CATALOG

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Publication Date: January 6, 2025

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Background

History

West Virginia Junior College was founded in 1922. The institution (originally called Morgantown Commercial College) was located on High Street and if offered basic courses that emphasized business skills required at the time, such as typing, bookkeeping and penmanship. The institution grew over the decades both in student body and course offerings.

In 1952, the institution received its initial institutional accreditation and it was renamed the Morgantown Business College. As it grew, the institution began expanding its curriculum by adding medical and computer courses. In 1968, the current campus was constructed, and the institution moved from its original location on High Street to its current location.

In the 1970's, the institution continued to expand both its computer and medical curriculums. In the early 1970's, it was one of the first institutions in the state to develop a curriculum for the evolving career field that is known today as medical assisting. Also, in the 1970's, the institution was granted the authority to offer associate degrees by what was then known as the West Virginia Board of Regents. (Today, the institution is authorized to operate as a post-secondary institution by the West Virginia Council for Community and Technical College Education.)

Growth in both student body and curriculum offerings continued in the 1980's as the institution established a branch campus in Uniontown, Pennsylvania. In the 1990's, the institution embarked on a program to upgrade and enhance both the institution and its curriculum. As a result, in 1998 the Institution received a higher grant of accreditation and changed its name to West Virginia Junior College. Recognizing the increasing need for medical personnel, the institution has continued to increase its emphasis on health career education.

Approvals/Accreditation/Authorization to Operate

- West Virginia Junior College is institutionally accredited by the Accrediting Bureau of Health Education Schools to award diplomas, associate, and baccalaureate degrees. The Accrediting Bureau of Health Education Schools contact information is 6116 Executive Blvd, Suite 730, North Bethesda, MD 20852. Phone (301) 291-7550.
- West Virginia Junior College is authorized by the West Virginia Higher Education Policy Commission, 1018 Kanawha Boulevard, East, Suite 700, Charleston, WV 25301, (304) 558-2101, to offer baccalaureate programs and West Virginia Junior College is authorized to offer post-secondary education programs leading to a certificate, diploma, or associate degree in the state of West Virginia in accordance with its permit issued by the West Virginia Council for Community and Technical College Education, 1018 Kanawha Boulevard, East, Suite 700, Charleston, WV 25301, (304) 558-0265 in accordance with Chapter 18B of the West Virginia State Code.
- The West Virginia Junior College Nursing program has been granted full approval by the West Virginia State Board of Examiners for Registered Professional Nurses. 5001 MacCorkle Avenue, SW, South Charleston, WV 25309. Phone (304) 744-0900.
- The associate degree nursing program at West Virginia Junior College at the Morgantown campus located in Morgantown, WV is accredited by the Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 (404) 975-5000 www.acenursing.org The most recent decision made by the ACEN Board of Commissioners for the associate degree nursing program is Initial Accreditation. View the public information disclosed by the ACEN regarding this program at https://www.acenursing.org/

- Effective August 7, 2023, the baccalaureate RN-BSN nursing program at the West Virginia Junior College Morgantown campus is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on August 7, 2025. Accreditation Commission for 2 Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 (404) 975-5000 https://www.acenursing.org/search-programs?status=Candidate
- West Virginia Junior College is certified by the U.S. Department of Education, 400 Maryland Avenue, SW, Washington DC 20202 (800) 872-5327, under the Higher Education Act of 1965, as amended to participate in Title IV student aid programs.
- West Virginia Junior College offers some programs that are approved by the State Approving Agency (through the West Virginia Higher Education Policy Commission, 1018 Kanawha Boulevard, East, Suite 700, Charleston, WV 25301, (304) 558-0263) for students to use veterans' benefits. Please check with the financial aid office to confirm if your program of interest is an approved program prior to enrolling.
- West Virginia Junior College is approved under the U.S. Department of Labor WorkForce Investment Act to train WorkForce Act eligible individuals.

*Accreditation is a complex subject. This institution is "institutionally" accredited by a national accreditation agency. Other types of accreditation include regional, institutional, and programmatic accreditation. The type of accreditation can impact important student benefits, such as academic credit transfer and graduate job eligibility. Prospective students should direct any accreditation questions to the College President before enrolling.

Note: For the most current information regarding Approval/Accreditation/Authorization, please ask the College President.

Students have the right to review all documents describing accreditation, approval, or licensing. A request for such review should be made to the President. The President will make accreditation, approval, and or licensing documents available for review at an agreed upon time and location.

Statement of Legal Control

The West Virginia Junior College is a private, proprietary corporation. It operates a main campus in Morgantown, WV and one additional campus in Irwin, PA under the name United Career Institute. The corporation has no other campuses and is not affiliated with any other public or private organization or educational institution. WVJC operates under policies and guidelines established by its Board of Directors. Its Chief Executive Officer is its on-site College President.

The College President is charged with responsibility to manage all aspects of the campus operation and to exercise such discretion as he/she deems appropriate, within the broad guidelines and policies established by the Board of Directors. The institution's corporate officers execute legal documents and perform other similar ministerial functions as required of corporate officers by law. No corporate officer has managerial or administrative responsibility and is not in the chain of command, unless he or she also holds the position of College President.

General Information

IMPORTANT NOTICE – Students are expected to read and be familiar with this catalog before they begin classes. It contains important information for attendance at this campus. The student's and Institution's contractual rights and responsibilities to each other are contained in the student's enrollment agreement, arbitration agreement, if any, and this catalog is incorporated into and is a part of the enrollment agreement. (In the event of a conflict between the enrollment agreement and this catalog, the enrollment agreement controls.)

This catalog, the student's enrollment agreement and arbitration agreement, if any, shall be considered the only official documents of the Institution. Brochures, advertisements or documents and/or oral statements should be considered for general informational purposes only, are subject to change with or without notice, and do not create any legally binding rights or responsibilities on the part of the Institution or the student. This catalog is current at the time of printing; however, the Institution reserves the right to make changes, additions, or deletions or to waive or change any requirement or rule, or to terminate any other campus or educational activities or services, where the administration, in its sole opinion, deems such actions to be appropriate. Attachments to this catalog (appendixes, supplements, etc.) if any, are a part of this catalog and should be referred to where pertinent. **Any obligation to provide any benefits or services offered by this Institution (such as review privileges, placement assistance, etc.) shall end if the Institution terminates operation of this campus.**

This catalog is current at the time of publication. Check with the College President for updated information.

Non-Discrimination Policy

This Institution does not discriminate in any of its programs, activities, services or employment practices on the basis of race, religion, national origin, gender, age, color, pregnancy, childbirth or related medical condition, disability, sexual orientation, gender identity, or any other prohibited criteria. The institution will conduct all of its activities in accordance with all applicable local, state, and federal anti-discrimination laws. For all disabilities, accessibility to facilities and services will be made through reasonable accommodations in accordance with legal requirements. Any inquiries concerning such matters should be made to the College President.

Student Accommodations Policy

The Institution prohibits discrimination based on disability and is committed to ensuring that all qualified individuals with disabilities have the opportunity to participate in educational programs and activities on an equal basis. In accordance with applicable law and College policies, the College will provide reasonable accommodations to qualified individuals with disabilities on an individualized, case-by-case basis.

Students who wish to request accommodations should note the following:

- A student requesting an accommodation based on a disability must have a disability covered by law and meet the academic and technical standards required for admission or participation in the College's programs and activities, with or without reasonable accommodation.
- Appropriate supporting documentation may be requested. Documentation requirements vary according to each individual's disability and situation and must be from a qualified professional with relevant experience and no personal relationship with the individual being evaluated. Appropriate supporting documentation will generally provide information to establish the existence of the disability, describe the nature of the disability, explain the limitations of the student, and offer accommodation recommendations.
- Accommodation requests and supporting documentation are reviewed on an individualized, case-by-case basis.
- The College will engage in an interactive process with the student to determine what, if any, reasonable accommodations are available. Accommodations are not retroactive.
- The College is only obligated to provide reasonable accommodations. An accommodation is not reasonable if it would result in an undue burden or require a fundamental alteration of the College's programs or activities. Per Title IX, the Institution will provide a Leave of Absence to pregnant & postpartum recovery students if medically necessary.

Once a student's accommodation request has been approved, the College will prepare an Accommodation Plan outlining the approved accommodations.

Any complaint or grievance based on this policy will be addressed in accordance with the Dispute Resolution Procedure Notice found in the Institution's Catalog.

Mission

West Virginia Junior College is dedicated to providing an opportunity to individuals who desire specialized career training delivered through either a blended or online education experience. It is through the educational process that students receive support and encouragement so they may reach their full potential. This Institution believes this will enhance employability. To accomplish this important goal, this Institution is committed to career training which emphasizes skills, attitudes, and work habits consistent with good business practices through educational excellence.

This Institution maintains the philosophy that the "student comes first" and practices and "open door" policy allowing students accessibility to all faculty and administrative staff. A cohesive bond between the student and the school is developed as a result of this open communication and is fundamental in the development of the skills and knowledge necessary to prepare for entry into a career field. The mission of the Institution will be accomplished by the achievement of the following objectives:

a. Continually offer students viable career options by providing quality educational programs based on employer-driven requirements.
b. Maintaining a qualified faculty and staff dedicated to the personal and professional development of each student.
c. Develop each student's ability to communicate effectively, both orally and in writing, and to think critically.
d. Constantly analyze and update curricula to remain in the forefront of changing and emerging technologies.

Institutional Operating Standards

The following standards have been adopted by this institution to govern its operations and establish expectations for all employees:

- To provide quality value-added service to our customers,
- To exhibit a high level of ethical standards in every action taken and statement made,
- To comply with all federal, state or other laws, rules or regulations,
- To operate in the progressive, professional manner required in a competitive, worldwide marketplace while always maintaining the above three principles.

While these standards are general in nature, they reflect the institution's expectations that all employees and representatives act with integrity, honesty and fairness at all times. This applies to both conduct involving students and fellow employees as well as to the general public, the government, and all regulatory agencies and their staff. The institution recognizes that its reputation is its most valuable asset, and its reputation depends on the actions of its employees, hence, the above-stated requirements.

Affiliations

The Institution is a member of the following:

- WV Association of Student Financial Aid Administrators
- Chamber of Commerce

Separate Educational Centers

WV STEPS
64 Medical Center Drive, HSC South Room 3642
Morgantown, WV 26506

DAVIS MEDICAL CENTER
812 Gorman Avenue
Elkins, WV 26241

LOGAN REGIONAL MEDICAL CENTER
20 Hospital Drive
Logan, WV 25601

MONHEALTH MEDICAL CENTER
1200 J.D. Anderson Drive
Morgantown, WV 26505

ROANE GENERAL HOSPITAL
200 Hospital Drive
Spencer, WV 25276

GREENBRIER VALLEY MEDICAL CENTER
1320 Maplewood Avenue
Ronceverte, WV 24970

WHEELING HOSPITAL
1 Medical Park Road
Wheeling, WV 26003

Admissions

General Admissions Requirements and Procedures

Applicants for admission to programs shall be admitted on the basis of:

- High school diploma, High School Equivalency (TASC/GED, etc.), or home school credentials or other evidence of successful secondary education completion that is permitted or recognized by the state.

  Verification of successful secondary education completion is made by securing of independent and substantiating documentation or a signed attestation on the student's enrollment agreement only when permissible by the institution's accrediting body.

- Required technology (*See Online Course/Distance Education > Resource and Equipment Requirements* in this catalog for specific technology requirement.) and computer skills for students applying for online courses.

- Specific programs may have additional admissions requirements. Refer to the specific program sections below for those requirements.
- The Institution does not currently accept students that either reside in or are living in the following states and U.S. territories: California and New York.

General Admissions Advice for Applicants

Certain factors may limit the ability of the student to complete all necessary graduation requirements and/or may negatively impact the graduate's ability to obtain meaningful employment in field. Examples of such factors may include, but are not limited to:

- Family and/or other personal obligations, such as responsibility for minor children in situations where the applicant does not have adequate childcare assistance,
- Lack of a reliable car or other means of transportation to enable the applicant to attend all classes and, after graduation, commute to places of potential employment,
- Criminal record that would inhibit the applicant's ability to complete the program and/or obtain employment in the field,
- Lack of intent to seek employment in field or seek other benefit related to the training upon completion of program

Individuals interested in one of the Institution's programs are to:

1. Meet with admissions.
2. Acquire and complete an Application for Admission. Applications for admission may be obtained from the admissions staff.
3. Receive admissions decision.
4. Complete and sign the enrollment agreement, remit the respective program fees (See *Statement of Tuition and Fees* for program of interest.), and fill out any other form or provide any other documentation the Institution may deem necessary. In addition, applicants for some healthcare programs must have on file any required immunizations, clearances, or other documentation prior to attending externships or clinicals.

Acceptance of applicants is also subject to minimum and maximum class size and academic scheduling requirements. Acceptance for admission indicates only that the applicant meets the minimum acceptance requirements. Applicants should not assume acceptance is an express or implicit guarantee or a representation of the likelihood of academic or career success or ability of the applicant to achieve the applicant's goals.

Accommodations for Disabilities

Applicants needing an accommodation for a disability must submit a written request to their admissions team member indicating the nature and extent of the disability and specific accommodation requested. This request should include any IEP paperwork used by the applicant in previous schooling.

Late Application

Applicants may apply for admission any time prior to the starting date of the term for which the applicant desires admission. At the discretion of the College President and subject to maximum class sizes, the applicant may register late after the start of classes, so long as admissions requirements are met and all required documentation is on file.

Cancellation of Enrollment

All students enroll subject to their right to cancel their enrollment during their first term as provided for in their enrollment agreement. In addition, the Institution reserves the right to exercise professional judgment to cancel the student's enrollment when it deems such action to be in the best interest of the Institution or the student. When a student's enrollment is cancelled without cause, the student will not be penalized either

academically or financially. That is, the student will not receive withdrawals or failing grades, no academic records will be maintained, and any tuition already paid will be refunded. The legal obligation to follow the institution's Dispute Resolution Procedure survives cancellation of the student's enrollment.

Admission to: RN to BSN

- Unencumbered RN Nursing License
- Graduated from an accredited institution recognized by US Department of Education
- Official Transcripts demonstrating a "C" or better in all core nursing courses in the Associate of Nursing Degree
- Current Resume

Admission to: Nursing

Consideration for admission to the Nursing Program is based on the following:

- All Applicants
  - Nursing Program Application and related components (includes fee)
  - Provide entrance exam results and meet TEAS requirements (Reading-60, Math-60, Science-50, English-55)

*Refer to the *Nursing Program Admission Packet* for more information and full details of all requirements.

Individuals interested in the nursing program are to follow these procedures:

1. Meet with Admissions.
2. Take the Nursing Entrance Exam.
3. Apply to the nursing program*.
4. Interview with a campus representative.
5. Receive notification of admission decision.
6. Complete enrollment paperwork financial planning, and submit seat fee.
7. Complete required screening, immunizations, background checks, and acquire supplies.

IMPORTANT:

- No Guarantee of Admission – Admission to the nursing program is highly competitive. Submission and completion of the minimum admission requirements does NOT guarantee admittance to the program.
- Licensure Eligibility - Requirements to become a registered nurse are evolving as the practice of nursing evolves. Generally, the requirements are becoming more stringent. Before starting classes, you should go to your state nursing board website (WVBON website address is: http://wvrnboard.wv.gov) to review and confirm that you can meet the eligibility requirements to become a registered nurse. Be advised that the requirements may change between the time that you can begin school and the time you graduate and apply to become a registered nurse. Any condition that could impair your ability to carry out nursing functions may disqualify you from eligibility to become a registered nurse. This could include mental, emotional, physical, or other conditions. You should also be aware that, any abuse of legal drugs or use of illegal drugs will be a basis for disqualification. You may be tested for inappropriate drug use while in school, as a condition to participate in clinical rotations at some sites, and prior to receiving your nursing license. Once licensed, you may be required to be tested for inappropriate drug use as a condition of employment. **(The College makes no representations, suggestions or warranties that any student is or will be eligible for licensure. This is the sole responsibility and authority of the WVBON.)**

Nursing Re-Admission Requirements

If you are considered a student under the Student Re-Admission definition, then the following applies:

The WVJC policy for re-admission implies that the student will be admitted under the current catalog and therefore the current curriculum and policies. If a student withdraws from WVJC, or if a student should be suspended for any reason, re-admission may be gained by meeting the following requirements:

1. Be interviewed by the Nursing Program Director and complete an application for readmission.
2. Meet the general requirements for admission into the Nursing Program.
3. Re-enroll in any course which had not been completed satisfactorily as outlined in the Institution's catalog
4. Meet all re-admission requirements contained in the Nursing Program Student Handbook.

Re-admission is not guaranteed. The student's application for re-admission will be evaluated along with the other current applications.

Re-Admission to Nursing from other West Virginia Junior College or East Ohio College Campuses

1. A student is ONLY permitted to re-enroll twice among all West Virginia Junior College or East Ohio College campuses.
2. If a student fails to complete the nursing program after the second re-enrollment, he/she must wait 1 year (12 months) before applying for re-admission to the nursing program. If the applicant is granted re-admission, the student will begin the program from the beginning and must re-take all nursing courses.
3. Extenuating circumstances may be considered by the College President and Program Director.

Admission to: Medical Coding

In addition to the General Admissions Requirements, admission to the Medical Coding program is based on following:

- Interview with the Program Director

Individuals interested in the Medical Coding program are to follow these procedures:

1. Meet with Admissions.
2. Complete application.
3. Interview with Program Director.
4. Receive notification of admission decision.

Admission to: Pharmacy Technician

In addition to the General Admissions Requirements, admission to the Pharmacy Technician program(s) is based on following:

- Entrance Exam Results
- Background Check
- Urine Drug Screen
- Interview with Program Director

IMPORTANT: Submission and completion of the minimum admission requirements does **NOT** guarantee admittance to the program. Random urine drug screens may be conducted at any time during your program.

Individuals interested in the Pharmacy Technician program(s) are to follow these procedures:

1. Meet with admissions.
2. Complete Application.
3. Complete the Math & English Proficiency Exam.
4. Interview with the Pharmacy Technician Program Director or qualified Pharmacy Technician designated individual.
5. Pass a background check.
6. Pass a Urine Drug Screen.
7. Receive notification of admission decision.

Admission to: Cybersecurity

In addition to General Admissions Requirements, admission to the Cybersecurity program(s) is based on the following:

IMPORTANT: Submission and completion of the minimum admission requirements does NOT guarantee admittance to the program.

Individuals interested in this program are to follow these procedures:

1. Meet with Admissions.
2. Complete application.
3. Receive notification of admission decision.

Cybersecurity recommended technical requirements:
Windows 10 Pro
Apple Products not permitted (MacBook)
32GB RAM recommended
512GB SSD recommended
Dual monitor configuration recommended

Admission to: Dental Assisting

In addition to the General Admissions Requirements, admission to the Dental Assisting program(s) is based on the following:

- IMPORTANT: Submission and completion of the minimum admission requirements does NOT guarantee admittance to the program. Random urine drug screens may be conducted at any time during your program

Individuals interested in the Dental Assisting program(s) are to follow these procedures:
1. Meet with admissions.
2. Complete Application.
3. Pass a Urine Drug Screen.
4. Receive notification of admission decision.

- IMPORTANT: I understand that the program may offer clinical components for students who voluntarily disclose pregnancy in writing, such as clinical reassignment and/or leave of absence. I further understand that disclosed pregnant students may seek counseling from a qualified individual.

Transferring Credits/Degrees/Academic Credentials* & Articulation Agreements

TO THIS INSTITUTION

Once the institution has made the determination that the education or training is substantially similar to the institution's coursework, transfer credit will be accepted on the following basis.

1. College credits earned at another institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) may be accepted on the basis of an official transcript provided when "C" or better grades were earned at the previous institution.
2. AP college credits may be accepted on the basis of a valid transcript issued by the College Board reflecting a score of 3 or higher.
3. Dual enrollment college credits may be accepted on the basis of a valid transcript issued by the student's high school reflecting a grade no lower than an A-.
4. Credit for military experience may be accepted for appropriate learning acquired in military service on the basis of recommendations made by the American Council of Education's (ACE) Guide to the Evaluation of Educational Experiences in the Armed Forces.
5. Work Experience – Credit in the amount of one, four credit course may be granted for prior work experience under only the following circumstances.
    - The student meets with the Program Director prior to beginning the program. This is necessary to allow the Program Director to assess the viability of work experience credit before course scheduling begins.
    - The student will complete the Work Experience Course Credit Application. This application will include a portfolio within which the student must demonstrate competence in each of the course's learning objectives.
    - This application will be submitted to the Program Director at least two weeks prior to term in which the course would be scheduled. The Program Director will make the credit assessment. The Program Director's decision is final.
6. No more than seventy-five (75%) of the total number of a program's credit hours will be accepted as transfer credits.
7. Acceptance of transfer credits is at the Institution's discretion. The student may be asked to provide course descriptions or other pertinent information necessary to evaluate coursework for which transfer of credit is being sought. In cases where proficiency may be in doubt, the institution reserves the right to test for proficiency.
8. Nursing Program – Please refer to the nursing student handbook for additional requirements regarding transfer credit for the nursing program.

FROM THIS INSTITUTION TO OTHER EDUCATIONAL INSTITUTIONS

Students are advised that it is frequently difficult to transfer credits (or degrees, diplomas, or other academic credentials) from one educational institution to another institution even if both institutions are accredited. Different educational institutions have different missions, so they design their curriculum, courses and educational programs differently. As a result, classes taken at one institution frequently will not match up very well with classes offered at another. Also, some educational institutions require specific institutional or educational program accreditation as a condition to accepting credits from another institution. Therefore, students should not enroll at this or any educational institution, if there is any possibility they may want to transfer academic credit or credentials (diplomas, degrees, certificates) to another educational institution unless they have determined in advance that they will be able to transfer credits. See the "Other Important Credit Transfer Information" section below for more important information.

FROM OTHER WEST VIRGINIA JUNIOR COLLEGE, EAST OHIO COLLEGE, OR UNITED CAREER INSTITUTE CAMPUSES

Credits received from other West Virginia Junior College, East Ohio College, or United Career Institute campuses will be accepted with a "D" or better grade. However, the receiving campus reserves the right to require the student to repeat any course if, in its sole opinion, there are substantial deficiencies in the student's knowledge of the course subject matter.

OTHER IMPORTANT CREDIT TRANSFER INFORMATION

The Institution's occupational degree programs are terminal degrees; therefore, students should assume that credits earned are not transferrable to another program or institution. Furthermore, **this Institution offers programs and courses with a career training emphasis designed to assist the graduate in obtaining employment; they are not designed for transfer.** In addition, the Institution does not offer programs or courses (with or without a liberal arts/academic emphasis offered at many two and four year colleges) designed to transfer. As such, although this Institution's accreditation demonstrates that it has met recognized academic and educational standards, **courses, credits, degrees, diplomas or certificates awarded by this Institution are generally not transferable** to other educational institutions. It should also be noted that there are different types of accreditation. If the school to which a student may desire to transfer credits has different accreditation from this institution, credits may not transfer. Therefore, this accredited Institution does not imply, promise or guarantee the transferability of any course, credit, degree, diploma, or credentials earned at this Institution to any other educational institution. Prospective students must decide if their goal is short term, career focused training that this school offers or broadly focused liberal arts focused academic education.

Whether or not courses, credits, degrees, diplomas or other academic credentials can be transferred is a determination made solely by the institution at which the student desires to pursue further education. Therefore, applicants for admission to this Institution are responsible to contact any other institutions to which they may desire to transfer to determine transferability, before beginning classes. **Applicants should assume their courses, credits, degrees, diplomas, or other academic credentials are not transferable unless they have advance written approval from the institution to which the student may transfer.**

A credit hour is a unit of measure, not necessarily an indicator of transferability of credit. The receiving institution, rather than the training institution, decides whether to accept credits for transfer.

