enter Prior Learning Assessment
- Course Number, Title, & Credit Hours – enter Prior Learning Assessment
- Comparable Course Number, Title, & Credit Hours at LHU – enter the appropriate, anticipated course(s) for which student will be submitting portfolio information and expects to receive credit

HOW IS THE PRIOR LEARNING ASSESSMENT EXPERIENCE DOCUMENTED FOR REVIEW BY THE UNIVERSITY?

- If the student passes CAEL100 (a pass/fail course), the 3 credit hours are also documented on an ACE Credit Transcript and sent to the Registrar’s Office.
- Credit recommendations from successful portfolios are documented on an ACE Credit Transcript
 - Includes a course number, title, description, and recommended credits at upper or lower level
- ACE Credit charges \$40 to set up the student’s record and provide the first transcript. Future ACE Credit Transcripts are \$15 per request. *The student is responsible for these fees.*

Lock Haven University Contact for Prior Learning Assessment

Jill R. Mitchley, Registrar

Ulmer Hall 224

570-484-2006

jmitchle@lhup.edu

Credit Hours

Credit hours have a special meaning that is distinct from clock hours. Lock Haven University operates on a semester system and awards semester credit hours. Usually, a one-semester-hour course meets for one hour per week for a semester (fifteen weeks). A three-semester-hour course meets for three hours per week, etc. Classes are typically fifty minutes in length. There is considerable variation in the relationship between credit hours and clock hours for special courses, for example, laboratories, internships, and studios.

Students should plan to spend approximately two hours per week studying for each credit hour registered. For instance, a student taking 15 credits should plan to study 30 hours per week.

One credit is earned for each semester hour of collegiate coursework. The usual structure of courses is to meet 150 minutes per week for an entire semester, and following a final exam this results in three (3 semester hours) of credit earned. There are many exceptions to this structure, most involving laboratory and activity courses.

The standard academic course load is 15 to 17 semester hours in one semester. A student doing work of poor quality is asked to reduce the number of hours taken. A student's request for more than 18 semester hours must be requested by use of the [Change of Schedule](#) form.

Dean's List

The Dean's Honor List, prepared at the end of each semester, recognizes those students who have achieved academic distinction. To qualify for the Dean's List, the student must have earned a GPA of at least 3.500 in 12 semester hours of letter grades.

Students who have an incomplete on their academic record will not be awarded Dean's List. However, when the incomplete grade is changed to the earned letter grade, the record will be reviewed to determine if the criteria have been met and Dean's List can be awarded.

Degree

A degree is an academic title used as an indication of the completion of a course of study. The degree is what is earned upon completion of the requirements for the chosen major, which includes general education.

Ultimate responsibility for the successful completion of the degree lies with the student. The student must know and observe the academic policies and regulations of the university and must meet the requirements for graduation. The student must know the sources of academic information and work closely with an adviser in examining program and course requirements.

While each major has its own individual set of requirements in order to graduate with a degree, the overall requirement for a baccalaureate degree is 120.0 earned semester hours of work. (Associate and master degrees have varying requirements.)

Bachelor of Arts (BA) vs. Bachelor of Science (BS) Degree

All candidates for a Bachelor of Arts degree must achieve proficiency through level IV (course number 202) of a foreign language. Proficiency shall be demonstrated by successful completion of foreign language IV or, with the approval of the chairperson of the Foreign Languages Department, a course to which level IV is a prerequisite. The Foreign Language Department offers guidance in placing individual students at a level appropriate to their background and ability.

Some Bachelor of Science programs also have a foreign language requirement. BS candidates should consult with their department chairperson or academic adviser to determine if a foreign language is required in their program.

In addition, BA degree programs require two liberal arts seminars selected from areas of humanities, social science, and science/math. These seminars provide a context to examine inter-relational aspects of knowledge and experience. Each seminar is taken in a different area and is required of all students majoring in any of the arts and sciences who are candidates for the Bachelor of Arts degree.

Through small group processes, assigned readings, informal conversations, and papers, seminar participants become involved in a cross-disciplinary environment in which each student is encouraged to develop informed insights and perspectives. Seminars focus on elements of history, culture, and science that influence the continuing development of human value systems and endeavors. The substance of a particular seminar includes consideration of the manner in which knowledge is developed and the impact of particular knowledge on contemporary society and on life as it may be experienced in the future. NOTE: All liberal arts seminars carry the course number 328.

Drop versus Withdrawal

Drop

- Takes place during the first few days of the semester/session, typically the first eight days of the semester
- Does not appear on a student's academic record with a "W" grade
- Semester hours are not included in the student's attempted hours
- Student drops courses online (using myHaven, Add/Drop Courses), unless dropping all classes, then needs to contact Enrollment Management Office

Withdraw (with "W")

- Takes place after the last day to "drop" through the end of the fifth week of the semester
- Appears on a student's academic record with a "W" grade
- Semester hours are included in the student's attempted hours
- Student withdraws from courses online (using myHaven, Add/Drop Courses), unless withdrawing from all classes, then needs to contact Enrollment Management Office

Withdraw (with "WP" or "WF")

- Takes place after the last day to withdraw (with "W") through the end of the tenth week of the semester
- Appears on a student's academic record with a "WP" or "WF" grade
- Semester hours are included in the student's attempted hours
- "WP" or "WF" is assigned by the instructor and has no impact on the student's GPA
- Student uses the Change of Schedule form (myHaven > Registrar tab > Forms) to withdraw from the course (there is a section on the form related to this action), unless withdrawing from all classes, then needs to contact Enrollment Management Office

Dual/Second Degree Policy

Action for Undergraduate Students:

The common standard will be to require a 150-credit minimum for simultaneous completion of dual degrees. Two diplomas are awarded.

Students meeting all of the requirements of two majors with less than 150 credit hours can obtain a double-major (one diploma). In the case of a double major, if the two majors involve multiple degree designations (e.g., B.A. in English and B.S. in Psychology), the student will have the option to select the degree designation that appears on the transcript and diploma.

Action for Graduate Students:

For awarding two dual graduate degrees at least 12 hours will be required beyond the minimal credit requirements for the degree program with the most required credits.

Please Note:

- Action for Post-Baccalaureate Students Returning for a Second Undergraduate Degree:
 - Students need to complete an additional 30 credits (regardless of number of earned credits of the first degree) and complete degree requirements in effect at time of matriculation for second undergraduate degree.
- Action for Post-Masters Students Returning for a Second Master's Degree:

- Students need to complete an additional 15 credits (regardless of number of earned credits of the first master's degree) and complete degree requirements in effect at time of matriculation for second Master's Degree.

(SSHE – System Academic Procedures – SA056 – June 2010)

Disney College Program

Students must complete the Transfer Credit Approval form to ensure transferability.

Credit for courses taken while participating in the Walt Disney World College Program may be based on the American Council on Education's recommendations or as reviewed by the academic department per the chart below. Course transferability is also based on the grade awarded by Disney College.

Detailed information about the courses can be found at <https://www.acenet.edu/NationalGuide>; choose Walt Disney Co. from the list of organizations.

More information about the Program can be found at https://www.wdwcollegeprogram.com/sap/its/mimes/zh_wdwcp/students/education/edu_collegiate.html.

| WDW Course Number | WDW Title | LHU Course Number & Title | LHU Semester Hours (SH) |
|--------------------------|---|--|--------------------------------|
| WALT0010 | Disney Advanced Studies in Hospitality Course | MANG179 Business Administration Elective | 3.0 sh |
| WALT0008 | Disney College & International Interactive Learning Program | GNED179 General Education Elective | 1.0 sh |
| WALT0013 | Disney College & International Program Internship | Review on a case-by-case basis | 3.0 sh |
| WALT0002 | Disney Communications Course | COMM189 General Education Speech Requirement | 3.0 sh |
| WALT0001 | Disney Corporate Analysis Course | MANG179 Business Administration Elective | 3.0 sh |
| WALT0011 | Disney Corporate Communication Course | COMM179 Speech Elective | 3.0 sh |
| WALT0012 | Disney Creativity and Innovation Course | MANG179 Business Administration Elective | 3.0 sh |
| WALT0003 | Disney Experiential Learning | GNED179 General Education Elective | 3.0 sh |
| WALT0004 | Disney Hospitality Management Course | MANG179 Business Administration Elective | 3.0 sh |
| WALT0005 | Disney Human Resource Management Course | MANG179 Business Administration Elective | 3.0 sh |
| WALT0006 | Disney Leadership Speaker's Series | GNED179 General Education Elective | 1.0 sh |
| WALT0009 | Disney Marketing You Course | GNED179 General Education Elective | 3.0 sh |
| WALT0007 | Disney Organizational Leadership Course | MANG179 Business Administration Elective | 3.0 sh |

IMPORTANT REMINDERS

1. Prior to participating, students must complete the [Transfer Credit Approval Form](#).
2. Students need to be aware that they are not registered students at LHU during this time even though they may transfer credit. LHU will not be able to verify enrollment for the student for health insurance coverage or for loan deferments.
3. Students need to [request to resume studies](#) in order to come back to LHU to continue their academic career.

Exam Policy

Recognizing that corrected exams can be learning tools, the university accepts as educationally sound policy that faculty make available* to students term papers, tests, and quizzes within two weeks of the date of submission.

Final exams, term papers or project reports will be retained by faculty members for a full semester and made available to students upon request.

Final comprehensive exams are prohibited during the fourteenth week.

*It is the instructor's prerogative either to return work or to allow students to see it.

Exploratory Studies

Students who are undecided about a choice of major are identified as Exploratory Studies at Lock Haven University.

National research indicates that some form of undecidedness, tentativeness, or uncertainty about choice of major exists for at least three out of four first year college students. A student's decision to be an Exploratory Studies student at Lock Haven University could mean openness to new ideas and suggestions concerning a major, and eventually, a career. This perspective can bring very positive experiences during a student's academic career. However, in order to complete requirements for graduation in a timely manner, a student must be intentional about exploring majors. Students are encouraged to declare a major by the time they have earned 24 – 30 credits and must declare a major by the time they have earned 60 credits.

The university can assist students in making the most appropriate choice of major through the following activities, coursework, and services:

- First Year Seminar for Exploratory Studies Students (1-credit course)
- Academic and career-focused advising
- The Career and Professional Development Center's FOCUS website
- Academic Majors Fair – September of each academic year
- Workshops and programs for the undecided student

For many entering students, the freshman year provides an opportunity to explore potential life and career goals and examine the relationship between those goals and specific academic programs. Exploratory Studies students are strongly urged to work closely with their academic adviser and to take full advantage of all the assistance available to them to help them select the most appropriate choice of major.

Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. When a student reaches the age of 18 or attends a school beyond the high school level, these rights transfer to the student.

- Students have the right to inspect and review their education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for students to review the records. Schools may charge a fee for copies.

- Students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the student in order to release any information from a student's education record.

However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools **may** (schools are not required to disclose, given the situation) disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

A student may request that any or all of this information not be made publicly available by request to the Office of the Vice President for Student Affairs or to the Registrar's Office.

However, schools must tell students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

Directory of information at LHU includes:

- Name
- Local/permanent/university email address/telephone numbers
- Major field of study
- Participation in officially recognized activities/sports
- Weight/height of members of athletic teams
- Dates of attendance
- Degree and awards received and dates of receipt
- Academic awards received, including but not limited to Dean's List
- Most recent previous educational institution attended
- Academic level
- Enrollment status (full- or part- time)
- Classification
- Receipt or non-receipt of a degree

| | |
|--|--|
| Additional Information: | LOCK HAVEN UNIVERSITY Contact: |
| Family Policy Compliance Office U.S. Department of Education 400 Maryland Ave, SW Washington, DC 20202-5901 | Ms. Jill R. Mitchley, Registrar Ulmer Hall 224 Lock Haven University of PA Lock Haven PA 17745 570-484-2526 jmitchle@lhup.edu |

Final Exams

The final exam schedule is provided on the Official University Calendar at http://www.lhup.edu/About/academic_calendars.html.

Final exams are prohibited during the fourteenth week of the semester.

Final exams are to be given according to the published final exam schedule.

Early in the semester, a memo is sent to department chairs to request a common night final exam for courses with three or more sections. The night exam schedule runs on the regularly scheduled exam days with evening periods being 6:00-7:50 PM and 8:00-9:50 PM.

Foreign Language Proficiency/Requirement

All candidates for a Bachelor of Arts degree must achieve proficiency through level IV (course number 202) of a foreign language. Proficiency shall be demonstrated by successful completion of foreign language IV or, with the approval of the chairperson of the Foreign Languages Department, a course for which level IV is a prerequisite. The Foreign Language Department offers guidance in placing individual students at a level appropriate to their background and ability.

International students in a BA degree program do not need to complete the foreign language requirement, as English is their second language. The language of their native country satisfies the requirement.

Some Bachelor of Science programs also have a foreign language requirement. BS candidates should consult with their department chairperson or academic adviser to determine if a foreign language is required in their program.

General Education

<http://www.lhup.edu/majors/generaleducation.html>

General education is a required program of study developed and approved by Lock Haven University faculty to ensure that our students acquire a broad intellectual context for their majors as well as a foundation for the complex and multiple roles they will undertake as citizens of the twenty-first century. As students begin upper-division study, faculty will assume that they have developed the ability to communicate effectively in both written and oral form and demonstrate an appropriate level of numerical literacy.

LHU students, as citizens, will have futures extending beyond service to professions and places of employment. They will have responsibilities as members of a family, community, nation, and world. Increasingly, graduates will be called upon to make informed choices regarding public policy, health care, education, the environment, and technology. While a general education program cannot equip them with information relevant to every situation they will encounter, the university's goal is to provide them with the skills, research tools, modes of inquiry, and knowledge of the arts, humanities, and social and natural sciences that will assist them in making responsible decisions.

In creating a general education program, the faculty make certain assumptions about the future: on-going advances in technology, rapidly expanding sources of information, growing global interdependence and increasing multicultural interactions, changing natural resources, varying practices in labor and employment, and revised conceptions of the nature of knowledge. Lock Haven University faculty have developed a wide variety of

educational experiences that allow students to explore topics from different points of view and to integrate information from various sources with the intent of creating knowledge or forming new perspectives.

The LHU general education program challenges students intellectually, encourages them to raise questions and helps them in establishing the foundation for active and effective participation in an ever-changing world and complex future.

There is a list of courses that meet general education requirements and the competencies near the end of this document (just after Faculty Listing and before Course Descriptions). An up-to-date list is available at <http://www.lhup.edu/majors/generaleducation.html>.

Global Honors Program

http://www.lhup.edu/students/global_honors/

Interested students, regardless of major, are encouraged to seek admission in the Global Honors Program. Incoming freshmen with combined SAT scores of 1100+, a high school GPA of 3.5+, and a high school class rank of 80%+ are eligible to apply. Students already enrolled at LHU with a grade point average of 3.200+ may seek admission as well. In the evaluation of applications, weaknesses in one area may be offset by strengths in another.

Small, discussion-oriented classes taught by outstanding professors, the opportunity to work one on one with professors on projects of the student's own design, as well as the chance to participate in regional and national honors conferences are just some of the ways Honors students challenge themselves to grow personally and academically. In addition, our co-curricular program of discussion groups, activity groups, speakers, public issues forums, and service-learning opportunities, provides opportunities for making friends and developing leadership experience. Honors students also have use of the Honors House, a "home-away-from-home" on campus – complete with a common room, activity rooms, and a computer lab. Finally, all honors students are automatically considered each year for merit-based scholarships reserved for students in this program.

The LHU Global Honors Program is open to students from every major.

The Global Honors Program expresses LHU's continuing commitment to academic excellence. The special honors curriculum combines a rigorous subject matter grounding in the broad sweep of human civilization with an integrated program of high-level intellectual skills development. A spirit of inquiry in the tradition of the liberal arts inspires the program and fosters maximum realization of each student's capacity for independent learning. The Global Honors Program draws on the university's strength in international education by encouraging honors students to study abroad. Those who complete an international experience will earn Global Honors with Distinction upon graduation. LHU encourages and every student to consider study abroad. The sophomore year is the best time for this experience.

Highly talented students admitted to the Global Honors Program take one or two classes together each semester. These classes share an interdisciplinary approach, a heavy reliance on classic sources, a small size, and active student involvement in discussion. Honors classes satisfy requirements either in General Education or in the student's major. The curriculum is designed to provide an enhanced educational experience and requires a serious commitment and hard work on the part of students.

Honors students also plan, organize and participate in a variety of co-curricular activities, which add a lively, more student-directed dimension to the intellectual life of the university community. These activities are open to all members of the university community and provide regular opportunities for informal faculty-student interaction.

Successful students may receive special recognition, officially noted on transcripts and diploma, in one of two categories: Global Honors and Global Honors with Distinction. Both require the completion of an individually designed program of study in the last two years culminating in a Capstone Project.

Honors courses are open to all students, space permitting. Non-honors students must attain permission of the instructor and the Honors Director.

Grade Appeal Policy

The goal of this grade appeal policy is to establish a clear, fair process by which students can contest a course grade that they believe has been awarded in a manner inconsistent with university policies or that has resulted from calculation errors on the part of the instructor. The appeal process starts within 20 days after a student receives the final course grade.

Informal Procedure

If a student believes the final course grade awarded by the instructor has resulted from an error in calculation or recording of the grade or reflects an unwarranted deviation from grading procedures and course outlines set out at the beginning of the course, the student should discuss the matter with the instructor and if unsatisfied, with the department chair in the department in which the course was offered.

Formal Procedure

If a student believes that an improper final course grade has been assigned and is dissatisfied with the outcome of an informal procedure, a formal appeal may be filed on the following grounds:

1. Error in Calculation or Recording of a Grade.
2. Arbitrary and Capricious Evaluation: Significant and unwarranted deviation from grading procedures and course outlines set at the beginning of the course (ordinarily during the first week of the course) or a grade assigned arbitrarily and capriciously on the basis of whim, impulse or caprice. The student may not claim arbitrariness and capriciousness if he/she disagrees with the subjective professional evaluation of the instructor.

The following steps must be followed:

The student submits a written statement to the instructor explaining his/her request to review the grading procedure.

Possible outcomes from step 1:

- A. Faculty member finds in the student's favor -- a grade change will be processed at the Registrar's Office.
- B. Faculty member determines original grade is appropriate -- the student will be notified in writing by the faculty member within 10 working days. (Reasonable and necessary extensions of time may be granted by the reviewing officer at any point in the process.)

