



# Young Scholars Student Handbook

**Young Scholars Program Coordinator**

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## Program Overview

The purpose of the King's College Young Scholars Program is to orient talented local high school students to the college environment and provide each student extensive, challenging experiences in an academic discipline(s). As part of the program, Young Scholars attend and participate in courses alongside King's College undergraduates, and all students will be assessed and evaluated as traditional undergraduate students. Upon successful completion of the program and all coursework included, you may request official copies of your King's College transcript outlining courses completed and grades earned. When applying for full-time undergraduate study either at King's or another institution, you will be required to submit all secondary and post-secondary academic transcripts, including the transcript you will receive upon completing the Young Scholars Program. As such, it is imperative all Young Scholars take their coursework seriously and relay any concerns to an advisor or professor immediately.

The College also offers a limited number of classes via Distance Education for students who live outside the local area. These classes are offered via videoconferencing through high schools, so students would need to check with their high schools to see if they have the capability to receive a class via videoconferencing.

Gifted high school seniors, and in some instances, juniors, may take up to six (6) credits per semester at \$183 per class (\$61 per credit) in first-year or introductory-level courses during the academic year (fall and spring) and in the summer. Additionally, there is a parking fee of \$20 per semester. In certain cases, a grant may cover the Young Scholar program fees. This can include fees for course(s), textbook(s), and parking. In these cases, students are emailed a gift card to the King's College Bookstore to cover the cost of the textbook(s) for the course.

**King's faculty and staff:** If your student is interested in participating in the Young Scholars Program, please have them register and then reach out to Young Scholars Program Coordinator for more information.

## Course Selection and Registration

Young Scholars are eligible to register for up to two (2) courses per semester. Courses must be chosen from the list of approved Young Scholar courses. The registration form and pre-approved list of Young Scholars courses for the selected term can be found at [kings.edu/admissions/young\\_scholars.html](https://kings.edu/admissions/young_scholars.html).

To qualify for the program, high school seniors should be in the top 20% of their class and juniors in the top 10% of their class. School counselors are permitted to submit recommendations for students who do not meet the above criteria. The recommendations will be reviewed on a case-by-case basis by King's College Office of Admission and the High School's Counseling Office.

- I. A high school student attends King's College (in-person or online) with approval from their high school counseling office. The school counseling/guidance office will confirm the mode of transportation students will use. Students are enrolled in a college-level course taught by a King's faculty member(s) and only get the college credit (no high school credit toward graduation is awarded). Please note that enrollment availability for a specific course is not guaranteed.

- III. Students need to complete the registration form by the deadline posted on the webpage provided (provide one or two class selections, three alternatives). We assign classes on a first come, first serve basis. The last day we can accept a late registration is also posted on the webpage.
- IV. Request your transcript be sent by your school counselor to the Young Scholars Program Coordinator.
- V. Your class schedule will be emailed to you by the date listed on the webpage. Your school's counseling office will also receive your schedule via email.
- VI. A few weeks later, you will get an email with the following details: Parking, Student ID, and Orientation Date.

**FERPA requirements also do not permit anyone other than the student to register for courses; therefore, parents cannot register for courses on their students' behalf. Please see page 5 for additional information on FERPA.**

Please contact the Young Scholars Program Coordinator with any questions related to course enrollment.

## Academic Policies

### Academic Calendar

Young Scholars are subject to the same academic calendar, deadlines, and policies as other King's undergraduate students. Our academic calendar be found at [kings.edu/calendar](https://www.kings.edu/calendar) and by filtering "Academic Calendar."

### Academic Standing

All Young Scholars must maintain a 2.0 GPA in their course(s) to be in good academic standing with the College. Young Scholars must have a minimum year-to-date GPA of 3.0 to re-register for classes for a future semester.

King's College has an academic alert system in which professors can submit deficiency reports and other alerts to the designated Young Scholar advisor in the Office of Admission. This information is emailed to the student's school counselor for follow-up.