***Nursing student should refer to the Nursing Program Student Handbook for additional information and requirements.**

ARTICULATION

As noted in the section titled "Transferring Credits/Degrees/Academic Credential", transferring credits is frequently difficult or impossible. Therefore, the best approach is for a student to plan on completing his/her educational career at the institution where he/she began. **Students should not enroll at this, or any educational institution, planning to transfer credits, degrees, diplomas, or other academic credentials.** In order to assist students who may, at some late date, change their mind and decide to continue their education, this institution has entered into articulation agreements with the post-secondary institutions listed below. Please note that this does not guarantee transfer of some or all credits to those institutions; the requirements change from time to time and the articulation agreements may be terminated at any time. Before enrolling, it is the student's responsibility to request current articulation agreements, if any, review them, and then discuss transferability with the other educational institutions so the student can make a fully informed decision.

The following schools/universities have entered into an articulation agreement with this Institution. Check with the Institution for the most current information before enrolling. Also, be advised that the Articulation Agreement are not of indefinite duration and may terminate at any time.

- American National University/National College
- Chamberlain College
- Marshall University
- Salem University
- Seton Hill University
- St. Francis University - Francis Worldwide
- Strayer University
- University of Phoenix

Note: This list is current as of the time of printing. Check with the campus for the most updated list.

Credit By Examination

Students who already possess adequate knowledge or skill development may receive credit for certain coursework on the basis of satisfactory performance on examinations administered by the Institution. Students may also receive credit by showing proficiency through industry certification. The Institution reserves the right to exercise its professional educational discretion regarding the granting of credit. Students who desire to apply for credit by examination or certification must notify the Institution prior to the first week of classes. No grade is assigned for credit granted by examination or certification.

Tuition and Obligation to Provide Services

Tuition is charged on a term by term basis, and is due and payable in full at the beginning of each term. (Payment of tuition may be deferred until receipt of financial aid in those cases where the student is relying on such aid to pay tuition. Pursuant to the Veteran's Benefits and Transition Act of 2018, the institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.) In addition to tuition, the student is responsible for the application fee, seat fee (if applicable), (for the student's first term only), education resource fee (per term), and other educational expenses included in the cost of attendance.

Payment of tuition, fees, and all other expenses is not contingent upon receipt of financial aid of any kind including, but not limited to, Federal Pell Grants, Federal Stafford Student Loans, or other types of loans, grants, benefits, etc. **The Institution does not guarantee the receipt or likelihood of receipt of any financial aid. Eligibility for Title IV student financial aid (grants, loans, etc.) is controlled by the U.S. Department of Education. Important notice: Students are cautioned to carefully read the student financial aid section of this catalog. A student's financial aid assistance could be terminated for any number of reasons (some of which may not be within the student's control) before the student graduates. If this occurs, the student's enrollment will cease (unless the student pays and the School accepts tuition and fees from another source), and both the School and student will be deemed to have fully discharged all legal obligations to each other.**

Payment of tuition is solely for the right to attend classes and is not contingent upon satisfactory progress or placement upon graduation or the provision of any other service. **In the event a student fails to pay tuition for any term (regardless of the reason), the Institution shall have no further obligation to that student.**

Tuition, fees, and other expenses for each program may be found at the end of this catalog. Diplomas will be issued only upon payment in full of tuition or other fees owed. In addition, delinquent balances may be turned over to collection agencies and/or other collection actions may be taken.

The Institution's only obligation under the student's enrollment agreement is to complete classes in any term that it begins offering classes and for which the student has paid in full all tuition and fees due. **The Institution reserves the right to delay the start of, suspend, cancel or permanently terminate any course, class, educational program, school term or other educational activities or services, and/or permanently discontinue campus operations.**

- A student has 14 days from their last date of attendance as a graduate or withdrawal to begin making payments on their outstanding balance. This is stated on the students' exit invoice paperwork.
- If no payments are made, the student's overdue account is then sent to the institution's collections agency, General Revenue Corporation (GRC).

If a student withdraws from school and believes individual circumstances related to that student warrant an exception from the refund policy published in the student's enrollment agreement, the student may appeal to the College President.

The statement of tuition, fees and all other charges can be found on the last page of this catalog and are effective for the student's first term, but may be changed/increased for any term after the student's first term in school. If the institution increases or changes in any way its tuition and/or fees, all students will be notified of this change. The Financial Aid Officer will send this notification by email to the student's institutionally assigned email address. If a student does not yet have an institutionally assigned email, they will either be sent a letter through United States Postal Service or through email using the email given to the institution during the enrollment process.

Textbooks and Supplies Policy

The institution includes the cost of textbook use in tuition and fees. The cost the institution can offer students is below competitive market rates. Students have the right to opt out of this program and purchase books themselves. If a student chooses to do so, he/she is to notify the institution in writing at least 4 business days prior the first day of any module in which he/she wishes to purchase his/her textbooks. The student will receive a disbursement for the credit for the institution's cost of respective textbooks no later than the 7th day of the respective module. The student must then purchase his/her textbooks by the end of week 1 of the module.

If students choose to use the institution's books, rather than buy their own books, they must return their books in good and usable condition at the end of each module, or on or before the date of termination if attendance is terminated. Failure to do so will result in the student being charged the replacement cost of all unreturned books. Students should be aware that they may not use Title IV funds to cover these costs if these charges occur after their withdraw date.

For convenience to the students, supplies specific to a student's program are also included in tuition and fees. Examples of such included supplies are nursing tool kits (containing stethoscope, blood pressure cuff, etc.), scrubs with the institution's logo embroidered, computer build towers, certain test fees, and other program specific required items. Contact the institution for more details of supplies included in the tuition and fees.

The cost the institution can offer students these included supplies is below competitive market rates. Students have the right to opt out of this program and purchase some or all otherwise included supplies themselves. If a student chooses to do so, he/she is to notify the institution in writing at least 4 business days prior to the first

day of the module in which the supply is needed. The student will receive a disbursement for the credit for the amount of the respective supply no later than the 7th day of the module. The student must then purchase the supply by the end of week 1 of the module.

The student will have other indirect costs (i.e. room and board, other supplies such as pens, notebooks, personal and miscellaneous, and transportation) that are not included in tuition and fees. The student should visit the Consumer Information, Price of Attendance page of the institution's website for more information about indirect costs.

Dispute Resolution Procedure Notice*

The college prides itself in maintaining good relations with its students. It is our goal that you, our current or former student, be completely satisfied with our college, but we recognize that good faith differences of opinion can occur. Recognizing that each student is a unique individual with different needs, concerns, and perceptions, it is the policy of this college to attempt to meet students' needs and concerns if the College is reasonably able to do so. To resolve disputes quickly, fairly, and in good faith the College has developed this Dispute Resolution Procedure. By enrolling, students agree to follow each step-in good faith. If you have any questions about these procedures contact the College President.

A. **DISPUTE *** - If a dispute or concern arises, we suggest that you, the student, and college instructor or the official involved, should both attempt to settle the matter informally between the two of you. That's really the best resolution to any kind of dispute.
B. **GRIEVANCE *** - If the dispute is not informally resolved at Step A above, you must file a written complaint using the term "Grievance" with the College President describing the dispute in detail and the requested solution. A written response and proposed resolution will be provided to you by the college within 30 business days. This timeline could be extended up to 14 additional business days due to exigent circumstances at the sole determination of the institution. All grievance documentation and its disposition will be maintained electronically by the College President.
C. **MEDIATION *** - If you are not satisfied with the college's response at Step B above, you must make a written request for "mediation". If you fail to file a written request for mediation within one (1) year of the college's response and proposed resolution and you will be legally barred from filing a lawsuit. The college will pay any administrative fees and mediator fees and shall select a Mediator/Mediation organization, which may include, but not limited to: (a) an American Arbitration Association member; (b) a retired state judge; or (c) an attorney with mediation experience and/or State Bar sponsored training in mediation. The College may waive mediation, in which case either party may request arbitration.
D. **ARBITRATION *** - If you are still not satisfied, you are required to arbitrate the dispute. See the college arbitration agreement for details on your obligation to arbitrate.

*** These procedures are optional for and do not apply to (1) borrower defense claims filed by Title IV borrowers under 34 CFR Part 685, Subpart D; provided that, arbitration may be required if the prohibition against arbitration contained in such regulation is repealed or otherwise legally invalidated; (2) complaints covered by NC-SARA policy.**

Students with concerns/complaints may also use the following procedures:

- Students may file complaints with the Accrediting Bureau of Health Education Schools, 6116 Executive Blvd, Suite 730, North Bethesda, MD 20852, Phone (301) 291-7550, https://abhes.org/complaint-process/ and, or
- Students may file complaints with the West Virginia Community and Technical College Systems (WVCTCS), 1018 Kanawha Blvd, East, Suite 700, Charleston, WV 25301, (304) 558-0265 www.wvctcs.org, or other government agencies.

- Students taking online courses have the right to file a complaint with the distance educational national oversight body known as the National Council for State Authorization Reciprocity Agreements (NC-SARA), https://nc-sara.org/sara-student-complaints-0.
- These procedures are subject to local controlling law (and for students receiving Title IV federal financial aid, USDOE regulation) and are not enforceable to the extent limited/prohibited by applicable law and do not include sexual harassment claims.

Academic Information

Program/Class Scheduling, Content and Size

Classes are generally scheduled so that a student will graduate in 18 – 21 months in Associate Degree programs, and in shorter periods of time in diploma programs. Program lengths may vary based upon several factors including, but not limited to, transfers in any class, the student's class load, whether the student drops classes, fails classes, changes programs, etc. The Institution reserves the right to determine when each course is offered, and which students are assigned to each course each term, and to decide the number of credit hours a student may carry, and which course(s) a student may take through distance education modalities. With rapidly changing employment demands in today's information age, the Institution periodically updates curriculum. As such, the Institution reserves the right to update, modify, cancel, substitute, suspend or permanently terminate courses contained in each program. This includes any changes related to the content of any specific course, the course or program title and/or objectives, graduation requirements, number of instructional or academic credit hours, or any other academic matter at any time.

Class sizes and student-teacher ratios will vary significantly depending upon the type of class involved, class scheduling, and the number of students required to take that specific class that term, and various other factors. There is no one standard class size or corresponding student teacher ratio. The majority of classes will have thirty-five or fewer scheduled students. Medical clinical classes will generally contain less than twenty students per class. The class size in other classes will typically range anywhere from twenty to thirty-five students per class, although some classes may exceed thirty-five.

All courses in all Diploma programs offered by this Institution are fully acceptable for credit in one or more of this Institution's Associate Degree programs. Individual Diploma courses may be transferred directly, and in some cases, may also be used to substitute for certain courses in Associate Degree programs. Check with the College President for additional information.

The Institution strives to have the most qualified faculty instructor available to teach all courses. While individual courses are normally scheduled during the day Monday through Thursday for students in day programs, students in some courses, may be scheduled for class periods in the evenings Monday through Thursday or Friday or Saturday. Out of classroom learning experiences (externships, medical clinical rotations, etc.) may be scheduled on any day and any shift. Specific class schedules are determined by the overall scheduling requirements for the entire student body, and the course loads, and scheduling requirements of individual instructors for specific courses involved. In addition, courses normally scheduled at night may be scheduled during the day or on Friday or Saturday.

In keeping with the institutions policy of continuing, improving, and updating curriculum to meet local employers changing needs and for operational needs, the School reserves the right to update, modify, cancel, suspend or permanently terminate courses, classes, or educational programs at the beginning or end of any term for any reason. Other campus or educational activities or services can be terminated at any time.

Directed/Independent Study

Directed/Independent Study may be utilized in appropriate circumstances, such as to resolve scheduling difficulties/conflicts. Each decision shall be made on a case by case basis. Directed/Independent Study students are expected to complete the same course work as in regularly scheduled course offerings. Directed/ Independent Study involves a level of independence and self-direction on the part of the student to read material, complete and submit projects, reports and other assignments on a timely basis, and successfully pass examinations as if a student was attending regularly scheduled class. Students are required to meet with the instructors periodically as required by the learning contract and to follow the procedures and policies as established by the campus administration and the instructor. In no case is a student permitted to take more than 10% of the didactic portion of their program through directed/independent study.

Program Objectives/Optional Certifications and Credentials

The objective of this Institution's programs and courses is to prepare students to obtain the skills and knowledge necessary to pass their classes and ultimately meet graduation requirements so graduates can obtain entry level employment. Opportunities for advancement will depend on the graduate. As such, graduates will have basic skills and knowledge that will assist the graduate to enter his/her chosen career field. This background will also prepare graduates for more advanced study. To enhance their own employability and career advancement, graduates must strive to become more knowledgeable in their field and obtain optional certifications and credentials (as all people in the workforce should do in today's rapidly changing economy). **This is the graduate's responsibility.**

Although some courses may include materials designed to help students prepare for certification/ credentials not required for employment in that career field, individual program graduation requirements do not mandate that students obtain any type of optional computer, medical, technology, or other outside certifications or credentials. Passing written examinations or meeting other requirements necessary to obtain optional or mandatory state, national, industry, or other types of certification, licensure, registration, or other credentials available in the computer field, medical field, and in some other fields will require additional out of class study and preparation on the student's part. As with any endeavor, the student is responsible to put forth the time and effort necessary to master the subject matter required to pass written examinations, practical tests, oral examinations, or other requirements. Also, eligibility requirements for optional certifications can vary and may change periodically. If a prospective student is interested in a specific certification, it is that individual's responsibility to determine in advance whether the institution's training will qualify the individual to take the necessary test(s) and/or otherwise qualify for the certification.

Program titles and objectives and the content of courses may be updated and changed periodically by the institution. Students will be scheduled and graduated accordingly.

Make-Up Work

Students may be allowed to make-up missed or delayed work, class assignments or tests resulting from absences, tardiness or other causes at the instructor's discretion. Make-up work is not permitted for the purpose of receiving Veterans Affairs training allowances. (CFR 21.4254)

Release of Information Policy: Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to all educational agencies and institutions that receive funding under any program administered by the Department. Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights formerly given to parents under FERPA transfer to the student.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the institution receives a request for access. A student should submit to the College President a written request that identifies the record(s) the student wishes to inspect. The College President will arrange for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the institution to amend a record shall write to the College President and clearly identify the part of the record the student wants changed, and specify why it should be changed. If the institution decides not to amend the record as requested, the institution will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the institution discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The institution discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. An institutional official includes a person employed by the institution in an administrative, supervisory, academic, or support staff position. An institutional official also may include a contractor outside of the institution who performs an institutional service or function for which the institution would otherwise use its own employees and who is under the direct control of the institution with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent. An institutional official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue, SW
Washington, DC 20202

RELEASE OF EDUCATIONAL RECORDS WITHOUT THE STUDENT'S CONSENT

There are a number of exceptions to FERPA's prohibition against nonconsensual disclosure of personally identifiable information (PII) from education records. Under these exceptions, the institution is permitted to disclose personally identifiable information from education records without consent, though it is not required to do so. Eligible students have a right to inspect and review the record of disclosures. Following is general information regarding some of these exceptions.

1. Institutional officials who have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the institution has outsourced institutional services or functions. Persons with a legitimate educational interest are typically employed by the institution in an administrative, counseling, supervisory, academic, or student services position or a support
2. Upon request, the institution also discloses education records without consent to officials of another institution in which a student seeks or intends to enroll, or state or local educational authorities.
3. To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, and the U.S. Secretary of Education.
4. In connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs.
5. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
6. To organizations conducting studies for, or on behalf of, the institution, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
7. To accrediting organizations to carry out their accrediting functions.
8. To parents of an eligible student if the student is a dependent for IRS tax purposes.
9. To comply with a judicial order or lawfully issued subpoena.
10. To appropriate officials in connection with a health or safety emergency.
11. Information the institution has designated as "directory information."
12. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. This disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
13. To the general public, the final results of a disciplinary proceeding if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the institution's rules or policies with respect to the allegation made against him or her.
14. To parents of a student regarding the student's violation of any Federal, State, or local law, or if any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance if the institution determines the student committed a disciplinary violation and the student is under the age of 21.

DIRECTORY INFORMATION NOTICE

In the course of normal operations, staff, faculty, students, and graduates, their educational programs, professional and academic accomplishments, career successes, etc., may be publicly recognized or publicized in news media, such as through newspaper articles and pictures, in brochures, television and radio advertisements, or in other types of advertising and publicity, social media, etc. The Institution reserves the right (and by enrolling the student grants permission) to utilize and publicize individual or group photographs and the educational, employment, and personal achievements and background of such individuals for the purposes described above and as described in the student's enrollment agreement. This information is known as Directory Information.

The institution may disclose appropriately designated "directory information" without written consent, unless you have advised the institution to the contrary by following the procedures outlined below.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent.

If you do not want the institution to disclose any or all of the types of information designated as directory information from your education records without your prior written consent, you must notify the College President in writing by the beginning date of your program or before each academic term of enrollment to prevent any further release from that point forward.

The institution has designated the following information as directory information; however, that does not necessarily mean it will be disclosed:

Directory Information	
Student's Name	Address
Telephone Listing	Electronic Mail Address
Photograph	Program of Study
Dates of Attendance	Grade Level
Participation in Officially Recognized Activities	Degrees, Honors, and Awards Received
The Most Recent Educational Institution Attended	

Grading System**

Grade	Evaluation	Quality Points per Quarter Credit
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0
WF	Withdrawal-Failure	0
W	Withdrawal	*
C*	Course Repeated	*
D*	Course Repeated	*
F*	Course Repeated	*
WF*	Course Repeated	*
I	Incomplete	*
TR	Transfer	*
CBE	Credit by Examination	*
NA	Not Attempted	*
P	Pass	*
F	Fail	*
CXL	Cancel	*

* Not used to calculate Grade Point Average

****Nursing students must maintain an 80% in all courses to progress in the program. Grades are NOT rounded up. See the Nursing Program Student Handbook for more information.**

Incomplete and Failing Grades

An “I” grade indicates incomplete work in a class. It is the student’s responsibility to complete the coursework within three weeks from the date that the incomplete was earned. If the work is not completed by the third week, the “I” grade will be changed to the grade earned for all completed coursework. If the grade earned is an “F”, it becomes the student’s responsibility to repeat the course when it is offered again. A student cannot graduate if he or she has an “F” in any required course and must repeat all required courses in which an “F” was earned. An equivalent class may be substituted with approval of the College President. Certain programs may have specific/additional components to the incomplete policy. Refer to the appropriate student handbook for those requirements.

Standards of Satisfactory Academic Progress

All students must meet certain standards of satisfactory academic progress as stated in the institution’s policy regardless of whether or not the students receive federal financial aid. If a student does not achieve the minimum standards of academic progress required by this policy, the student will no longer be allowed to continue as a regular student at the school and will no longer be eligible to receive Title IV student aid funds (unless the student is on financial aid warning or financial aid probation or following an Academic Plan as set forth by the institution). Standard rounding rules will apply.

All students attending this institution shall be bound by the following standards:

1. Payment Period. A student’s progress in a diploma or degree will be evaluated at the end of each quarter. A student must have earned a cumulative grade point average of 2.0 and have successfully completed 67% of the credits attempted. Failure to meet either of these standards will result in being automatically placed on financial aid/academic warning for one quarter. For the purposes of this policy, the completion percentage will be rounded to the nearest whole number.
2. Maximum Program Length. A student must successfully complete his or her program of study within a timeframe not to exceed 150% of the normal program length, in which the educational objective must be successfully completed. For the purposes of this standard, credit hours attempted shall mean any credit hours for which a student has incurred a financial obligation at this Institution and any credit hours a student has successfully transferred in from another institution that are included in the student's program of study. If at any point it becomes mathematically impossible for the student to complete his or her program, the student will be withdrawn from the school and become ineligible for Title IV funds.
3. Financial Aid and Academic Warning. If a student fails to earn a 2.0 cumulative grade point average and/or a 67% rate of progression percentage at the end of an evaluation point, the student will be placed on Financial Aid and Academic warning, without appeal, for one evaluation period (one quarter for diploma and degree programs) without being dismissed from school. A student placed on Financial Aid and Academic warning will be notified and will continue to receive Title IV financial aid and will be required to participate in academic advising. As part of this academic advising process, the student will be informed of how to reestablish his or her good academic standing under this policy and related eligibility for Title IV financial aid. If the student meets both the cumulative grade point average and the rate of progression standards at the next evaluation point, the student regains good academic standing and will be removed from financial aid and academic warning. If the student does not meet both standards at the end of the financial aid and academic warning period, the student loses Title IV eligibility. The student will be notified he or she is no longer eligible for Title IV financial aid funds unless the student files a successful appeal, is placed on financial aid probation and enters into an academic plan. If the student does not file an appeal or an appeal is not successful, the student may continue in school in an extended academic enrollment status without receiving Title IV financial aid funds for one evaluation period provided the student has

arranged for other means of satisfying his or her tuition and fees obligation. If the student is not meeting academic standards after that one additional extended enrollment quarter, he or she will be dismissed from school.

4. Appeal Process/Mitigating Circumstances. If the student is still not meeting standards after the financial aid and academic warning period, the student may submit to the College President or Academic Dean a written appeal of his or her failure to meet the satisfactory academic progress standards based on mitigating circumstances. This written appeal should include a statement as to why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow him or her to demonstrate satisfactory academic progress at the next evaluation point. The student should provide documentation along with the written statement to demonstrate mitigating circumstances existed. Mitigating circumstances would include poor health, family crisis or other significant personal problems that had an adverse effect on the student.

   An appeal will only be considered for students who have a reasonable likelihood of achieving both a 2.0 cumulative grade point average and a 67% completion percentage within the maximum program length (150%).

   The student will be notified of the outcome of the appeal process in writing. The outcome of the appeal will be one of the following:

   A. Lack of mitigating circumstances – in this case, the appeal is denied and the student will remain ineligible for Title IV federal student aid funds. The student may continue in school on an extended academic enrollment status for one evaluation period without Title IV financial aid funds if he or she can satisfy his or her tuition and fees obligation from other sources. If the student cannot, he or she will be dismissed from school. If the student continues in school on extended academic enrollment status for one quarter without Title IV funds and achieves the minimum satisfactory academic progress standards, Title IV financial aid will be reinstated. If the student does not achieve the minimum satisfactory academic progress standards, the student will be dismissed from school. The student is required to have academic advising during this evaluation period of extended academic enrollment. As part of this academic advising process, the student will be informed of how he or she can reestablish his or her eligibility for Title IV financial aid.
   B. Mitigating circumstances did exist and the appeal is granted. The student will continue enrollment for one quarter on a financial aid and academic probation status and enter into an academic plan with no loss of Title IV eligibility.

5. Probation and Academic Plan. A student may be placed on financial aid and academic probation and enter into an academic plan if, after the financial aid and academic warning period, the student is still not meeting standards and the student has successfully appealed his or her failure to meet satisfactory academic progress due to mitigating circumstances. The student, if eligible, will continue to receive Title IV financial aid funds during this financial aid and academic probationary period and the student is required to participate in academic advising. As part of this academic advising process, the student will be informed of how he or she can reestablish his or her eligibility of Title IV financial aid.

   During the financial aid and academic probationary period the student also enters into an academic plan. This academic plan will clearly outline the minimum academic standards the student must meet at the end of each evaluation period of the academic plan with regards to both cumulative grade point average and rate of progression percentage to continue to receive Title IV financial aid funds. An Academic Plan also will be required for all students who reenroll at the Institution pursuant to Section 9 of this policy after previously failing to maintain satisfactory academic progress.