If the outcome is 2B and the student is not satisfied with that decision, the student may prepare a written complaint which contains supporting evidence and indicates the desired solution. This complaint must be submitted to the dean of the college in which the course is offered and the faculty member within 20 regular semester class days from the dated response of the faculty member.

Within 10 working days, the dean shall hear the evidence by each side and may collect further evidence. Both sides must be given access to such evidence and given the opportunity to rebut it. The dean shall attempt to achieve a negotiated settlement and will notify in writing the student and the faculty member of his/her findings and decision within 10 working days of the meeting.

If the student is not satisfied with the dean's decision, he/she may appeal in writing to the Provost/Senior Vice President for Academic Affairs within 10 working days of the dated response of the dean. The appeal must be accompanied by a copy of the written complaint that was given to the dean and faculty member in step 3.

Within 10 working days, the Provost/Senior Vice President for Academic Affairs shall hear evidence by each side and may collect further evidence. Both sides must be given access to such evidence and given the opportunity to rebut it. The Provost/Senior Vice President for Academic Affairs shall attempt to achieve a negotiated settlement and will notify in writing the student and the faculty member of his/her decision within 10 working days.

The Provost/Senior Vice President for Academic Affairs shall take whatever action is necessary to restore equity in the situation. This includes the assignment of an equitable letter grade or a W or P where appropriate. The decision of the Provost/Senior Vice President for Academic Affairs shall be final within the University.

Approved – President – January 2014 (implementation fall 2014)

Grading

Grades are a reflection of academic performance. Prospective employers and graduate schools consider grades when making decisions about employment or admission. Grades are a record of achievement satisfying learning, interest, application, and motivation.

Grades are submitted by faculty using online grade entry. Grades are due by the deadline on the academic calendar, typically Tuesday at 3 PM following the close of a semester.

A quality point is the unit of measurement of the quality of work done by the student. For graduation, students must have to their credit twice as many quality points as they have semester hours, or a 2.0 GPA. Quality points are computed as follows:

| Letter Grade | Quality Points Per Credit Hour | Interpretation |
|--------------|--------------------------------|---------------------------------|
| A | 4.000 | Excellent |
| A- | 3.700 | |
| B+ | 3.300 | |
| B | 3.000 | Good |
| B- | 2.700 | |
| C+ | 2.300 | |
| C | 2.000 | Fair |
| C- | 1.700 | |
| D+ | 1.300 | |
| D | 1.000 | Passing |
| E | .000 | Failure |
| EW | .000 | Failure (unofficial withdrawal) |
| F | | Failure* |
| P | | Passed* |
| CH | | Credit w/Honors* |
| CR | | Credit* |
| NC | | No Credit* |
| INC | | Incomplete* |
| AU | | Audit* |
| W | | Withdrawal* |
| WP | | Withdrawal/Passing* |
| WF | | Withdrawal/Failing* |

* Does not affect GPA; "passed" indicates a grade of "D" or better.

The GPA is obtained by dividing the total quality points a student has earned at LHU by the total of semester hours attempted or scheduled (less those semester hours taken as pass/fail, repeated, or credit/no credit or transferred).

To compute a grade (or quality) point average for a semester, multiply the value of each grade earned by the credit hours of the course; add up all the products, and divide that sum by the total number of credit hours for the semester.

Example:

| Course | Course Credit Hours | Grade | Quality Points (Value of Grade) | Quality Points Earned |
|---|---------------------|-------|---------------------------------|-----------------------|
| ENGL100 | 3.0 | B | 3.0 | 9.0 |
| PSYC100 | 3.0 | C | 2.0 | 6.0 |
| SOCI101 | 3.0 | A | 4.0 | 12.0 |
| BIOL101 | 3.0 | C+ | 2.3 | 6.9 |
| ADAC100 | 1.0 | B- | 2.7 | 2.7 |
| TOTALS | 13.0 | | | 36.6 |
| 36.6 quality points divided by 13.0 credit hours = 2.815 (semester GPA) | | | | |

Graduation Policy

Including Participation in Commencement Ceremony

The University confers degrees three times annually – at the conclusion of the fall semester, spring semester, and the second summer session.

Formal commencement exercises are held in December and May of each year. Participation in the December ceremony is limited to prospective graduates, both undergraduate and graduate, who will complete their degree requirements in the fall semester. Participation in the May ceremony is limited to prospective graduates, both undergraduate and graduate, who will complete their degree requirements in the spring semester or summer sessions. *(See possible exception at the end of this document.)*

Students must complete an Application for Graduation to be considered a prospective graduate. Applications are available on myHaven > Registrar tab > Graduation and at the Registrar's Office. The deadline to submit an application is published on the Academic Calendar, but typically it is September 24 for December graduation and February 12 for May and August graduation.

At the time of application for graduation, students must (1) have a declared academic major (Exploratory Studies is not considered an academic major for graduation), (2) have at least the required minimum cumulative grade point average for the declared major, and (3) show a projected completion of the required minimum credit hours (based on earned hours to date plus registered hours) in order to participate in the commencement ceremony. Any student who does not meet the criteria will not be permitted to participate in the ceremony.

Upon completion of the final coursework required for degree completion, students must (1) have a declared academic major (Exploratory Studies is not considered an academic major for graduation), (2) have the required minimum cumulative grade point average for the declared major, (3) have the required number of earned hours for the major, and (4) have completed the courses (and any non-coursework, i.e. recital, show, etc) required for the declared degree, major, concentration, and general education. Any student who does not meet the criteria will not be graduated.

- *An exception to participating in the applicable commencement ceremony may be granted by the Registrar's Office if the student provides a legitimate explanation to participate in another ceremony. However, a student may adjust ceremony participation only by one semester. For example, a prospective May or August graduate who is unable to participate in the May ceremony, may request to participate in either the December ceremony of the year immediately prior to May or the December ceremony of the same year as completing degree requirements. A prospective December graduate may request to participate in the immediate preceding May ceremony or the immediate subsequent May ceremony.*

Approved by President 04/09/2014 per Provost Wilson

Graduation Requirements

Students must know and observe the academic policies and regulations of the university and must meet the requirements for graduation. Students must know the sources of academic information and work closely with an adviser in examining program and course requirements.

At least one hundred twenty (120.00) earned semester hours of work are required for graduation with a bachelor's degree.

Transfer students must earn a minimum of 30 semester hours as resident students in order to receive a degree from LHU.

Graduation Residency Requirements

For Undergraduates:

All first baccalaureate degree students will take at least 30 of their last 45 credits at Lock Haven University.

All first baccalaureate students will take at least 50% of credits required for the major from a PASSHE university.

Lock Haven University may not require more than 50% of the major credits. Program exceptions to the policy are to be approved by the Office of the Chancellor.

For Graduate Students:

For master's students, at least 2/3 of the credits meeting program requirements must be taken from the university offering the degree.

Doctoral residency requirements are determined at the program level.

Note that these set the minimum number of credits that must be taken "in residence" and that universities can limit the number of hours that will be allowed to transfer into a graduate program.

For Undergraduate Active-Duty Service Members:

For active-duty service members, the academic residency requirements will not exceed 25 percent of the undergraduate degree program.

If the undergraduate degree is available 100 percent online, the academic residency requirements will not exceed 30 percent of the undergraduate degree program.

With the exception of specific course areas such as majors, the academic residency requirements for active-duty service members will not include a "final year" or "final semester" requirement. In addition, each program is expected to confirm with its respective accrediting agencies the allowable flexibility in order to meet the needs of active-duty service members.

Note also that collaborative programs will be identified such that residency can be met consistent with the collaborative agreement.

(SSHE – System Academic Procedures – SA047 – June 2010)

Residency Requirements for Associate Degrees (LHU Policy)

Associate degree candidates must have a minimum of 30.0 sh in residency.

Graduation with Latin Honors

Commencement Ceremony Recognition

Baccalaureate Degree Candidates - Students who have completed at least forty-five (45) semester hours from Lock Haven University and have the required cumulative grade point average for honors designation will be included in the program and announced at commencement. Final determination of honors will be based upon the student's cumulative grade point average at the end of the last semester after all grades are finalized.

Associate Degree Candidates – Ineligible for Latin honors

Master Degree Candidates – Ineligible for Latin honors

Diploma Notation

Baccalaureate Degree Candidates -- Students who have completed at least sixty (60) semester hours from Lock Haven University and have the required cumulative grade point average for honors designation will have a notation on the diploma. Final determination of honors will be based upon the student's cumulative grade point average at the end of the last semester after all grades are finalized.

| | |
|-----------------|-------------|
| Cum Laude | 3.500-3.599 |
| Magna cum Laude | 3.600-3.749 |
| Summa cum Laude | 3.750-4.000 |

Associate Degree Candidates – Ineligible for Latin honors

Master Degree Candidates – Ineligible for Latin honors

NOTES:

- (1) Students who have declared academic amnesty during their academic career must meet the semester hour criteria with coursework completed after declaring amnesty.
- (2) Students who have earned a bachelor's degree from LHU and return for another degree must meet the semester hour criteria with coursework completed after earning the initial degree because the student's grade point average is restarted upon return.

Approved by President 04/09/2014 per Provost Wilson
BOG Policy 1989-01-A University Diplomas-amended April 9, 2015

Incomplete Grade Policy

Students who receive "Incomplete" grades for their coursework must make an arrangement with the instructor outlining what is required to complete the course. LHU will not permit students to graduate if any incomplete grades remain on the student's academic transcript.

At the end of the *4th week* of the next subsequent regular semester, the incomplete grade converts to an "E" for GPA calculations, assuming the student has not completed the assignments or the instructor has not turned in an alternate grade.

Faculty members may request that students complete work prior to the default period and turn in a change of grade form based upon the arrangement with the student.

Faculty may request an extension to the four-week deadline through the Registrar's Office. However, no extension may go beyond the last day of the semester in which the incomplete is to be completed.

Approved by President 04/09/2014 per Provost Wilson
(SSHE – System Academic Procedures – SA022A – June 2010)

Independent Study

The purpose of independent study is to permit outstanding students the opportunity to undertake advanced study in a specialized area not normally provided by regularly scheduled courses. To qualify, a student must have earned at least 30.0 semester hours and have a minimum grade average of 2.000.

Independent studies may not duplicate existing departmental courses, either in name or content, nor are independent studies available during the summer, except in the case of in-service teachers or other extraordinary situations.

The procedure for applying for an independent study is to confer with the faculty sponsor, complete an independent study application packet from the dean of the college providing the independent study and submit the completed application to the department chairperson, the student's adviser, the dean of the college providing the independent study, and the Vice President for Academic Affairs.

Evaluation of independent studies is the responsibility of the faculty sponsor and may include a written paper, an oral report, or other project materials appropriate to the nature of the study. Credit is variable (one to three semester hours) depending upon the nature of the study. Under normal circumstances, independent study projects will be of such length and complexity that they may be completed in one semester. Students desiring to do additional work on the problem, or to do a problem for the period of a year or more, must submit successive applications through the normal channels.

The final written report shall be submitted to the sponsor. The sponsor shall file the written report with the Office of the Vice President for Academic Affairs at the time that the grade is submitted.

https://myhaven.lhup.edu/ICS/icsfs/independent_study_application.pdf?target=7819d4da-9d50-4adc-916c-07f9cabff5a7

Individualized Instruction

Under certain prescribed conditions, students may take courses that are included in the university catalog but that are not being currently offered on an individual basis. A limited number of students are permitted to take an individualized instruction with the same instructor during the same semester. Application is made in the same manner as independent study.

https://myhaven.lhup.edu/ICS/icsfs/individualized_instruction_application.pdf?target=14f8d7df-1f40-46ce-a764-5b7c8a17fb8b

International Studies

http://www.lhup.edu/students/student_resources/international_studies/index.html

The Institute for International Studies (IIS), located in Ulmer Hall 200, offers study abroad opportunities to students of any major who have a minimum GPA of 2.5 and have earned at least 30 credit hours. With over 30 partner school locations on six continents (North America, South America, Oceania, Europe, Asia, and Africa), students can work with their academic advisers and the IIS staff to choose the partner school that best fits their academic needs and interests. Semester and year-long programs are based on a bed for bed exchange agreement with LHU's partners abroad. Students pay LHU tuition and fees and earn course credits as if they were on campus. Students are billed by the partner schools for room and board. Other international opportunities include faculty-led programs during Spring Break and summer, and student-teaching placements (Croatia, Mexico, Ireland, or Spain) for education majors.

Additional information is available from the Institute for International Studies located in Ulmer Hall 200 or at the above web link.

Internship Programs

An internship is any off-campus program for which college credit is awarded and which serves as a vehicle for providing adjunct practical experience related to on-going professional development at Lock Haven University. The university offers interested and qualified students an opportunity to participate in various internship programs which provide field experiences to supplement classroom learning. Internship information is available from the appropriate dean.

Qualified students must have completed 60 semester hours of credit and have a 2.5 GPA overall and in the major. Students may apply for a total of 15 semester hours of internship credit. These programs are not mandatory and may require additional justification for administrative approval.

https://myhaven.lhup.edu/ICS/icsfs/student_internship_application.pdf?target=2623dca7-f4b5-42f9-acdd-fbc05b3604b8

The Harrisburg Internship Semester (THIS)

The Dixon University Center at Harrisburg of the Pennsylvania State System of Higher Education sponsors a student internship each semester during the academic year for one outstanding student from each of the 14 System universities. The major purpose of the internship program is to provide students with an important practical experience and an enriching academic experience. Students are placed in offices where they participate directly in public policy formulation.

The internship experience is structured in the following way:

I. GNED369 Harrisburg Government Internship

This is the practical component of the internship experience, which includes the day-to-day work experience in a government position.

II. GNED369 Harrisburg Government Intern Project

One of the many advantages of studying in Harrisburg is the opportunity to develop direct knowledge of state politics and public policy development. The intern project component of the THIS project serves three purposes. First, it encourages students to focus their attention on a particular aspect of state government politics and policy making. Second, the requirement affords students an opportunity to develop an in-depth knowledge about that subject. Third, it gives the students the opportunity to develop skills in public research and preparing a formal written presentation.

III. POLI369 Seminar on Public Policy making in Harrisburg

The seminar meets one night per week at the Dixon University Center. This seminar explores policy making within the Harrisburg community by looking carefully at both the institutions which shape the state's political life and those individuals who play a major role in influencing institutional behavior. The seminar serves a two-fold purpose: first, to introduce students to concepts that will help them understand the political environment in which they will be working on a daily basis; second, to provide a focal point for integrating their various learning experiences in Harrisburg.

Prospective student interns are chosen in a process which is determined on each campus. The student intern must, at the time of appointment, have maintained at least a 3.0 quality point average in 45 undergraduate credit hours. A student may be chosen from any academic major and the credits from this program may be applied to any discipline at the approval of the appropriate department(s).

Liberal Arts Seminars

Liberal arts seminars in the areas of the humanities, social sciences, and natural and mathematical sciences provide a context to examine inter-relational aspects of knowledge and experience. Two seminars from different areas is required of all students majoring in any of the arts and sciences who are candidates for the Bachelor of Arts degree.

Through small group processes, assigned readings, informal conversations, and papers, seminar participants become involved in a cross-disciplinary environment in which each student is encouraged to develop informed insights and perspectives. Seminars focus on elements of history, culture, and science that influence the continuing development of human value systems and endeavors. The substance of a particular seminar includes

consideration of the manner in which knowledge is developed and the impact of particular knowledge on contemporary society and on life as it may be experienced in the future. NOTE: All liberal arts seminars carry the course number 328.

Major, Definition, Declaring or Changing

A major is the main field of study in an academic program. For baccalaureate degrees, the academic major (comprised of core and cognate courses) and general education are the two principal components of the degree. For master's degrees, the academic major (common core), concentration or specialization, and the capstone experience(s) are the principal components of the degree. Academic major can be a sequence of courses, activities, and/or experiences constituting a major field of study, culminating in a credit-based degree or certificate. (*PASSHE definition, 2012*)

Students should select a major as early as they are comfortable making the choice. They should also decide early whether to pursue the Bachelor of Arts or the Bachelor of Science degree. All students will be expected to have declared an academic major prior to the completion of the third semester (45.0 semester hours). Delay in declaring a major may result in spending additional time in completion of a degree.

All students should be aware that there is no assurance they will be able to declare any program they choose. Programs with limited capacity may be restricted or closed.

A student may petition for a change of academic major after having enrolled at LHU. The application will be reviewed with respect to selected aptitude and academic records, which are requested in support of the application. It must be understood that students accepted in a particular major at the time of admission to LHU are not eligible for automatic acceptance into another major within the university at a later date.

Majors, List of

A wide variety of majors is offered. A complete list is available under "Programs of Study."

Mid Semester Grades

At the designated time of each semester, faculty are to submit mid-semester grades via the student information system. Since mid-semester grading is not restricted to low grades, faculty are encouraged to provide all grades so that students are aware of their progress.

All students will be notified to review their academic record for mid-semester grades. Low grades (C-, D+, D, and E) will be e-mailed to the students.

Military Training, Credit for

Students who have completed courses, occupational experiences, and national examinations during military service shall receive credit for courses listed on the Army/American Council on Education Registry Transcript System (AARTS) and the Sailor/Marine American Council on Education Registry Transcripts (SMART).

To determine the value of learning acquired in military service and to award credit for learning, the American Council on Education (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services will serve as a guide.

Credit for military training will appear as transfer credit on the student's academic record.

Minor, Definition

A minor is an organized program of study that comprises the fundamental requirements of an academic major (core and cognate courses) equivalent to a minimum of 18 semester hours. As a secondary field of study, the academic minor should reflect a minimum of six credits of advanced standing coursework from the academic major. Exceptions to the advanced standing requirements may be granted on a case-by-case basis per request to the chancellor. (*PASSHE definition, 2014*)

Minors, List of

See Programs of Study

Pass-Fail Option

Each semester a student may be permitted to take one course outside the requirements of his/her major on a pass-fail basis and receive no letter grade in that course. The pass-fail option is limited to 6.0 semester hours in the General Education free elective category. Courses taken on a pass-fail basis are not used in computing a student's GPA.

Students must decide during the first 15 days of registration whether they wish to take the course on a pass-fail basis and, once decided, cannot change that decision. To take a course pass-fail, the student must complete a pass-fail form, available at the Registrar's Office or Clearfield Main Office.

If students repeat a course, they must take it on the same basis as they registered for it originally. Students should exercise extreme caution in choosing this option as employers and other schools frequently are reluctant to accept these grades.

The instructor will not be notified of students taking the course on a pass-fail basis and the Registrar's Office will translate final grades from a letter grade to a pass-fail grade.