### Academic Integrity

All students are required to abide by all King's College policies, including the Academic Integrity Policy. The policy may be found in the Student Handbook at [https://www.kings.edu/life\\_at\\_kings/division-of-student-affairs/student\\_handbook.html](https://www.kings.edu/life_at_kings/division-of-student-affairs/student_handbook.html).

### Grading System

Final grades are awarded in all credit courses upon the completion. Grading symbols are assigned the following numerical values:

- A = 4.00 grade points per credit hour.
- A- = 3.67 grade points per credit hour.

- **B+** = 3.33 grade points per credit hour.
- **B** = 3.00 grade points per credit hour.
- **B-** = 2.67 grade points per credit hour.
- **C+** = 2.33 grade points per credit hour.
- **C** = 2.00 grade points per credit hour.
- **C-** = 1.67 grade points per credit hour.
- **D** = 1.00 grade points per credit hour.
- **F** = 0.00 grade points per credit hour.

The following symbols are also used to indicate irregular grades:

**IN\*** = Incomplete: given in the case when extraordinary circumstances prevent a student from completing a course, such as a sudden illness. The majority of the course must be completed prior to the assignment of the "IN" grade. \*(The course must be completed by the midterm report date of the following semester at the latest, or it becomes an "F.")

**IP** = In progress: used for courses that legitimately extend beyond one semester, such as research or independent study courses. Completion is indicated by one of the regular grades reported in the following semester, and credit is received at that time.

- **P** = Pass
- **W** = Approved withdrawal
- **AU** = Audited course: 0.00 grade points per credit hour
- **AW** = Administrative withdrawal
- **W\*** = Approved withdrawal from a Pass/Fail course

## Credits and Credit System

At King's College, credit is measured in "credit hours." One credit hour is constituted by a minimum of three class work hours, where a class hour is defined as 50 minutes. Generally, this includes one hour of direct instruction and a minimum of two hours of out-of-class student work each week during the fifteen-week semester. Courses at King's College are three semester hours, or, in other words, three credits. Credit is accepted in transfer for those courses in which the student has received the equivalent of a "C" grade or better, and the course is applicable to the student's degree program at King's. The grades secured at another college or university are not included in either the general average or the qualitative average for the students' work at King's College.

## Failures and Academic Grievances

An “F” grade remains on the permanent record and is reproduced on all transcripts. The student who fails to receive a passing grade in a course may secure credit for that course only by repeating it and passing it. There is no second examination in any subject. Only a teacher of a course can give a grade in that course. Only the teacher of a course can change a recorded grade, with the approval of the Vice President for Academic Affairs. Students shall have the opportunity to review any of their grades.

Students may initiate this action by submitting a request to the teacher, after they have received the official grade report. This action must be taken by the middle of the semester following the issuing of the grade.

### **FERPA Policy**

As stated by Federal law, the Family Education Rights and Privacy Act (FERPA) protects the privacy of student educational records. Students in the Young Scholars Program are protected under FERPA policies. Regardless of the student’s age, once a student matriculates at King’s College, parents/guardians do not have access to a student’s progress reports, grades, assignments, coursework, or college instructors, and King’s does not provide parent conferences. Instructors are under no obligation to speak to parents. FERPA requirements also do not permit anyone other than the student to register for courses; therefore, parents cannot register for courses on their students’ behalf. The FERPA policy can be found in the [King’s College Student Handbook](#).

### **Final Examinations**

No students shall be excused from a final examination in a course where such an examination is required. In exceptional instances, such as serious illness or injury, students may be allowed to postpone the examination with the approval of the instructor.

### **Inclement Weather and Compressed Schedules**

In the event of inclement weather, <https://www.kings.edu/snowline/index.html> will be updated to reflect the status of the King’s schedule. Students will also be notified with updates, usually by text, through 911 Cellular, the College’s Emergency Notification System [https://www.kings.edu/mykings/emergency\\_notifications/index.html](https://www.kings.edu/mykings/emergency_notifications/index.html). College-wide emails will also be sent if courses are cancelled or delayed.