6. The effect on satisfactory progress with the following:
   A. Course Withdrawals – Students withdrawing from individual classes will received a "W" (Withdrawal) on their transcripts if they withdraw by the midpoint of the course (end of week three) and a "WF"

(Withdrawal-Failing) if the withdrawal occurs after the midpoint of the course. Withdrawals are not used to calculate grade point average but are used to calculate rate of progression standards. The institution does not offer Withdrawal-Passing.

B. Incomplete Grades – Incomplete grades are not used to calculate grade point average but are used to calculate rate of progression standards.
C. Repeated Grades - When a student repeats a failed course, the higher of the two grades earned in the course will be used in computing the student's grade point average; however, all courses will count as attempted and will be used to compute rate of progression percentages. The student is eligible for Title IV funding for the course repeat. A student may receive Title IV financial aid for a previously passed course as long as it is not the result of more than one repetition of the previously passed course or any repetition of a previously passed course due to the student's failing other coursework. When a student voluntarily repeats a passed course, both grades will be used in computing both the student's grade point average and rate of progression. The credits from the original course and the repeated course will count as credits attempted.
D. Transfer Credits – Transfer credits are not used to calculate grade point average but are used to calculate rate of progression standards. Rate of progression standards are calculated including both attempted and completed credits.
E. Proficiency Credits (Credit by Exam) – Credits by exam are not used to calculate grade point average but are used to calculate rate of progression standards.
F. Non-Credit/Remedial Courses – The institution does not offer non-credit or remedial courses. Therefore, they are not used in the determination of satisfactory academic progress.
G. Pass/Fail Grades – The institution does not offer pass/fail grades. Therefore, they are not used in the determination of satisfactory academic progress.

7. Leaves of Absence. The Institution does not grant leaves of absence unless otherwise required.
8. Change in Program. When a student changes programs or seeks an additional credential, all institutional courses accepted into the student's new program will be counted in the cumulative grade point average and coursework attempted and completed when computing standards of academic progress of the new program.
9. Re-Admittance. Any student dismissed from school under these standards may apply for a re-admittance after sitting out one year. To be accepted for re-admittance, the student must appeal to the satisfaction of the College President that his/her personal circumstances have improved to the point that the student now has a reasonable likelihood for success. Students re-admitted under this subsection will return in the same SAP status and must agree to an academic plan and must meet the minimum satisfactory academic standards to receive Title IV financial aid funds. A student must have at least a 2.0 cumulative grade point average and a rate of 67% completion percentage higher at the end of the second academic year or be dismissed from school.
10. Veterans. Students not meeting SAP will not have their enrollments certified to the US Department of Veterans Affairs.
11. The institution offers continuous enrollment and all hours attempted, including those taken in the summer months, are included in the student's Satisfactory Academic Progress.

General Graduation Requirements

To qualify for graduation, a student must:

1. Pass all required courses in the student's program.
2. Have an overall cumulative 2.0 ("C" average) on a 4.0 scale
3. Meet the special skill requirements, if any, for each program.
4. Meet state mandated requirements, if any, for each program.
5. Meet program-specific graduation requirements (if applicable).

(If a student meets requirements for graduation but has not paid all tuition or other fees due, the student shall graduate but will not be entitled to a diploma, nor be permitted to participate in graduation ceremonies.)

Definition of Quarter Credit Hour/Academic Year

The Institution measures and awards credits using quarter credit hours. The Institution operates on a quarter term calendar year. A quarter term is between 10 and 12 weeks in length. The definition of an academic year for Title IV purposes is 36 quarter credit hours and 30 weeks.

Credit will be calculated based on the following credit hour equivalencies: One quarter credit hour equals, at a minimum, 10 classroom hours of lecture, 20 hours of laboratory, and 30 hours of practicum.

A standard contact/class hour is generally 50 minutes in length and appropriate breaks. A student is considered to be full-time when carrying 12 or more credit hours per term.

West Virginia Junior College measures its coursework and programs exclusively in standard quarters. In order to best serve the Institution's diverse student body, each course (subject) may be offered at a variety of times, days or weeks within each standard quarter. All courses (subjects) begin and end within a quarter. A new quarter begins approximately every six weeks. Please see the school calendar for quarter begin and end dates.

Hour Regulation

The criteria for quarter hour conversion is as follows:

- 10 hours (lecture) = 1 credit hour
- 20 hours (lab) = 1 credit hour
- 30 hours (externship/clinical) = 1 credit hour

Therefore, a lecture course consisting of 4 credits mandates 40 hours (10 hours of lecture x 4 credits) of instruction. Each class is scheduled as follows:

- 100 minutes of instructions four days per week. A classroom hour is defined as 50 minutes of instruction, so each day there are 2.0 hours of instruction. The course runs six weeks, so 2.0 hours per day x 4 days x 6 weeks = 48 hours of instruction. Scheduling classes in this manner exceeds the requirement by 8 hours, which provides an allowance for vacation, holidays, cancellations of classes, etc.

Note: Computational conversion formula could result in a .2 or .3 credit hour difference.

Class Schedule

Classes may be held during the day and also at night. Day classes may be held anytime between 8:00 a.m. and 6:00 p.m. Night classes (if offered) may be held anytime between 4:00 p.m. to 10:00 p.m. Externships, clinical rotations and out of class learning experiences may be scheduled any day or night 24 hours a day, 7 days a week, as required by the learning site. Please see the College President for a complete schedule.

Lecture Time Allocation

A standard contact (class hour) generally is 50 minutes in length and the appropriate break(s). A student is considered to be full time when carrying 12 or more credit hours per quarter term.

Full Time Course Load Explanation

Any student who is taking a full time course load from the academic institution can expect the following time dedication. Students are advised that a full course load is equivalent to a full time job.

12-15 Class Hours + 24-30 Hours of Homework = 36-45 Hours of Work Each Week

Equivalency for Distance Education

Online courses have been designed so that content, coursework, homework and learning in the online classroom are equivalent to what is achieved in a traditional/residential classroom for its equivalent on-ground course. Online instruction plus student activity hours are equal to the sum of out of class work plus instructional hours.

Student and Institutional Academic Responsibilities

The student and academic institution have an underlying responsibility to each other. The academic institution prides itself on providing quality education to each student with academic and professional integrity. The commitment of the academic institution is based on academic integrity, consistency, and reciprocal student efforts. To ensure a successful experience the student must allocate sufficient time and effort to achieve academic excellence. The dedication of both student and academic institution will result in academic accomplishment.

If a student is disappointed in any aspect of the education provided in any course, such as course content, teaching effectiveness, or other academic issues, it is that student's responsibility to promptly report the concerns in writing to the College President so that the institution can address the issue while the course is on-going. If the student fails to promptly provide written notice as soon as the serious concern arises and while the classes are still being offered in the course, so that the institution can investigate and take corrective action, if needed, then the student is barred from raising any academic, education, or other issues after the term ends.

Dropping and Adding Courses

Since classes for each student are scheduled in a manner that will permit matriculation within the period of time and normally required for the student's individual program, adding and dropping courses is discouraged; however, if a student can justify a request to add or drop a course, the administration will permit such action. Students are cautioned that changing schedules may result in a loss of credit, an extension of the program length, or other adverse consequences.

Online/Distance Education

This institution is committed to utilizing technology in the provision of its educational offerings. As technology advances and is more fully integrated into the economy it becomes more important for students to be comfortable in accomplishing goals through technology. Therefore, students may be required to complete a portion of their program of study through online or other distance education modalities courses. Enrollment in distance education courses is at the discretion of the institution. Therefore, for some programs, students have the option to complete a portion of their program of study through online or other distance education modalities. Additionally, externships/clinicals and certain lab portions of courses cannot be completed online (see the Medical Program Director for more information). Students requesting to take online courses must meet the technical requirements. (See

Resource and Equipment Requirements in this section.) These online courses are specifically designed for the student who will be accessing online courses from a standard home or personal computer. For more information, contact the Academic Dean.

Distance Education Modalities - Online training differs from traditional on-ground course training. Delivery of course content will occur through various modalities. Listed below are the various modalities that may be used in an online course.

- **Online Lecture/Demonstration:** Online lectures will be presented in a variety of ways. Lecture notes placed on a web page for the learner to review and available for downloaded from the site. Some lectures demonstrations will be presented via audio or video multimedia by using specialized software and hardware to allow this creation. Links related to resources and other Web sites will be embedded in the online lectures. Short lectures provide enough information to serve as a basis for further reading, research, or other learning activities. Online lectures are readily available for students to revisit as needed.
- **Threaded Discussion:** Instructors will post a topic(s) and the student will complete two tasks: Post a response to a threaded discussion and post responses to two of their classmates' posts per topic. Academic Discussion Boards are considered classroom participation. The responses should be written in proper English and should be based upon researched fact. Each response should focus on the topic that the instructor has provided. The discussion boards are designed with academic debates in mind. Students should treat the discussions as though they are in a classroom setting and the instructor has posed a question for them to answer. If the student's research a discussion question and post based on the materials they used, they must cite their sources within the posting.
- **Collaborative Learning:** Collaborative learning will be when two or more students work together to learn. Some courses will assign small groups composed of participants with different ability levels and will utilize a variety of learning activities to master material initially developed by the instructor, or construct responses on substantive issues. Each member of the team will be responsible for learning what is taught and for helping teammates learn. Students will utilize a variety of online collaboration tools in and out of the online learning environment to engage in collaborative learning.
- **Multimedia Presentation:** Multimedia as an instructional delivery method uses animation to encourage student interaction with the platform; videos stimulate visual senses to encourage student interaction with the platform; sound stimulates the auditory senses to encourage student interaction with the platform; and concepts are conveyed quickly and effectively to students. The capabilities of ways to enrich learning are enhanced through the use of multimedia.
- **Text Presentation:** As stated in the section above under the online lecture/demonstration delivery method, the text will be available for the presentations and available for download. Chunking will be utilized in the design of the lecture area to help with the text based delivery that is unavoidable in all courses.
- **Online Drill and Practice:** As an instructional delivery method, drill & practice promotes the acquisition of knowledge or skill through repetitive practice. Many courses will utilize flash cards for terms and concept learning. Some courses will have links to site to practice skills such as math, accounting, keyboarding, etc.
- **Research:** Research is used to help student learn to question, plan, gather information, sort and sift information, synthesize, evaluate, write and document resources properly. Students will learn MLA and APA properly and be provided with resources to help them learn the process of research as a Institution student should. While learning how the use of technology and technology skills and resources to ease the work process.
- **Case Study:** This instructional delivery method will require learners to draw upon their past experience(s) to comprise solutions to future experience(s). Case studies will be comprised of an appropriate problem situation which is relevant both to the interests and experience level of learners and to the concepts being taught.

- **Educational game:** Instructional gaming is one method that may increase the performance and motivation of adult learners based on the premise that games generate enthusiasm and enjoyment for the subject matter content. Many of the adopted textbooks for the courses have an educational game component included. Instructional gaming helps the students to maintain focus on the subject matter but to break away from routine structure and instruction.
- **Observation:** The instructional delivery method of observation will be utilized when students view a demonstration or how-to process and as a primary means of learning during the Business Administration Externship/clinical when they are placed into the job setting to observe, participate and learn.
- **Simulation:** In an instructional simulation, students learn by actually performing activities to be learned in a context that is similar to the real world experience. Instructional simulation is used in most cases for unguided discovery learning. Students can generate and test hypotheses in a simulated environment by examining changes in the environment based on their input. This particular type of instruction requires students to involve their learning in an active way. The course plan will incorporate this method to improve student learning by emphasizing applied learning skills.
- **Problem Solving:** The instructional method of problem solving encourages students to work through a situation or problem in order to arrive at a solution to improve their critical thinking and applied learning skills.
- **Virtual Conferencing:** Virtual conferencing for distance education based on course and instructor preference could be implemented into the virtual classroom. This networking feature promotes interaction, communication and traditional instruction in a non-traditional capacity. The networking between instructor and student would allow for greater expansion of course curriculum and enhance relationship building within the online community.
- **Other: Narration / IPOD content option / Product application:** Many lectures and demonstrations will be narrated and some text may be as well. Content is being revised and made available to students to download in various formats, print, mobile, and IPOD devices.

  Most activities in the online courses are asynchronous so that students can log in and participate whenever their schedule allows within the allotted timeframe as set by the instructor. However, the tools to provide synchronous opportunities are available.

Orientation for Distance Education - The institution provides orientation to students prior to the first day of class to acclimate them to the specific distance education learning methodology and technology. Orientation sessions, provided prior to the start of distance education coursework, includes, but is not limited to, a discussion of expectations of participation, navigation of the learning management system or distance other education delivery system, and issues related to academic integrity.

State Authorization - The institution is a member of the *National Council for State Authorization Reciprocity Agreements (NC-SARA).* This means that the institution is authorized to deliver distance education to students who live in states that are also members of NC-SARA while they are receiving this distance education. For the most current list of NC-SARA member states and to determine if your state is a member state, visit http://nc-sara.org/sara-states-institutions. A student's physical location while enrolled is determined by the student's answer to question 7 (c) on the signed enrollment agreement. Should a student move to a state where the licensing or certification requirements for employment are different from the state where the student is living upon enrollment, the student may be at risk for not meeting those licensing or certification requirements; and therefore, may be unable to obtain employment in that occupation. Should a student change location, he/she would notify the College President. The College President would then notify the Registrar, who would update the change of location in the Student Information System. If the enrolled student relocated to a state where the institution determined its curriculum does not satisfy the requirements for licensure or certification, the institution would provide direct notice to the student within 14 calendar days after a determination that the student's location has changed to another state.

Dispute Resolution Electronic System – Distance education students may submit a dispute/complaint electronically using our dispute resolution electronic system. If the complaint is for sexual harassment or sexual violence of any nature please use the following link https://morgantown-ol.catalog.wvjc.edu/title-ix-policies-and-procedures-0. For all other complaints, use the following link https://morgantown-ol.catalog.wvjc.edu/all-other-complaints-binding-and-mandatory-arbitration. Students are to refer to their enrollment agreement or the Dispute Resolution section of this catalog for a complete description of the dispute resolution procedures.

Admissions Requirements - Admissions requirements for distance education are the same as those for residential students.

Resource and Equipment Requirements - West Virginia Junior College online courses take place in a web browser-based virtual classroom. Students can access their courses from just about any computer with an internet connection.

However, there are some minimum requirements that must be met in order to ensure full utilization of online course functions and tools. All online students should have their own personal computer that meets the specifications listed below.

Technological Requirements	
System Requirements	
Windows Users • Operating System: Windows 11 and 10 • RAM: 4GB or more • Processor: 2 GHz or faster • Soundcard and Speakers	Mac OS Users • Operating System: macOS 10.15 (Catalina) and newer • RAM: 4GB or more • Processor: 2 GHz or faster • Soundcard and Speakers
Browser Requirements	
Windows Users **Recommended Browsers:** • **Chrome:** Latest stable version • **Firefox:** Latest stable version (Extended Releases are not supported) • **Edge:** Latest stable version **Supported Browsers:** • Ensure your operating system and browser are up to date. Some Canvas features may require the latest OS updates.	Mac Users **Recommended Browsers**: • **Safari:** Latest stable version • **Chrome:** Latest stable version **Firefox:** Latest stable version (Extended Releases are not supported)
Required Components	
• **JavaScript** must be enabled to run Canvas. • **Java:** The Java plug-in is required for screen sharing in Conferences. Please note that some browsers do not support Java. Otherwise, there are no other browser plug-ins used by Canvas. **Other components include:** • Windows MediaPlayer • QuickTime Player	
Software Requirements	
Windows Users Recommended Versions:	Mac Users Recommended Versions:

Technological Requirements	
• Microsoft Office 2019 or newer • Office 365 • Adobe Reader	• Microsoft Office 2019 or newer • Office 365 • Adobe Reader
There are free student versions of the Microsoft Office Suite available upon request through the IT department that will expire upon graduation.	
Internet Access	
• A reliable internet connection is required for all online courses. • Minimum recommended internet speed: 5 Mbps for standard use; higher speeds are recommended for video streaming and large file downloads.	
Screen Size	
Canvas is best viewed at a minimum of **1024X600**, which is the averagesize of a notebook computer.	
Email Account	
Online coursesrequire each student to have an email account. We have integrated your personal email account as an added convenience to you. This way, you do not have to juggle multiple email accounts. We will issue you a school email account upon request	

Additional Fees/Costs - The option to take online courses is included in the standard tuition and fees. Other costs that students may incur to take online classes include:

- **Personal Computer** - Varies based on specifications
- **Internet Access** - Varies based on location
- **Microsoft Office Suite** - $150 - $500*
  - Word
  - PowerPoint
  - Publisher
  - Excel
  - Access

*Student discounts and free limited trials available.

Last Date of Attendance (LDA) will be defined differently for online courses than residential courses. LDA for online courses will not be defined as a physical or virtual presence in the classroom. LDA for online courses will be defined as the last date in which a student participates in an online course. Participation for determining LDA in an online course will be defined as any activity carrying weight in the course (e.g. posting a comment for a grade or points, submitting work for a grade or points, etc.)

Identity Verification and Privacy Protection – The institution takes identity verification and privacy protection very seriously. The institution and student have a shared responsibility to ensure that the student's privacy and the integrity of the program are protected.

In order to secure the private information of the student and the institution, the institution creates a unique username and password (credentials) for each student, faculty member, and administrator. This will ensure that private information is seen only by the respective student and appropriate faculty and administration. It also helps to ensure that each student's work is his/her own. If the institution believes that the student's privacy has been or is at risk of being compromised, it will notify the student immediately and take whatever appropriate actions are necessary to reestablish security.

It is the responsibility of the student not to share his/her credentials with anyone. If a student intentionally shares their unique credentials it is grounds for, but not limited to, dismissal from online course participation.

If a student believes their credentials have been compromised, they are to notify the academic dean immediately so that the credentials can be reset. There is no additional cost to the student for identity verification.

Services for Online Students – Although WVJC makes available all of its services to all students (such a counseling, academic advising, guidance, employment assistance, and financial aid), online students who live beyond convenient commuting distance to the main campus will have to commute to the campus for some services, such as face-to-face advising some types of graduate job hunting assistance, participation in campus activities, etc. Prospective students must decide if the benefits of taking an online program from their residence at a distance location outweighs the disadvantage of not having the convenient access to services available to on-campus residential students.

Credentials Conferred

Baccalaureate – Degrees are offered in the form of a Bachelor's of Science in Nursing. Length of time for completion is normally 12 months, but this time may vary depending upon the number of credit hours carried each term.

Associate - Degrees are offered in the form of a Specialized Associate Degree-Occupational. Length of time for completion is normally 18 to 21 months, but this time may vary depending upon the number of credit hours carried each term.

Diploma – Diplomas are offered for completion of non-degree programs. Generally, the length of time for completion is 12 months, but this time may vary depending upon the number of credit hours carried each term.

General Information

Orientation

At the beginning of each term, the administration will provide an orientation program for all new students. The purpose of the program is to ensure that all new students are thoroughly familiar with the Institution's policies, procedures and all other information necessary for successful matriculation in their chosen program. All new students are required to attend the orientation program.

Personal Dress

Appropriate dress is an important part of any work environment. Part of the student's training at the Institution involves becoming familiar with and accustomed to appropriate attire typically expected by today's employers. Students should view their experience at the Institution as the first job in their new career field and should dress appropriately. The College President may establish new standards as he/she deems proper. Students not dressed properly may be dismissed from classes for the day and be marked absent or otherwise penalized.

Student Organizations and Activities

The Institution encourages its students to be active in student chapters of professional organizations. The Institution will sponsor local chapters in areas related to students' majors. If a student is interested in

establishing a student organization, which is not already available on campus, the student should provide a written request to the College President. If enough student interest exists, the institution will sponsor the chapter.

The local area offers diverse opportunities for student recreation and social activities. The Institution may sponsor extracurricular activities in accordance with the student interest. Student suggestions for additional activity should be provided to the College President.

Being a team player is part of a work environment in today's economy. Therefore, students interested in specific activities will be given the responsibility to help organize and help carry out such extracurricular activities with the assistance of the Institution for approved activities.

Externship/Clinical Requirements

Externships/clinicals can provide valuable, real-life experiences, as well as providing networking opportunities that may enhance the student's opportunity to obtain employment after graduation. **Students are required to meet all externship/clinical requirements. Externships/clinicals must be scheduled at the convenience of the externship/clinical site; this means the externship/clinical may not be during normal class hours and could be on weekends or evenings. Also, the externship/clinical may be scheduled any school term or after the student completes all classes. Students are responsible to adjust their schedules to fit into available externship/clinical time slots and are also responsible for transportation to and from the externship/clinical site.** The institution will assign students an externship/clinical site. **It is the student's responsibility** to be in attendance at the designated times and locations, which may include nights and/or weekends. If any externship/clinical experience may occur beyond a customary and usual commuting distance to the location where the student receives the remainder of the program instruction, students will be informed and agree in writing to the arrangement prior to enrollment. The Institution defines a customary and usual driving distance as sixty (60) miles.

Additionally, different externship/clinical sites will have different requirements. Students should talk to their instructors about specific requirements well in advance of the scheduled externship/clinical. Should you be removed from a site due to misconduct, poor attendance, etc., it will be the student's responsibility to secure an appropriate replacement site that meets the program requirement. The purpose of an externship/clinical is to enhance the student's education and employment prospects. Students are not employees and are not paid during their externship/clinical.

In regard to medical externships/clinicals, externship/clinical sites will have specific health requirements with which the student must comply to be eligible to participate. These requirements might include vaccinations against Hepatitis B, or other diseases and/or medical tests, such as tuberculosis skin test. The student is responsible to meet these requirements at the student's cost prior to the scheduled externship/clinical. To the degree permitted by law and as a requirement of the externship/clinical, the student agrees to indemnify and hold harmless medical externship/clinical sites, their employees and agents and the school and its agents and employers from any and all liability for injuries, diseases, illnesses or adverse medical conditions that might occur during clinical experiences, including but not limited to blood borne pathogen exposures.

Termination From School/Re-Entry

A student may be terminated from this Institution for "cause" which shall include: excessive absences, failure to maintain satisfactory academic progress, failure to pay tuition when due, violation of student conduct standards, disruption of school activities, harassing or threatening conduct, cheating, stealing, possession of alcoholic beverages or drugs on school premises, violation of drug laws, violation of school or building

regulations or catalog requirements/policies, breach of the student's enrollment agreement failure to comply with staff directives, or otherwise as provided for in the enrollment agreement. In addition, this Institution may, at its exclusive option, terminate any student "without cause" if the Institution deems such action to be in the best interest of the school or its students. Refer to the student enrollment agreement for details.

Students who leave school voluntarily or who are terminated from school during a school term may not receive credit for work attempted during the term.

Student Conduct

On-Campus, Off-Campus, and Social Medial Use

Students are expected to be courteous to staff, faculty, and fellow students and to conduct themselves in a manner appropriate for a school setting. In addition, threatening, abusive, harassing, disruptive or intimidating conduct is strictly prohibited, as is obscene, profane, disrespectful, or insulting statements. Also, any statements or actions which disparage, ridicule, or otherwise demeans another individual or any organization also strictly prohibited. These types of statements and conduct are prohibited whether directed at a fellow student, staff or faculty member, the campus, or any other persons or organizations. Failure to meet these standards of conduct will result in disciplinary actions including possible termination from school.