Post-Baccalaureate Grade Point Average Calculation

The student's grade point average is "sealed" at the time of baccalaureate graduation. If a student returns for post-baccalaureate or for second degree work, then a new grade point average will be started.

This policy does not extend to an associate degree if the student continues to work toward a bachelor degree or another associate degree at the same institution.

Programs of Study**Major Areas of Study**

| Degree | Major | Concentration | College |
|---------------------|--|--|--|
| Bachelor of Science | Accounting | | Business, Information Systems & Human Services |
| Master of Education | Alternative Education | Instructional Technology | Liberal Arts & Education |
| Master of Education | Alternative Education | PreK-Grade 4/Early Childhood Education | Liberal Arts & Education |
| Master of Education | Alternative Education | | Liberal Arts & Education |
| Bachelor of Science | Applied Computer Science and Information Systems | Database & Network Administration | Business, Information Systems & Human Services |
| Bachelor of Science | Applied Computer Science and Information Systems | Interdisciplinary Computing | Business, Information Systems & Human Services |
| Bachelor of Science | Applied Computer Science and Information Systems | Mobile & Game Application Development | Business, Information Systems & Human Services |
| Bachelor of Arts | Art | | Liberal Arts & Education |
| Bachelor of Science | Athletic Training | <i>Students may be admitted to this program of study upon successful completion of the first two years at LHU.</i> | Natural, Behavioral & Health Sciences |
| Bachelor of Science | Biology | | Natural, Behavioral & Health Sciences |
| Bachelor of Science | Biology | Cellular-Organismal | Natural, Behavioral & Health Sciences |
| Bachelor of Science | Biology | DNA Analysis Methods | Natural, Behavioral & Health Sciences |
| Bachelor of Science | Biology | Ecology-Environmental | Natural, Behavioral & Health |

| | | | |
|----------------------|-----------------------------------|--------------------------------|--|
| | | | Sciences |
| Bachelor of Science | Biology | Marine Biology | Natural, Behavioral & Health Sciences |
| Bachelor of Science | Biology-Chemistry | | Natural, Behavioral & Health Sciences |
| Bachelor of Science | Biology-Chemistry | Medical Technology | Natural, Behavioral & Health Sciences |
| Bachelor of Science | Biology-Chemistry | Pre-dental | Natural, Behavioral & Health Sciences |
| Bachelor of Science | Biology-Chemistry | Pre-medical | Natural, Behavioral & Health Sciences |
| Bachelor of Science | Biology-Chemistry | Pre-pharmacy | Natural, Behavioral & Health Sciences |
| Bachelor of Science | Biology-Chemistry | Pre-veterinary | Natural, Behavioral & Health Sciences |
| Bachelor of Science | Business Administration | Entrepreneurship | Business, Information Systems & Human Services |
| Bachelor of Science | Business Administration | Finance and Economics | Business, Information Systems & Human Services |
| Bachelor of Science | Business Administration | International Business | Business, Information Systems & Human Services |
| Associate of Science | Business Administration | Management | Business, Information Systems & Human Services |
| Bachelor of Science | Business Administration | Management | Business, Information Systems & Human Services |
| Associate of Science | Business Administration | Management Info Systems | Business, Information Systems & Human Services |
| Bachelor of Science | Business Administration | Management Info Systems | Business, Information Systems & Human Services |
| Bachelor of Science | Business Administration | Marketing | Business, Information Systems & Human Services |
| Bachelor of Science | Chemistry | Forensic | Natural, Behavioral & Health Sciences |
| Bachelor of Science | Chemistry | Nanoscience | Natural, Behavioral & Health Sciences |
| Bachelor of Science | Chemistry | | Natural, Behavioral & Health Sciences |
| Master of Science | Clinical Mental Health Counseling | Child & Adolescent Counseling | Business, Information Systems & Human Services |
| Master of Science | Clinical Mental Health Counseling | General Individualized | Business, Information Systems & Human Services |
| Master of Science | Clinical Mental Health Counseling | Military-Veterans | Business, Information Systems & Human Services |
| Bachelor of Arts | Communication | Advertising & Public Relations | Liberal Arts & Education |
| Bachelor of Arts | Communication | Electronic Media | Liberal Arts & Education |
| Bachelor of Arts | Communication | Journalism | Liberal Arts & Education |
| Bachelor of Arts | Communication | Professional Communication | Liberal Arts & Education |
| Bachelor of Arts | Communication | Public Discourse & Performance | Liberal Arts & Education |
| Associate of Arts | Criminal Justice | | Business, Information Systems & Human Services |
| Bachelor of Science | Criminal Justice | | Business, Information Systems & Human Services |
| Bachelor of Science | Criminal Justice | Conservation Law Enforcement | Business, Information Systems & Human Services |
| Bachelor of Science | Disability Community | | Liberal Arts & Education |

| | | | |
|-------------------------------|--|--|--|
| | Service | | |
| Bachelor of Arts | English | Literature | Liberal Arts & Education |
| Bachelor of Arts | English | Writing | Liberal Arts & Education |
| Associate of Arts | Environmental & Sustainability Studies | | Natural, Behavioral & Health Sciences |
| | Exploratory Studies | | Business, Information Systems & Human Services |
| Bachelor of Arts | Foreign Language | French | Liberal Arts & Education |
| Bachelor of Arts | Foreign Language | Spanish | Liberal Arts & Education |
| Bachelor of Science | Geology | Applied Geology | Natural, Behavioral & Health Sciences |
| Bachelor of Science | Geology | Engineering Geology | Natural, Behavioral & Health Sciences |
| Bachelor of Science | Geology | Geography-GIS | Natural, Behavioral & Health Sciences |
| Bachelor of Science | Geology | Water and Environment | Natural, Behavioral & Health Sciences |
| Bachelor of Science | Health & Physical Education | Aquatics | Liberal Arts & Education |
| Bachelor of Science | Health & Physical Education | Coaching | Liberal Arts & Education |
| Bachelor of Science | Health & Physical Education | Sport & PE in Correction | Liberal Arts & Education |
| Bachelor of Science Education | Health & Physical Education | | Liberal Arts & Education |
| Bachelor of Science | Health Sciences | Applied Health Studies | Natural, Behavioral & Health Sciences |
| Bachelor of Science | Health Sciences | Athletic Training | Natural, Behavioral & Health Sciences |
| Bachelor of Science | Health Sciences | Community Health | Natural, Behavioral & Health Sciences |
| Bachelor of Science | Health Sciences | Physician Assistant | Natural, Behavioral & Health Sciences |
| Bachelor of Science | Health Sciences | Pre Physician Assistant | Natural, Behavioral & Health Sciences |
| Bachelor of Science | Health Sciences | Pre-physical Therapy | Natural, Behavioral & Health Sciences |
| Bachelor of Science | Health Sciences | Pre-physical Therapy 3+3 | Natural, Behavioral & Health Sciences |
| Bachelor of Science | Health Sciences | Pre-professional | Natural, Behavioral & Health Sciences |
| Master of Health Science | Health Sciences | Healthcare Management | Natural, Behavioral & Health Sciences |
| Master of Health Science | Health Sciences | Health Promotion/Education | Natural, Behavioral & Health Sciences |
| Associate of Applied Science | Healthcare Professions | | Natural, Behavioral & Health Sciences |
| Associate of Applied Science | Healthcare Professions | Healthcare Management | Natural, Behavioral & Health Sciences |
| Associate of Applied Science | Healthcare Professions | Social Services | Natural, Behavioral & Health Sciences |
| Bachelor of Arts | History | Public History | Liberal Arts & Education |
| Bachelor of Arts | History | | Liberal Arts & Education |
| Bachelor of Science | Interdisciplinary Studies | Option 1 (<i>Specialized program that requires review and</i> | Liberal Arts & Education |

| | | | |
|----------------------------------|---------------------------------|-----------------------------|---------------------------------------|
| | | <i>approval by a board)</i> | |
| Bachelor of Science | Interdisciplinary Studies | Option 2 | Liberal Arts & Education |
| Bachelor of Arts | International Studies | Global Economy | Liberal Arts & Education |
| Bachelor of Arts | International Studies | Human Geography | Liberal Arts & Education |
| Bachelor of Arts | International Studies | Humanities | Liberal Arts & Education |
| Bachelor of Arts | International Studies | International Relations | Liberal Arts & Education |
| Bachelor of Arts | International Studies | Latin American Studies | Liberal Arts & Education |
| Bachelor of Science | Mathematics | Actuarial Science | Natural, Behavioral & Health Sciences |
| Bachelor of Science | Mathematics | Biomathematics | Natural, Behavioral & Health Sciences |
| Bachelor of Science | Mathematics | | Natural, Behavioral & Health Sciences |
| Bachelor of Science in Education | Middle/Elementary Education 4-8 | Biology | Liberal Arts & Education |
| Bachelor of Science in Education | Middle/Elementary Education 4-8 | Geology | Liberal Arts & Education |
| Bachelor of Science in Education | Middle/Elementary Education 4-8 | Language Arts | Liberal Arts & Education |
| Bachelor of Science in Education | Middle/Elementary Education 4-8 | Language Arts-Biology | Liberal Arts & Education |
| Bachelor of Science in Education | Middle/Elementary Education 4-8 | Language Arts-Geology | Liberal Arts & Education |
| Bachelor of Science in Education | Middle/Elementary Education 4-8 | Math-Biology | Liberal Arts & Education |
| Bachelor of Science in Education | Middle/Elementary Education 4-8 | Mathematics | Liberal Arts & Education |
| Bachelor of Science in Education | Middle/Elementary Education 4-8 | Math-Geology | Liberal Arts & Education |
| Bachelor of Science in Education | Middle/Elementary Education 4-8 | Math-Language Arts | Liberal Arts & Education |
| Bachelor of Science in Education | Middle/Elementary Education 4-8 | Math-Social Studies | Liberal Arts & Education |
| Bachelor of Science in Education | Middle/Elementary Education 4-8 | Social Studies | Liberal Arts & Education |
| Bachelor of Science in Education | Middle/Elementary Education 4-8 | Social Studies-Biology | Liberal Arts & Education |
| Bachelor of Science in Education | Middle/Elementary Education 4-8 | Social Studies-Geology | Liberal Arts & Education |
| Bachelor of Arts | Music | Marketing | Liberal Arts & Education |
| Bachelor of Arts | Music | Popular Music/Jazz Studies | Liberal Arts & Education |
| Bachelor of Arts | Music | | Liberal Arts & Education |
| Bachelor of Fine Arts | Music | | Liberal Arts & Education |
| Associate of Applied Science | Nanotechnology | Applied Computer Science | Natural, Behavioral & Health Sciences |
| Associate of Applied Science | Nanotechnology | Earth Science | Natural, Behavioral & Health Sciences |
| Associate of Applied Science | Nanotechnology | Life Sciences | Natural, Behavioral & Health Sciences |
| Associate of Applied Science | Nanotechnology | Physical Sciences | Natural, Behavioral & Health Sciences |
| Associate of Science Nursing | Nursing | | Natural, Behavioral & Health Sciences |
| Bachelor of Science in Nursing | Nursing | | Natural, Behavioral & Health Sciences |

| | | | |
|----------------------------------|---|--------------------------|--|
| Master of Health Science | Physician Assistant | | Natural, Behavioral & Health Sciences |
| Bachelor of Science | Physics | Applied Physics Nanotech | Natural, Behavioral & Health Sciences |
| Bachelor of Science | Physics | Pre-Engineering | Natural, Behavioral & Health Sciences |
| Bachelor of Science | Physics | Traditional | Natural, Behavioral & Health Sciences |
| Bachelor of Arts | Political Science | Pre-law | Liberal Arts & Education |
| Bachelor of Arts | Political Science | | Liberal Arts & Education |
| Bachelor of Science in Education | PreK-Grade 4 / Special Education | | Liberal Arts & Education |
| Bachelor of Science in Education | PreK-Grade 4/Early Childhood Education | | Liberal Arts & Education |
| Bachelor of Arts | Psychology | | Natural, Behavioral & Health Sciences |
| Bachelor of Science | Psychology | | Natural, Behavioral & Health Sciences |
| Bachelor of Science | Recreation Management | Community-Commercial | Business, Information Systems & Human Services |
| Bachelor of Science | Recreation Management | Fitness Management | Business, Information Systems & Human Services |
| Bachelor of Science | Recreation Management | Outdoor Management | Business, Information Systems & Human Services |
| Bachelor of Science | Recreation Management | Therapeutic | Business, Information Systems & Human Services |
| Bachelor of Science in Education | Secondary Education-Biology/Special Education | | Natural, Behavioral & Health Sciences |
| Bachelor of Science in Education | Secondary Education-Chemistry/Special Education | | Natural, Behavioral & Health Sciences |
| Bachelor of Science in Education | Secondary Education-English/Special Education | | Liberal Arts & Education |
| Bachelor of Science in Education | Secondary Education-Earth Space Science/Special Education | | Natural, Behavioral & Health Sciences |
| Bachelor of Science in Education | Secondary Education-General Science/Special Education | | Natural, Behavioral & Health Sciences |
| Bachelor of Science in Education | Secondary Education-Math/Special Education | | Natural, Behavioral & Health Sciences |
| Bachelor of Science in Education | Secondary Education-Physics/Special Education | | Natural, Behavioral & Health Sciences |
| Bachelor of Science in Education | Secondary Education-Social Studies/Special Education | | Liberal Arts & Education |
| Bachelor of Science in Education | Secondary Education | Biology | Natural, Behavioral & Health Sciences |
| Bachelor of Science in Education | Secondary Education | Chemistry | Natural, Behavioral & Health Sciences |
| Bachelor of Science in Education | Secondary Education | Earth & Space Science | Natural, Behavioral & Health Sciences |
| Bachelor of Science in Education | Secondary Education | English | Liberal Arts & Education |
| Bachelor of Science in | Secondary Education | General Science | Natural, Behavioral & Health |

| | | | |
|----------------------------------|-----------------------|--|--|
| Education | | | Sciences |
| Bachelor of Science in Education | Secondary Education | Mathematics | Natural, Behavioral & Health Sciences |
| Bachelor of Science in Education | Secondary Education | Physics | Natural, Behavioral & Health Sciences |
| Bachelor of Science in Education | Secondary Education | Social Studies | Liberal Arts & Education |
| Bachelor of Science | Social Work | | Business, Information Systems & Human Services |
| Bachelor of Science | Sociology | Delinquent Youth Analysis | Liberal Arts & Education |
| Bachelor of Science | Sociology | Global Diversity | Liberal Arts & Education |
| Bachelor of Science | Sociology | | Liberal Arts & Education |
| Bachelor of Science | Sport Administration | | Business, Information Systems & Human Services |
| Master of Science | Sport Science | Sport & Exercise Psychology | Business, Information Systems & Human Services |
| Master of Science | Sport Science | Sport Administration | Business, Information Systems & Human Services |
| Bachelor of Fine Arts | Studio Arts | Graph-Online Interactive Design | Liberal Arts & Education |
| Bachelor of Fine Arts | Studio Arts | | Liberal Arts & Education |
| Master of Education | Teaching and Learning | Instructional Technology | Liberal Arts & Education |
| Master of Education | Teaching and Learning | PreK-Grade 4/Early Childhood Education | Liberal Arts & Education |
| Master of Education | Teaching and Learning | | Liberal Arts & Education |
| Bachelor of Arts | Theatre | | Liberal Arts & Education |

Minor Areas of Study

| Minor | College | Minor | College |
|--|--|---------------------------|--|
| Applied Computer Science & Information Systems | Business, Information Systems & Human Services | History | Liberal Arts & Education |
| Alternative Education | Liberal Arts & Education | International Studies | Liberal Arts & Education |
| Anthropology | Liberal Arts & Education | Leadership Studies | Natural, Behavioral & Health Sciences |
| Aquatics | Liberal Arts & Education | Latin American Studies | Liberal Arts & Education |
| Art History | Liberal Arts & Education | Mathematics | Natural, Behavioral & Health Sciences |
| Biology | Natural, Behavioral & Health Sciences | Middle School Mathematics | Natural, Behavioral & Health Sciences |
| Business | Business, Information Systems & Human Services | Nanotechnology | Natural, Behavioral & Health Sciences |
| Chemistry | Natural, Behavioral & Health Sciences | Philosophy | Liberal Arts & Education |
| Coaching | Liberal Arts & Education | Physics | Natural, Behavioral & Health Sciences |
| Community Health | Natural, Behavioral & Health Sciences | Political Science | Liberal Arts & Education |
| Dance | Liberal Arts & Education | Psychology | Natural, Behavioral & Health Sciences |
| Early Childhood Education | Liberal Arts & Education | Recreation Management | Business, Information Systems & Human Services |
| Economics | Business, Information Systems & Human Services | Sociology | Liberal Arts & Education |
| English | Liberal Arts & Education | Spanish | Liberal Arts & Education |
| Environmental & | Natural, Behavioral & | Special Education | Liberal Arts & Education |

| | | | |
|---|---------------------------------------|---|--|
| Sustainability Studies | Health Sciences | | |
| Fine Arts/Music | Liberal Arts & Education | Sport & Exercise Psychology | Business, Information Systems & Human Services |
| French | Liberal Arts & Education | Studio Art | Liberal Arts & Education |
| Geography | Liberal Arts & Education | Theatre | Liberal Arts & Education |
| Geoscience | Natural, Behavioral & Health Sciences | Women and Gender Studies | Liberal Arts & Education |
| | | | |
| College of Business, Information Systems and Human Services Dean – Dr. Stephen Neun Assistant to the Dean – Mr. Lucas Fanning Administrative Assistant – Ms. Ginny Snyder Akeley Hall 118 Phone: 570-484-2136 | | College of Natural, Behavioral and Health Sciences Interim Dean – Dr. Jonathan Lindzey Assistant to the Dean – Ms. Denise Shoemaker Administrative Assistant – Ms. Cheri Dolan East Campus J108 Phone: 570-484-2204 | College of Liberal Arts and Education Dean – Dr. Susan Rimby Assistant to the Dean – Ms. Kelly Hibbler Administrative Assistant – Ms. Tammie Allen Sloan 105-106 Phone: 570-484-2137 |

Repeat Policy

Visit the [Registrar's Office on the web](#) for more explanation and examples.

(This policy is effective for students entering LHU Fall 2014 or after.)

For Undergraduate Students:

Undergraduate students will be limited to a maximum total of six repeats.

A single course can be repeated a maximum of two times (shows on transcript maximum of three times).

The most recent grade (regardless of whether it is higher or lower) will be the grade used for the GPA calculation.