### **Transcripts**

All grades earned will be part of their official King’s College transcripts, including failing grades and withdrawals. An official transcript of a student’s academic record is available from the Registrar. To request a transcript, follow the instructions outlined on the [Registrar’s webpage](#).

### **Tuition and Billing**

Young Scholars courses have a rate of \$183 per class (\$61 per credit). Course tuition and fees are billed by mail to the home address on file. If a grant covers the Young Scholar program fees, the students affected will not be charged for the fees.

## **Academic Resources**

## **Academic Skills Center**

The Academic Skills Center, located in the Corgan Library Student Success Center, provides various free services including peer tutoring, learning strategy workshops and testing center support, and accessibility, accommodations, and disability services. For more details and to schedule an appointment with staff, visit [https://www.kings.edu/academics/success/skills\\_center/index.html](https://www.kings.edu/academics/success/skills_center/index.html).

## **Instructor Office Hours**

All instructors are required to hold weekly office hours in which students may drop in with questions or concerns. Should the stated office hours not fall within your range of availability, please email your instructor for alternate meeting times or to schedule an appointment. Instructors have an open-door policy as well. If their office door is open, you are welcome to drop in.

## **Moodle**

Moodle is a learning support system utilized by courses that provides additional readings, discussion boards, videos, or resources applicable to coursework. You can log in to your Moodle account at <https://moodle.kings.edu/> using your King's email credentials. The student Moodle guide can be found on the [IITS Learning Hub](#). Questions can be submitted by email to [moodle@kings.edu](mailto:moodle@kings.edu).

## **Writing Center**

The Writing Center, located in the Corgan Library Student Success Center, provides writing support, guidance, and feedback to students at any stage of the writing process. These services are free, and no appointment is needed. Students can simply drop in during operating hours. For updated hours and more information, visit [https://www.kings.edu/academics/success/writing\\_center.html](https://www.kings.edu/academics/success/writing_center.html)

# **Campus Resources**

## **Bookstore**

The King's College Bookstore, also known as Monarch Outfitters and Books, is located at 149 North Main Street across from Scandlon Gym and generally open Monday through Friday from 9 a.m. to 4:30 p.m. Textbooks are not available in store but can be ordered online and picked up. Please visit <https://kings.ecampus.com/> for updated hours and to browse textbooks, apparel, and merchandise.

## **Campus Map**

The College's campus map can be viewed at [https://www.kings.edu/aboutkings/resources/campus\\_map/index.html](https://www.kings.edu/aboutkings/resources/campus_map/index.html). The map can help locate parking, academic buildings, Hessel Hall (Office of Admission), and the Campus Center.

## **Campus Safety & Security**

The Office of Campus Safety and Security endeavors to provide a safe campus environment, comprised of personnel who patrol the campus and neighborhood. Nonetheless, you must always take reasonable precautions. Students are expected to take advantage of the resources provided by the College. We want you to have a safe and happy experience at King's. The Office of Campus Safety and Security is located on Main Street in Ryan Hall. In case of an emergency, you can contact a security officer on duty by calling "0" from any on-campus extension, activate an emergency call box, go to the College Switchboard located in 107/108 Ryan Hall, or dial "9-1-1" for Wilkes-Barre City Police or Fire response. For non-

emergencies, call Switchboard at (570) 208-5900. The College Switchboard is also located in 107/108 Ryan Hall.

### **Emergency Notification System**

The Emergency Notification System (ENS) provides notifications via text, email, or phone call during emergencies, including delays, emergency weather incidents, suspicious activity, and more. King's College uses **CampusShield** by 911 Cellular as our emergency notification provider. With **CampusShield**, you can receive and report emergencies with just a few taps or swipes on your smartphone. Students should sign up to stay informed using their King's email address. Parents can sign up to receive all emergency notifications by creating an account at <https://portal.publicsafetycloud.net/community-alerts/kings-college>.

### **King's Email.**

All Young Scholars are required to obtain and regularly check their King's email account while in the program. This email address is where all official correspondence from the College will be sent (including billing statements and course communication). It is a Microsoft Outlook email account. You can find it as "King's Email" on the [MyKing's page](#).