Any conduct occurring off-campus which would be a violation if it occurred on-campus is considered a violation of the standards expected of students. For example, if a student harasses or threatens another student off-campus, then the victim is being denied his or her rights to attend class without the fear of being threatened or harassed.

Conduct that violates this policy can occur either face-to-face in the victim's presence or through other means of communication, such as social media. Any post on any social media site or public communication, which in the institution's sole judgment, violates the standards described in this section, shall be immediately removed upon request. Such posts are a violation of the standards of student conduct and subject the offender to disciplinary action stated elsewhere in this catalog, up to and including expulsion.

Audio recording, video recording or any other type of recording of instructors, staff, students or others or of any activity or event on campus or any official off-campus school activity is strictly prohibited. This prohibition includes, but is not limited to, recordings: of classroom instruction, in the student lounge, staff offices, hallways, etc. and/or recordings of telephone calls, and/or other means of electronic communication, etc. Anyone violating this policy is subject to discipline, including immediate termination. Any recordings made in violation of this policy must be immediately turned over to the College President without court order or other action. Audio and video recordings by employees or subcontractors may be authorized for quality assurance, regulatory compliance and other business purposes.

Academic Honesty and Integrity

The Institution promotes the exchange of knowledge in an environment that encourages intellectual honesty. This applies to both the Institution's on-ground and on-line learning environments. Students must maintain high standards of academic conduct. A student's conduct must not interfere with the learning process of any other student, the instructor, or the progress of the class. Violation of the academic honesty and integrity standards include, but are not limited to:

- Copy from another student's assignment/quiz/test or knowingly allow one's own assignment/quiz/test to be copied.
- Use materials during an assignment/quiz/test that were not clearly authorized by the person giving the assignment/quiz/test.

- Collaborate with another student during an assignment/quiz/test without permission.
- Knowingly use, buy, sell, offer, transport, or solicit any of the contents of an assignment/quiz/test.
- Complete an assignment/quiz/test for another student or permit another student to complete an assignment/quiz/test in one's place.
- Bribe or attempt to bribe another person to obtain a passing grade or a better grade on an assignment/quiz/test.
- Intentionally misstate facts or events on a graded exercise or assignment in a manner that affects the grade.
- Engage in plagiarism, which includes representing the work of another person as one's own, including information downloaded from the Internet. The use of another person's words, ideas, or information without proper acknowledgement also constitutes plagiarism.
- Obtain from or give to another student unauthorized assistance on any course work.
- Compromise instructional and assignment/quiz/test materials by acquiring, using, or providing to others unauthorized instructional and/or assignment/quiz/test materials.
- Share school issued usernames and passwords, computer, email, or learning management system access.

A student found in violation of the Academic Honesty and Integrity policy may be subject to disciplinary action by the Instructor, Program Coordinator/Director, Academic Dean, or College President. An instructor may impose sanctions against a student in accordance with the instructor's course policy. Sanctions may include but not limited to (a) a written warning and/or (b) a lowered or failing grade (including a grade of zero or no credit) on the assignment, test/quiz or project which was the subject of the academic violation. If the instructor believes that additional or different sanctions should be imposed against the student, the matter will be referred to the attention of the Academic Dean or College President. In cases where a student commits multiple violations of the Academic Honesty and Integrity policy, the Academic Dean or College President will make the final determination regarding disciplinary action.

Anti-Hazing Policy

Policy

The Institution strictly prohibits any action or situation which may recklessly or intentionally endanger the mental, physical health, or safety of its students for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the Institution. This policy applies to staff, faculty and students.

Procedure

Suspected acts of hazing shall be reported to the Title IX coordinator who will conduct an investigation in accordance with state and/or local laws.

Additional Information

The State of West Virginia's anti-hazing law can be found at https://code.wvlegislature.gov/18-16-3/#:~:text=Hazing%20prohibited.,or%20both%20fined%20and%20confined (West Virginia Code 18-16-3). Violation of the law can include fines and/or jail time.

Prevention and Awareness Programs

The Institution's prevention and awareness programs related to hazing for students, staff and faculty are located in the current HR software system (employees only) or the Consumer Information link on the Institution's website.

Housing/Transportation/Food Establishments

The Institution does not maintain student housing. Should a student living beyond commuting distance desire to establish residence in the area, it will be the student's responsibility to obtain housing satisfactory to the student.

The Institution does not maintain a student cafeteria or other eating facilities; however, there are restaurants and grocery stores located in the area. Students who desire to bring lunches to school may do so; however, food may be consumed only in the student lounge. Building regulations restrict consumption of food or beverages to the student lounge.

For additional information concerning availability and cost of room and board or transportation costs for commuting students, see the College President.

Health Career Hazards/Liability Release

While working in the health field can bring great satisfaction in helping people improve the quality of lives, it also brings risks that are unique to the health field. Students entering health careers, have an increased exposure to various health risks and illnesses, including but not limited to hepatitis, blood borne pathogens, various contagious or infectious diseases, etc. While exposure to increased health risks is inherent in the field, individuals can take actions to minimize those risks. **All students in any health career program are required to talk with their doctor prior to participating in medical externships/clinicals to both fully understand the nature of the risk and to be certain they have no health conditions that would place them at greater risk.**

Also, students are advised that they can get immunized against contracting certain serious diseases, such as Hepatitis B. It is the student's responsibility to be immunized prior to obtaining medical externships/clinicals. If the student chooses not to, then the student accepts the responsibility for such preventable risks while participating in such externships/clinicals.

By enrolling in a program that provides clinical training, whether or not externships/clinicals are included, to the extent permitted by law the student hereby agrees to hold the institution , staff and faculty harmless from any injuries, illnesses, adverse medical conditions or other damages resulting from such clinical training or externships. In addition, if the students training involves off site clinical training, such as student externships/ clinicals, to the extent permitted by law the student shall also release and indemnify the externship/clinical site and its employees from any and all liability for such injuries, illnesses, adverse medical conditions or other damages resulting from such clinical training or externships. Students are required to conscientiously comply with all precautions and safety procedures to minimize risk of exposure, but even with great care risks remain.

Vaccination Policy

Interacting with the public exposes all individuals to contagions. As a part of the training at this institution you will be exposed to the public including other students, faculty, staff and visitors and at off site experiences such as field trips, externships, clinical rotations, etc. Furthermore, certain careers for which the institution trains students may result in greater exposure to disease and illness, such as those in the allied health fields.

IT IS THE RESPONSIBILITY OF EACH INDIVIDUAL TO ASSESS THEIR OWN LEVEL OF RISK AND MAKE THEIR OWN DECISIONS REGARDING VACCINATIONS.

If you have any health problems or risk factors where exposure to the public increases your risk of contracting illnesses or managing them, you are STRONGLY advised to talk with your physician and assess whether you should enter a training program at this time or whether you should secure certain vaccinations prior to

enrolling at the institution. Furthermore, requirements to work in health careers are rapidly evolving and usually become more extensive over time. You may be required to meet additional standards, including, but not limited to, getting additional vaccinations and/or tests in order to participate in externships and/or clinical rotations or to be employed in a particular field. If you have health issues that would prevent you from meeting any of these requirements, you are advised not to enroll prior to resolving these issues with your physician. Also, be aware that illegal drug use increases your risk of exposure to health problems and, likely, will prevent you from obtaining employment.

You are advised to talk with a physician about any questions or concerns you might have prior to enrolling. You will be responsible for obtaining and incurring the costs for any necessary immunizations or tests required by your externship or clinical courses/sites, unless a physician documents that you are medically prohibited from doing so. By enrolling, you are accepting full responsibility for this including the risks inherent in interacting with the public and you release the institution, its staff, faculty and other representatives from any and all legal liability for any injuries, illnesses or health problems of any nature as a result of your training program and/or employment.

Hazardous Waste Disposal

It is this institution's policy to follow applicable health and safety local, state, and federal regulations for the proper handling and disposal of blood borne pathogens and to minimize exposure to infectious diseases. Additionally, in the event that the institution offers any programs which could potentially result in exposure to radiation, all appropriate and legal requirements relating to proper precautions to minimize exposure will be followed. Students participating in clinical training will also be provided training in health and safety protocols of the clinical facility.

Graduate Career Assistance

The Institution takes pride in offering our graduates' services and resources that can give them an advantage in a competitive job market and global economy. Our students directly benefit from the Institution's years of working with employers in the local community, and from the knowledge in job search techniques that the Institution provides. Despite those advantages, no reputable college or other postsecondary institution can or would guarantee the success of any graduate or that the graduate will achieve his/her specific career, financial, or other goals. The reason for this is that no educational institution can guarantee a student's future! **Therefore, this institution does not guarantee employment, the likelihood of employment, the type of jobs or compensation and benefits that may be available to the graduate. A student's career success will depend largely on that student's attitude, determination, and the effort put into school work, the job search, and the job. For that reason, the Institution strictly prohibits its employees from making any promises regarding the student's success. In the end, only the student can guarantee his/her success. Students living in rural or economically depressed areas may have to commute long distances or relocate for employment.** The individual graduate is properly responsible for and should receive full credit for his/her job and career success.

The Institution's role in the graduate's job search effort is to provide job search assistance for each graduate, and the graduate's role is to make substantial, good faith efforts to find employment. The Institution's services assist graduates in obtaining positions commensurate with their skill development. **The service is provided to assist in the job search; the graduate is still responsible to seek job openings, send resumes, prepare for job interviews and do all those things suggested by the Institution and/or customarily done to aggressively obtain employment. Students are advised that the goal of the Institution's career services program is to provide <u>assistance</u>; it does not obtain jobs for the graduate for a very simple reason.**

Only the graduate can properly prepare his/her resume, conduct a job search, attend a job interview, impress the prospective employer, etc. The Institution's role is to assist the graduate in accomplishing these activities.

In preparing students for their job search, the institution assumes certain responsibilities and the student assumes certain responsibilities as described in this catalog, their enrollment agreement, and other materials provided to students. All students will take a class which teaches job search techniques and helps students begin working with the career services department. The information students receive in that class must be thoroughly learned and utilized in the job search.

As students prepare to graduate in their last term, they are required to meet with the administrator in charge of career services and begin their job search on a part-time basis. The administrator will review job search readiness and give suggestions as the student begins the job search. Students are encouraged to begin keeping a detailed daily or weekly job search personal journal at this time. All job search activities, including jobs applied for, interviews attended, job leads obtained, job opening search activities, contacts with the Institution for assistance, etc., should be recorded in the journal. The journal should be maintained after employment is obtained and updated to record the graduate's continuing education and professional enhancement activities. Maintaining this information is vital to career advancement, management, and success. **Students/graduates who fail to keep the journal are putting themselves at a severe disadvantage in their job hunt and career advancement. Upon graduation, students who are not employed are responsible to continue their job search, on a full-time basis, by contacting potential employers, searching out job leads, making applications for available job openings, etc. Students/graduates are also expected to stay in contact with the administrator at least weekly for suggestions, updates, to receive available job leads, etc., and to work full-time to find the job the graduate wants.**

The Institution reviews the job leads that it receives and attempts to "fit" available graduates to specific job leads. It will determine which graduate's strengths and weaknesses most closely approximate the requirements of a specific job lead and then provide that lead to those graduates (or students about to graduate). It is the graduate's responsibility to contact the employer, using the skills he/she learned, set a job interview and ultimately earn the job offer. The Institution reserves the right to withhold assistance from students/graduates who do not follow the techniques they have been taught, or who are not making dedicated job search efforts.

Please note that the career services/assistance described above is available only to graduates and students in their final term preparing to graduate. The Institution does not provide or arrange part-time or full-time employment for undergraduates while in school. **Also, placement services may be modified from time to time as the campus administration deems appropriate and/or discontinued in the event the campus discontinues operations.**

Notice to online/distance education students – All students are provided the same opportunities to receive the full complement of services provided at this campus. As noted above, this institution's experience with local employers provides an advantage to graduates who are searching for employment; however, students who live beyond reasonable commuting distance to the campus's geographic area will not be able to take advantage of the institution's relationship with local employers and employment assistance opportunities as students who live in the local area. Also, the graduate may not be able to take full advantage of face-to-face meetings with employment assistance staff, and other assistance, which can be beneficial in the graduate's job hunt.

Graduate Career Opportunities

As with anyone else who enters a new career field, graduates can generally expect entry-level positions; however, the level of employment obtained and the likelihood of obtaining employment are

heavily dependent on the student's job search efforts and the record the student makes for himself/herself while in school. Students are advised that their grades, absences, dress, conduct, work ethic and attitude displayed at school can significantly affect both the likelihood of finding employment and the level of employment obtained, if any. Also, matters specific to the student (such as a criminal record, drug/alcohol addiction, willingness to commute for a better job, etc.) can seriously impact the student's career opportunities/success.

Accreditation may also affect graduate job prospects. Some employers may require a specific accreditation other than that school's institutional accreditation. Finally, local economic conditions can greatly impact the graduate's employment prospects. The graduate may have to accept an initial job that is not the graduate's first choice, commute out of the local area, or relocate out of economically depressed (or rural) areas for employment. However, as the graduate gains experience and engages in continuing education to improve his/her skills, the graduate will find more career choices will be available.

Prospective online students who live in depressed economic areas should seriously consider their willingness to either commute or relocate out of depressed areas to more economically vibrant areas for adequate employment opportunities. Failure to commute (possibly long distances) or relocate will severely limit employment opportunities.

Most of the Institution's programs provide students with a background in general office administration/technology skills plus additional specialized training in other fields such as information technology, allied health, etc. In this manner, graduates are prepared for a variety of jobs. For information on graduate job/career successes, see the institution's website at the address on the catalog front cover.

Once the graduate obtains his/her first job, how far he/she may progress in his/her career field will depend on the graduate's efforts on the job. An educational institution can help its graduates get started; after that it is completely up to the graduate. His/her work ethic, attitude, dependability, willingness to continue learning and other such personal characteristics will not only help a graduate obtain initial employment, but also determine his/her overall career advancement and success. For example in the rapidly changing workplace, graduates must continue to take continuing education classes, join professional/work related associations, attend seminars, subscribed to and read related trade magazines and/or journals and be willing to adapt to change. Long term career management is vital to career success. Long term career management is vital to career success. Students should refer to materials provided for additional important information on career management responsibilities they are required to carry out.

Important Consideration for Online/Distance Education Students

This Institution cannot maintain a current list of each state's licensing and certifying requirements for all jobs that a particular program's graduates may be trained to perform. Therefore, the institution makes no guarantees that a program complies with any or all licensure and/or certification requirements of any state except the state in which the institution is domiciled (West Virginia). Online/distance education prospective applicants who reside outside the state of West Virginia have the duty and responsibility to check their state's occupational licensing, certifying, and qualifying requirements before applying for admission.

Employment Statistics

Employment statistics, data on career opportunities, wage rates, and related projections, opinions, and information provide only general employment trends. Neither such information nor the Institution's career services assistance is to be considered (expressly or implied) as a guarantee of employment or the likelihood of

employment or an indication of the level of employment graduates can expect. As with anyone else who enters a new career field without prior experience, graduates can generally expect entry-level positions. Obtaining training in a career field helps an individual qualify to enter that field; how far the individual advances is the individual's responsibility.

Prior to starting classes, students are to review information regarding their career field, employment opportunities, wage rates, and related information available from the U.S. Department of Labor www.dol.gov, the local job service/workforce https://workforcewv.org/ office, area employment agencies, state agencies and other appropriate sources. It is each student's responsibility to thoroughly review the career field he/she has chosen and make an independent decision as to whether the opportunities in that field meets the student's goals and needs prior to starting classes. Local job market data/information is the most appropriate, and will give the best career potential for any geographic area. Another very good source is local employers in the student's chosen field. Students should talk to local employers for the best and most up-to-date information about their chosen career field prior to the first week of classes. National job market data/information provides nationwide averages, which are typically higher than rural and economically depressed areas, including the local campus area, so local job market sources will normally provide the most relevant information.

This institution maintains data on the success its past graduates have had on finding employment. **It is important to understand that the determination as to whether or not a graduate obtained appropriate employment (i.e. "in field" or "related fields", etc.) often requires considerable professional judgement, and may be subject to good faith professional disagreement. In the spirit of complete transparency, upon request this institution will provide for review the job descriptions and/or other documentation used to substantiate this graduate's employment status ("in field" or a "related field", etc.) for graduates who have obtained employment that the institution deems appropriate for the graduate's program.** In this manner prospective students and current students can make their own judgement of whether the types of jobs the programs' graduates receive will meet the prospective student/current student's expectations and needs.

Also, it should be noted that the percentage of graduates in any program who are placed in jobs appropriate to their program major changes as graduates obtain in field employment, leave that employment for other opportunities, switch jobs to a position that may be out of field, etc. Therefore, the statistics provided by the institution are simply a snapshot at one point in time, and as noted above those statistics are based, in part, on professional judgements made by the institutions personnel.

Employer Promise

It is the Institution's goal to provide employers productive, valued employees that will meet the employer's expectations. To accomplish that goal, the Institution provides employers its "Employer Promise". Accordingly, if skills taught to the graduate do not meet the employer's expectations, upon the employer's request, the Institution will provide the graduate with brush-up training necessary to upgrade the graduate's skills at no cost to the employer or the graduate, at any time within one year of graduation. Skill retraining includes skills taught within the graduate's curriculum.

Graduate Promise

It is the Institution's goal to provide every graduate the greatest opportunity for success. To accomplish that goal the Institution provides its Graduate Promise, which includes (1) Extended Career Services and (2) Brush-up Courses. Extended Career Services provides past graduates the same career services that are offered to current graduates at any time in the future that the graduate may desire or need such services. Brush-up Courses allow graduates to brush-up on skills by auditing any course or courses within the graduate's original

curriculum as many times as the graduate desires, at no additional tuition. Textbook and other course materials required for the course are at the expense of the graduate. Availability is subject to scheduling and available seats after all current students' needs are satisfied. Such services are only offered so long as the campus is still in operation.

Facilities and Equipment

The College's campus facility is located in a commercial building which is conveniently located in a Downtown area, with parking nearby. The facility is well maintained and periodically updated to meet the changing educational requirements brought about by the rapidly changing demands placed on today's workforce; however, the facility will always include at a minimum two or more computer labs, a basic resource center, a medical lab, a nursing lab, general purpose classrooms, restrooms, a student lounge/resource center, and administrative offices. Applicants for admission have the option to visit the campus and review the facilities and equipment during or prior to the admissions process and prior to enrolling. Additionally, there is access into the building on the first, second, and third floors.

The College maintains computer labs, which contain computer hardware and software.
The institution periodically updates or changes its hardware and software to meet student educational requirements and local market needs, but each computer lab will normally contain at least twenty computers. Software applications in which the student receives instruction will vary based on the student's specific program; however, the software that the institution utilizes includes common applications such as word processing, database applications and spreadsheet applications, as well as specialized applications for more advanced classes.

The College maintains various types of medical instruments/equipment and pharmacy instruments and equipment in its medical lab, pharmacy lab, and nursing lab for the clinical and lab training of medical, pharmacy, and nursing students in programs that include a clinical or lab component. The equipment includes the type of equipment typically found in a doctor's office clinic, or pharmacy. The equipment includes: Examination table with stool, supply storage cabinets, examination tools of various kinds, blood pressure cuffs, stethoscopes, sterile processing supplies, laminar air flow hoods, point of sale technology, class 3 prescription balance, compounding hotplate with magnetic stirrer, various types of minor
surgery equipment and CPR materials.

Building regulations may be posted in the resource center or other locations throughout the facility. Students are also familiarized with the building regulations during orientation. Failure to comply with building regulations may result in disciplinary action, including termination from school. Any student who damages the campus buildings, grounds or equipment will be held financially responsible. Smoking is prohibited anywhere in the building.

Computer Use Policy and File Sharing

(Subject to Change without Notification)

COMPUTER USE

To protect students' access to functioning computers and to protect computer hardware, software, networks and the proprietary rights of the Institution and third parties in commercial software, all students must assume the following responsibilities of legal and ethical computer and network use. Depending on the severity of any violation of this policy, consequences may include a written or oral reprimand, loss of computer use privileges, expulsion from this Institution and/or referral to the appropriate legal authorities.

- Any currently enrolled student or graduate in good standing may use the computer labs and resource center computer facilities. Guests are not permitted in the computer labs or resource center. These resources are to be used primarily for school or job-search related activities such as research, homework assignments, and resume preparation. Limited personal use of computing facilities (e.g. checking e-mail, web browsing, etc.) is permitted so long as it is done outside of class time and does not unduly burden the Institution's facilities or prevent others from making use of them. The Institution reserves the right to limit or prohibit personal use of computing facilities at any time.
- Students are prohibited from using Internet resources or computer facilities for the purpose of accessing pornographic content; for the purpose of sending, receiving and/or storing chain mail, advertising, or fraudulent materials; for any commercial or for-profit activity; for annoying or harassing other users by such means as broadcasting unsolicited messages or sending harassing, obscene, or offensive messages; and for any purpose which is prohibited by law.
- The computer facilities of the computer labs and resource center may be used for authorized purposes only. The computer labs may be used whenever the Institution is open and classes are not in session in the labs. The resource center may be used anytime during its normal operating hours. The Institution reserves the right to close the labs or resource center at any time, with or without advance notice, whenever necessary for maintenance or other purposes.
- Food or drinks may not be brought into the computer labs or the resource center. NO EXCEPTIONS.
- Students are prohibited from installing, downloading and/or running any software, other than that provided by the Institution, without explicit permission from a faculty member or administrator.
- Changing any settings or running any diagnostic or utility programs on any computer or network of the Institution without specific instruction by a faculty member or administrator is strictly prohibited. "Settings" include, but are not limited to, video display settings, mouse settings, printer settings, network settings and protocols, etc.
- Students will be provided with personal storage space on the Institution's computer network for saving files. Students may also choose to save files on a personal USB flash drive. Saving data to any location other than the student's personal network storage space or USB flash drive is prohibited. Attempting to change or delete any data on the Institution's computers or computer network is also prohibited.
- Although the Institution makes a best effort to ensure the integrity of files saved on its network, students are strongly encouraged to keep a backup of all files saved on either a personal USB flash drive. The Institution is not responsible for any lost or damaged data saved on its computer network.
- Every student in good standing will be assigned an account on the Institution's computer network. Sharing of accounts is strictly prohibited. **Students will be held accountable for all activity occurring on their account!** Therefore, all account information including passwords must be kept confidential. Use these basic account safety measures:
- Choose hard-to-guess passwords, such as short word phrases (e.g. learn2learn). Do not use common names. If you forget your password, notify administration so that your password may be reset. **Never use another student's account to log on for any reason!**
- Never leave computers unattended without logging off. Always log off at the end of class.
- Never give passwords to someone else or allow others to use your account.
- If you suspect that your account has been used by someone else, notify administration immediately.
- Use shared resources considerately. Do not monopolize systems, overload networks with excessive data, or waste computer time, disk space, paper or other resources. Leave the work area clean and in order for the next person when finished.
- Do not assume information stored on the Institution's computer facilities to be private. Any and all information saved on Institution computer facilities may be accessed or deleted at any time.
- All computer files, disks, USB flash drives, etc. belong to somebody. Assume them to be private and confidential unless the owner has given explicit permission to make them available to others. If in doubt, ask first.
- Staff, faculty and students are strictly prohibited from copying commercial or otherwise copyrighted software, whether for use on or off campus (except as specifically permitted by the software's author or

manufacturer) or engaging in any other activity that may violate a copyright, patent or trademark. (Consult the College President or the appropriate software license agreement should you have any questions.)

It is the institution's policy to comply with all copyright laws. All faculty, staff, students, and members of the campus community are expected to be aware of and follow these requirements. Copyright law information can be found at www.copyright.gov.