For Graduate Students:

Graduate students can repeat a single course for grade improvement only once.

Graduate students will be limited to a maximum total of two repeats across the program.

The most recent grade (regardless of whether it is higher or lower) will be the grade used for the GPA calculation.

Note: For Post Baccalaureate students, the Course Repeat Policy will be the same as the one for Graduate Students. That is, Post Baccalaureate students can repeat a single course for grade improvement only once with a limit of a maximum total of two repeats during the Post Baccalaureate career.

(SSHE – System Academic Procedures – SA022B – June 2010)

Requirements for Graduation

Ultimate responsibility for the successful completion of a degree program lies with the student; therefore, the student must know and observe the academic policies and regulations of the university and must meet the requirements for graduation. Students must work closely with an adviser in examining program and course requirements.

Reserve Officers Training Corps (ROTC)

See "Army Reserve Officers Training Corps (ROTC)."

Second Bachelor's Degree

Students who earn a bachelor's degree from another university (or return to LHU after completing a bachelor's degree) meet the general education requirements for the second bachelor's degree, unless the new major requires specific general education courses.

Students who transfer to LHU with a BA or BS degree and want to pursue a BA degree from LHU will not need to complete the seminars and language requirement.

Students who have earned a BS degree from LHU and return for a BA degree may request a waiver of seminars but should complete the foreign language requirement.

Students who have earned their bachelor's degree from another university can be identified in the following ways:

1. A note will appear on the degree audit.

General education requirements met by previously earned bachelor's degree (college). Specific general education courses required by the student's selected major may need to be met. Students should check with adviser or major department chairperson.

2. A comment will appear on the student's transcript. Unfortunately it does not show on the web academic record.

Earned bachelor's degree from (college), (date)

3. All courses presented for transfer will be evaluated and added as transfer coursework. They may not complete LHU's general education requirements on the degree audit; however, they are intended to satisfy the requirements unless the student's major has specific general education requirements. (Prior to 2008 these credits were posted as GNED489 General Education Requirements 52.0 semester hours.)

4. Degree audit will use all courses, whether completed as part of the first degree or as part of the second degree, being applied to the requirements to compute the grade point average on the audit. This grade point average will not match the GPA on the academic record, nor is it the official GPA.

Students who have earned their bachelor's degree from LHU will have their cumulative grade point average restarted upon their first semester of returning to LHU after completing the first bachelor's degree. The cumulative grade point average on the student's academic record is the official GPA. Degree audit will calculate a GPA based on all courses being evaluated for progress toward degree.

Simultaneous Degree Completion

Undergraduate Students:

The common standard will be to require a 150-credit minimum for completion of simultaneous degrees.

Students meeting all of the requirements of two majors with less than 150 credit hours can obtain a double-major. In the case of a double major, if the two majors involve multiple degree designations (e.g., B.A. in English and B.S. in Psychology), the student will have the option to select the degree designation that appears on the transcript and diploma.

Graduate Students:

For awarding two simultaneous graduate degrees at least 12 hours will be required beyond the minimal credit requirements for the degree program with the most required credits.

Student Responsibility for Academic Programs

Ultimate responsibility for the successful completion of a degree program lies with the student; therefore, the student must know and observe the academic policies and regulations of the university and must meet the requirements for graduation. Students must work closely with an adviser in examining program and course requirements.

Study Abroad

Study abroad information is available from the Institute for International Study located in Ulmer Hall 200 and on the web at http://www.lhup.edu/students/student_resources/international_studies/study_abroad/index.html.

Syllabus

A syllabus is a schedule of course events and requirements that is given to student in each class. The syllabus outlines what the class will cover, when homework is due, when exams and finals are scheduled, and includes expected student learning outcomes. It also includes the contact information for the instructor and office hours.

Transfer Credit

Lock Haven University accepts credits from regionally accredited colleges and universities.

Regional accreditations include the following:

- Middle States Association of Colleges and Schools
- Northwest Commission on Colleges and Universities
- North Central Association of Colleges and Schools
- New England Association of Schools and Colleges
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges

Credits from either non-accredited institutions or institutions not accredited by the above will be reviewed for possible acceptance upon receipt of a course syllabus and through the Transfer Credit Appeal process (see Transfer Credit Appeal at the end of this document).

Courses from non-US institutions must be evaluated by World Education Services (WES; phone 212-966-6311) with a copy of the evaluation sent to LHU for a review of possible credit transfer.

LHU complies with the [PASSHE Academic Passport Policy](#) and the [Pennsylvania statewide transfer and articulation requirements](#).

Evaluation

All courses presented for transfer will be reviewed by the Registrar's Office and posted to a student's academic record if they meet LHU criteria.

Credit for a specific course matching the goals, objectives, outcomes, and credit hours of an LHU course will be awarded. If there is no specific course at LHU but there is sufficient academic content in a course, elective credit will be awarded either in the discipline of the transfer course or for general education.

Only courses in which a grade of "C" (2.0) or higher is earned will be transferred. (See exception related to PASSHE Academic Passport Policy below.)

Exclusions

Courses which generally do not transfer include, but are not limited to, vocational courses, technical, remedial/developmental courses, and theological courses.

Courses graded on a pass/fail basis do not transfer.

Credits earned by examination at other colleges will not transfer.

Courses in which a student receives a grade of "D" or better at LHU may not be repeated elsewhere for a higher grade and transferred back to LHU. Only new coursework and failed ("E" grade) LHU courses may transfer.

Calculations

Transfer grades are not included in the computation of LHU grade point averages. (See exception related to PASSHE Visiting Student Policy below.)

Transfer credits are used for total hours toward graduation requirements.

Credits for courses from institutions that operate on a quarter-hour system will be converted to semester hours by multiplying the quarter hours by .667.

Limitations

There is no minimum or maximum number of credits which will transfer.

For an undergraduate degree, at least 50% of a student's major credits must be taken from LHU. *Some programs may have stricter requirements.*

For a graduate degree, at least 2/3 of the credits meeting program requirements must be taken from LHU. *Some programs may have stricter requirements.*

For an undergraduate degree, at least 30 semester hours of the student's last 45 semester hours must be taken from LHU. *Some programs may have stricter requirements.*

There is no "age limit" on courses. However, if a department feels there has been significant content change, a student may be required to forfeit the transfer credit and take the course at LHU.

Credit for Experiential Learning

LHU awards credit for CLEP and AP exams based on the exam and the percentile/grade earned.

https://myhaven.lhup.edu/ICS/Registrar/Transfer_Credit_Information.jnz

LHU awards credit for military experience using the American Council on Education (ACE) Guide to the Evaluation of Educational Experience in the Armed Services as a guide.

Transfer Credit Appeal

Lock Haven University provides students with the opportunity to appeal how courses have transferred (or were not evaluated for transfer entirely).

1. Complete the [Transfer Credit Appeal](#) form.
2. Attach a course description/syllabus to the completed form. Submit the information to the department chairperson of the department in which the course is offered.
3. The department chairperson will review the course description/syllabus and provide to the Registrar's Office a recommendation for a change in the course equivalency or indicate the original equivalency is accurate.

Undergraduate Enrollment in Graduate Courses

Undergraduate students meeting the following criteria may enroll in graduate courses for graduate credit.

The student must:

- Be in the last semester of the Bachelor's program and eligible for graduation at the completion of the semester.
- Be in Good Academic Standing with a minimum 3.0 GPA
- Apply to the graduate program and be provisionally accepted.
- Restrictions -- Registration is limited to a maximum of 6.0 graduate credits; the graduate credits will not be counted toward requirements needed for the Baccalaureate degree.

Visiting Student Program, Pennsylvania State System of Higher Education (PASSHE)

A. Purpose

1. To facilitate undergraduate student enrollment at institutions of the Pennsylvania State System of Higher Education to take advantage of courses available across the System, without loss of institutional residency, eligibility for honors or athletics, or credits toward graduation at the home institution.

B. Standards

1. The student must be matriculated at the home university with a minimum of 12 college-level credits and be in good academic standing.
2. Students may take a maximum of 24 credits via the Visiting Student Policy.
3. The student who presents evidence of good standing at the home university will be allowed to register for courses at other PASSHE universities. The visiting student priority level for registration will be determined by each university.
4. All credits and grades accrued at other PASSHE universities shall be accepted in full by the home university and thereafter treated as home university credits, residency, and grades.
 - a. It is the responsibility of the student to work with the student's adviser at the home institution regarding applicability of credits towards graduation requirements at the home institution consistent with PASSHE procedures.
 - b. It is the responsibility of the student to complete the Visiting Student Notification Form and submit to the home institution prior to enrolling in courses at another PASSHE institution.
 - c. Students cannot use the Visiting Student Program to repeat courses.
 - d. Students cannot use the Visiting Student Program for internship or practica that are required for licensure or certification without the express written permission of their appropriate university officials at the home university and placement availability at the requested institution.
5. The student shall register at, and pay tuition and fees to, the State System University visited. A student wishing to divide a course load between two institutions during the same term shall register and pay appropriate tuition and fees at both universities.
6. The Office of the Chancellor will work with universities to establish and publish procedures to identify visiting students such that financial aid, residency, eligibility for honors, eligibility for athletics and credits to graduation are assured.

https://myhaven.lhup.edu/ICS/icsfs/Application_for_Visiting_Student_Status.pdf?target=b60caf6b-ce24-4282-a6e9-4c564bbee212

Waivers, Course

Course waivers will be recorded on the academic record. Students do not earn credit for a course that has been waived; however, the waiver will complete the requirement on a degree audit. Students are responsible for completing the minimum hours required for a degree. Waivers do not appear on official transcripts.

Warning/Probation/Suspension/Dismissal-Academic-Undergraduate

Students who are on academic warning, probation, or suspension will be monitored and supported up to six semesters at LHU prior to dismissal.

Warning: First semester freshmen, or first semester transfer students, whose GPA is below a 2.2 but above 0.000 will receive a warning letter and a copy of the Academic Probation, Suspension, and Dismissal Policy at the conclusion of their first semester. Any student on warning status will be required to work with the AIP Coordinator and/or the student's academic advisor, to develop an appropriate Academic Improvement Plan (AIP), analogous to a fully developed AIP required of students on probation, including but not limited to workshops, use of tutoring center, and progress reports as deemed necessary.

Probation: After the completion of two semesters at LHU, the student whose GPA falls below a 2.0 will be placed on Academic Probation. While on probation, a student must work with the AIP Coordinator, in consultation with the academic advisor, to develop an Academic Improvement Plan (AIP). The student will meet with the AIP Coordinator to review and sign the AIP; the AIP Coordinator will also sign and will send a copy to the student's academic advisor. The student will be responsible for completing the AIP. The AIP Coordinator will monitor the student's progress in adhering to the plan. The plan should include the following:

1. Credit limit: Full-time students on probation will be restricted to a maximum of 12 credits unless they are repeating a course. Students who are repeating a course will be limited to 15 credits.
2. Courses to be completed: Students should repeat courses with E grades. Repeating courses with E grades is the most effective way of raising a GPA. Students receiving financial aid should contact the Financial Aid Office about the impact of repeating courses on their financial aid packages. *Please note the PASSHE Repeat Policy limiting the number of times this option may be exercised.
3. Weekly class attendance monitoring sheet.
4. Participation in use of tutoring center, structured semester program, mandatory study sessions, and other support services

A student on probation must earn a minimum of a 2.0 semester GPA or face suspension. Students on probation may not enroll in condensed courses of less than five weeks in length. Students on probation may enroll in summer classes that are five weeks or longer in length; however, academic standing for the purposes of probation will only be determined at the conclusion of the fall and spring semesters. If after two consecutive semesters on probation the student does not have a 2.0 Cumulative GPA, s/he will face suspension from the University.

Suspension: If after four semesters of coursework (including two semesters of probation) the student does not have a cumulative GPA of a 2.0 or higher, s/he will be suspended from the University for one full semester (either fall or spring). A student may appeal the suspension if extenuating circumstances are considered to be impacting the student's performance. In consideration of the appeal, the University will determine if it is mathematically possible for the student to earn a Cumulative GPA of 2.0 if two additional semesters of probation are granted. In cases where it is determined that a student will not be able to earn a 2.0 GPA if given two more semester of coursework, the student's appeal will be denied. Any student who is readmitted will be placed back on probation for two additional semesters. The student must achieve a semester GPA of 2.0 at the completion of the first additional probation semester and a cumulative GPA of 2.0 at the completion of the second additional probation semester. Students who do not meet these conditions will be dismissed.

Students granted two additional semesters of probation must meet with the AIP Coordinator and complete an AIP. (See Probation)

Dismissal: Unless extenuating circumstances exist that warrant a retroactive withdrawal (see University Withdrawal Policy), any first year student earning a 0.00 GPA at the conclusion of the first semester at LHU, will be dismissed from the University. A student who has been suspended and then readmitted must earn a 2.0 GPA during the first semester upon return or face dismissal from the University. Any student who has been dismissed from the University must sit out for two academic years. A dismissed student may request readmission after two years (readmission form). Students must complete productive activities, such as college coursework at another campus, during the time away from Lock Haven to strengthen their readmission application. Any readmitted student will be placed on academic probation and must meet with the AIP Coordinator and complete an AIP. (See Probation)

Withdrawal from Courses

During the first five weeks of the semester students may exercise the option to withdraw from one or all classes without any grading penalty ("E" grades). Students who formally withdraw from a course after the 5th week of a semester and before the 11th week (after the 1st week and before the 4th week of a five-week summer session) will be assigned a grade of either WP or WF by the instructor. Although the WP or WF will continue to appear on the academic transcript, neither grade will raise or lower the student's semester or cumulative grade point average.

During the final five weeks of the semester, withdrawal will be with academic penalty ("E" grade) except when withdrawing from the university (see *University Withdrawal Policy*) with medical documentation.

Withdrawal Policy, from the University

A student who is registered in courses for any semester or summer session is considered an enrolled student to receive grades and to be assessed tuition, fees, and any other applicable charges.

Students who are unable to attend classes or complete the semester for any reason must request a withdrawal from the university by contacting the Associate Provost for Enrollment Management, Ms. Tyana Lange, Ulmer Hall 214, phone 570-484-2905, or email tsl400@lhup.edu.

Effective Date

The effective date of the withdrawal is the date which is verified by the Associate Provost for Enrollment Management as the last date of class attendance.

The effective date of the withdrawal will determine the grade to be recorded on the academic record and the amount of tuition, fees, and other charges to be refunded, if applicable. Refunds will be processed according to the university's refund schedule.

Deadline

The deadline to withdraw from the university without academic penalty is on the academic calendar, for an academic semester usually the first through fifth week of classes. Withdrawing after this published date will be with academic penalty, "E" grades.

University withdrawals will not be processed retroactively. Therefore, it is important for the student to contact the university upon deciding to discontinue enrollment.

Students who do not officially withdraw will receive failing grades and be responsible for all financial obligations.

Medical Withdrawals

In the event of a serious medical condition, a medical withdrawal may be requested. Documentation from a medical professional will be required after the fifth week of enrollment in order to avoid failing grades. If a medical withdrawal is granted, "W" grades will be awarded. A medical withdrawal does not imply forgiveness of charges. A student who incurs charges will be subject to the published refund schedule.

Medical withdrawals must be requested immediately but no later than thirty (30) days after the close of the semester in which the student seeks medical attention.

Students Called to Active Military Duty

Students who are called to **active** duty (confirmed by official military orders from the President of United States or the Governor of the Commonwealth of Pennsylvania, reference BOG Policy 1983-19-A) should contact the Associate Provost for Enrollment Management immediately in Ulmer Hall 214, phone 570-484-2905 or email tsl400@lhup.edu.

In some cases, a student may have completed a sufficient part of his courses to be able to receive grades or incompletes rather than withdrawing. The student must decide whether he/she will attempt to complete the courses or withdraw completely from the semester/session. If the student chooses a complete withdrawal, the entire semester will be removed from his/her record. This decision is binding.

Military withdrawals are to be requested immediately upon receipt of orders but no later than thirty (30) days after the close of the semester in which the student receives orders.

Withdrawal from Web-Based Courses

The last date of attendance for a web-based course will be provided by the Office of Distance Education. All activity in a web-based course will be considered (i.e. reviewing the syllabus, participating in discussions/chats, submitting assignments, completing a quiz or exam, etc.)

Refund Schedule

No withdrawal, including a medical withdrawal, implies forgiveness of financial obligations. A student who has incurred charges will be subject to the published refund schedule.

The university's refund schedule is available at <http://www.lhup.edu/students/studentaccounts/>.

Withdrawal Appeals

Any appeal related to a withdrawal must be submitted in writing to the Registrar within ten days of notification of action. Appeals will be reviewed by a committee consisting of the Registrar, Director of Financial Aid, and the Associate Provost for Enrollment Management. If the committee is unable to reach a decision, the issue will be forwarded to the Vice President for Academic Affairs.

CLEARFIELD CAMPUS

www.lhup.edu/Clearfield

The LHU Clearfield Campus is the RIGHT SIZE and RIGHT FIT for many students. Our classes are the right size and taught by highly skilled faculty who are committed to the success of our students, as they strive for academic excellence. The staff is also dedicated to helping our students prepare for their futures. Here you will get the individual attention and support that you need to excel in your chosen field of study. As the most affordable University in the region we will provide a significant return on your investment.

The LHU Clearfield Campus is located in the small, friendly, and supportive community of Clearfield, along the Susquehanna River, about 60 miles west of Lock Haven University. The campus includes comfortable classrooms with state of the art technology, an extensive library, computer labs, bookstore, and on-campus housing . . . everything you need for a quality educational experience. The campus is fully wired with a fiber-optic network that allows easy internet access, e-mail, file sharing, computer programs, specialized applications, and the on-line card catalog at the Lock Haven campus library. In addition to serving traditional-aged students, we also offer evening coursework that is convenient for working adults.

There is plenty to do outside the classroom and our students are encouraged to get involved! The Student Leadership Center facilitates many student activities, including pizza parties, bowling, bus trips to various cities, theme parties, ice cream socials, movie nights, and events to engage the community. The campus walking trail provides students and community members an opportunity to take advantage in outdoor exercise. Additionally, all of our students receive a membership to the Clearfield YMCA. We encourage you to visit our website at www.lhup.edu/clearfield .

The LHU Clearfield Campus offers the following degree programs (<http://www.lhup.edu/Clearfield/Majors/index.html>):

Associate of Science/Business Administration

Concentration in Management:

Students are able to attend either full-time or part-time while taking both day and evening courses. The program is made up of traditional and non-traditional students. All coursework can be applied towards the Bachelor's degree in Management offered at Clearfield campus or at the main campus of Lock Haven University. Students completing the A.A.S. in Management will be better prepared for entrepreneurial endeavors, office promotions in their current careers, or additional management opportunities.