### **King's Student ID**

A King's Student ID is the College's official identification card. It is required to gain access to campus buildings, including the library. All Young Scholars are required to obtain a King's Student ID unless the course(s) are being taken online. Young Scholars will receive an email containing a link that will allow them to submit their photo for their King's Student ID, which allows them to receive the ID Card during orientation. Young Scholars can also visit Hessel Hall, where Admission staff can take you to the Residence Life suite in the Sheehy-Farmer Campus Center for one to be printed.

King's College ID cards cannot be loaned, sold, or transferred to any other person. Failure to carry a college ID card and improper usage of King's College ID cards will result in disciplinary referral. If your King's ID card is lost or stolen, please notify Residence Life immediately so the lost/stolen card can be deactivated. New ID cards can be purchased for \$20.00. Replacement IDs are only available during the normal business hours of 8:30 a.m. to 4:30 p.m., Monday through Friday.

### **King's College Student Handbook**

All Young Scholars are expected to understand and adhere to the College's policies, procedures, and Student Code of Conduct. It is the student's responsibility to familiarize themselves with the Student Handbook. The most recent copy of the Student Handbook can be found at [https://www.kings.edu/life\\_at\\_kings/division-of-student-affairs/student\\_handbook.html](https://www.kings.edu/life_at_kings/division-of-student-affairs/student_handbook.html).

### **Title IX**

King's College is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex, which includes all forms of sexual harassment. Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs and activities that receive federal

financial assistance. To ensure compliance with Title IX and other federal and state civil rights laws, the College has developed policies and procedures that prohibit sexual harassment/misconduct in all its forms. The College complies with the Commonwealth of Pennsylvania law on sexual violence.

**Title IX Coordinator**

Regina Corchado, SHRM-SCP  
Executive Director of Human Resources  
107 North Franklin St.  
(570) 208-5968 (office)  
(570) 266-3060 (mobile)  
reginacorchado@kings.edu

**Title IX Coordinator**

Megan Casey  
Associate VP for Student Affairs/Dean of Students  
113 North Franklin St.  
(570) 208-5875 (office)  
  
megancasey1475@kings.edu

**IITS**

The King's College IITS Help Desk is located on the third floor of the McGowan School of Business. The Help Desk can be reached by phone at (570) 208-4357, by email at [help@kings.edu](mailto:help@kings.edu), and by stopping by in person. IITS is the College resource for all information technology and electronic matters. King's College IITS is also available for any Young Scholars taking a course remotely. Learn more at <https://help.kings.edu/hc/en-us>.

**Library**

The D. Leonard Corgan Library is open to Young Scholars with 24/7 card access. Study rooms are first-come, first-served.

**MyKing's**

MyKing's allows students to access a variety of information and self-service, which can be accessed at [my.kings.edu](http://my.kings.edu).

**Wi-Fi**

Students can access campus Wi-Fi while on campus. There are two Wi-Fi networks students can connect to: "KC" and "Kings." Both networks will prompt you to log in with your King's email credentials. If you are ever prompted to use Multi-Factor Authentication for a login, [directions can be found on the IITS Learning Hub](#).

**Scandlon Physical Education Center/Intermetro Wellness Center**

The facilities inside the Scandlon Physical Education Center are open to Young Scholars students during hours of operation. The hours of operation can be found [here](#).

**Undergraduate Admission**

The Office of Admission handles all campus tours and visits. To register for a campus visit and or an upcoming event, visit [https://www.kings.edu/admissions/admission\\_events.html](https://www.kings.edu/admissions/admission_events.html). The Office of Admission can be reached by email at [admissions@kings.edu](mailto:admissions@kings.edu) or by phone at (570) 208-5858. Young Scholars are encouraged to visit Hessel Hall at any time for assistance, Monday through Friday from 8:30 a.m. to 4:30 p.m.



*The College reserves the right to adopt any additional rules and regulations that it deems necessary in relation to the Young Scholars Program.*