- Students are prohibited from accessing data or programs for any reason without the owner's explicit permission.
- Students are prohibited from downloading, installing, creating, modifying or transmitting any computer program or instruction intended to gain unauthorized access to, or make unauthorized use of, any computer facilities or software.
- Students are prohibited from using the Institution computer facilities with the intent to compromise other computers or networks, to commit crimes, or to engage in other unethical acts. The Institution will take necessary steps to preserve the security of its computer resources.
- Students will be billed for the cost of any damage to computer hardware or the cost of reconfiguration of any software, or for any other costs incurred by the institution as a result of a violation of these rules.
- Report any violation of this Computer Use Policy to the administration immediately.

FILE SHARING

A recent amendment to the Higher Education Act of 1965 requires Schools to have a plan to combat the illegal downloading of music, videos and other copyrighted works (otherwise known as Peer to Peer File Sharing, or P2P) on School campus networks. The institution takes this responsibility seriously. Campus computers will be monitored closely to address copyright violations related to illegal downloads. Each computer user at the School should understand what material is illegal or legal and what sites are authorized distributors of copyrighted material. For example, popular sites such as iTunes, Rhapsody, Amazon, etc. have downloads available for a fee. Any unauthorized or illegal downloads or unauthorized file sharing by any member of the campus community will be subject to sanctions by the School up to dismissal from school or termination of employment. Individuals would also be subject to Federal criminal offenses for copyright law violations. For a full list of these offenses, visit: https://www.copyright.gov/title17/

Policy Regarding Use of Artificial Intelligence by Students

Purpose

This policy establishes requirements for the use of artificial intelligence (AI) tools and technologies by students of the Institution to ensure ethical, legal, and responsible usage. It applies to students who use AI tools or technologies during their program of study at this Institution.

Definitions

AI – Artificial intelligence refers to systems that can perform tasks that typically require human intelligence, such as learning, reasoning, problem-solving, perception and language understanding.

AI Tools – These include software applications, platforms, and services that leverage AI technologies.

Policy

1. Prohibition on AI-Generated Content:

- Students are not permitted to use AI tools to create, generate, or produce any content submitted as classwork, assignments, projects, or assessments. This includes, but is not limited to, essays, reports, presentations, and other forms of academic work.
- Any submission that includes AI-generated content that was not previously approved by the instructor will be considered a violation of academic integrity and will be subject to disciplinary action as outlined in the institution's academic dishonesty policy.
- Students shall not use AI to replace original thought or critical engagement with the material being studied.
- Students are expressly prohibited from using AI to attend and/or transcribe or record any meeting, lecture, or any other form of communication, in either audio or written format.
- Students are strictly prohibited from using AI tools to assist with any multiple-choice exams, quizzes or assessments. This includes using AI to select or verify answers for multiple-choice questions.

2. Permissible Use of AI for Personal Learning:
    - Students are allowed to use AI tools for personal learning purposes only. This includes using AI for:
        i. Exploring concepts and topics related to course material.
        ii. Practicing skills and knowledge outside of required coursework.
        iii. Enhancing understanding through interactive learning experiences.
    - Students are allowed to use AI tools to achieve a specific learning objective if the instructor expressly approves its use.
3. AI must be used ethically and in accordance with applicable laws, rules, and regulations, including data privacy laws, intellectual property/copyright laws, and anti-discrimination laws.
4. AI may NOT be used with any Personally Identifiable Information (PII). This includes student information, staff/faculty information, or Institutional data, unless specifically approved by the College President.
5. Students shall not use AI as its sole source of information or understanding.
6. AI shall not be used to generate outputs that copy existing copyrighted material.
7. Maintain confidentiality of all data and information processed while using AI.
8. Ensure the output from AI is accurate and reliable.
9. Be aware of the potential for bias in AI algorithms and take steps to mitigate it.
10. Whenever using AI in producing work product, it must be properly cited.

Enforcement

1. Faculty are available to discuss the appropriate use of AI in each of their courses. If in doubt, discuss this issue prior to utilization.
2. The Academic Department reserves the right to monitor the use of AI and to ensure compliance with this policy and applicable laws.
3. Failure to comply with this policy will be subject to disciplinary action as outlined in the Institution's academic dishonesty policy which may result in disciplinary action, up to and including termination from the Institution.

Resource Center

The Institution houses a resource center which contains a selection of materials including books and periodicals. Most resources are available for check-out purposes, except for reference books. Faculty are encouraged to make library assignments in their classes to help students develop their library usage skills. Students are encouraged to utilize the Institution's resource center, as well as libraries in the community, in developing these library usage skills. Many resources are also available from the internet which is accessible on campus.

Attendance

A. Absences and Class Cuts -

Class attendance is extremely important. Attendance records are normally given considerable weight by prospective employers during the hiring process. A poor attendance record will seriously damage a graduate's employment prospects. In addition, students are cautioned that in most courses, if a student misses classes, he/she will fall behind very quickly and will have to put forth a great deal of effort to get caught up. Once a student gets behind, it is very difficult to catch up as the class continues to move forward.

Students are required to attend class sessions regularly unless conditions over which they have no control prevent them from being present. If, a student accumulates an excessive number of absences, the student may be dropped from school for the quarter, unless extenuating circumstances exist. Instructors in individual classes may set individual class standards, or cut grades in or terminate a student from the class for absences.

Students terminated for non-attendance will receive no credit for work completed up to that point in the term. Consideration will be given to the student's academic standing in application of this policy.

B. Tardiness-

Students not in their classrooms at the scheduled start of class will be considered tardy. Instructors may count tardy students as absent, cut grades, or excuse the tardiness, at the instructor's discretion.

Withdrawals

If a student should find it impossible to continue in school, he or she should initiate withdrawal procedures by notifying the office staff in writing. The staff will assist the student in the procedures for completing formal withdrawal. The Institution will provide a Leave of Absence to pregnant and postpartum recovery students, if medically necessary.

Students withdrawing from individual classes will receive a "W" (Withdrawal) on their transcript if they withdraw by the midpoint of the course and a "WF" (Withdrawal-Failing) if the withdrawal occurs after the midpoint of the course. Withdrawals are not used to calculate grade point average but are used to calculate rate of progression standards. The institution does not offer Withdrawal-Passing.

Students shall be considered to be enrolled in the Institution until:

a. The Institution receives written notification that the student desires to withdraw;
b. The student is terminated by the Institution;
c. The student fails to return to classes at the start of the next quarter; or
d. The student discontinues attendance with the intent not to return.

Graduation

Graduation ceremonies are held at least once each year for all students meeting graduation requirements since the previous graduation ceremony. Dates, times and locations are announced well in advance of each scheduled graduation.

Review Privileges

To help graduates keep their skills up-to-date in a fast-changing world, the Institution offers review privileges on a continuing basis to all of its graduates. A graduate may re-take any class in a graduate's original curriculum at no tuition charge after graduation. The graduate is responsible for routine educational expenses such as books and supplies, and in the case of online courses, for the associated technology fees/costs. **This privilege is subject to continued campus operation and to the Institution offering the particular classes in the graduate's original program at the location where the graduate received his/her training and is also subject to seat availability for the class.**

Refund and Cancellation Policy

The following refund policy shall apply to students at the Institution's campus:

A. Cancellation:

   By the Applicant – If within five days of signing the enrollment agreement an applicant would like to cancel his/her contract and receive a full refund of all tuition and fees paid, he/she must submit in writing, email or certified mail, to the College President notice of intent to cancel. The refund will be sent to the last address on record with the institution unless the written notice of cancellation provides an alternative.

   By the Institution - An applicant who is accepted for admission may have his/her enrollment cancelled at the discretion of the Institution not later than forty-five (45) calendar days after the start of scheduled classes in the applicant's first payment period in school. This cancellation provision applies ONLY to students in their FIRST payment period of a first time enrollment. Applicants whose enrollment is cancelled will be given a full refund of all monies paid for first payment period tuition and Educational/ Resource fees. Five (5) days after the date the enrollment agreement is signed, the application fee and the seat fee are non-refundable. Students who continue attending classes in second or subsequent school payment periods (or after the 45-day cancellation period in the first payment period) and then drop out or are dismissed are subject to the refund policy described in the catalog which is available on the campus website or will be provided upon request. The cancellation period may be extended by the institution if it determines there are extenuating circumstances.

B. Cancellation after Re-enrollment: An applicant who is accepted for re-enrollment may have his/her re-enrollment cancelled not later than 5 business days after signing the re-enrollment agreement. Applicants whose re-enrollment is cancelled will be given a full refund of all monies paid for the re-enrollment payment period only. The cancellation period may be extended by the institution if it determines there are extenuating circumstances.
C. Cancellation after Program Change: An applicant who changes programs may have his/her enrollment in the new program cancelled not later than 5 business days after signing the program change enrollment agreement. Applicants whose program change enrollment is cancelled will be given a full refund of all monies paid for the first payment period of the new program only. The cancellation period may be extended by the institution if it determines there are extenuating circumstances.
D. Refund – Students are charged tuition for each payment period during which they attend class. A student who begins classes and then withdraws, or is terminated, prior to the end of a payment period will receive a refund of tuition for that payment period in accordance with the standards described below.
    1. For a student withdrawing from school during the first week of the payment period, the tuition charges refunded by the institution shall be 75% of the tuition of the payment period.
    2. For a student withdrawing from school during the second week of the payment period, the tuition charges refunded by the institution shall be 50% of the tuition for the payment period.
    3. For a student withdrawing from school during the third week of the payment period, the tuition charges refunded by the institution shall be 25% of the tuition for the payment period.

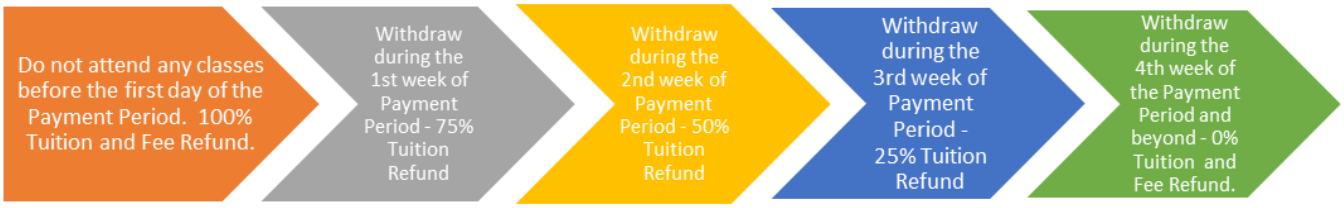
4. For a student withdrawing from school during or after the fourth week of the payment period, the student is entitled to no refund.
5. The refund shall apply only to that payment period (the payment period in which the student discontinued attendance prior to the end of the payment period); tuition and fees for all prior payment periods have been earned and are not subject to refund. Refunds will be made only of tuition actually charged, received, and retained by the institution. The institution will retain tuition equal to the tuition charged for the payment period, less the refund as calculated in this policy.
6. Refunds will be made to the program, public or private entity, or student as described elsewhere in this policy, and in accordance with the rules of any financial assistance program from which the student received aid. All other fees and or charges are not refundable.

E. For purposes of computing the amount of refund due, if any, for students who discontinue attendance for any reason after enrollment and commencement of classes, the last date of attendance from the Institution will be used in the computation of the student's refund. The last date of attendance is defined as the last day a student had an academic related activity. The institution will begin the refund process no later than 45 days after the date of determination (DOD). If a student begins the official withdrawal process or provides official notification to the school of his or her intent to withdraw, the DOD will be the date the student began the official withdrawal process or the date of the student notification, whichever is later. If a student did not begin the official withdrawal process or provide a notification of his or her intent to withdraw, the DOD would be the date the institution became aware that the student ceased attendance.

F. This refund policy shall apply to all situations in which a student ceases attending classes prior to graduation whether such cessation is the result of the student's voluntary decision to withdraw, the expulsion of the student by the Institution, or reasons beyond the control of either party.

G. Notifications of withdrawal or cancellation and requests for refund must be in writing and addressed to the College President; however, failure to make such written notification or requests shall not invalidate the student's rights under this contract to withdraw, cancel enrollment or receive the refund to which the student would otherwise be entitled.

Tuition Refund Illustration



Return to Title IV Policy

The law specifies how West Virginia Junior College must determine the amount of Title IV program assistance funds that a student earns if he or she withdraws from school. A student is considered withdrawn if the student ceases attendance and is not scheduled to begin another course within the payment period. If the student is enrolled in programs taught in modules, the student is considered withdrawn if the student ceases attendance and is not scheduled to begin another course within the payment period for more than 45 calendar days after the end of the module the student ceased attending.

A student is not considered to have withdrawn (in the case a student is enrolled in a program taught in modules) if the institution obtains written confirmation from the student at the time of withdrawal that he or she will attend a later module in the same payment period.

Additionally, there are exceptions to when a student is considered withdrawn. For all programs, a student who completes all the requirements for graduation from his or her program before completing the days or hours in the period that he or she was schedule to complete is not considered to have withdrawn. For programs offered in modules, a student is not considered to have withdrawn if the student successfully completes one module that includes 49 percent or more of the number of days in the payment period, excluding schedule breaks of five or more consecutive days and all days between modules. Successful completion means earning at least one passing grade. For programs offered in modules, a student is not considered to have withdrawn if the student successfully completes coursework equal to or greater than the coursework required for the institution's definition of half-time status (6 credit hours) for the payment period. Successful completion means earning at least one passing grade.

If a student does not meet one of the exceptions above, a calculation is performed to determine the amount of federal student aid a student has earned up to his or her point of withdrawal.

The Title IV Federal student aid programs covered by this Return to Title IV policy are Federal Pell Grants, Iraq and Afghanistan Service Grants, Direct Loans (Subsidized and Unsubsidized), Direct PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOG).

Though the student's aid is posted to the student's account at the start of each payment period, the student earns the funds as he or she completes the payment period. If the student withdraws during the payment period, the amount of Title IV program assistance that was earned up to that point is determined by a specific formula. If the student received (or the institution or parent received on your behalf) less assistance than the amount earned, the student may be able to receive those additional funds. If the student received more assistance than the amount earned, the excess funds must be returned by the institution and or the student.

The amount of assistance that is earned is determined on a pro rata basis. For example, if a student completed 30% of the payment period, the student earned 30% of the assistance that was originally scheduled for the student to receive. Once the student has completed more than 60% of the payment period, the student earned all the assistance that was scheduled for the student to receive for that period. If the student did not receive all the funds that were earned, the student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the institution will obtain the student's (or parent's in the case of a PLUS Loan) permission before it can disburse them. The student (or parent) may choose to decline some or all the loan funds so that additional debt is not incurred. West Virginia Junior College may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition and fees. Any excess grant funds will be disbursed to the student. West Virginia Junior College needs a student's permission to use the post-withdrawal grant disbursement for all other institutional charges. If the student does not give permission, the funds cannot be used for institutional charges. However, it may be in the student's best interest to allow the school to keep the funds to reduce the debt at the school. If a student is eligible for a post-withdrawal disbursement for Title IV funds, it will be processed for the student and a refund will be issued within 14 days of the credit balance.

If the student (or parent) received excess Title IV program funds that must be returned, the institution will return a portion of the excess equal to the lesser of:

1. the institutional charges multiplied by the unearned percentage of the student's Title IV funds, or
2. the entire amount of excess funds.

West Virginia Junior College must return this amount even if it didn't keep this amount of the Title IV program funds.

If West Virginia Junior College is not required to return all of the excess funds, the student must return the remaining amount. For any loan funds that the student must return, the student (or the parent for a Direct PLUS Loan) must repay the loan in accordance with the terms and conditions of the promissory note. That is, a student will make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that the student must repay is half of the grant funds received or were scheduled to receive. A student does not have to repay a grant overpayment if the original amount of the overpayment is $50 or less. The student must make arrangements with West Virginia Junior College or the Department of Education to return the unearned grant funds.

Funds that are returned to the federal government are used to reduce the outstanding balances in individual federal programs. Unearned financial aid returned by the West Virginia Junior College must be allocated in the following order:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Direct Parent Loan (PLUS)
4. Federal Pell Grant
5. Iraq and Afghanistan Service Grants
6. Federal Supplemental Educational Opportunity Grant (SEOG)

If the institution is required to return Title IV funds as a result of the Return to Title IV calculation, this return will occur within 45 days of the date the institution determined you have withdrawn.

The requirements for Title IV program funds when a student withdraws are separate from the refund policy that the institution has. Therefore, the student may still owe funds to West Virginia Junior College to cover unpaid institutional charges. The institution may also charge the student for any Title IV program funds that the institution was required to return. Students should review the institution's cancellation and refund policy which is described in the West Virginia Junior College catalog.

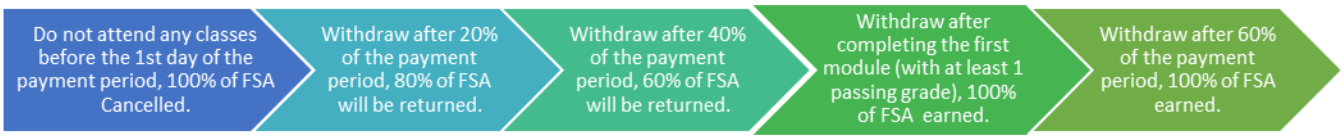
To officially withdraw, a student should contact the College President (verbally or in writing).

An Unofficial Withdrawal Occurs when:

- A student leaves the school without notice, Or
- When all courses in which the student is enrolled are given a W or WF grade due to non- completion of the course.

The student's last date of attendance or participation in any academic activity will be the date used to calculate the Return of Title IV Funds. This last date of attendance is determined by using the institution's attendance records.

Return to Title IV Illustration



Example 1
Attended 24 days of the payment period which is 84 days in length.
24/84 = 29% FSA Earned
71% of FSA Will Be Returned

Example 2
Attended 52 days of the payment period which is 84 days in length.
52/84 = 62% FSA Earned
100% of FSA Earned with 0% Returned

Campus Security and Drug Abuse Policy

It is the policy of this Institution to maintain a drug free and alcohol free environment. Students and staff are urged to review and abide by the Institution's policy.

This Institution distributes information regarding drug abuse prevention and counseling. This information includes adverse effects of alcohol and drugs, drug abuse offenses and penalties, tips for preventing alcohol and drug abuse, and a listing of area drug and alcohol abuse treatment facilities.

It's the policy of this Institution that any criminal acts of any nature occurring on campus should be reported to the College President, and to the local law enforcement agencies. The Institution maintains records relating to crimes committed on campus and any property immediately adjacent to the campus.

Students and employees should also review the Institution's policy regarding prevention and reporting of campus crime. A copy of the Institution's policy and crime statistics may be found on the school's website.

Firearms of any nature, knives, clubs, brass knuckles or other weapons are strictly prohibited on campus. Bringing any type of weapon on campus will result in disciplinary action, up to and including termination from school in the case of students and termination of employment in the case of an employee.

Advising Services

In addition to career services, the administrative staff is generally available during normal school hours to provide additional vocational or academic advising. Students in need of assistance should notify the office staff, which will arrange an appointment with the Academic Dean. Students in need of other types of assistance not provided by the school, such as drug and alcohol abuse, family crisis, etc., will be referred to community-based counseling services.

Academic Governance Policy

The following standards have been adopted by this Institution to clearly define the responsibility and authority of faculty in matters of academic governance:

1. The Institution administration regularly seeks out the advice of its instructors in matters pertaining to academic affairs and strongly encourages its instructors to provide input on an ongoing basis.
2. The Institution administration views instructors' opinions and suggestions as providing critical insight into the assessment of student learning outcome planning for institutional effectiveness.
3. The Institution administration regularly seeks out instructors' opinions in the evaluation and revision of existing curriculum and the assistance in the development of new educational programs.
4. The Institution administration regularly seeks out instructors' opinions in the planning for Institutional Effectiveness.
5. The Institution administration grants individual instructors the academic freedom to teach assigned courses utilizing the methodology and techniques that the instructor, in his/her professional judgment, deems most appropriate to the situation.

Instructional Prerogative

The Institution administration grants individual instructors the academic freedom to teach assigned courses utilizing the methodology and techniques that the instructor, in his/her professional judgment, deems most appropriate for each course. This includes the selection of appropriate course materials, instructional equipment, and other educational resources. An instructor's academic freedom shall not interfere with his/her responsibility to administer and implement the academic policies of the Institution. The Institution administration values the professional experience, education, and judgment of its instructors. Instructors' opinions and suggestions provide critical insight into the planning for institutional effectiveness including assessment of student learning outcomes, the evaluation and revision of existing curriculum, and the assistance in the development of new educational programs. This policy applies only to the instructor's academic freedom to present coursework in assigned classes and in no way affects any other aspect of the instructor's legal relationship to the Institution.

Title IX: Compliance

STATEMENT OF NON-DISCRIMINATION POLICY

West Virginia Junior College (The institution) does not discriminate on the basis of sex in the education programs or activities that it operates, and it is required by Title IX of the Education Act and the Regulations of the Department of Education (34 C.F.R. § 106, et. seq.) not to discriminate in such a manner. The requirement not to discriminate in the institution's education programs or activities extends to admission to the institution and employment opportunities with the institution.

Pursuant to this policy and the procedures stated in this policy, the institution must respond to alleged incidents of sexual harassment, as defined below that occurred in the institution's education program or activity, against a person in the United States.

TITLE IX COORDINATOR

Inquiries about the application of Title IX Regulations of the Department of Education may be referred to the institution's Title IX Coordinator or the Assistant Secretary of the Department of Education, or both. The institution's Title IX Coordinator can be contacted at:

West Virginia Junior College
Attn: Ashley Marra, Assistant Legal Counsel
3280 University Ave., Suite 6
Morgantown, WV 26505
304-449-4813
ashley.marra@wvjc.edu

As an alternative to the above Title IX Coordinator, the following individual has also been trained as a Title IX Coordinator and can be contacted at:

Samantha Esposito, College President
148 Willey Street
Morgantown, WV 26505
(304) 296-8284
sesposito@wvjc.edu

The Assistant Secretary of the Department of Education can be contacted at:

U.S. Department of Education
Assistant Secretary for Civil Rights
Kenneth L. Marcus
400 Maryland Avenue, SW
Washington, D.C. 20202-1101
1-800-421-3481
OCR@ed.gov

TITLE IX POLICIES & PROCEDURES

The Institution has adopted specific policies and procedures for the handling of Title IX Sex Discrimination and Sexual Harassment issues. This includes procedures for the reporting of an allegation, the filing of a formal complaint, and the grievance process for the resolution of a formal complaint. Individuals may report concerns or questions to the Title IX Coordinator.

The full disclosure of these policies and procedures are located on the Institution's website at the following link: https://morgantown-ol.catalog.wvjc.edu/title-ix-policies-and-procedures-0

Harassment Policy

This Institution recognizes its responsibility to all employees and students to maintain an environment free from all forms of discrimination and conduct which can be considered harassing, abusive, coercive or disruptive, including harassment related to a person's sex, age, race, national origin, religion or disability. Harassment includes, but is not limited to, verbal abuse, suggestive comments, inappropriate gestures or physical contact.

Any employee or student who feels he/she has a complaint of harassment (whether engaged in by a co-worker, supervisor, teacher, staff member, or anyone dealing with the Institution as a vendor or otherwise), **should discuss the matter with the College President.** If for any reason the employee or student cannot discuss the situation, or does not feel comfortable discussing the situation with the College President, then the individual should call the **General Counsel's Office at (304) 296-8284** and ask for the General Counsel. If the employee or student does contact the College President and is not satisfied with the College President's actions, then the General Counsel should also be called. Confidentiality will be protected as much as feasible

while still being able to investigate the complaint. No retribution will be taken against any employee or student because of his/her complaint. Any employee or student having found to have violated this policy will be subject to appropriate disciplinary action.