Associate of Arts/ Environmental and Sustainability Studies

The Associate of Arts (AA) degree in Environmental and Sustainability Studies will combine ideas and methods from a variety of disciplines, including environmental studies, social sciences and humanities to prepare graduates for careers in multiple industry sectors, and to create pathways for further study in fields in which sustainability is especially relevant. Graduates would be prepared for such careers as Environmental Education Specialist, Ecological Program Specialist, Environmental Trainee, Geologic Trainee, Oil and Gas Inspector, Forestry Worker Supervisor, and Healthcare Sustainability Specialist.

Associate of Applied Science/Healthcare Professions

The Associate of Applied Science in Healthcare Professions program is a flexible design, which can prepare students with a healthcare background to have a better understanding of the healthcare system in America, to be better prepared to meet changes in the healthcare system in American society and to gain a fundamental understanding of the process of setting and accomplishing goals through the use of appropriate resources. Tracks include: Academic, Certification, Healthcare Management, and Social Services

Associate of Arts/Criminal Justice

This two-year program will prepare students for careers in law enforcement, corrections and government. The program emphasizes critical thinking, creative problem solving, ethical decision-making and support for an understanding of constitutional protections for the people of the United States. Students will receive a comprehensive understanding based upon courses in law enforcement, corrections, social problems, juvenile delinquency, and racial and ethnic studies.

Associate Science/Nursing (RN)

Students are instructed in the theory and clinical aspects of patient care and are prepared to sit for their RN licensure exam following successful completion of the program. Several hospitals and agencies are utilized in order to provide a variety of clinical experiences for our students. Advanced placement is also available for eligible L.P.N.s. This demanding program prepares students and a highly rewarding career in healthcare and provides a seamless transition to our RN to BSN program. The program is accredited by ACEN (Accreditation Commission for Education in Nursing, Inc.).

Bachelor of Science/Degree Completion Program - RN to BSN

The BSN program provides upper division opportunities facilitating mobility of graduates from Associate Degree and diploma programs, allowing them the opportunity to enhance their education and career options. The primary goal is to function in a variety of settings: providing care of the sick in and across environments; participating in, planning, implementing and evaluating activities and programs to promote health; and facilitating population-based health care. The program is designed to build on the student's knowledge and experience as a registered nurse, enhancing skills in critical thinking, case management, and leadership roles. The program is accredited by ACEN (Accreditation Commission for Education in Nursing, Inc.).

Bachelor of Science/Applied Health Studies Track

The Applied Health Studies Track is a degree completion program for individuals who are certified, licensed or registered in a healthcare profession. These individuals will have graduated from an accredited healthcare program (i.e. medical radiology, occupational therapy assistant, surgical technology, etc.) and have earned an associate's degree. After graduation, many of these students have a desire to continue their education and earn a bachelor's degree. The purpose of the Applied Health Studies Track is to prepare the student to grow as a professional and assume a position in healthcare leadership.

Bachelor of Science/Business Administration

Concentration in Management:

Managers are needed in every organization to plan, organize, lead and control human and other resources to achieve organizational goals. All organizations need people with strong communications skills who can lead a team, think logically, and be decisive. By studying management students will not only develop competencies in areas such as accounting, computers, economics, business law, management and marketing, but will also develop effective interpersonal skills, be exposed to diverse business environments, advance decision making skills, and cultivate entrepreneurial thinking. Management skills can be applied to such areas and industries as supervisor/management; human resources; production; marketing; organizational behavior; international; small business; government; healthcare; hospitality; retail; banking; education, and many more.

Concentration in Entrepreneurship:

In this concentration, you will learn the skills necessary to launch your own full or part-time business. You can even launch all or part of it while in school and utilize the free services of LHU's Nano-Incubator. Courses include Entrepreneurship, Small Business Management, Human Resources Management, International Business, and Behavioral Pricing.

Bachelor of Science / Criminal Justice

Students pursuing a degree in Criminal Justice at Lock Haven University will develop knowledge of issues in the field of criminal justice through a balanced presentation of student learning and program objectives to include; 1) knowledge of the nature and causes of crime and deviance; 2) knowledge of the history and practices of the major organizational systems in criminal justice; and 3) the ability to analyze and critique emerging research and current trends in criminal justice. Students complete a core set of required courses covering all components of the criminal justice system. Learning opportunities are enhanced in the curriculum with topic specific elective courses and a variety of experiential learning opportunities.

Continuing Education

The LHU Clearfield Campus offers non-credit certificate courses through the LHU Workforce Development and Continuing Education division. Many of these programs prepare students for national certifications that can then apply to our degree programs. Please contact the Clearfield Campus (814-768-3405) for additional information.

GRADUATE PROGRAMS

Additional information about Lock Haven University's graduate program, including admissions, contacts, costs, financial aid, and program requirements can be found at <http://www.lhup.edu/graduatestudies/>. LHU offers the following programs at the graduate level.

Master of Education: Alternative Education (100% On-line Delivery)

The goal of the Alternative Education program is to prepare graduate students with the knowledge and skill base required to work with at-risk youth in non-traditional school settings. Teachers, social workers, counselors, and administrators in alternative settings, correctional settings, urban schools and regular education settings will find the Master's program to be an asset in their work and of value to the students they serve.

Master of Education: Teaching and Learning (100% On-line Delivery)

The Master of Education in Teaching and Learning, aligned with the National Board for Professional Teaching Standards (NBPTS) and fully accredited by the National Council for the Accreditation of Teacher Education (NCATE)/Council for the Accreditation of Education Preparation (CAEP), is designed to provide in-service teachers and other education professionals with an opportunity to enhance their knowledge of instructional design, assessment, classroom management and technology integration. Courses include activities for Education professionals to develop reflective practice skills through action research within the classroom.

Early Childhood Director Credential (100% On-line Delivery)

The Director Credential is designed for directors and administrators of early childhood and school-age programs in Pennsylvania that are part of the Keystone STARS program. Graduate courses in Early Childhood Education at Lock Haven University can be taken to complete this Credential. Lock Haven University offers five 100% online graduate courses in Early Childhood Education. Students pursuing the Director Credential take one required course and two electives (9 credits) to apply toward the Credential.

Master of Health Science with Concentrations in (1) Healthcare Management and (2) Health Promotion/Education (100% On-line Delivery)

This 36 credit program can be completed in one-year with full time enrollment or two-years with part-time enrollment. Health Science is broadly defined as the study and research of selected components of health and healthcare. The Master of Health Science is an advanced degree in the area of Health Science which focuses on the study and research of health and healthcare in areas such as health promotion/education, healthcare administration and leadership, as well as current issues in Health Science. Significant areas of study in the MHS degree include assessment, planning, leadership, and evaluation of health programs. Students typically utilize the MHS degree in a variety of healthcare settings including the Healthcare Systems, the American Cancer Society, and Departments of Health.

Master of Health Science: Physician Assistant (Face to Face & Distance Delivery)

The 24 month program leads to a Masters of Health Science Degree and a certificate as a Physician Assistant. With locations at the Lock Haven University Main Campus, and three branch locations (Clearfield Campus of LHU, Charles Cole Hospital - Coudersport, and the Dixon University Center – Harrisburg) via distance education (Internet TV delivery), the LHU program offers students a high quality affordable educational experience. In addition to the core Physician Assistant education, students concentrate their studies on the care of rural and or underserved populations or corrections medicine.

Master of Science: Sport Science with Concentrations in (1) Sport Administration and (2) Sport and Exercise Psychology (100% On-line Delivery)

The Master of Science in Sport Science is a 30 credit fully online graduate program for those who wish to pursue sport related careers. Graduates of the Sport Administration track are prepared for careers ranging from marketing, sales and sponsorship to event planning and facility management in professional, amateur, educational and community sport settings. Having examined how psychological factors influence sport performance and physical activity participation and how sport and physical activity involvement affect psychological well-being, graduates of the Sport and Exercise Psychology track are prepared to help athletes and others achieve optimal performance.

Master of Science: Clinical Mental Health Counseling with Concentrations in (1) Children and Adolescent Counseling (2) Counseling Veterans and their Families, and (3) General Clinical Mental Health Counseling (100% On-line Delivery)

The MS in Clinical Mental Health Counseling (CMHC) is an online 60 credit degree program that is designed to be consistent with the requirements for licensure as a professional counselor in Pennsylvania (049 PA Code § 49.13) and to fulfill the accreditation requirements of the Council for Accreditation of Counseling and Related Educational Programs (CACREP), the primary accrediting body in the professional counseling field.

The program will educate students to provide therapeutic interventions to a diverse population across the spectrum of cognitive, emotional and behavioral disorders. The program will provide opportunities for students throughout the Commonwealth to become eligible for licensure to practice counseling independently or as members of interdisciplinary teams in Pennsylvania and nationwide. Upon graduation from the program, you will be license eligible and ready to fulfill the remainder of the Pennsylvania state requirements for licensure as a counselor. The program is consistent with other state licensure codes and a non-Pennsylvania student may be license eligible in another state as a counselor. Students seeking licensure outside of Pennsylvania must contact their state licensing boards for requirements.

GRADUATE PROGRAM POLICIES

Academic Advising/Advisors

Academic advising varies by program.

Academic Amnesty

Not applicable at the graduate level.

Academic Honesty Policy

PREAMBLE

Lock Haven University endeavors to promote an appreciation of the values of fairness and intellectual honesty and to establish a climate of academic freedom within which students learn. Any breach of trust may undermine academic freedom and diminish the integrity of the University's mission. The University has established means of discouraging academic dishonesty and has established procedures to protect every student's right to fair treatment and due process.

Instructors share the expectation that students demonstrate their mastery of subject matter in an honorable and straightforward manner. Violations of ethical norms are very serious.

POLICY

Lock Haven University forbids academic dishonesty. Students who commit acts of academic dishonesty shall be subject to the sanctions outlined below. This policy applies to all students registered at Lock Haven University during or after their enrollment. Students may contest only (1) whether or not academic dishonesty has occurred or (2) whether a penalty was given capriciously.

RESPONSIBILITIES OF INSTRUCTOR

Instructors are encouraged to include a statement regarding academic dishonesty in the course outline. Faculty members have the right to investigate any circumstances that may constitute violations of academic honesty.

RESPONSIBILITIES OF STUDENTS

Students who do not participate the first day of classes must seek out a copy of the course outline. Students must meet the time deadlines outlined in this policy or forfeit the opportunity to appeal the decision. As members of the University community, students share the responsibility for promoting and maintaining academic integrity. A student who becomes aware of an act of academic dishonesty by another student should bring this information to the attention of the instructor.

Either the instructor or student may initiate a charge of academic dishonesty.

DEFINITIONS

An act of academic dishonesty involves fraud, deceit, or misrepresentation in attempting to obtain academic credit or influence the grading process by means unauthorized by the course instructor or inconsistent with University policy. Academic honesty is breached when a student willfully gives or receives assistance not authorized in course work, and/or who intentionally fails to adhere to, or assists others in failing to adhere to, the University policy on academic honesty.

Academic dishonesty includes, but is not limited, to the following:

1. Plagiarism. The definition of plagiarism for purposes of Lock Haven University policy is as follows: At one extreme, plagiarism is the word-for-word copying of another's writing without enclosing the copied passage in quotation marks and identifying it in a proper citation. At the other end of the spectrum, plagiarism is the casual inclusion of a particular idea or term which one has obtained from another's writing or speaking, and which is presented as one's own opinion or idea. Within the broad spectrum, plagiarism may include weaving into the text random writings of others without proper identification of the sources. It is also the paraphrased and abbreviated restatement of the analysis and conclusions of another, without the due acknowledgment of the author's text as the basis for recapitulation. Plagiarism also includes, but is not limited to, "the wrongful appropriation, in whole or part, of another's literary, artistic, musical, mechanical, technical, or computer program composition."
2. Receiving and/or providing unauthorized assistance for and during examinations.
3. Using unauthorized notes, materials and devices during examinations.
4. Presenting material research prepared by others, including commercial services, as one's own work in fulfilling course requirements.
5. Collusion with others in attempting to circumvent course requirements.
6. Making fraudulent statements or claims to gain academic credit or influence grading.
7. Attempting to bribe faculty or other University personnel in order to gain academic advantage.
8. Securing or possessing course examination material prior to the administration of the examination from the instructor or proctor without the consent of the instructor.
9. Taking an examination or course on another's behalf or arranging for another to take an examination or course on one's behalf.
10. Altering transcripts and misusing other records and identification material.
11. Intentionally falsifying or arbitrarily inventing research and data to be presented as an academic endeavor.

PROCEDURE FOR HANDLING AN INCIDENT INFORMALLY

When an instructor observes a student engaging in an act of academic dishonesty, such as testing irregularities, the instructor has the authority to confiscate the materials at that time and place, and inform the student that the student is required to make an appointment with the instructor to discuss the alleged incident. During that meeting between instructor and student, the instructor shall inform the student of the accusations against him or her. The accuser shall have thirty calendar days to notify the student of the allegations. In the event an incident occurs at the end of the spring semester, the thirty-day notification may apply to the following semester/session, with the consensus of all parties. If no consensus exists, the Vice President for Academic Affairs or designee will decide whether or not to carry over the action. If an instructor believes a student has engaged in an academically dishonest act outside the classroom, such as plagiarism, then the instructor shall so inform the student in a discreet, confidential manner.

In cases of academic dishonesty, the instructor may elect to implement a sanction that can be given within the confines of the course. If that sanction is not acceptable to the student, or if an instructor feels that more severe sanctions should be implemented, either party may initiate the procedures detailed below. In most instances, the final decision on a grade rests only with the instructor.

Should the student feel that the sanction is not acceptable, he/she may implement the following process:

- The student first notifies the instructor of his or her dissatisfaction in writing. This must be done within ten days of the implementation of the sanction. The instructor must respond in writing within 10 days.
- If dissatisfied with the instructor's response, the student should submit in writing a statement of his or her dissatisfaction to the department chairperson and to the faculty member within 10 days.
- The chairperson may attempt to work out a solution acceptable to both the student and the instructor within 10 days.
- If the chairperson suggests a solution, the proposed solution should be discussed first with the instructor, who must approve it prior to the solution being offered to the student.
- If the instructor will not accept the chairperson's proposal, the chairperson then informs the student that no resolution is possible.
- If a student is dissatisfied with the department chairperson's response, the student must:
 - a. initiate the formal process;
 - b. give oral notification to the instructor of his/her dissatisfaction with the solution; and
 - c. submit a written statement about his/her dissatisfaction to the department chairperson.
- Notification must occur within ten days of the chairperson's response.

Should the instructor feel that an act of academic dishonesty warrants a more severe sanction than can be given within the confines of the course, the instructor retains the right to submit the evidence to the Vice President for Academic Affairs or a designee with recommendations for further sanctions. The instructor must also inform the student of his/her action in a discreet, confidential setting such as the instructor's office.

FORMAL RESOLUTION PROCESS

The formal process may be initiated by either the instructor or the student by submitting in writing a complaint to the Vice President for Academic Affairs. Once the Vice President for Academic Affairs or designee determines the actual charges, the Vice President for Academic Affairs or designee may not be involved in any aspect of the resolution process or an appeal.

Once the Vice President for Academic Affairs or designee initiates the formal proceedings, the student and instructor shall be informed in writing of the alleged violation. Both the student and the instructor may be assisted by a representative or an advisor who may be an attorney. If an attorney is present, he/she may not argue the case. The student shall be given, by personal delivery or by certified mail to the last known address, written notification of the date, time, place of the hearing and the alleged violation. Such notification shall not occur more than twenty-one days from the start of the formal process. The student will be given the right to review, prior to the hearing, any written material that will be used against the student at the hearing.

The hearing will be an administrative hearing with the hearing officer appointed by the Vice President for Academic Affairs. The hearing officer is empowered with the right and obligation of judging the evidence and implementing a sanction if so warranted. The student has the right to cross examination and the right to present a defense. This cross examination and defense must be confined to the issue of whether or not academic dishonesty has occurred.

The hearing must be recorded and a determination must be made as to whether a violation of this policy has occurred. The results of the hearing must be sent to the student and instructor in writing within five days of the termination of the hearing.

Students shall be advised that failure to attend the hearing, except for “good cause,” may result in sanctions being imposed and the University is under no obligation to reschedule a hearing.

AN APPEAL

If the student is dissatisfied with the determination of the hearing officer, an appeal shall be made in writing to the Vice President of Academic Affairs or designee within ten days after the student is notified of the results of the administrative hearing. Filing an appeal does not automatically result in a new hearing. The Vice President or designee shall refer the appeal to the University Academic Appeals Board.

The Academic Appeals Board shall consist of a College Dean not previously involved in the resolution process or a substitute mutually agreed to by the instructor and the accused. The Board shall include two faculty members chosen by APSCUF, as well as two undergraduate students appointed by the Student Auxiliary Services, Inc. Terms of appointment will be for one academic year. The College Dean or substitute shall serve as the Chairperson.

The Academic Appeals Board shall review all evidence pertaining to (1) the fact of whether or not academic dishonesty has occurred or (2) whether or not the penalty was given capriciously. The Board shall determine whether or not due process was given in reaching the decision, or based upon the introduction of new evidence, request a new hearing by a different hearing officer designated by the Vice President for Academic Affairs. Only new evidence with direct bearing to issues (1) and (2) above may be introduced to the Academic Appeals Board. No disciplinary action will be taken before an appeal is decided unless the President determines that the integrity of the academic process requires immediate implementation. The Chairperson and the Board shall render a written decision to the student and instructor within ten days of receipt of an appeal. The decision of the Academic Appeals Board shall be final.

For the purposes of this policy, all time limits shall be construed to mean class days within the academic year. Summer school may constitute part of the academic year. Infractions occurring at the end of the spring semester or during the summer terms may be carried over until the next fall semester, with the consensus of all parties. If no consensus exists, the Vice President for Academic Affairs or designee will decide whether or not to carry over the action.

SANCTIONS

The following is a list of the range of sanctions that may be imposed against a student found to have committed acts of academic dishonesty:

Sanctions which may be given within the confines of the course:

- **Grade Penalty:** An instructor’s refusal to correct an assignment or test or an instructor requiring the rewriting of an assignment or the retaking of a test for reasons related to academic dishonesty.
- **Grade Reduction:** If a student is found to have committed an act of academic dishonesty, then a grade for a particular unit of work or for the entire course may be reduced. This includes a grade of “E”.
- **Imposition of a failing “E” grade:** A student who has withdrawn from a course in which he/she committed an act of academic dishonesty may receive an “E” for the course.

Instructors are encouraged to notify the Vice President for Academic Affairs when a sanction is given within the confines of the course. The student must be notified when such action is taken. Once a sanction is given within the confines of a course and there is no formal process initiated, the sanction will be put in place and no other action will be taken by the student or faculty member.

Sanctions which may result from Formal Resolution Process:

- **Official Reprimand:** An official letter reprimanding the student for the commission of an offense may be placed in the student's official file for a specified period of time.
- **Suspension:** If a student is found to have committed an act of academic dishonesty, the student may be suspended from the University for a specific period of time unless specific and significant mitigating factors are present.
- **Dismissal:** Permanent removal of the student from enrollment at the University may be imposed for repeated violations, cumulative violations, or egregious first offenses.

DEFINITION OF TERMS

University - the community of faculty, staff and students at Lock Haven University.

Instructor - any person employed by the University who holds academic rank or performs teaching duties.

Staff - any person employed by the University who is not a faculty member or an instructor.

Class days - days upon which classes in general are held during the academic year (normally five days a week)

Designee - any person appointed by the Vice President for Academic Affairs to represent the University. This person may not be a member of the faculty.

Academic Standing

Good standing for graduate students is 3.00 GPA.

Attendance Policy

Faculty determine attendance policies for their classes consistent with University Approved Guidelines. Attendance policies are to be included on syllabi.

University Approved Guidelines

1. Students are expected to participate in all classes. It is the student's responsibility to complete all course requirements even if a class is missed. If a student misses class for an officially excused reason, then he/she is entitled to make up the missed work but only at the convenience of the faculty member. Responsibility for materials presented in, assignments made for, and tests/quizzes given in regularly scheduled classes lies solely with the student.

2. Students are not penalized for absences caused by verified conditions beyond their personal control. The student may be required to provide non-family, third-party documentation. Examples of these conditions may include: personal illness, death or critical illness in the immediate family, jury duty, military duties, and religious holidays.

3. Absences. Absences due to students' participations in the university approved athletics, curricular, and extra-curricular activities may vary by program.

4. Students are responsible for dropping/withdrawing from a class they are no longer attending. Deadlines are included on the academic calendar. Students who do not properly drop/withdraw from a class will be responsible for the grade earned and tuition and fees incurred.

Auditing a Course

In special instances, a student may audit a course if a seat is available in the course. The instructor will provide the student with the course requirements needed to be awarded an audit (AU) grade at the conclusion of the semester. If successful completion of the audit requirements is not met, the course will be administratively withdrawn as of the end of the semester. A withdrawn grade (W) will appear on the student's academic record.

An audited course provides no academic credit nor may it be changed later to a credit grade. In order to audit a course, the student must first enroll in the course and then request approval from the Registrar.

The deadline to declare audit for a course is the same as that to declare pass-fail: twenty-one days into the semester (prorated for other sessions).

Criteria for auditing:

- There must be space available in the class.
- The student is not required to take an active part in class exercises or take exams.
- All tuitions and relevant fees apply as per LHU policy.
- The student must attend 75% of the class periods to receive the 'AU' grade; otherwise a 'W' is given.
- Approval is given by the Registrar.

Credit Hours

Credit hours have a special meaning that is distinct from clock hours. Lock Haven University operates on a semester system and awards semester credit hours. Usually, a one-semester-hour course meets for one hour per week for a semester (fifteen weeks). A three-semester-hour course meets for three hours per week, etc. Classes are typically fifty minutes in length. There is considerable variation in the relationship between credit hours and clock hours for special courses, for example, laboratories, internships/field experiences, and studios.

One credit is earned for each semester hour of collegiate coursework. The usual structure of courses is to meet 150 minutes per week for an entire semester, and following a final exam this results in three (3 semester hours) of credit earned. There are many exceptions to this structure, most involving laboratory and activity courses.

The standard academic course load for graduate students is nine semester hours in one semester. A student doing work of poor quality is asked to reduce the number of hours taken. Any limit on the number of semester hours per semester are on a program by program basis.

Degree

A degree is an academic title used as an indication of the completion of a course of study. The degree is what is earned upon completion of the requirements for the chosen program.

Ultimate responsibility for the successful completion of the degree lies with the student. The student must know and observe the academic policies and regulations of the university and must meet the requirements for graduation. The student must know the sources of academic information and work closely with an advisor in examining program and course requirements.

Dual/Second Degree Policy

For awarding two dual graduate degrees at least 12 hours will be required beyond the minimal credit requirements for the degree program with the most required credits. Students should consult with the program coordinator/director. Please Note:

Action for Post-Masters Students Returning for a Second Master's Degree:

- Students need to complete an additional 15 credits (regardless of number of earned credits of the first master's degree) and complete degree requirements in effect at time of matriculation for second Master's Degree.

(SSHE – System Academic Procedures – SA056 – June 2010)

Exam Policy

Recognizing that corrected exams can be learning tools, the university accepts as educationally sound policy that faculty make available* to students term papers, tests, and quizzes within two weeks of the date of submission.

Final exams, term papers or project reports will be retained by faculty members for a full semester and made available to students upon request.

*It is the instructor's prerogative either to return work or to allow students to see it.

Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. When a student reaches the age of 18 or attends a school beyond the high school level, these rights transfer to the student.

- Students have the right to inspect and review their education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for students to review the records. Schools may charge a fee for copies.
- Students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the student in order to release any information from a student's education record.

However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may (schools are not required to disclose, given the situation) disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

A student may request that any or all of this information not be made publicly available by request to the Office of the Vice President for Student Affairs or to the Registrar's Office.

However, schools must tell students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

Source: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

| | |
|--|---|
| Additional Information: | LOCK HAVEN UNIVERSITY Contact: |
| Family Policy Compliance Office U.S. Department of Education 400 Maryland Ave, SW Washington, DC 20202-5901 | Ms. Jill R. Mitchley, Registrar Ulmer 224 Lock Haven University of PA Lock Haven PA 17745 570-484-2526 jmitchle@lhup.edu |

Final Exams

Final exams will be given during the 15th week of the semester.

Grade Appeal Policy

The goal of this grade appeal policy is to establish a clear, fair process by which students can contest a course grade that they believe has been awarded in a manner inconsistent with university policies or that has resulted from calculation errors on the part of the instructor. The appeal process starts within 20 days after a student receives the final course grade.

Informal Procedure

If a student believes the final course grade awarded by the instructor has resulted from an error in calculation or recording of the grade or reflects an unwarranted deviation from grading procedures and course outlines set out at the beginning of the course, the student should discuss the matter with the instructor and if unsatisfied, with the department chair in the department in which the course was offered.

Formal Procedure

If a student believes that an improper final course grade has been assigned and is dissatisfied with the outcome of an informal procedure, a formal appeal may be filed on the following grounds:

1. Error in Calculation or Recording of a Grade.
2. Arbitrary and Capricious Evaluation: Significant and unwarranted deviation from grading procedures and course outlines set at the beginning of the course (ordinarily during the first week of the course) or a grade assigned arbitrarily and capriciously on the basis of whim, impulse or caprice. The student may not claim arbitrariness and capriciousness if he/she disagrees with the subjective professional evaluation of the instructor.

The following steps must be followed:

The student submits a written statement to the instructor explaining his/her request to review the grading procedure. Possible outcomes from step 1:

- A. Faculty member finds in the student's favor -- a grade change will be processed at the Registrar's Office.
- B. Faculty member determines original grade is appropriate -- the student will be notified in writing by the faculty member within 10 working days. (Reasonable and necessary extensions of time may be granted by the reviewing officer at any point in the process.)

If the outcome is 2B and the student is not satisfied with that decision, the student may prepare a written complaint which contains supporting evidence and indicates the desired solution. This complaint must be submitted to the dean of the college in which the course is offered and the faculty member within 20 regular semester class days from the dated response of the faculty member.

Within 10 working days, the dean shall hear the evidence by each side and may collect further evidence. Both sides must be given access to such evidence and given the opportunity to rebut it. The dean shall attempt to achieve a negotiated settlement and will notify in writing the student and the faculty member of his/her findings and decision within 10 working days of the meeting.

If the student is not satisfied with the dean's decision, he/she may appeal in writing to the Provost/Senior Vice President for Academic Affairs within 10 working days of the dated response of the dean. The appeal must be accompanied by a copy of the written complaint that was given to the dean and faculty member in step 3.

Within 10 working days, the Provost/Senior Vice President for Academic Affairs shall hear evidence by each side and may collect further evidence. Both sides must be given access to such evidence and given the opportunity to rebut it.

The Provost/Senior Vice President for Academic Affairs shall attempt to achieve a negotiated settlement and will notify in writing the student and the faculty member of his/her decision within 10 working days.

The Provost/Senior Vice President for Academic Affairs shall take whatever action is necessary to restore equity in the situation. This includes the assignment of an equitable letter grade or a W where appropriate. The decision of the Provost/Senior Vice President for Academic Affairs shall be final within the University.

Grading

Grades are a reflection of academic performance. Prospective employers and graduate schools consider grades when making decisions about employment or admission. Grades are a record of achievement satisfying learning, interest, application, and motivation.

Grades are submitted by faculty using online grade entry. Grades are due by the deadline on the academic calendar[WDF5].

A quality point is the unit of measurement of the quality of work done by the student. Quality points are computed as follows:

| Letter Grade | Quality Points Per Credit Hour | Interpretation |
|--|--------------------------------|----------------|
| A | 4.000 | Excellent |
| A- | 3.700 | |
| B+ | 3.300 | |
| B | 3.000 | Good |
| B- | 2.700 | |
| C+ | 2.300 | |
| C | 2.000 | Fair |
| C- | 1.700 | |
| F[WDF6] | | Failure |
| INC | | Incomplete* |
| AU | | Audit* |
| W | | Withdrawal* |
| * Does not affect GPA The GPA is obtained by dividing the total quality points a student has earned at LHU by the total of semester hours attempted or scheduled (less those semester hours taken as pass/fail, repeated, or credit/no credit or transferred). | | |

To compute a grade (or quality) point average for a semester, multiply the value of each grade earned by the credit hours of the course; add up all the products, and divide that sum by the total number of credit hours for the semester.

Example:

| Course | Course Credit Hours | Grade | Quality Points (Value of Grade) | Quality Points Earned |
|---|---------------------|-------|---------------------------------|-----------------------|
| ADAC605 | 3.0 | B | 3.0 | 9.0 |
| ALTE692 | 3.0 | C | 2.0 | 6.0 |
| EDLD650 | 3.0 | A | 4.0 | 12.0 |
| SPRT600 | 3.0 | C+ | 2.3 | 6.9 |
| PYAS615 | 1.0 | B- | 2.7 | 2.7 |
| TOTALS | 13.0 | | | 36.6 |
| 36.6 quality points divided by 13.0 credit hours = 2.815 (semester GPA) | | | | |

Graduation Requirements

Students must know and observe the academic policies and regulations of the university and must meet the requirements for graduation. Students must know the sources of academic information and work closely with an advisor in examining program and course requirements.

The total number of credits required for graduation varies by program.

Graduation Residency Requirements

For master's students, at least 2/3 of the credits meeting program requirements must be taken from the university offering the degree.

Doctoral residency requirements are determined at the program level.

Note that these set the minimum number of credits that must be taken "in residence" and that universities can limit the number of hours that will be allowed to transfer into a graduate program.

(SSHE – System Academic Procedures – SA047 – June 2010)

Incomplete Grade Policy

Students who receive "Incomplete" grades for their coursework must make an arrangement with the instructor outlining what is required to complete the course. LHU will not permit students to graduate if any incomplete grades remain on the student's academic transcript.

At the end of the 4th week of the next subsequent regular semester, the incomplete grade converts to an "F" for GPA calculations, assuming the student has not completed the assignments or the instructor has not turned in an alternate grade.

Faculty members may request that students complete work prior to the default period and turn in a change of grade form based upon the arrangement with the student.

Faculty may request an extension to the four-week deadline through the Registrar's Office.

Independent Study

The purpose of independent study is to permit outstanding students the opportunity to undertake advanced study in a specialized area not normally provided by regularly scheduled courses. To qualify, a student must have earned at least 6.0 semester hours and have a minimum grade average of 2.75^{[WDF7][LPS8]}. The availability of independent study is offered on a program by program and student by student basis.

Independent studies may not duplicate existing departmental courses, either in name or content.

The procedure for applying for an independent study is to confer with the faculty sponsor, complete an independent study application packet and submit the completed application to the department chairperson, the

student's advisor, the dean of the college providing the independent study, and the Vice President for Academic Affairs.

Evaluation of independent studies is the responsibility of the faculty sponsor and may include a written paper, an oral report, or other project materials appropriate to the nature of the study. Credit is variable (one to three semester hours) depending upon the nature of the study. Under normal circumstances, independent study projects will be of such length and complexity that they may be completed in one semester. Students desiring to do additional work on the problem, or to do a problem for the period of a year or more, must submit successive applications through the normal channels.

The final written report shall be submitted to the sponsor. The sponsor shall file the written report with the Office of the Vice President for Academic Affairs at the time that the grade is submitted.

Please see Independent Study Application: <https://myhaven.lhup.edu/ICS/Registrar/Forms.jnz>

Individualized Instruction

Under certain prescribed conditions, students may take courses that are included in the university catalog but that are not being currently offered on an individual basis. A limited number of students are permitted to take an individualized instruction with the same instructor during the same semester. The application procedure is the same as that for independent study.

Please see Individualized Instruction Application: <https://myhaven.lhup.edu/ICS/Registrar/Forms.jnz>

Internship/Field Experience Programs

An internship/field experience is any off-campus program for which college credit is awarded and which serves as a vehicle for providing adjunct practical experience related to on-going professional development at Lock Haven University.

The university offers interested and qualified students an opportunity to participate in various internship/field experience programs which provide on-site experiences to supplement classroom learning. Internship/field experience information is available from the program coordinator/director^[LPSJ].

Minimum requirements for internships/field experiences vary by program.

Please See Internship Application: <https://myhaven.lhup.edu/ICS/Registrar/Forms.jnz>

Major, Definition, Declaring or Changing

The academic major (common core), concentration or specialization, and the capstone experience(s) are the principal components of the degree. Academic major can be a sequence of courses, activities, and/or experiences constituting a major field of study, culminating in a credit-based degree or certificate. (*PASSHE definition, 2012*)

A student matriculated into one graduate program who wishes to change to another must withdraw from the one in which he/she is enrolled and apply anew to the one to which he/she wishes to enroll.

Probation/Suspension/Dismissal

Probationary Period

If grades fall below a 3.0 cumulative gpa, students will be placed on academic probation for one semester. Specific program policies may supersede this.

Suspension

If grades^[WDF10] are not above a cumulative 3.0 after one semester, student will be placed on suspension. . Specific program policies may supersede this.

Reinstatement

Students on suspension, may petition for reinstatement within 20 days of suspension in writing to the Dean of the appropriate College. If approved, the student can be Readmitted on Probation” for the following semester/session. Should the student fail to raise his/her gpa above 3.0 during this semester, he/she will be dismissed from the program. . Specific program policies may supersede this.

Repeat Policy

Graduate students can repeat a single course for grade improvement only once.

Graduate students will be limited to a maximum total of two repeats across the program.

The most recent grade (regardless of whether it is higher or lower) will be the grade used for the GPA calculation.

(SSHE – System Academic Procedures – SA022B – June 2010)

Requirements for Graduation

Graduation requirements vary by program. Students are responsible for meeting all requirements of their program.

Student Responsibility for Academic Programs

Ultimate responsibility for the successful completion of a degree program lies with the student; therefore, the student must know and observe the academic policies and regulations of the university and must meet the requirements for graduation. Students must work closely with an advisor in examining program and course requirements.

Syllabus

A syllabus is a schedule of course events and requirements that is given to student in each class. The syllabus outlines what the class will cover, when assignments are due, when exams and finals are scheduled, and includes expected student learning outcomes. It also includes the contact information for the instructor and office hours.

Transfer Credit

Lock Haven University accepts credits from regionally accredited colleges and universities.

Regional accreditations include the following:

- Middle States Association of Colleges and Schools
- Northwest Commission on Colleges and Universities
- North Central Association of Colleges and Schools
- New England Association of Schools and Colleges
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges

Credits from either non-accredited institutions or institutions not accredited by the above will be reviewed for possible acceptance upon receipt of a course syllabus and through the Transfer Credit Appeal process (see Transfer Credit Appeal at the end of this document).

Courses from non-US institutions must be evaluated by World Education Services (WES; phone 212-966-6311) with a copy of the evaluation sent to LHU for a review of possible credit transfer.

Evaluation

All courses presented for transfer will be reviewed by the Program Director/Coordinator for acceptability to the program on a case by case basis. If approved, credits will be posted to the student’s academic record by the Registrar’s Office

Please see Transfer Credit Approval Form: <https://myhaven.lhup.edu/ICS/Registrar/Forms.inz>

Calculations

Transfer grades are not included in the computation of LHU grade point averages. (See exception related to PASSHE Visiting Student Policy below.)

Transfer credits are used for total hours toward graduation requirements.

Credits for courses from institutions that operate on a quarter-hour system will be converted to semester hours by multiplying the quarter hours by .667.

Limitations

The number of credits which may transfer varies by program.

No graduate credits earned greater than ten years prior to enrollment will be accepted for transfer.

Transfer Credit Appeal

Lock Haven University provides students with the opportunity to appeal how courses have transferred (or were not evaluated for transfer entirely).

1. Complete the Transfer Credit Appeal Form: <https://myhaven.lhup.edu/ICS/Registrar/Forms.jnz>
2. Attach a course description/syllabus to the completed form. Submit the information to the department chairperson of the department in which the course is offered.
3. The department chairperson will review the course description/syllabus and provide to the Registrar's Office a recommendation for a change in the course equivalency or indicate the original equivalency is accurate.

Undergraduate Enrollment in Graduate Courses

Undergraduate students meeting the following criteria may enroll in graduate courses for graduate credit.

The student must:

- Be in the last semester of the Bachelor's program and eligible for graduation at the completion of the semester.
- Be in Good Academic Standing with a minimum 3.0 GPA
- Apply to the graduate program and be provisionally accepted.
- Restrictions -- Registration is limited to a maximum of 6.0 graduate credits; the graduate credits will not be counted toward requirements needed for the Baccalaureate degree.