All employees and students or others associated with this Institution who are aware of any incidents of harassment (other than sexual harassment which is covered in the section above "Title IX Sexual Harassment") in the work place are responsible for reporting such incidents directly to the College President or to the General Counsel. In doing so, the Institution will work together with all involved to establish and maintain a pleasant working environment free of discrimination or harassment, where each individual strives to treat all others fairly and with respect.

Ethics and Legal Compliance Policy

This institution is proud of its community reputation and recognizes that following sound ethical principles and compliance with all governing laws and regulations is the best way to maintain its reputation. It is the policy of this institution that all individuals associated with this institution shall: (a) at all times observe and comply with all laws, rules and regulations, and all other applicable requirements, including accrediting agency criteria and, (b) carry out their duties in an ethical manner.

Any staff, faculty member, employee, or student who acts in an unethical manner or violates any law or regulation is in violation of this policy and is subject to discipline that is appropriate for the severity of the violation. Discipline may include termination of employment, in the case of an employee, or dismissal from school, in the case of a student. All persons affiliated with this institution, including employees and students, are expected to conduct themselves in accordance with this policy and with integrity and respect for other individuals at all times.

In the event that anyone becomes aware of a possible violation of this policy (including any violations of law or governing regulations or ethical conduct), the possible violation should be reported to the College President. Retaliation against anyone reporting a possible violation of this policy (including any violations of law or governing regulations or ethical standards) is strictly prohibited and is a violation of this policy. In the event the College President fails to adequately address the situation in the opinion of the person reporting the possible violation, or if the possible violation involves the College President, then the matter is to be reported to the Office of the General Counsel at (304) 296-8284, or Office of the General Counsel, 3280 University Avenue, Suite 6, Morgantown, WV 26505. The General Counsel will review the matter and make a preliminary decision as quickly as practical under the circumstances, considering the facts involved, needed investigation, etc. If the General Counsel's Office has not acknowledged receipt of the notification within 14 days, please call the office and specifically ask to speak to the Campus General Counsel.

Quality Assurance/Legal Compliance Monitoring

This institution takes seriously its responsibility to operate in an ethical manner and in compliance with all applicable regulations and laws. To encourage development of an institutional culture based on this key operating principle and for customer service, quality control, training, supervision, legal compliance, and other business purposes. The institution reserves the right and all employees and students grant permission for the institution to:

a. Monitor and/or record all internal or external communications (i.e. telephone calls, emails, texts, other electronic communications, etc.).
b. Monitor and/or record computer and internet usage.

c. Monitoring and recording may involve video as well as audio monitoring and recording (using electronic means or otherwise). This may include the use of “secret shoppers” utilizing video and audio recording equipment to monitor and record specific actions in the presence of the individual involved.

This policy is applicable to all students, staff, faculty, employees or other individuals (whether or not the individual is using campus computers and/or campus telephone systems or other communications equipment) and there should be no expectation of privacy or right to privacy. The institution may utilize its own monitoring/recording devices or may utilize a 3rd party’s services. By enrolling in school, students grant permission for monitoring and/or recording as described in this section. By accepting employment, employees grant permission for monitoring and/or recording as described in this section. This policy is subject to specific local legal requirements, if any, applicable to the specific situation.

Electronic Communication Disclosure Notice

To reduce paper waste and help our environment, this campus will be communicating with the campus community by email and other electronic means for most correspondence. You will be able to retrieve letters and notices quickly and easily by accessing your assigned email account.

Upon enrollment at this campus, you will be assigned an Institution email account. You will be given detailed instructions on how to access your campus email account during the orientation session.

In addition, by enrolling, you give the campus permission to contact you by text message, fax, telephone, or any other electronic or customary means.

It will be your responsibility to access your account regularly to retrieve important email messages from the institution. In many cases, the institution’s ability to receive Financial Aid on your behalf depends on communication and cooperation with you, the student.

The U.S. Department of Education requires the institution to provide information to students on a regular basis regarding a variety of topics. This information is available on our website. We will send you an email notice that informs you where this information can be obtained.

You can access this website from the convenience of your home if you have internet access or in one of the computer labs on campus or in the school library.

You have the right to continue to receive all notices and letters by paper and can request copies at any time by contacting the financial aid office.

Official School Calendar

* The RN to BSN program follows the Official School Calendar “A” Quarters.

“A” QUARTERS

2025 “A” Quarters

TERM	DATES
Winter A Quarter 2025	01/06/2025 - 03/30/2025
Spring A Quarter 2025	04/07/2025 - 06/29/2025
Summer A Quarter 2025	06/30/2025 - 09/28/2025
Fall A Quarter 2025	09/29/2025 - 12/21/2025

Official Holidays (No Classes Held)	
Memorial Day	05/26/2025
Independence Day	07/04/2025
Labor Day	09/01/2025
Thanksgiving	11/27/2025 - 11/28/2025

Official Breaks (No Classes Held)	
Spring Break	03/31/2025 - 04/06/2025
Summer Break	08/11/2025 - 08/17/2025
Winter Break	12/22/2025 - 01/04/2026

2026 “A” Quarters

TERM	DATES
Winter A Quarter 2026	01/05/2026 - 03/29/2026
Spring A Quarter 2026	04/06/2026 - 06/28/2026
Summer A Quarter 2026	06/29/2026 - 09/27/2026
Fall A Quarter 2026	09/28/2026 - 12/20/2026

Official Holidays (No Classes Held)	
Memorial Day	05/25/2026
Independence Day (Observed)	07/03/2026
Labor Day	09/07/2026
Thanksgiving	11/26/2026 - 11/27/2026

Official Breaks (No Classes Held)	
Spring Break	03/30/2026 - 04/05/2026
Summer Break	08/10/2026 - 08/16/2026
Winter Break	12/21/2026 - 01/03/2027

2027 “A” Quarters

TERM	DATES
Winter A Quarter 2027	01/04/2027 - 03/28/2027
Spring A Quarter 2027	04/05/2027 - 06/27/2027
Summer A Quarter 2027	06/28/2027 - 09/26/2027
Fall A Quarter 2027	09/27/2027 - 12/19/2027

Official Holidays (No Classes Held)	
Memorial Day	05/31/2027
Independence Day (Observed)	07/05/2027
Labor Day	09/06/2027
Thanksgiving	11/25/2027 - 11/26/2027

Official Breaks (No Classes Held)	
Spring Break	03/29/2027 - 04/04/2027

Official Breaks (No Classes Held)	
Summer Break	08/09/2027 - 08/15/2027
Winter Break	12/20/2027 - 01/02/2028

2028 “A” Quarters

TERM	DATES
Winter A Quarter 2028	01/03/2028 - 03/26/2028
Spring A Quarter 2028	04/03/2028 - 06/25/2028
Summer A Quarter 2028	06/26/2028 - 09/24/2028
Fall A Quarter 2028	09/25/2025 - 12/17/2028

Official Holidays (No Classes Held)	
Memorial Day	05/29/2028
Independence Day	07/04/2028
Labor Day	09/04/2028
Thanksgiving	11/23/2028 - 11/24/2028

Official Breaks (No Classes Held)	
Spring Break	03/27/2028 - 04/02/2028
Summer Break	08/07/2028 - 08/13/2028
Winter Break	12/18/2028 - 01/01/2029

“B” QUARTERS

2024 “B” Quarters

TERM	DATES
Spring B Quarter 2024	02/12/2024 - 05/12/2024
Summer B Quarter 2024	05/13/2024 - 08/04/2024
Fall B Quarter 2024	08/12/2024 - 11/03/2024
Winter B Quarter 2024-2025	11/04/2024 - 02/16/2025

Official Holidays (No Classes Held)	
Memorial Day	05/27/2024
Independence Day	07/04/2024
Labor Day	09/02/2024
Thanksgiving	11/28/2024 - 11/29/2024

Official Breaks (No Classes Held)	
Spring Break	03/25/2024 - 03/31/2024
Summer Break	08/05/2024 - 08/11/2024
Winter Break	12/16/2024 - 01/05/2025

2025 “B” Quarters

TERM	DATES
Spring B Quarter 2025	02/17/2025 - 05/18/2025
Summer B Quarter 2025	05/19/2025 - 08/10/2025
Fall B Quarter 2025	08/18/2025 - 11/09/2025
Winter B Quarter 2025-2026	11/10/2025 - 02/15/2026

Official Holidays (No Classes Held)	
Memorial Day	05/26/2025
Independence Day	07/04/2025
Labor Day	09/01/2025
Thanksgiving	11/27/2025 - 11/28/2025

Official Breaks (No Classes Held)	
Spring Break	03/31/2025 - 04/06/2025
Summer Break	08/11/2025 - 08/17/2025
Winter Break	12/22/2025 - 01/04/2026

2026 “B” Quarters

TERM	DATES
Spring B Quarter 2026	02/16/2026 - 05/17/2026
Summer B Quarter 2026	05/18/2026 - 08/09/2026
Fall B Quarter 2026	08/17/2026 - 11/08/2026
Winter B Quarter 2026-2027	11/09/2026 - 02/14/2027

Official Holidays (No Classes Held)	
Memorial Day	05/25/2026
Independence Day (Observed)	07/03/2026
Labor Day	09/07/2026
Thanksgiving	11/26/2026 - 11/27/2026

Official Breaks (No Classes Held)	
Spring Break	03/30/2026 - 04/05/2026
Summer Break	08/10/2026 - 08/16/2026
Winter Break	12/21/2026 - 01/03/2027

2027 “B” Quarters

TERM	DATES
Spring B Quarter 2027	02/15/2027 - 05/16/2027
Summer B Quarter 2027	05/17/2027 - 08/08/2027
Fall B Quarter 2027	08/16/2027 - 11/07/2027
Winter B Quarter 2027-2028	11/08/2027 - 02/13/2028

Official Holidays (No Classes Held)	
Memorial Day	05/31/2027
Independence Day (Observed)	07/05/2027
Labor Day	09/06/2027
Thanksgiving	11/25/2027 - 11/26/2027

Official Breaks (No Classes Held)	
Spring Break	03/29/2027 - 04/04/2027
Summer Break	08/09/2027 - 08/15/2027
Winter Break	12/20/2027 - 01/02/2028

2028 “B” Quarters

TERM	DATES
Spring B Quarter 2028	02/14/2028 - 05/14/2028
Summer B Quarter 2028	05/15/2028 - 08/06/2028
Fall B Quarter 2028	08/14/2028 - 11/05/2028
Winter B Quarter 2028-2029	11/06/2028 - 02/11/2029

Official Holidays (No Classes Held)	
Memorial Day	05/29/2028
Independence Day	07/04/2028
Labor Day	09/04/2028
Thanksgiving	11/23/2028 - 11/24/2028

Official Breaks (No Classes Held)	
Spring Break	03/27/2028 - 04/02/2028
Summer Break	08/07/2028 - 08/13/2028
Winter Break	12/18/2028 - 01/01/2029

Official School Calendar-Nursing

April Start Cohorts

4/8/2024 Start Cohort

TERM	DATES
Spring Quarter 2024	04/08/2024 - 06/30/2024
Fall Quarter 2024	07/22/2024 - 11/03/2024
Winter Quarter 2024-2025	11/04/2024 - 02/16/2025
Spring Quarter 2025	02/17/2025 - 05/18/2025
Summer Quarter 2025	05/19/2025 - 09/07/2025
Fall Quarter 2025	09/29/2025 - 11/09/2025

Official Holidays (No Classes Held)	
Memorial Day	05/27/2024
Thanksgiving	11/28/2024 - 11/29/2024
Memorial Day	05/26/2025

Official Holidays (No Classes Held)	
Labor Day	09/01/2025

Official Breaks (No Classes Held)	
Summer Break 2024	07/01/2024 - 07/21/2024
Fall Break 2024	09/02/2024 - 09/22/2024
Winter Break 2024-2025	12/16/2024 - 01/05/2025
Spring Break 2025	03/31/2025 - 04/06/2025
Summer Break 2025	06/30/2025 - 07/27/2025
Fall Break 2025	09/08/2025 - 09/28/2025

4/7/2025 Start Cohort

TERM	DATES
Spring Quarter 2025	04/07/2025 - 06/29/2025
Fall Quarter 2025	07/28/2025 - 11/09/2025
Winter Quarter 2025-2026	11/10/2025 - 02/15/2026
Spring Quarter 2026	02/16/2026 - 05/17/2026
Summer Quarter 2026	05/18/2026 - 09/06/2026
Fall Quarter 2026	09/28/2026 - 11/08/2026

Official Holidays (No Classes Held)	
Memorial Day	05/26/2025
Labor Day	09/01/2025
Thanksgiving	11/27/2025 - 11/28/2025
Memorial Day	05/25/2026

Official Breaks (No Classes Held)	
Summer Break 2025	06/30/2025 - 07/27/2025
Fall Break 2025	09/08/2025 - 09/28/2025
Winter Break 2025-2026	12/22/2025 - 01/04/2026
Spring Break 2026	03/30/2026 - 04/05/2026
Summer Break 2026	06/29/2026 - 07/26/2026
Fall Break 2026	09/07/2026 - 09/27/2026

4/6/2026 Start Cohort

TERM	DATES
Spring Quarter 2026	04/06/2026 - 06/28/2026
Fall Quarter 2026	07/27/2026 - 11/08/2026
Winter Quarter 2026-2027	11/09/2026 - 02/14/2027
Spring Quarter 2027	02/15/2027 - 05/16/2027
Summer Quarter 2027	05/17/2027 - 09/05/2027
Fall Quarter 2027	09/27/2027 - 11/07/2027

Official Holidays (No Classes Held)	
Memorial Day	05/25/2026
Thanksgiving	11/26/2026 - 11/27/2026
Memorial Day	05/31/2027

Official Breaks (No Classes Held)	
Summer Break 2026	06/29/2026 - 07/26/2026
Fall Break 2026	09/07/2026 - 09/27/2026
Winter Break 2026-2027	12/21/2026 - 01/03/2027
Spring Break 2027	03/29/2027 - 04/04/2027
Summer Break 2027	06/28/2027 - 07/25/2027
Fall Break 2027	09/06/2027 - 09/26/2027

4/5/2027 Start Cohort

TERM	DATES
Spring Quarter 2027	04/05/2027 - 06/27/2027
Fall Quarter 2027	07/26/2027 - 11/07/2027
Winter Quarter 2027-2028	11/08/2027 - 02/13/2028
Spring Quarter 2028	02/14/2028 - 05/14/2028
Summer Quarter 2028	05/15/2028 - 09/03/2028
Fall Quarter 2028	09/25/2028 - 11/05/2028

Official Holidays (No Classes Held)	
Memorial Day	05/31/2027
Thanksgiving	11/25/2027 - 11/26/2027
Memorial Day	05/29/2028

Official Breaks (No Classes Held)	
Summer Break 2027	06/28/2027 - 07/25/2027
Fall Break 2027	09/06/2027 - 09/26/2027
Winter Break 2027-2028	12/20/2027 - 01/02/2028
Spring Break 2028	03/27/2028 - 04/02/2028
Summer Break 2028	06/26/2028 - 07/23/2028
Fall Break 2028	09/04/2028 - 09/24/2028

September Start Cohorts

9/25/2023 Start Cohort

TERM	DATES
Fall Quarter 2023	09/25/2023 - 12/17/2023
Winter Quarter 2024	01/02/2024 - 03/24/2024

TERM	DATES
Spring Quarter 2024	04/08/2024 - 06/30/2024
Fall Quarter 2024	07/22/2024 - 11/03/2024
Winter Quarter 2024-2025	11/04/2024 - 02/16/2025
Spring Quarter 2025	02/17/2025 - 03/30/2025

Official Holidays (No Classes Held)	
Thanksgiving	11/23/2023 - 11/24/2023
Memorial Day	05/27/2024
Thanksgiving	11/28/2024 - 11/29/2024

Official Breaks (No Classes Held)	
Winter Break 2023-2024	12/18/2023 - 01/01/2024
Spring Break 2024	03/25/2024 - 04/07/2024
Summer Break 2024	07/01/2024 - 07/21/2024
Fall Break 2024	09/02/2024 - 09/22/2024
Winter Break 2024-2025	12/16/2024 - 01/05/2025

9/23/2024 Start Cohort

TERM	DATES
Fall Quarter 2024	09/23/2024 - 12/15/2024
Winter Quarter 2025	01/06/2025 - 03/30/2025
Spring Quarter 2025	04/07/2025 - 06/29/2025
Fall Quarter 2025	07/28/2025 - 11/09/2025
Winter Quarter 2025-2026	11/10/2025 - 02/15/2026
Spring Quarter 2026	02/16/2026 - 03/29/2026

Official Holidays (No Classes Held)	
Thanksgiving	11/28/2024 - 11/29/2024
Memorial Day	05/26/2025
Labor Day	09/01/2025
Thanksgiving	11/27/2025 - 11/28/2025

Official Breaks (No Classes Held)	
Winter Break 2024-2025	12/16/2024 - 01/05/2025
Spring Break 2025	03/31/2025 - 04/06/2025
Summer Break 2025	06/30/2025 - 07/27/2025
Fall Break 2025	09/08/2025 - 09/28/2025
Winter Break 2025-2026	12/22/2025 - 01/04/2026

9/29/2025 Start Cohort

TERM	DATES
Fall Quarter 2025	09/29/2025 - 12/21/2025
Winter Quarter 2026	01/05/2026 - 03/29/2026

TERM	DATES
Spring Quarter 2026	04/06/2026 - 06/28/2026
Fall Quarter 2026	07/27/2026 - 11/08/2026
Winter Quarter 2026-2027	11/09/2026 - 02/14/2027
Spring Quarter 2027	02/15/2027 - 03/28/2027

Official Holidays (No Classes Held)	
Thanksgiving	11/27/2025 - 11/28/2025
Memorial Day	05/25/2026
Thanksgiving	11/26/2026 - 11/27/2026

Official Breaks (No Classes Held)	
Winter Break 2025-2026	12/22/2025 - 01/04/2026
Spring Break 2026	03/30/2026 - 04/05/2026
Summer Break 2026	06/29/2026 - 07/26/2026
Fall Break 2026	09/07/2026 - 09/27/2026
Winter Break 2026-2027	12/21/2026 - 01/03/2027

9/28/2026 Start Cohort

TERM	DATES
Fall Quarter 2026	09/28/2026 - 12/20/2026
Winter Quarter 2027	01/04/2027 - 03/28/2027
Spring Quarter 2027	04/05/2027 - 06/27/2027
Fall Quarter 2027	07/26/2027 - 11/07/2027
Winter Quarter 2027-2028	11/08/2027 - 02/13/2028
Spring Quarter 2028	02/14/2028 - 03/26/2028

Official Holidays (No Classes Held)	
Thanksgiving	11/26/2026 - 11/27/2026
Memorial Day	05/31/2027
Thanksgiving	11/25/2027 - 11/26/2027

Official Breaks (No Classes Held)	
Winter Break 2026-2027	12/21/2026 - 01/03/2027
Spring Break 2027	03/29/2027 - 04/04/2027
Summer Break 2027	06/28/2027 - 07/25/2027
Fall Break 2027	09/06/2027 - 09/26/2027
Winter Break 2027-2028	12/20/2027 - 01/02/2028

9/27/2027 Start Cohort

TERM	DATES
Fall Quarter 2027	09/27/2027 - 12/19/2027
Winter Quarter 2028	01/03/2028 - 03/26/2028
Spring Quarter 2028	04/03/2028 - 06/25/2028

TERM	DATES
Fall Quarter 2028	07/24/2028 - 11/05/2028
Winter Quarter 2028-2509	11/06/2028 - 02/11/2028
Spring Quarter 2029	02/12/2029 - 03/25/2029

Official Holidays (No Classes Held)	
Thanksgiving	11/25/2027 - 11/26/2027
Memorial Day	05/29/2028
Thanksgiving	11/23/2028 - 11/24/2028

Official Breaks (No Classes Held)	
Winter Break 2027-2028	12/20/2027 - 01/02/2028
Spring Break 2028	03/27/2028 - 04/02/2028
Summer Break 2028	06/26/2028 - 07/23/2028
Fall Break 2028	09/04/2028 - 09/24/2028
Winter Break 2028-2029	12/18/2028 - 01/01/2029

Financial Aid

Students attending the Institution may receive various types of student aid depending upon their eligibility and qualifications. All students entering the Institution are required to meet with the Institution's financial aid officer who can provide the student with the information and applications necessary to apply for financial aid.

Students should understand that the student financial assistance programs described in this catalog may change from year–to-year as may the qualifications and eligibility to receive financial aid. Determinations regarding eligibility for financial assistance, as well as the amount and timing of financial assistance, are made by the U.S. Department of Education.

Additionally, students should understand that the school has no control over financial aid program regulations, which are generally increasing in complexity and compliance requirements. (Examples might include proposed regulations of existing regulations such as "Gainful Employment", "Cohort Default Rates", "Loan Repayment Rates", "90/10", etc., which could result in a loss of financial aid for a specific educational program and/or closure of the campus before all students graduate.) As such, the school makes no promises or representations whatsoever regarding the timing, amount or availability of financial aid for students.

The eligibility of students to receive financial assistance (including student loans, student grants, etc.) while enrolled in a particular educational program, and/or the eligibility of the school itself to participate in financial assistance programs, could be terminated/restricted/limited prior to the student graduating for numerous reasons under current regulations. If any of these circumstances occurs, the school may terminate the program and/or close the campus prior to all students graduating.

In the event of program termination or campus closure, any student who has not yet graduated will be released from any further tuition payment obligations beyond the student's final term in school and the school will have no further obligation to the student to continue offering classes or providing other services, etc. under the student's enrollment contract or otherwise. Both the school and the student will be deemed to have discharged his/her/its obligations to the other. The decision to terminate a program and/or close a campus will depend on the circumstances existing at that time, including,

whether an adequate number of students are able and willing to pay their tuition and fees without financial aid assistance to make program and/or campus continuation feasible, in the judgment of the school's administration.

In regard to student loans, students are cautioned to carefully evaluate their needs. Failure to repay loans can have adverse consequences including negative credit ratings for at least seven years for the student, ineligibility for any additional federal financial aid, loss of the generous repayment schedule and deferment options, possible seizure of federal and state income tax refunds, exposure to civil suit, liability for collection costs, possible referral of the account to a collection agency, and garnishment of wages if the borrower is a federal employee. Students are responsible to repay student loans regardless of whether the student is satisfied with his/her education, graduates or achieves his/her career or other educational goals, unless the student has a legal defense to repayment.