Waivers, Course

Course waivers will be recorded on the academic record. Students do not earn credit for a course that has been waived; however, the waiver will complete the requirement on a degree audit. Students are responsible for completing the minimum credit hours required for a degree. Waivers do not appear on official transcripts.

Withdrawal from Courses

During the first five weeks of the semester students may exercise the option to withdraw from one or all classes without any grading penalty ("F" grades). Students who formally withdraw from a course after the 5th week of a semester and before the 11th week (after the 1st week and before the 4th week of a five-week summer session) will be assigned a grade of either W by the instructor. Although the W will continue to appear on the academic transcript, it will neither raise nor lower the student's semester or cumulative grade point average.

During the final five weeks of the semester, withdrawal will be with academic penalty ("F" grade) except when withdrawing from the university (see *University Withdrawal Policy*) with medical documentation.

The number of permitted course withdrawals vary by program.

Withdrawal from the University

A student who is registered in courses for any semester or summer session is considered an enrolled student to receive grades and to be assessed tuition, fees, and any other applicable charges.

Students who are unable to attend classes or complete the semester for any reason must request a withdrawal from the university by contacting the Associate Provost for Enrollment Management, Ms. Tyana Lange, Ulmer Hall 214, phone 570-484-2905, or email tsl400@lhup.edu.

Effective Date

The effective date of the withdrawal is the date which is verified by the Associate Provost for Enrollment Management as the last date of class attendance.

The effective date of the withdrawal will determine the grade to be recorded on the academic record and the amount of tuition, fees, and other charges to be refunded, if applicable. Refunds will be processed according to the university's refund schedule.

Deadline

The deadline to withdraw from the university without academic penalty is on the academic calendar, for an academic semester usually the first through fifth week of classes. Withdrawing after this published date will be with academic penalty, "F" grades.

University withdrawals will not be processed retroactively. Therefore, it is important for the student to contact the university upon deciding to discontinue enrollment.

Students who do not officially withdraw will receive failing grades and be responsible for all financial obligations.

Medical Withdrawals

In the event of a serious medical condition, a medical withdrawal may be requested. Documentation from a medical professional will be required after the fifth week of enrollment in order to avoid failing grades. If a medical withdrawal is granted, "W" grades will be awarded. A medical withdrawal does not imply forgiveness of charges. A student who incurs charges will be subject to the published refund schedule.

Medical withdrawals must be requested immediately but no later than thirty (30) days after the close of the semester in which the student seeks medical attention.

Students Called to Active Military Duty

Students who are called to active duty (confirmed by official military orders from the President of United States or the Governor of the Commonwealth of Pennsylvania, reference BOG Policy 1983-19-A) should contact the Associate Provost for Enrollment Management immediately in Ulmer Hall 214, phone 570-484-2905 or email tsl400@lhup.edu.

In some cases, a student may have completed a sufficient part of his courses to be able to receive grades or incompletes rather than withdrawing. The student must decide whether he/she will attempt to complete the courses or withdraw completely from the semester/session. If the student chooses a complete withdrawal, the entire semester will be removed from his/her record. This decision is binding.

Military withdrawals are to be requested immediately upon receipt of orders but no later than thirty (30) days after the close of the semester in which the student receives orders.

Withdrawal from Web-Based Courses

The last date of attendance for a web-based course will be provided by the Office of Distance Education. All activity in a web-based course will be considered (i.e. reviewing the syllabus, participating in discussions/chats, submitting assignments, completing a quiz or exam, etc.)

Refund Schedule

No withdrawal, including a medical withdrawal, implies forgiveness of financial obligations. A student who has incurred charges will be subject to the published refund schedule.

The university's refund schedule is available at <http://www.lhup.edu/students/studentaccounts/index.html>.

Withdrawal Appeals

Any appeal related to a withdrawal must be submitted in writing to the Registrar within ten days of notification of action. Appeals will be reviewed by a committee consisting of the Registrar, Director of Financial Aid, and the Associate Provost for Enrollment Management. If the committee is unable to reach a decision, the issue will be forwarded to the Vice President for Academic Affairs.

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Mr. Frank T. Brogan, Chancellor

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SENIOR ADMINISTRATION (2015-2016)

As of July 1, 2015

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| Ms. Tyana Lange | Associate Provost, Enrollment Management |
| Dr. Stephen Neun | Dean, College of Business, Information Systems, & Human Services |
| Dr. Scott Carnicom | Dean, College of Natural, Behavioral & Health Sciences |
| Dr. Susan Rimby | Dean, College of Liberal Arts & Education |

FACULTY LISTING (2015-2016)

As of July 1, 2015

| Name | College | Department |
|-----------------------------|--------------------------|--------------------------------------|
| Abeyasinghe, Wadduwage P. | Natural/Behav/Health Sci | Mathematics |
| Ahmed, Emdad | Bus/Info Syst/Human Srvc | Computer Science |
| Akram, Muhammad | Natural/Behav/Health Sci | Mathematics |
| Allen, Cindy L. | Natural/Behav/Health Sci | Health Sciences |
| Allison, Kathleen | Natural/Behav/Health Sci | Health Sciences |
| Andresky, Nikolai | Bus/Info Syst/Human Srvc | ROTC-Military Science |
| Ardan, Brian M. | Bus/Info Syst/Human Srvc | Library |
| Ardary, Darlene A. | Natural/Behav/Health Sci | Nursing |
| Arnold, Elizabeth J. | Liberal Arts/Education | English |
| Aslam, Muhammad | Natural/Behav/Health Sci | Mathematics |
| Baker, Alyce R. | Liberal Arts/Education | English |
| Baker, Michelle K. | Liberal Arts/Education | Communication |
| Ballat, Paul C. | Liberal Arts/Education | Health & Physical Educ |
| Barilla, Margaret K. | Liberal Arts/Education | PreK-8 Educ and Professional Studies |
| Barney, Danielle | Bus/Info Syst/Human Srvc | Sport Studies |
| Barney, Sandra L. | Liberal Arts/Education | History |
| Barth, Amy M. | Liberal Arts/Education | PreK-8 Educ and Professional Studies |
| Batty, Kimberly A. | Bus/Info Syst/Human Srvc | Recreation Management |
| Baylor, Timothy J. | Liberal Arts/Education | Sociology |
| Bean, James R. | Natural/Behav/Health Sci | Psychology |
| Beardsley, Ann M. | Natural/Behav/Health Sci | Nursing |
| Bechtold, Heather A. | Natural/Behav/Health Sci | Biology |
| Becker, Melissa J. | Liberal Arts/Education | Music |
| Beetem, Julie A. | Liberal Arts/Education | Theatre |
| Bell, Jennifer Kay | Natural/Behav/Health Sci | Physician Assistant |
| Berard, Stanley P. | Liberal Arts/Education | Political Science |
| Berrios, Ruben | Bus/Info Syst/Human Srvc | Economics |
| Bhushan, Latha K. | Liberal Arts/Education | Special Education |
| Boland, Susan M. | Natural/Behav/Health Sci | Psychology |
| Bower, Lane R. | Natural/Behav/Health Sci | Physician Assistant |
| Bowman, Edward L. | Bus/Info Syst/Human Srvc | Criminal Justice |
| Breon, Timothy C. | Liberal Arts/Education | Music |
| Brink, Judy H. | Liberal Arts/Education | Anthropology |
| Bronner, Jason A. | Liberal Arts/Education | Art |
| Broomer, Ramona | Liberal Arts/Education | Theatre |
| Bruner, Lynn A. | Natural/Behav/Health Sci | Psychology |
| Brust, Steven J. | Liberal Arts/Education | Political Science |
| Bugaj, Stephen J. | Liberal Arts/Education | Special Education |
| Burkett, Richard J. | Natural/Behav/Health Sci | Mathematics |
| Burkholder-Mosco, Nicole P. | Liberal Arts/Education | English |

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|--------------------------|--------------------------|--------------------------|
| Calabrese, Joseph P. | Natural/Behav/Health Sci | Biology |
| Campbell, Peter A. | Bus/Info Syst/Human Srvc | Sport Studies |
| Campbell, Rosana L. | Liberal Arts/Education | General Education |
| Canatella, Holle M. | Liberal Arts/Education | History |
| Cannady, Laurie J. | Liberal Arts/Education | English |
| Chase, Susan M. | Natural/Behav/Health Sci | Nursing |
| Chelladurai, Jeyaprakash | Bus/Info Syst/Human Srvc | Computer Science |
| Cloud, Mark D. | Natural/Behav/Health Sci | Psychology |
| Conklin, Bridget A. | Natural/Behav/Health Sci | Nursing |
| Conteh, John A. | Bus/Info Syst/Human Srvc | Acad Development & Couns |
| Cook, Fay L. | Natural/Behav/Health Sci | Health Sciences |
| Corman, Brenda M. | Bus/Info Syst/Human Srvc | Library |
| Correia, John | Bus/Info Syst/Human Srvc | ROTC-Military Science |
| Coval, Stephen J. | Natural/Behav/Health Sci | Chemistry |
| Cullin, Michael J. | Natural/Behav/Health Sci | Physics |
| Cummings, Tracey A. | Liberal Arts/Education | English |
| Curtin, David T. | Liberal Arts/Education | Music |
| Czapla, Pamela J. | Bus/Info Syst/Human Srvc | Acad Development & Couns |
| De Silva, Nishantha | Natural/Behav/Health Sci | Biology |
| Deitloff, Jennifer M. | Natural/Behav/Health Sci | Biology |
| Dellantonio, Jennifer K. | Natural/Behav/Health Sci | Nursing |
| Dermota, Troy E. | Natural/Behav/Health Sci | Chemistry |
| Devi, Gayatri S. | Liberal Arts/Education | English |
| Dickson, Loretta D. | Natural/Behav/Health Sci | Geoscience |
| Dixon, Curt B. | Natural/Behav/Health Sci | Health Sciences |
| Dombroski, Phileshia A. | Bus/Info Syst/Human Srvc | Recreation Management |
| Downes, Amy B. | Bus/Info Syst/Human Srvc | SocWk/ClinMentalHlthCoun |
| Drouin, Joshua M. | Natural/Behav/Health Sci | Health Sciences |
| DuGan, Joyce Eileen | Natural/Behav/Health Sci | Nursing |
| Eaton, Michelle M. | Liberal Arts/Education | Health & Physical Educ |
| Eisenhauer, Walter A. | Natural/Behav/Health Sci | Physician Assistant |
| Ely, Katherine J. | Bus/Info Syst/Human Srvc | Criminal Justice |
| Erickson, Deborah | Natural/Behav/Health Sci | Psychology |
| Ernst, Craig A. | Natural/Behav/Health Sci | Physician Assistant |
| Everett, Robert W. | Bus/Info Syst/Human Srvc | Accounting |
| Everhart, Brett W. | Liberal Arts/Education | Health & Physical Educ |
| Everhart, Kimberly A. | Liberal Arts/Education | Health & Physical Educ |
| Farley, Lawrence T. | Liberal Arts/Education | Political Science |
| Fernando, T. Sarath | Natural/Behav/Health Sci | Mathematics |
| Fiegel, Katherine A. | Bus/Info Syst/Human Srvc | Recreation Management |
| Finalle, Pamela C. | Natural/Behav/Health Sci | Nursing |
| Foor, Jamie L. | Natural/Behav/Health Sci | Psychology |
| Fortney, Teresa J. | Bus/Info Syst/Human Srvc | Recreation Management |
| Fowler, Heather L. | Bus/Info Syst/Human Srvc | Acad Development & Couns |

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|----------------------------|--------------------------|--------------------------|
| Frayeh, Amanda L. | Bus/Info Syst/Human Srvc | Sport Studies |
| Gainer, Mary G. | Liberal Arts/Education | English |
| Gales, Daniel J. | Natural/Behav/Health Sci | Health Sciences |
| Gardner, Laura M. | Bus/Info Syst/Human Srvc | Acad Development & Couns |
| Garey, Regan W. | Bus/Info Syst/Human Srvc | Accounting |
| Gessner, Catherine R. | Bus/Info Syst/Human Srvc | Library |
| Girton, Matthew K. | Liberal Arts/Education | Communication |
| Goonewardene, Anura U. | Natural/Behav/Health Sci | Physics |
| Goulet, Richard J. | Liberal Arts/Education | History |
| Granich, Steven M. | Bus/Info Syst/Human Srvc | SocWk/ClinMentalHlthCoun |
| Grass, Mahlon O. | Liberal Arts/Education | Music |
| Grenoble, Curtis M. | Natural/Behav/Health Sci | Physician Assistant |
| Gruber, Elizabeth D. | Liberal Arts/Education | English |
| Guerriero, J. Patrick | Bus/Info Syst/Human Srvc | Acad Development & Couns |
| Guler, Ahmet | Bus/Info Syst/Human Srvc | Criminal Justice |
| Guthrie, Steven P. | Bus/Info Syst/Human Srvc | Recreation Management |
| Haile, Luke | Natural/Behav/Health Sci | Health Sciences |
| Hanna, Dolores A. | Natural/Behav/Health Sci | Nursing |
| Hanson, Clare William,, II | Natural/Behav/Health Sci | Biology |
| Harlowe, Elizabeth B. | Liberal Arts/Education | Political Science |
| Harman, Alanna K. | Bus/Info Syst/Human Srvc | Sport Studies |
| Harmon, Andrea S. | Natural/Behav/Health Sci | Health Sciences |
| Harnishfeger, Ralph L. | Natural/Behav/Health Sci | Biology |
| Hazel, Marianne E. | Liberal Arts/Education | Education |
| Heffner, Raymond L. | Liberal Arts/Education | Art |
| Heltman, Ryan A. | Bus/Info Syst/Human Srvc | ROTC-Military Science |
| Hepler, Darlene L. | Natural/Behav/Health Sci | Nursing |
| Herrera, Enrique A. | Liberal Arts/Education | Spanish |
| Hess, Gerald A. | Liberal Arts/Education | Art |
| Hicks, Stephen J. | Liberal Arts/Education | English |
| Himes, MacKinlay S. | Liberal Arts/Education | Music |
| Hoff, Joan Whitman | Liberal Arts/Education | Philosophy |
| Hoffman, Patrizia | Liberal Arts/Education | Communication |
| Hosley, Jessica B. | Liberal Arts/Education | Alternative Education |
| Hosley, Nathaniel S. | Liberal Arts/Education | Alternative Education |
| Host, Jayme K. | Liberal Arts/Education | Theatre |
| Houser, Anne Marie | Liberal Arts/Education | Sociology |
| Howell, Carina Y._E. | Natural/Behav/Health Sci | Biology |
| Hoy, Frederick R. | Natural/Behav/Health Sci | Physics |
| Huber, Philip | Liberal Arts/Education | Art |
| Huegler, Peter A. | Bus/Info Syst/Human Srvc | Computer Science |
| Hunter, Shonah A. | Natural/Behav/Health Sci | Biology |
| Ingram, Yvette M. | Natural/Behav/Health Sci | Health Sciences |
| Irons, Janet C. | Liberal Arts/Education | History |

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|---------------------------|--------------------------|--------------------------------------|
| Jenkins, Charles M. | Liberal Arts/Education | English |
| Jensen, Edward A. | Liberal Arts/Education | PreK-8 Educ and Professional Studies |
| Jensen, Marlene | Bus/Info Syst/Human Srvc | Marketing |
| Johnson, Kimberly A. | Liberal Arts/Education | Sociology |
| Johnston, Brian S. | Natural/Behav/Health Sci | Chemistry |
| Jones, Laird R. | Liberal Arts/Education | History |
| Jones, Mark A. | Bus/Info Syst/Human Srvc | Computer Science |
| Jung, Sea_Hwa | Liberal Arts/Education | Music |
| Kennedy, Erin A. | Natural/Behav/Health Sci | Psychology |
| Kerszberg, Annik D. | Liberal Arts/Education | French |
| Khalequzzaman, Md. | Natural/Behav/Health Sci | Geoscience |
| Kline, Karen E. | Liberal Arts/Education | Communication |
| Koehle, Gregory M. | Bus/Info Syst/Human Srvc | Criminal Justice |
| Kulas, Stephanie | Bus/Info Syst/Human Srvc | Library |
| Kurzynski, Marcia J. | Bus/Info Syst/Human Srvc | Management |
| Kutay, Amy L. | Natural/Behav/Health Sci | Biology |
| Lally, Patricia S. | Bus/Info Syst/Human Srvc | Sport Studies |
| Lally, Richard A. | Bus/Info Syst/Human Srvc | Sport Studies |
| Lammel, Julie A. | Bus/Info Syst/Human Srvc | Recreation Management |
| Langdon, Carla D. | Bus/Info Syst/Human Srvc | Acad Development & Couns |
| Lee, Laura K. | Natural/Behav/Health Sci | Chemistry |
| Leffert, John E., IV | Natural/Behav/Health Sci | Physician Assistant |
| Lewis, Sarah K. | Natural/Behav/Health Sci | Physician Assistant |
| Lilla, Rick R. | Bus/Info Syst/Human Srvc | Library |
| Lindzey, Jonathan K. | Natural/Behav/Health Sci | Biology |
| Lippincott, Eric L. | Natural/Behav/Health Sci | Health Sciences |
| Lloyd, William H. | Bus/Info Syst/Human Srvc | Accounting |
| Lombard, Bobbi L. | Liberal Arts/Education | PreK-8 Educ and Professional Studies |
| London, Julie E. | Natural/Behav/Health Sci | Nursing |
| Long, Leonard K. | Bus/Info Syst/Human Srvc | Recreation Management |
| Long, Maribeth Hanna | Bus/Info Syst/Human Srvc | Acad Development & Couns |
| Lopez, Damarys | Liberal Arts/Education | Spanish |
| Losey, Lauren P. | Liberal Arts/Education | History |
| Lovik-Powers, Marianne R. | Liberal Arts/Education | PreK-8 Educ and Professional Studies |
| Maddox Hafer, Marjorie L. | Liberal Arts/Education | English |
| Manlove, Elizabeth E. | Liberal Arts/Education | PreK-8 Educ and Professional Studies |
| Maresch, Martin J. | Natural/Behav/Health Sci | Chemistry |
| Marshall, Dwayne | Bus/Info Syst/Human Srvc | Criminal Justice |
| May, Brent D. | Natural/Behav/Health Sci | Chemistry |
| Maynard, Jacinth A. | Natural/Behav/Health Sci | Mathematics |
| McCoy, Vance K. | Liberal Arts/Education | Art |
| McKee, Stephanie M | Natural/Behav/Health Sci | Nursing |
| McMahon, Beth F. | Natural/Behav/Health Sci | Health Sciences |
| McSkimming, Michael J. | Bus/Info Syst/Human Srvc | Criminal Justice |

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| Mikula, Richard | Natural/Behav/Health Sci | Mathematics |
| Mitchell, Tara L. | Natural/Behav/Health Sci | Psychology |
| Moore, Erica R. | Liberal Arts/Education | Special Education |
| Morehouse, Jair B | Bus/Info Syst/Human Srvc | ROTC-Military Science |
| Morgan, Charles H., Jr. | Natural/Behav/Health Sci | Mathematics |
| Morrin, Kevin A. | Natural/Behav/Health Sci | Psychology |
| Mosser-Wooley, Diane G. | Bus/Info Syst/Human Srvc | Computer Science |
| Myers, Cori J. | Bus/Info Syst/Human Srvc | Management |
| Myers, Robert M. | Liberal Arts/Education | English |
| Neal, Jonathan R. | Liberal Arts/Education | Music |
| Nesbitt, J. Todd | Liberal Arts/Education | Geography |
| Newburg, Cheryl L. | Natural/Behav/Health Sci | Psychology |
| Newhouse, Joseph R. | Natural/Behav/Health Sci | Biology |
| Norris, Ryan W. | Natural/Behav/Health Sci | Biology |
| Nuttall, Ted R. | Natural/Behav/Health Sci | Biology |
| O'Brien, Amber C. | Natural/Behav/Health Sci | Physician Assistant |
| O'Brien, Joseph A. | Natural/Behav/Health Sci | Chemistry |
| O'Hara, Ellen Patricia | Liberal Arts/Education | Liberal Arts |
| Obenreder, Paul J. | Bus/Info Syst/Human Srvc | Computer Science |
| Offutt, Christine A. | Natural/Behav/Health Sci | Psychology |
| Orndorf, Briton D. | Bus/Info Syst/Human Srvc | ROTC-Military Science |
| Overton, Barrie E. | Natural/Behav/Health Sci | Biology |
| Owens, Kimberly A. | Natural/Behav/Health Sci | Nursing |
| Page, Jeanine L. | Natural/Behav/Health Sci | Health Sciences |
| Park, Tulare W. | Bus/Info Syst/Human Srvc | Acad Development & Couns |
| Patton, Cheryl M. | Natural/Behav/Health Sci | Health Sciences |
| Paulus, Michael D. | Bus/Info Syst/Human Srvc | SocWk/ClinMentalHlthCoun |
| Peek, Gregory A. | Liberal Arts/Education | History |
| Penman, Jane L. | Liberal Arts/Education | Special Education |
| Pierce, Samuel C. | Natural/Behav/Health Sci | Biology |
| Pillai, Krishnakumar B. | Bus/Info Syst/Human Srvc | Computer Science |
| Poehner, Priya M. | Liberal Arts/Education | Elementary/Middle Level |
| Poff, Carl A. | Bus/Info Syst/Human Srvc | Sport Studies |
| Porter, Michael S. | Natural/Behav/Health Sci | Health Sciences |
| Posey, Douglas M. | Bus/Info Syst/Human Srvc | Acad Development & Couns |
| Postlethwaite, Sara Sue | Liberal Arts/Education | English |
| Pribble, Barbara J. | Liberal Arts/Education | Health & Physical Educ |
| Prien, Helen E. | Liberal Arts/Education | Communication |
| Range, Kevin M. | Natural/Behav/Health Sci | Chemistry |
| Reading, Ann Y. | Liberal Arts/Education | English |
| Reece, Constance G. | Liberal Arts/Education | Communication |
| Reid, John D. | Natural/Behav/Health Sci | Geoscience |
| Reitz, Lynette M. | Bus/Info Syst/Human Srvc | SocWk/ClinMentalHlthCoun |
| Remley, Christine M. | Liberal Arts/Education | PreK-8 Educ and Professional Studies |

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| Richards, Kathy M. | Liberal Arts/Education | Elementary/Middle Level |
| Rickle, Richard E. | Natural/Behav/Health Sci | Nursing |
| Riede, Lisa E. | Liberal Arts/Education | Communication |
| Rinker, Cathy J. | Natural/Behav/Health Sci | Health Sciences |
| Rogers, Wendy L. | Liberal Arts/Education | Special Education |
| Ross, Annjane | Bus/Info Syst/Human Srvc | SocWk/ClinMentalHlthCoun |
| Roun, Virginia E. | Bus/Info Syst/Human Srvc | Sport Studies |
| Ruane, Pamela Lee | Natural/Behav/Health Sci | Physician Assistant |
| Rublein, Edmund | Natural/Behav/Health Sci | Chemistry |
| Rush, Cathy T. | Liberal Arts/Education | Elementary/Middle Level |
| Russell, David W. | Liberal Arts/Education | English |
| Russell, Jody R. | Natural/Behav/Health Sci | Health Sciences |
| Sakchutchawarn, Sut | Bus/Info Syst/Human Srvc | Management |
| Sanchez-Penalver, Alfonso | Bus/Info Syst/Human Srvc | Economics |
| Sandow, Robert M. | Liberal Arts/Education | History |
| Satya, Laxman D. | Liberal Arts/Education | History |
| Sayers, Therese M. | Natural/Behav/Health Sci | Nursing |
| Schatz, SueAnn V. | Liberal Arts/Education | English |
| Schillig, Lisette T. | Liberal Arts/Education | English |
| Schulze, Frederick W. | Natural/Behav/Health Sci | Health Sciences |
| Seiler, Meredith B. | Natural/Behav/Health Sci | Biology |
| Seiler, Steven M. | Natural/Behav/Health Sci | Biology |
| Senevirathne, Indrajith C. | Natural/Behav/Health Sci | Physics |
| Severn, Edwin P. | Liberal Arts/Education | Music |
| Shaw, Daniel C. | Liberal Arts/Education | Philosophy |
| Sherburne, Mark C. | Bus/Info Syst/Human Srvc | Sport Studies |
| Sicree, Andrew A. | Natural/Behav/Health Sci | Geoscience |
| Simin, Denine C. | Natural/Behav/Health Sci | Mathematics |
| Sinha, Hansa | Bus/Info Syst/Human Srvc | Computer Science |
| Six, Tamson L. | Bus/Info Syst/Human Srvc | Criminal Justice |
| Slane, Michael S. | Liberal Arts/Education | Theatre |
| Smith, Anna Mae | Natural/Behav/Health Sci | Physician Assistant |
| Smith, Broc D. | Natural/Behav/Health Sci | Chemistry |
| Smith, David A. | Natural/Behav/Health Sci | Biology |
| Smith, Kurt A. | Liberal Arts/Education | History |
| Staff, Unassigned | Liberal Arts/Education | General Education |
| Story, Julie A. | Bus/Info Syst/Human Srvc | Acad Development & Couns |
| Story, Sally S. | Liberal Arts/Education | Theatre |
| Stout, Jonathan E. | Liberal Arts/Education | Special Education |
| Strayer, James K. | Natural/Behav/Health Sci | Mathematics |
| Strayer, Susan H. | Bus/Info Syst/Human Srvc | Computer Science |
| Streator, Stephen S. | Natural/Behav/Health Sci | Health Sciences |
| Stringer, Sharon B. | Liberal Arts/Education | Communication |
| Sturrock, Melissa S. | Natural/Behav/Health Sci | Nursing |

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| Swartz, Suzanne E. | Liberal Arts/Education | PreK-8 Educ and Professional Studies |
| Talbot, Andrew | Natural/Behav/Health Sci | Psychology |
| Taylor, Jennifer H. | Natural/Behav/Health Sci | Psychology |
| Tess, Daniel E. | Bus/Info Syst/Human Srvc | Acad Development & Couns |
| Test, Faculty Production,, IV | Bus/Info Syst/Human Srvc | Criminal Justice |
| Traister, Catherine A. | Liberal Arts/Education | Health & Physical Educ |
| Tyson, Denise L. | Liberal Arts/Education | PreK-8 Educ and Professional Studies |
| Tzolov, Marian B. | Natural/Behav/Health Sci | Physics |
| Valerio, Eduardo M. | Liberal Arts/Education | Spanish |
| Van Dyke, Richard K. | Liberal Arts/Education | English |
| Vincenzes, Kristin A. | Bus/Info Syst/Human Srvc | SocWk/ClinMentalHlthCoun |
| Walker, Gregory W. | Liberal Arts/Education | Sociology |
| Walsh, Jeffrey A. | Bus/Info Syst/Human Srvc | Recreation Management |
| Wartella, Justin Q. | Bus/Info Syst/Human Srvc | Sport Studies |
| Washington, Dana J._S. | Liberal Arts/Education | English |
| Way, Amy L. | Natural/Behav/Health Sci | Health Sciences |
| Weaver, Lisa D. | Bus/Info Syst/Human Srvc | SocWk/ClinMentalHlthCoun |
| Wheatley, Thomas J. | Liberal Arts/Education | Communication |
| Wheeler, Ann B. | Bus/Info Syst/Human Srvc | Management |
| Wheeler, James W. | Natural/Behav/Health Sci | Physics |
| Whitling, Jacqueline M. | Natural/Behav/Health Sci | Chemistry |
| Wiblishauser, Michael J. | Natural/Behav/Health Sci | Health Sciences |
| Widmann, Louis S. | Natural/Behav/Health Sci | Health Sciences |
| Williams, Bonnie M. | Liberal Arts/Education | Special Education |
| Williams, Marlon L. | Bus/Info Syst/Human Srvc | Economics |
| Williams, Steven T. | Natural/Behav/Health Sci | Mathematics |
| Wilt, Brian J. | Bus/Info Syst/Human Srvc | Recreation Management |
| Winch, Elsa E. | Bus/Info Syst/Human Srvc | Library |
| Wollam, Seth F. | Liberal Arts/Education | Music |
| Wynn, Thomas C. | Natural/Behav/Health Sci | Geoscience |
| Yakut, Cengiz | Liberal Arts/Education | Health & Physical Educ |
| Young, Kathleen N. | Natural/Behav/Health Sci | Nursing |

Adjunct Faculty

Cruz-Vetrano, Wilhelmina P., MD, Director, Department of Laboratory Services, Altoona Regional Health System, School of Medical Technology/Medical Laboratory Science (*adjunct*)

Beecham, Heidi, MS, MT (ASCP), Medical Technology Program Director, Altoona Regional Health System, School of Medical Technology/Medical Laboratory Science (*adjunct*)

Wheary, Christine, MS, MT (ASCP), Program Director, Susquehanna Health, The Williamsport Hospital Program in Clinical Laboratory Science (*adjunct*)

EMPLOYEE LISTING

Please see the employee directory at http://www.lhup.edu/faculty_staff/directory/.

EMERITI

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| Dr. A. Wayne Allison | Recreation Management |
| Dr. Charles Arrington | Psychology |
| Dr. Peter Auringer | Health & Physical Education |
| Dr. Allienne Becker | Foreign Language- German |
| Dr. Isadore Becker | English |
| Miss Paula Bell | Computer Info. Science |
| Dr. Bradley Black | Health & Physical Education |
| Dr. Janice Bosworth | Health & Physical Education |
| Dr. A. Dane Bowen | History and Economic |
| Mr. Michael Brady | Computer Info. Science |
| Dr. John Brendel | Psychology |
| Mr. Terry Brink | PreK-Grade 8/Prof. Studies |
| Mr. Donald Brobst | Earth Science & Geology & Planetarium Director |
| Mr. Charles Bromberg | Speech & Communication |
| Mrs. Beatrice Brown | English |
| Dr. Jeff Burnham | Political Science |
| Dr. Florentino Caimi | Music |
| Dr. Douglas Campbell | Communications |
| Dr. Blair Carbaugh | Biological Science |
| Dr. Carl Carnein | Chemistry/Physics/Geoscience |
| Dr. Esther Jane Carrier | Library |
| Dr. Richard Carroll | Economics |
| Mrs. Shirley Chang | Library |
| Mr. Tien Lu "Bob" Chu | Library |
| Dr. Gerald Cierpilowski | Elementary & Secondary Education |
| Dr. Edward Clawson | Education |
| Dr. Robert Coltrane | English |
| Dr. Howard Congdon | Philosophy |
| Mr. Dale Cooper | Physical Science |
| Dr. Kenneth M. Cox | Health & Physical Education |
| Dr. Alan Crosby | Chemistry |
| Dr. Jeanette Cruse | Education |
| Dr. James Dayananda | English |
| Ms. Mary Sue Diehl | Nursing |
| Mr. James Dolan | Health Science |
| Dr. Lisa Donahue | PreK-Grade 8/Prof. Studies |
| Mr. Bernard Dornisch | Math |
| Dr. May Dyer | Art |
| Dr. Charles Eberle | Health & Physical Education |
| Ms. Judith Elliott | Recreation Management |
| Dr. Chick Empfield | Education |
| Mrs. Elaine Filsinger | Library |
| Mr. Jack Fisher | Health Science |
| Mr. Ted Forbes | Psychology |
| Dr. Donald Fostvedt | Education |

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|-------------------------|---|
| Ms. Nancy Berry Galgoci | Accounting |
| Dr. Mohinder Gill | Art |
| Mr. John Gordon | Performing Arts |
| Dr. Arthur Gray | Chemistry |
| Dr. Donald Green | Geography |
| Mr. Harold Hacker | Health & Physical Education and Rec |
| Dr. Karen Harvey | History, Political Science and Economics |
| Dr. Charles Hayes | Foreign Language- German |
| Mr. Karl Herrmann | Health Sciences |
| Dr. Patrizia Hoffman | Communications |
| Dr. Arden W. Holland | Education |
| Dr. Zakir Hossain | Sociology & Anthropology |
| Dr. Glenn Hosterman | Music |
| Ms. May Ireland | English |
| Dr. John Irwin | Philosophy |
| Dr. William Irwin | Financial Aid |
| Dr. Charles Jenkins | English |
| Dr. Edward Jensen | Master of Education |
| Mr. Donald Keener | Health & Physical Education and Rec |
| Mr. Charles Kent | History/ University Archivist |
| Dr. Carole Kidder | Education |
| Dr. Clay Kleckley | Academic Development & Counseling |
| Dr. James Knauer | Political Science |
| Dr. Richard G. Kohlan | Psychology |
| Mr. Lawrence Lebin | English |
| Mr. John Leffert | Physician Assistant |
| Mr. Ralph Lehman | Education |
| Ms. Carol Liddick | Special Education |
| Dr. Sally Lima | Education |
| Ms. Lois Lynn | Nursing |
| Dr. Cecilia Maciá | Foreign Language-Spanish |
| Mr. Lewis Magent | Special Education |
| Dr. Sue Malin | Music |
| Dr. Stephen Marvel | Biology |
| Dr. Ira Masemore | Dean of Education |
| Dr. Peter Matthews | Special Education |
| Dr. John McGowan | Music |
| Dr. H. Faith McNitt | Music |
| Dr. Kathleen McQuaid | History, Political Science, Economics & Geography |
| Mr. Ronald Miller | Performing Arts |
| Dr. James Miller | Education |
| Dr. Samuel Nantogmah | Health & Physical Education |
| Dr. Rose Ann Neff | Recreation |
| Dr. Russell Nelson | Music |
| Dr. Charles Newcomer | Psychology |
| Dr. Gregory Nolan | Educational Foundations |
| Dr. Donald Oakley | Science |
| Ms. Mary O' Neill | Academic Counseling & Development. |
| Mr. Richard Parker | English |
| Dr. Arunkant Patel | Computer Science |
| Mrs. Carolyn Perry | English |
| Dr. Peter Podol | Foreign Language - Spanish |
| Dr. Carol Pollard | English |
| Mr. John Potter | Computer Science, Management Science & Accounting |

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|------------------------------|---|
| Dr. Joseph Priddy | Education |
| Mr. Rudy Radocaj | Computing Center |
| Ms. Carol Rehn | Mathematics |
| Mr. Gary Renzelman | Music |
| Mrs. Mary Renzelman | Music |
| Mr. Bruce Robertson | Business Admin, Computer Sci & Information Tech |
| Dr. Mary Rose-Colley | Health Sciences |
| Ms. Mary Ann Rudella | Nursing |
| Mr. Carl Rumbalski | Art |
| Dr. Steven Rush | Pre-K/Grade 8 Prof. Studies |
| Mr. John "Jack" Schmidt, Jr. | Visual & Performing Arts |
| Dr. Paul Schwalbe | Biological Science |
| Mr. Mark Seeber | Mathematics |
| Dr. Wade Seibert | Social Work |
| Dr. Kenneth Settlemyer | Biological Science |
| Dr. Robert Seyfarth | Business Admin, Computer Sci & Information Tech |
| Dr. Blanche Shamma | Speech & Theatre |
| Mr. Leonard Shepard | Elementary Education |
| Dr. Daniel Showan | History |
| Mr. Terry Shultz | Health Science |
| Dr. Donald Simanek | Physics |
| Dr. William Smith-Hinds | Sociology |
| Mr. Leroy Straley | Education |
| Ms. Maria Sweet | Academic Devel & Counsel |
| Dr. Lucille Tabler | Social Work |
| Dr. Kenneth Thompson | Biological Sciences |
| Mr. Tu Hsun Tsai | Sociology |
| Dr. Dora Vandine | Health & Physical Education & Recreation |
| Mr. Dean Wagner | Mathematics |
| Dr. Patrick Wardell | Social Work |
| Dr. David Warner | Performing Arts |
| Mr. John Weigel | English |
| Mr. Robert Weller | Health & Physical Education & Recreation |
| Mr. Raymond Whitney | Mathematics |
| Ms. Nina Williams | Elementary & Secondary Education |
| Dr. Douglas Wion | History, Political Science, Economics & Geography |
| Dr. Nan Wood | Health & Physical Education |
| Mr. James A. Woodward | Mathematics |
| Mr. Bruce Wooley | Business & Computer Science |
| Dr. Tim Yoho | Biological Science |
| Dr. Judith Yoho | Education |
| Dr. John Zaharis | Biological Science & VP Academics Affairs |
| Mr. George Zakem | Computer Center |

REQUIREMENTS FOR MAJORS

NOTE: Academic check sheets below were approved to reflect the general education program implemented fall 2014. Not all major check sheets were approved during the 2014-2015 year. Please check the department's website for information related to requirements.

<http://www.lhup.edu/majors/programs.html>

REQUIREMENTS FOR MINORS

<http://www.lhup.edu/majors/minors.html>

COURSE DESCRIPTIONS

LOCK HAVEN UNIVERSITY – COURSE DESCRIPTIONS
As of July 1, 2015