The following is a list of different types of financial aid for which the student may qualify at this Institution:

1. GRANTS – Grants are given on the basis of financial need.
    a. Federal Pell Grant Program – Students who qualify may receive the funding levels as established by the federal government for each award year. This money is not a loan and does not have to be paid back; however, the student may be required to pay back part of the grant if the student does not complete the term for which the grant was issued. The exact amount each student receives will depend upon financial information provided by the student on the student's application. Only undergraduates are eligible to apply for Pell grants.
    b. Federal Supplemental Education Opportunity Grant – Like the Pell Grant, this money is awarded to students based on their financial need; it is a grant and not a loan and does not have to be paid back. In addition to financial need, the amount a student receives, if any, also depends on the availability of funding in the year in which the student is attending school. This program is a campus-based program available only to students who do not have a bachelor's degree.
    c. Iraq and Afghanistan Service Grant – This Grant is for undergraduate students who are not eligible for Pell Grants whose parent or guardian died as a result of military service in Iraq or Afghanistan after 9/11; and who, at the time of the parent or guardian's death, were less than 24 years old or were enrolled at least part-time at an institution of higher education. Students who qualify may receive a maximum award equivalent to the Pell Grant maximum.
    d. West Virginia Higher Education Grant Program – This Grant program is awarded based on need; it is a grant and not a loan and does not have to be paid back. The amount of aid the student receives, if any, varies from year to year depending upon funding levels set forth by the West Virginia Higher Education Policy Commission. Qualifying students and parents (if applicable) must be a resident of West Virginia for one year immediately preceding the date of application, have a high school diploma or High School Equivalency (TASC/GED, etc.), and enroll as a full-time undergraduate student at an eligible institution. If a student has prior college attendance, transcripts from each school attended must be received and the applicant must meet GPA and hour criteria set forth by the West Virginia Higher Education Policy Commission. Free Application For Federal Student Aid (FAFSA) forms received by the processor on or before the state designated deadlines are given priority consideration.
2. LOANS – In recognition of the national concern for excessive student loan debt, this institution has made an explicit commitment to protect students, taxpayers, and the integrity of the US Department of Education student loan program. The institution carries out its commitment by consistently providing the utmost efforts to reduce student loan debt. As such, it is this institution's policy to protect students from over-borrowing by providing individualized, comprehensive counseling and through all other appropriate means, on a case-by-case basis, in order to determine the appropriate level of borrowing for each student. Under the Direct Loan program, payments begin six months after graduation or the student

ceases at least half-time enrollment. Under the Direct PLUS (Parent Loan) program, payment begins approximately 60 days after the final disbursement of the loan, but may be deferred until after graduation or the student ceases half-time enrollment at the request of the parent.

a. Federal Direct Loan Program – The Direct Loan is either subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need. The student will not be charged any interest during periods of at least half-time enrollment. The Federal Government "subsidizes" the interest during these periods.
b. An Unsubsidized Direct Loan is not awarded on the basis of need. A student will be charged interest from the time the loan is disbursed until it is paid in full. A student can choose to pay this interest while in school or let it capitalize.
c. The maximum loan amounts a student may be eligible for is $9,500 for the student's first year and $10,500 for the student's second year, with no more than $3,500 the first year and $4,500 the second year from the subsidized loan program. Students enrolled in the institution's RN to BSN program may be eligible for $12,500 per year, with no more than $5,500 from the subsidized loan program.
d. Federal Direct PLUS (Parent Loans) for Undergraduate Students are for parents of dependent students. The parent may borrow up to the student's cost of attendance minus other financial assistance. The parent must pass a credit check for eligibility.

3. BENEFITS – Benefits are funds some people are entitled to under special conditions. Like grants, benefits do not have to be paid back. Eligibility for benefits is established by the agency administering the program.
4. PAYMENTS IN LIEU OF DEBT – In recognition of the national concern for excessive student loan debt, this institution has made an explicit commitment to protect students, taxpayers, and the integrity of the US Department of Education student loan program. The institution carries out its commitment by consistently providing the utmost efforts to reduce student loan debt. As such, it is this institution's policy to protect students from over-borrowing by providing individualized, comprehensive counseling and through all other appropriate means, on a case-by-case basis, in order to determine the appropriate level of borrowing for each student. Thus, the institution allows the student to make monthly payments which are applied as a credit against tuition and other fee charges. Each student's situation is different and the institution is willing to work within the student's means, therefore, each student's payment will vary accordingly. Additionally, if once a student begins school and is making payments and subsequently determines that the payments should be modified, either up or down, to accommodate the student's individual situation the institution will modify payments. Any payment modification must ensure that the student ultimately meets their tuition and fee obligations.
5. OTHER IMPORTANT INFORMATION – This institution takes seriously its obligation to maintain strict confidentiality regarding any student's financial aid and account status. As such, it is an absolute violation of the institution's confidentiality policy for an employee or for a student to discuss or disclose any matter that involves the student's financial aid or account status with anyone outside of those administrators authorized to address such matters. Students are cautioned that every individual's financial aid is unique to that student and any disclosure by a student of any aspect of his or her financial aid is likely to cause confusion and concern among other students and such a disclosure is considered a violation of the institutions confidentiality policy in the same manner as such a disclosure by a financial aid representative. Violation of this policy may subject the offending student or financial aid officer, as the case may be, to discipline up through and including dismissal from school, in the case of the student, or termination from employment, in the case of the employee.

The College President or Financial Aid Representative shall provide to any current or prospective student, documentation relating to the Institution's accreditation, licensing, financial aid selection, procedures, disbursements, Title IV Funds refund policy, and other required student consumer information. Any students aggrieved by adverse decisions of the Financial Aid Representative may appeal those decisions to the Financial Aid manager. This applies only to decisions made by the Financial Aid Representative.

It is the policy of the Institution that all grants and scholarships be applied first to the student's institutional costs, such as tuition, books, and other required fees.

Institutional Policy on Multiple Scholarships

The institution has a desire to assist as many students as possible through the awards of scholarships. Therefore, it is the policy of this institution to limit the total monetary amount awarded by the institution per program to any one student to a total of up to $3,000 for a degree program and up to $1,500 for a diploma program*. Any student that withdraws from their program of study without graduating will forfeit any remaining scholarship. An exception to the $3,000 scholarship limit is applied for the following scholarships, where the limit will extend to the award level received, if the award level is higher than the institutional limit:

- Stephen A. Callen Memorial Scholarship
- Employee Appreciation Scholarship
- Family Appreciation Scholarship
- Keystone State Online College Scholarship
- BSN Pathway Scholarship
- RN-BSN Nurse Educator Tuition Assistance

Any institutional scholarship may not exceed your tuition and fees minus any other grants, scholarships or benefits. In that instance, your institutional scholarship will be reduced. While enrolled at the College, the applicant must maintain continuous enrollment and must maintain satisfactory academic progress.

Additionally, to be considered for an institutional scholarship, the Application Fee and Seat Fee (if applicable) must be paid prior to acceptance into the program of study.

* Any non-nursing diploma program student who subsequently enters an associate degree program will be eligible for the full amount of the applicable institutional scholarship or grant to be distributed equally in the remaining terms.

Scholarships/Grants/Tuition Assistance Programs

1. Early Admission Scholarship

Description:
The College understands the necessity for high school graduates to begin their futures with marketable skills which are critical to career satisfaction. The College also believes that high school graduates should be presented the opportunity to develop these valuable skills while prudently managing the amount of financial investment required to obtain a post-secondary education. In the spirit of these goals, the College offers high school students the opportunity to receive the Early Admission Scholarship.
Programs:
Diploma/Degree
Eligibility Criteria:

- Applicant must be a current high school student
- Applicants must (a) make application for enrollment, (b) remit application and seat fees (if applicable) and (c) be accepted into one of the institution's programs.
- Applicant must begin classes within one (1) year of high school graduation
- While enrolled at the College, the applicant must maintain (a) continuous enrollment and (b) Satisfactory Academic Progress

- Submit Expressive Demonstration (An expressive demonstration of "why college is important to you" (Mediums could include but are not limited to, one or more of the following: written expression, video, presentation, social media engagement, expressive piece of art, etc.)

Number of Awards:
The number of awards is not capped.
Awards:
Degree: Eligible students will be awarded up to $3,000 ($500 per term)
*Additional institutional scholarships cannot be used.
Diploma: Eligible students will be awarded up to $1,500 ($500 per term) in their first academic year.

Application Process & Deadlines:

- Application Process: (1) Complete a college interview. (2) Submit your expressive demonstration.
- Application Deadline: November 30

2. College Commitment Scholarship

Description:
The College understands the importance of developing high school graduates into productive members of society who are committed to taking an active role in the betterment of our community. Therefore, the College offers the College Commitment Scholarship to high school students who can demonstrate their high level of commitment to completing their degree and pursuing their career path to shape society and the surrounding community.
Programs:
Diploma/Degree
Eligibility Criteria:

- Applicant must be a current high school student or have graduated from high school within one year.
    - Applicants, before the deadline date must (a) make application for enrollment, (b) remit application and seat fees (if applicable) and (c) be accepted into one of the institution’s diploma or associate degree program.
- The student must begin classes within one year of the recipient's high school graduation date.
- While enrolled at the college the applicant must maintain (a) continuous enrollment and (b) Satisfactory Academic Progress.
- Submit Expressive Demonstration (An expressive demonstration of five or more reasons that going to college and pursuing your career path is important to you. How are you going to shape society and the surrounding community with what you are going to study and pursue in your career? (Mediums could include but are not limited to, one or more of the following: written expression, video, song, presentation, social media engagement, expressive piece of art, etc.)

Number of Awards:
The number of awards is not capped.
Awards:

- Degree: Eligible students will be awarded up to $2,000 ($333 per term *additional institutional scholarships cannot be used
- Diploma: Eligible students will be awarded up to $1,000 ($333 per term) in their first academic year

Application Process & Deadlines:

- Application Process: (1) Complete a college interview. (2) Submit your expressive demonstration.

- See your admissions department for current deadlines and eligibility requirements. Application and Seat Fee (if applicable) are due prior to enrollment to establish eligibility.

3. Nursing Pathway Scholarship

Description:
West Virginia Junior College recognizes the need for trained healthcare and nursing professionals in our communities. Therefore, to support this need and the lifelong career goals of our students, WVJC offers the following Nursing Pathway Scholarship to qualified Alumni.
Programs:
Nursing – Associate Degree
Eligibility Criteria:

- Students must be a graduate of one of West Virginia Junior College's, United Career Institute's, or East Ohio College's medical diploma or associate degree programs.
- Students must apply for and be accepted into the Institution's Associate Degree Nursing program.

Number of Awards:
The number of awards is not capped.
Awards:
Degree: Eligible students will be awarded up to $3,000 ($500 per term)
* additional institutional scholarships cannot be used.

Application Process & Deadlines:
Qualified alumni are auto-applied for the Nursing Pathway Scholarship by virtue of their enrollment.
There are no application deadlines.

4. Employee Appreciation Scholarship

Description:
West Virginia Junior College appreciates its employees and their dedication to helping WVJC students improve their lives through career-focused training and support. As a token of its gratitude for the great service WVJC employees provide, WVJC offers the Employee Appreciation Scholarship to its qualified employees.
Programs:
Diploma/Degree
Eligibility Requirements:

- The employee must be employed by this Institution, another institution under common ownership, or a related company that provides support to those institutions.
- The employee must be in good standing, which includes but is not limited to, consideration of length of employment. The minimum employment is six months of service. Should the employee's employment be terminated either voluntarily or involuntarily while the employee is receiving the scholarship, awards will be discontinued at the end of the current term.
- Employee must (a) make application for enrollment, (b) remit application and seat fees (if applicable) and (c) be accepted into one of the institution's associate degree or diploma programs.
- The Employee Appreciation Scholarship will apply to both full-time and part-time employees as long as the employee meets the criteria stated above.

Number of Awards:
The number of awards is not capped.
Awards
Non-Nursing: Employee - 90% of program tuition and fees (minus other grants, scholarships and benefits).
Nursing: Employee - 50% of program tuition and fees (minus other grants, scholarships and benefits).

RN to BSN: Employee - 90% of program tuition and fees (minus other grants, scholarships and benefits). Equally distributed across terms in the program.
*additional scholarships cannot be used.

Application Process:
Employees should make a written request to the College President including (a) the proposed scholarship recipient, (b) the program of interest, and (c) how the proposed recipient will benefit from the scholarship.
There are no application deadlines.

5. Family Appreciation Scholarship

Description:
West Virginia Junior College appreciates its employees and their dedication to helping WVJC students improve their lives and the lives of their family through career-focused training and support. As a token of its gratitude for the great service WVJC employees provide, WVJC offers the Family Appreciation Scholarship to its qualified employees and family members.

Programs:
Diploma/Degree

Eligibility Requirements:

- For the purpose of this scholarship only, “Eligible Family Member” is defined as a parent, spouse, child, or grandchild. This includes family members that are formally adopted. (Note: Siblings, aunts, uncles, cousins and other extended family members are not eligible.) Documentation must be provided upon request.
- The employee must be employed by this Institution, another institution under common ownership, or a related company that provides support to those institutions.
- The employee must be in good standing, which includes but is not limited to, consideration of length of employment. The minimum employment is six months of service. Should the employee’s employment be terminated either voluntarily or involuntarily while the employee or his/her qualified family member is receiving the scholarship, awards will be discontinued at the end of the current term.
- Applicants must (a) make application for enrollment, (b) remit application and seat fees (if applicable) and (c) be accepted into one of the institution’s associate degree or diploma programs.
- The Family Appreciation Scholarship will apply to both full-time and part-time employees as long as the employee meets the criteria stated above.

Number of Awards:
The number of awards is not capped.

Awards
All Programs: Qualified Family Member: 50% of program tuition and fees (minus other grants, scholarships and benefits).
Equally distributed across terms in the program
*additional scholarships cannot be used.

Application Process:
Employees should make a written request to the College President (a) the proposed scholarship recipient, (b) the program of interest, and (c) how the proposed recipient will benefit from the scholarship.
There are no application deadlines.

6. Armed Services Scholarships

Description:
West Virginia Junior College armed services scholarship is designed to recognize the sacrifice made by volunteering for duty in a branch of the armed services. The objective of the scholarship is to help finance career education for the families of these individuals.

Programs:
Diploma/Degree
Eligibility Requirements:

- Active duty or veteran (as defined by the Veteran's Administration) who served in the Armed Forces and their families who choose to attend West Virginia Junior College
- Family members are defined as a parent, step-parent, spouse and children including step-children. This includes family members that are formally adopted.
    - Family member applicants must (a) make application for enrollment, (b) remit seat fees (if applicable) and (c) be accepted into one of the institution's associate degree or diploma programs.

- With proper documentation, a veteran, active duty, dependent of a veteran, or a spouse of a veteran will have his or her application fee waived. The student is still responsible to pay the seat fee.
- Student must be able to show eligibility proof (for example: Military ID or DD214 papers)

Number of Awards:
The number of awards is not capped.
Awards:
Degree: Eligible students will be awarded up to $2,000 ($333 per term)
Diploma: Eligible students will be awarded up to $1,000 in their first year ($333 per term)
Application Process and Deadlines:
Qualified students and prospective students who have been accepted for enrollment are auto applied for the Armed Services Scholarship by virtue of their enrollment.
There are no application deadlines.

7. Imagine America Scholarships

Description:
The award-winning Imagine America scholarship program helps thousands of high school seniors each year pursue a career college education. As a participating Imagine America institution, WVJC will award up to ten (10) Imagine America scholarships annually based on year of high school graduation. Additional scholarships may be accepted at the sole discretion of WVJC.
Programs:
Diploma/Degree
Eligibility Requirements:

- Applicant must be a current high school student
- High school GPA of 2.5 or better
- Demonstrated community service during senior year
- Likelihood of successful college completion

Number of Awards:
Up to ten (10) Imagine America scholarships annually based on year of high school graduation will be awarded a $1,000 scholarship in the first academic year. Additional scholarships may be accepted at the sole discretion of WVJC.
Awards:
Up to $1,000 ($333 per term)
Application Process and Deadlines:
Students seeking to apply for this scholarship may submit their application on-line at www.imagine-america.org. Completed applications are initially forwarded to the student's home high school for review by the appropriate member of the staff. Applications approved by the student's high school are then forwarded to WVJC for review. *Students must maintain satisfactory academic progress in order to remain eligible for any

scholarships. *Scholarship deadline: September 15th of each year following the student's high school graduation, unless the Imagine America Foundation sets an earlier deadline. Contact Admissions for more information on deadline.
Recent high school graduates have until December 31 to apply. High school graduates of the next year can start applying on January 1.

8. Academic Success Scholarship

It is the goal of the institution to produce graduates who are productive and contributing members of their profession and their communities. The purpose of the Academic Success Scholarship is to motivate and reward responsible students who strive to that end. Scholarship amounts vary based on each student's academic achievement

Programs:
Degree programs, excluding all nursing programs.
Eligibility Requirements:

- Applicant must be enrolled in an Associate Degree Program, excluding nursing.
- Student maintains Satisfactory Academic Progress
- Student completes at least one academic year of his/her program with a minimum 2.50 CGPA.

Number of Awards:
The number of awards is not capped.
Awards:
4.0 GPA = $3,000 ($1,000 per term)
3.00-3.99 GPA = $2,100 ($700 per term)
2.50 - 2.99 GPA = $1,200 ($400 per term)
*If you are awarded a $3,000 scholarship, additional scholarships cannot be used
Application Process and Deadlines:
All students are auto-applied for the Academic Success Scholarship by virtue of their enrollment once the first academic year is completed. There is no application or deadline. This scholarship can be applied to only one program per student.

9. West Virginia Friends of Coal Miners Scholarship

West Virginia Friends of Coal Miners Scholarship is designed to support current or former coal company employees and their families' finance career training. Scholarship deadline: Last day of every month.
Programs:
Diploma/Degree
Eligibility Requirements:

- Current or former employees including miners, administrative and staff of coal companies and their families who choose to attend West Virginia Junior College.
- Family member are defined as a parent, step-parent, spouse and children including step-children
- Applicants must (a) make application for enrollment, (b) remit application and seat fees (if applicable) and (c) be accepted into one of the institution's associate degree or diploma programs.
- Student must be able to show eligibility proof (i.e. Coal Miners Card)

Number of Awards:
The number of awards is not capped.
Awards
Degree: Eligible students will be awarded up to $2,000 ($333 per Term)

Diploma: Eligible students will be awarded up to $1,000 in their first year ($333 per Term)

Application Process and Deadlines:

All students are auto-applied by virtue of their enrollment. There is no application deadline.

10. Future Nurses of Wheeling

The Future Nurses of Wheeling Scholarship is designed to financially support students desiring an education and career as a nurse.

Programs:

Associate Degree in Nursing (Wheeling location)

Eligibility Criteria:

- Student is accepted for enrollment into the institution's associate degree in nursing program (Wheeling location)
- Student has financial need where financial need is defined as tuition and fees remaining after all other grants, scholarships or benefits are applied.

Number of Awards:

The number of awards is not capped. Awards: Eligible students will be awarded up to $3,000 ($500 per term)
*additional scholarships cannot be used

Application Process & Deadlines:

Qualified students are auto-applied for the Future Nurses of Wheeling Scholarship by virtue of their enrollment. There are no application deadlines.

11. Alumni Legacy Scholarship

West Virginia Junior College is committed to upgrading the professional skills and job readiness of West Virginia residents. Therefore, to support this goal and to encourage succeeding generations of West Virginians to realize the career and financial benefits of an education, WVJC offers the Alumni Legacy Scholarship to family members of our graduates

Programs:

Associate Degree / Diploma

Eligibility Requirements:

- For the purpose of this scholarship only, "Graduate" is defined as a student who meets graduation requirements from one of the Institution's diploma or associate degree programs.
- Scholarship applicant must be a member of a graduate's nuclear family. Nuclear family is defined as spouse, mother, father, brother, sister, and children. Step-parents, siblings and children also meet the definition of nuclear family membership. Documentation must be provided upon request. *Eligibility may be extended to family members beyond the nuclear family when requested.
- Applicants must (a) make application for enrollment, (b) remit application and seat fees (if applicable) (c) be accepted into one of the institution's associate degree or diploma programs and (d) Complete the Alumni Legacy Scholarship form

Number of Awards:

The number of awards is not capped.

Awards:

Degree: Eligible students will be awarded up to $3,000 ($500 per term)
*additional institutional scholarships cannot be used

Diploma: Eligible students will be awarded up to $1,500 in their first academic year ($500 per term)

Application Process & Deadline:
AutoApplied Once Enrolled and the Alumni Legacy Scholarship form is completed and approved by Financial Aid. There is no deadline.

12. Stephen A. Callen Memorial Scholarship

Description:
The Stephen A. Callen Memorial Scholarship is named in the honor of the founder of West Virginia Junior College. Mr. Callen was a respected pioneer in the field of education and dedicated his life and career developing academic programs advancing the educational opportunities and career prospects for West Virginians.
To celebrate his legacy of service to the state of West Virginia, this prestigious award will be presented to one high school senior who has demonstrated significant community awareness and academic achievement during their high school years.

Programs:
Associate Degree
Eligibility Criteria:

- Applicant must be a current high school student or have graduated from high school within 1 year.
- Applicants must (a) make application for enrollment, (b) remit application and seat fees (if applicable) and (c) be accepted into one of the institution's associate degree programs.
- The scholarship may be applied to associate degree programs only.
- While enrolled at the College, the applicant must maintain (a) continuous enrollment and (b) Satisfactory Academic Progress
- Application Materials Submitted for Review Must Include: Official High School Transcript, Two (2) Letters of Recommendation, An expressive demonstration of your (a) community engagement and (b) leadership potential, using a medium of your choosing (Mediums could include, but are not limited to, one or more of the following: written expression, video, presentation, social media engagement, expressive piece of art, etc.).

Number of Awards:
One per year
Awards:
One eligible student will be awarded $10,000 the total of which will be evenly distributed across all six terms ($1667 per term) *additional scholarships cannot be used
Application Process & Deadlines:
Application Process: Complete a college interview and submit scholarship application materials
*The Scholarship Board will review all applicants and make a decision on the winning recipient
Application Deadline: Applicant must apply by April 1st of the year of High School Graduation and must enroll and start your program within six months of high school graduation

13. Buckeye Online College Scholarship

Description:
The Buckeye Online College Scholarship is designed to promote higher education for residents of Ohio who need or prefer to obtain their college degree through an online platform.
Programs:
Diploma/Degree
Eligibility Criteria:

- Applicant must be a resident of Ohio at the time of acceptance.

- Applicant must (a) make application for enrollment, (b) remit application and seat fees (if applicable) and (c) be accepted into one of the institution's associate degree or diploma programs.
- Program in which the applicant is applying must be primarily online at the time of enrollment. For purposes of this grant, an online program is defined as greater than 50% of the clock hours designed to be taken online.

Number of Awards:
The number of awards is not capped.
Awards:
Degree: Eligible students will be awarded up to $3,000 ($500 per term)
* additional institutional grants cannot be used
Diploma: Eligible students will be awarded up to $1,500 ($500 per term)in their first academic year
Application Process & Deadlines:
Qualified students are auto-applied by virtue of their enrollment. Application Deadline: None

14. Keystone State Online College Scholarship

Description:
The Keystone State Online College Scholarship is designed to promote higher education for residents of Pennsylvania who need or prefer to obtain their college degree through an online platform.
Programs:
Diploma/Degree
Eligibility Criteria:

- Applicant must be a resident of Pennsylvania at the time of acceptance.
- Applicants must (a) make application for enrollment, (b) remit application and seat fees (if applicable) and (c) be accepted into one of the institution's associate degree or diploma programs.
- Program in which the applicant is applying must be primarily online at the time of enrollment. For purposes of this grant, an online program is defined as greater than 50% of the clock hours designed to be taken online.

Number of Awards:
The number of awards is not capped.
Awards:
Degree: Eligible students will be awarded up to $4,000 ($666 per term)
*additional institutional grants cannot be used

Diploma: Eligible students will be awarded up to $2,000 ($666 per term) in their first academic year
Application Process & Deadlines:
Qualified students are auto-applied by virtue of their enrollment.
There is no deadline.

15. Bluegrass State Online College Scholarship

Description:
The Bluegrass State Online College Scholarship is designed to promote higher education for residents of Kentucky who need or prefer to obtain their college degree through an online platform.
Programs:
Diploma/Degree
Eligibility Criteria:

- Applicant must be a resident of Kentucky at the time of acceptance.

- Applicants must (a) make application for enrollment, (b) remit application and seat fees (if applicable) and (c) be accepted into one of the institution's associate degree or diploma programs.
- Program in which the applicant is applying must be primarily online at the time of enrollment. For purposes of this grant, an online program is defined as greater than 50% of the clock hours designed to be taken online.

Number of Awards:
The number of awards is not capped.
Awards:
Degree: Eligible students will be awarded up to $3,000 ($500 per term)
*additional institutional grants cannot be used

Diploma: Eligible students will be awarded up to $1,500 ($500 per term) in their first academic year
Application Process & Deadlines:
Qualified students are auto-applied by virtue of their enrollment.
There is no deadline.

16. Chesapeake Online College Scholarship

Description:
The Chesapeake Online College Scholarship is designed to promote higher education for residents of Maryland who need or prefer to obtain their college degree through an online platform.
Programs:
Diploma/Degree
Eligibility Criteria:

- Applicant must be a resident of Maryland at the time of acceptance.
- Applicants must (a) make application for enrollment, (b) remit application and seat fees (if applicable) and (c) be accepted into one of the institution's associate degree or diploma programs.
- Program in which the applicant is applying must be primarily online at the time of enrollment. For purposes of this grant, an online program is defined as greater than 50% of the clock hours designed to be taken online.

Number of Awards:
The number of awards is not capped.
Awards:
Degree: Eligible students will be awarded up to $3,000 ($500 per term)
*additional institutional grants cannot be used
Diploma: Eligible students will be awarded up to $1,500 ($500 per term) in their first academic year
Application Process & Deadlines:
Qualified students are auto-applied by virtue of their enrollment.
There is no deadline.

17. Old Dominion Online College Scholarship

Description:
The Old Dominion Online College Scholarship is designed to promote higher education for residents of Virginia who need or prefer to obtain their college degree through an online platform.
Programs:
Diploma/Degree
Eligibility Criteria:

- Applicant must be a resident of Virginia at the time of acceptance.

- Applicants must (a) make application for enrollment, (b) remit application and seat fees (if applicable) and (c) be accepted into one of the institution's associate degree or diploma programs.
- Program in which the applicant is applying must be primarily online at the time of enrollment. For purposes of this grant, an online program is defined as greater than 50% of the clock hours designed to be taken online.

Number of Awards:
The number of awards is not capped.
Awards:
Degree: Eligible students will be awarded up to $3,000 ($500 per term)
*additional institutional grants cannot be used
Diploma: Eligible students will be awarded up to $1,500 ($500 per term) in their first academic year
Application Process & Deadlines:
Qualified students are auto-applied by virtue of their enrollment.
There is no deadline

18. Career Enhancement Scholarships

Description:
Each term West Virginia Junior College may offer twenty (20) $1,000 tuition scholarships to employees of participating businesses to enhance the employee's job skills and value to the employer. The employee must apply for admission, meet all applicable admission requirements, be accepted by WVJC and actually begin classes at the next class start date after the scholarship award date. The scholarship may be applied to tuition incurred in any of the Institution's Associate Degree or Diploma programs. If the employee drops out of school, any part of the scholarship that has not been credited to the employee's tuition is forfeited. It may not be used as a tuition credit for individual courses, certificate programs, or other courses/programs. If the employee discontinues employment or is terminated by the participating business, while the employee is enrolled at the institution, the employee will forfeit any part of the scholarship that has not been credited to the employee's tuition at that point of time.
Programs:
Diploma/Associate Degree
Eligibility Criteria:

- Applicant must be an employee of a business participating in the scholarship
- Applicants must (a) make application for enrollment, (b) remit application and seat fees (if applicable) and (c) be accepted into one of the institution's associate degree or diploma programs. (d) begin classes at the next class start date after the scholarship award date.
- If the employee drops out of school, any part of the scholarship that has not been credited to the employee's tuition is forfeited.
- The scholarship may only be used for a tuition credit in a degree or diploma program at the institution.
- If the employee discontinues employment or is terminated by the participating business, while the employee is enrolled at the institution, the employee will forfeit any part of the scholarship that has not been credited to the employee's tuition at that point in time.

Number of Awards:
Up to Twenty
Awards:
Eligible students will be awarded up to $1,000 in the first academic year ($333 per term)
Application Process & Deadlines:
Qualified students are auto-applied by virtue of their enrollment.
There is no deadline

19. Career Fast-Track Scholarship

Description:
The Career Fast-track Scholarship is a tuition scholarship that is designed to assist individuals who have recently lost their job as a result of business closure or reduction-in-force. WVJC understands that many displaced employees desire to use this unfortunate circumstance as an opportunity to transition into a new, rewarding career. WVJC offers this scholarship as a way to assist effected individuals in fast-tracking their transition.

Programs:
Diploma/Associate Degree

Eligibility Criteria:

- Applicant's employment must have been discontinued as a result of business closure or reduction-in-force
- Applicant must make application to the Institution within 180 days of their final day of work where the qualified dislocation of employment occurred
- Applicant must be accepted into one of the Institution's Associate Degree or Diploma programs.

Number of Awards:
The number of awards is not capped.

Awards:
Eligible students will be awarded up to $3,000 for the degree ($500 per term)
* additional scholarships cannot be used
Eligible students will be awarded up to $1,500 ($500 per term) in their first academic year for the diploma

Application Process & Deadlines:

- Qualified students are auto-applied by virtue of their enrollment. Supporting documentation can be requested at any time. There is no deadline.

20. BSN Pathway Scholarship

West Virginia Junior College recognizes the need for trained healthcare and nursing professionals in our communities. Therefore, to support this need and the lifelong career goals of our students, WVJC offers the following BSN scholarship to qualified alumni.

Program:
Bachelor of Science in Nursing (RN to BSN)

Degree Eligibility Criteria:

- Students must be a graduate of one of West Virginia Junior College's or East Ohio College's Associate Degree Nursing Program.
- Students must apply for and be accepted into the Institution's Bachelor of Science in Nursing (RN to BSN) program.

Number of Awards
The number of awards is not capped.

Awards:
Eligible students will be awarded up to $6,000 ($1,500 per term). Additional institutional scholarships cannot be used.

Application Process and Deadlines:
Qualified alumni are auto-applied for the BSN Pathway Scholarship by virtue of their enrollment. There are no application deadlines.

21. Vandalia Health System Employee Scholarship

West Virginia Junior College (WVJC) recognizes the need for quality healthcare professionals in our communities. Additionally, WVJC appreciates it partnership with Vandalia Health System. To address the need for quality healthcare professionals and to demonstrate gratitude to our partner, WVJC offers a scholarship for all Vandalia Health System employees.

Eligibility Criteria:

- Must be a current employee of an entity affiliated with the Vandalia Health System at the time of initial enrollment.
- Must (a) make application for enrollment, (b) remit application and seat fees (if applicable) and (c) be accepted into one of the institution's diploma, associate degree or bachelor degree programs.

Number of Awards:

The number of awards is not capped.

Awards:

$3,000 total, disbursed evenly by term

**Additional Scholarships cannot be used.

Application Process & Deadlines:

Applicant can apply on the College's website or by notifying the admissions department in writing. Application must be made prior to the start of the student's first term. Proof of current and good-standing employment may be requested.

22. RN-BSN Nurse Educator Tuition Assistance

West Virginia Junior College recognizes the need for nursing professionals in our communities. In order to educate more nurses, additional nurse educators are needed. To address this need, WVJC offers following RN-BSN Nurse Educator Tuition Assistance.

Eligibility Criteria:

- Apply for and be accepted into the College's RN-BSN Nursing program
- Apply for and be extended an offer of employment by the institution. The applicant MUST be interviewed by the College President and/or Nursing Program Director.
- Have and maintain an unencumbered license to practice as a registered nurse in West Virginia (including compact multi-state license)
- Have at least two (2) years of experience practicing as a registered nurse and continue practicing as a registered nurse while matriculating through the RN-BSN program
- Enter into a contractual agreement with the College (or another institution operated by the school group) to serve as a clinical faculty member upon graduation from the RN-BSN program for a time period defined in the table below.
- Reside within 60 miles of a clinical affiliate of the associate degree and/or practical nursing programs. Contact the admissions department for a current list of clinical affiliates.

Awards

Tuition Assistance			
Work Commitment	**WVJC ADN Graduate** ***(RN-BSN Pathway Scholarship Already Applied in Figures Below)***	**Non-WVJC ADN Graduate**	**# of Tuition Assistance Packages Available Per Calendar Year ****
4 Terms / 8 Teaching Modules (Approximately 1 year)	$5,000 (25%) Assistance* $15,000 Remaining Cost	$5,000 (20%) Assistance* $20,000 Remaining Cost	4

Tuition Assistance			
Work Commitment	**WVJC ADN Graduate** ***(RN-BSN Pathway Scholarship Already Applied in Figures Below)***	**Non-WVJC ADN Graduate**	**# of Tuition Assistance Packages Available Per Calendar Year ****
8 Terms / 16 Teaching Modules (Approximately 2 years)	$10,000 (50%) Assistance* $10,000 Remaining Cost	$10,000 (40%) Assistance* $15,000 Remaining Cost	2

**Spread over four equal terms*
***Additional Scholarships cannot be used.*

Notes:

1. A teaching module is 6 weeks for associate degree nursing programs and a 12 weeks for practical nursing programs.
2. Tuition Assistance recipients are assigned at least one clinical group for either a 48-hour or 96-hour clinical experience during the teaching module, depending on the course.
3. Tuition Assistance recipients are compensated for teaching time in accordance with their employment agreement.
4. Recipients who fail to meet contractual work commitment voluntarily or because of termination with cause, will be required to return unearned portion of the Tuition Assistance. The Institution may use whatever collection methods allowable under law to recoup its losses, not excluding submitting to a collections agency.

Application Process & Deadlines:
Applicant can apply on the College's website or by notifying the admissions department in writing. Application deadlines are the same as the enrollment deadlines for the RN-BSN program which are generally April and September of each year. Contact the admissions department for the most current information.

23. RN to BSN Nursing Scholarship

West Virginia Junior College School of Nursing is committed to nurturing the next generation of nursing leaders in West Virginia. As a testament to this commitment, we offer the RN to BSN Nursing Scholarship, inspiring students to take the next step in their nursing careers.

Program:
Bachelor of Science in Nursing (RN to BSN)
Eligibility Criteria:

- Students must have a current Registered Nursing license in good standing.
- Students must be accepted into the West Virginia Junior College School of Nursing.

Number of Awards
The number of awards is not capped.
Awards:
Eligible students will be awarded up to $3,000 ($750 per term).
Application Process and Deadlines:
Qualified applicants are auto-applied for the RN to BSN Nursing Scholarship by virtue of their enrollment. There are no application deadlines.

Programs

Bachelor of Science

Nursing (RN to BSN)

Program Type
Bachelor of Science

48 Weeks

Available methods of delivery: Fully Online

The objective of the BSN program is to allow a licensed registered nurse to continue to work as they earn their Bachelors of Science in Nursing Degree. The BSN program focuses on respect for human beings, safe nursing care, and accountability. Additional core elements of the WVJC's program's outcomes include competencies in assessment, leadership, and decision-making based on ethical, moral, and legal aspects of nursing care. In addition, the American Nursing Association (ANA) Standards, Quality and Safety Education for Nurses (QSEN) Competencies, Betty Neuman's Neuman Systems Model, and ACEN Standards are integrated throughout the program.

COURSES: Following successful completion of 22.5 general education quarter credits from an ADN program, 70.5 nursing program quarter credits from an ADN program, students must complete the following courses to complete the program.

*** The RN to BSN program follows the Official School Calendar "A" Quarters**

Core Courses

Course Code	Name	Contact Hours	Credits
NUR 309	Role Transition to Professional Nursing	45	4.5
NUR 310	Health Assessment: Clinical Reasoning & Judgement	85	6.5
NUR 400	Pathophysiology & Pharmacology	50	5
NUR 401	Research & Evidence-Based Nursing Practice	45	4.5
NUR 402	Quality Improvement & Patient Safety	45	4.5
NUR 403	Clinical Prevention: Population, Community & Global Health	75	5.5
NUR 404	Nursing Informatics & Information Management	45	4.5
NUR 405	Health Challenges for Vulnerable & Underserved Populations	45	4.5
NUR 406	Business Concepts for the Professional Nurse	45	4.5
NUR 407	Leadership & Management	45	4.5
NUR 408	Professional Nursing Role Transformation Capstone Seminar	105	6.5

Upper Division General Education Courses

Course Code	Name	Contact Hours	Credits

HSA 304	Multicultural Communications	45	4.5
HSA 306	Critical Thinking and Problem Solving	45	4.5
HSA 308	Scholarly Writing	45	4.5
HSA 310	Aging and Society	45	4.5

Applied General Education Courses

Course Code	Name	Contact Hours	Credits
HSA 405	Statistics for Healthcare Professionals	45	4.5
HSA 409	Healthcare Law and Ethics	45	4.5
HSA 411	Healthcare Systems and Policy	50	5
Totals		**950**	**87**

Graduation Requirements

A. Pass all required Core Nursing Courses with a “C” grade or better.
   - If a student scores below a 70% in any core nursing course, the student will be academically dismissed from the program and be required to re-apply for admission.

B. Pass all required General Education courses with a “C” grade or better.

Accreditation Commission for Education in Nursing

Effective August 7, 2023, the baccalaureate RN-BSN nursing program at the West Virginia Junior College Morgantown campus is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on August 7, 2025. Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 (404) 975-5000 https://www.acenursing.org/search-programs?status=Candidate

Specialized Associate Degree

Business Administration

Program Type
Specialized Associate Degree

72 Weeks

Available methods of delivery: Fully Online

The objective of this program is to prepare graduates for a wide variety of entry-level positions requiring a background in basic business and office administration skills. Besides the general education component, graduates receive training in information technology and fundamentals of various business principles including accounting/bookkeeping, sales and marketing, and software applications. With this broad background, graduates are prepared to work in a wide variety of occupational settings in business and industry, government, non-profit public and private institutions and agencies. The base curriculum prepares graduates for both entry level front office and back office career paths. Some career paths may require additional training and/or experience. The completion of this program could also be used as an opportunity to maintain existing employment or advance in a career.

Core Courses

Course Code	Name	Contact Hours	Credits
WPA 101	Word Processing Applications	48	3
SPA 101	Spreadsheet Applications	48	3
IPS 101	Introduction to Presentation Software	48	3
ITC 101	Introduction to Computers	48	4
ACC 101	Accounting	48	4
MAT 101	Math	48	4
BUS 101	Introduction to Business	48	4
CAC 201	Computerized Accounting	48	3
TAX 201	Fundamentals of Taxation	48	4
MKT 101	Marketing	48	4
HRM 201	Human Resource Management	48	4
SCS 101	Sales and Customer Service	48	4
BLW 201	Business Law	48	4
MCP 201	Management Concepts and Practices	48	4
SBF 201	Small Business Finance	48	4
BAX 201	Business Administration Externship	90	3

General Education Courses

Course Code	Name	Contact Hours	Credits
RAW 101	Research and Writing	48	4
COM 101	Effective Communication	48	4
CMP 101	English Composition	48	4
CUR 101	Current Events	48	4
PSY 201	Psychology	48	4
LOG 201	Logic and Critical Thinking	48	4

Other Courses

Course Code	Name	Contact Hours	Credits
SSS 101	Student Success Strategies	48	4
CAR 201	Career Preparation	48	4
Totals		**1194**	**91**

Graduation Requirements:

A student must have an overall “C” (2.0) grade point average and satisfactorily complete all requirements. (See section in catalog entitled, “Graduation Requirements”.)

Business Administration/Accounting

Program Type
Specialized Associate Degree

72 Weeks

Available methods of delivery: Fully Online

The objective of this program is to prepare graduates for a wide variety of entry-level administrative support positions requiring a background in basic business fundamentals. While accounting/bookkeeping is emphasized, the general education and business courses prepare graduates to work in a wide variety of office settings. Opportunities may exist in business and industry, federal, state, and local government, non-profit agencies, and other organizational settings. Some career paths may require additional training and/or experience. The completion of this program could also be used as an opportunity to maintain existing employment or advance in a career.

Core Courses

Course Code	Name	Contact Hours	Credits
ACC 101	Accounting	48	4
MAT 101	Math	48	4
BUS 101	Introduction to Business	48	4
CAC 201	Computerized Accounting	48	3
CAC 202	Computerized Accounting II	48	3
TAX 201	Fundamentals of Taxation	48	4
ACC 102	Accounting II	48	4
HRM 201	Human Resource Management	48	4
PAY 101	Payroll Accounting	48	4
BLW 201	Business Law	48	4
MCP 201	Management Concepts and Practices	48	4
SBF 201	Small Business Finance	48	4
BAA 201	Business Administration/Accounting Externship	90	3
SPA 101	Spreadsheet Applications	48	3
SPA 102	Spreadsheet Applications II	48	3
ITC 101	Introduction to Computers	48	4

General Education Courses

Course Code	Name	Contact Hours	Credits
RAW 101	Research and Writing	48	4
COM 101	Effective Communication	48	4
CMP 101	English Composition	48	4
CUR 101	Current Events	48	4
PSY 201	Psychology	48	4
LOG 201	Logic and Critical Thinking	48	4

Other Courses

Course Code	Name	Contact Hours	Credits
SSS 101	Student Success Strategies	48	4

CAR 201	Career Preparation	48	4
Totals		**1194**	**91**

Graduation Requirements:

A student must have an overall “C” (2.0) grade point average and satisfactorily complete all requirements. (See section in catalog entitled, “Graduation Requirements”.)

Business Administration/Human Resources

Program Type
Specialized Associate Degree

72 Weeks

Available methods of delivery: Fully Online

The objective of this program is to prepare graduates for a wide variety of entry-level administrative support positions requiring a background in human resources. While human resources and employment law is emphasized, the general education and business courses prepare graduates to work in a wide variety of office settings. Opportunities may exist in business and industry, federal, state, and local government, non-profit agencies, and other organizational settings. Some career paths may require additional training and/or experience. The completion of this program could also be used as an opportunity to maintain existing employment or advance in a career.

Core Courses

Course Code	Name	Contact Hours	Credits
WPA 101	Word Processing Applications	48	3
SPA 101	Spreadsheet Applications	48	3
IPS 101	Introduction to Presentation Software	48	3
ITC 101	Introduction to Computers	48	4
MAT 101	Math	48	4
BUS 101	Introduction to Business	48	4
MKT 101	Marketing	48	4
SCS 101	Sales and Customer Service	48	4
LSP 201	Fundamentals of Leadership	48	4
HRS 201	Human Resource Specialization I	48	4
HRS 202	Human Resource Specialization II	48	4
HRS 203	Human Resource Specialization III	48	4
BLW 201	Business Law	48	4
MCP 201	Management Concepts and Practices	48	4
ELF 201	Employment Law Fundamentals	48	4
HRX 201	Business Administration/Human Resources Externship	90	3

General Education Courses

Course Code	Name	Contact Hours	Credits
RAW 101	Research and Writing	48	4
COM 101	Effective Communication	48	4
CMP 101	English Composition	48	4
CUR 101	Current Events	48	4
PSY 201	Psychology	48	4
LOG 201	Logic and Critical Thinking	48	4

Other Courses

Course Code	Name	Contact Hours	Credits
SSS 101	Student Success Strategies	48	4

CAR 201	Career Preparation	48	4
Totals		**1194**	**92**

Graduation Requirements:

A student must have an overall “C” (2.0) grade point average and satisfactorily complete all requirements. (See section in catalog entitled “Graduation Requirements”.)

Clinical Medical Assistant

Program Type
Specialized Associate Degree

72 Weeks

Available methods of delivery: Blended

The objective of this program is to prepare graduates for a wide variety of entry-level, primarily medical related positions, both clinical and office/administrative. With greater emphasis on clinical skills, graduates are prepared for entry level positions working in any setting in which healthcare is delivered including, but not limited to, doctors' offices, hospitals, clinics, urgent care centers, nursing homes, home health services, wellness centers, private care, and a wide variety of health care facilities. The office/administrative skills also prepare the graduate to work in medically related office positions, such as medical secretary, medical receptionist, and in other medical related offices such as health insurance offices, as well as non-medically related offices. Some career paths may require additional training and/or experience. The completion of this program could also be used as an opportunity to maintain existing employment or advance in a career.

Core Courses

Course Code	Name	Contact Hours	Credits
TER 101	Medical Terminology I	48	4
TER 102	Medical Terminology II	48	4
PHM 101	Pharmacology I	48	4
PHM 202	Pharmacology II	48	4
ANP 101	Introduction to Anatomy and Physiology	48	4
ANP 102	Anatomy and Physiology	48	4
MIC 101	Medical Insurance and Coding	48	4
EHR 201	Electronic Health Records	48	4
MAP 201	Medical Administrative Procedures	48	4
LME 201	Law and Medical Ethics	48	4
MAT 202	Medical Assistant Topics	48	4
ICP 101	Introduction to Clinical Procedures.	48	3
CLP 202	Clinical Laboratory Procedures	48	3
CMP 203	Clinical Medical Procedures	48	3
CAX 201	Clinical Medical Assistant Externship	160	5

General Education Courses

Course Code	Name	Contact Hours	Credits
RAW 101	Research and Writing	48	4
COM 101	Effective Communication	48	4
CMP 101	English Composition	48	4
CUR 101	Current Events	48	4
PSY 201	Psychology	48	4
LOG 201	Logic and Critical Thinking	48	4

Other Courses

Course Code	Name	Contact Hours	Credits
SSS 101	Student Success Strategies	48	4
CAR 201	Career Preparation	48	4
ITC 101	Introduction to Computers	48	4
Totals		**1264**	**94**

Graduation Requirements:

A student must have an overall “C” (2.0) grade point average and satisfactorily complete all requirements. (See section in catalog entitled “Graduation Requirements”.)

Cybersecurity

Program Type
Specialized Associate Degree

72 Weeks

Available methods of delivery: Fully Online

The objective of the Cybersecurity program is to prepare graduates for a variety of entry-level technician/analyst opportunities in information security with an emphasis on cybersecurity offense/defense strategies, network security administration, system hardening and configurations, and reducing exposures to cyber risks. Students, through theory, research, and hands-on activities, will develop skills to ensure appropriate security controls are in place that will safeguard network infrastructures, digital files, personal identifiable information (PII) and will develop skills to respond to security attacks and breaches. This program seeks to develop the individual through its general education component with the professional and personal qualities that will enable the graduate to succeed in his/her career. Some career paths may require additional training and/or experience. The completion of this program could also be used as an opportunity to maintain existing employment or advance in a career.

Core Courses

Course Code	Name	Contact Hours	Credits
SDA 101	Systems Diagnostics and Analysis	48	4
SDA 102	Systems Diagnostics and Analysis II	48	4
CSY 101	Linux Essentials	48	4
CSY 201	Ethical Hacking and Penetration Testing	48	3
CSY 202	Advanced Ethical Hacking and Penetration	48	4
NET 111	Networking Fundamentals	48	4
NET 112	Networking Fundamentals II	48	4
NET 113	Networking Fundamentals III	48	3
SEC 211	Information Security Fundamentals	48	4
SEC 212	Information Security Fundamentals II	48	3
SEC 213	Information Security Fundamentals III	48	3
CYD 201	Cybersecurity Defense	48	4
CYD 202	Cybersecurity Defense II	48	4
CYD 203	Cybersecurity Defense III	48	3
CST 204	Cybersecurity Topics	48	4
CSX 201	Cybersecurity Externship	90	3

General Education Courses

Course Code	Name	Contact Hours	Credits
RAW 101	Research and Writing	48	4
COM 101	Effective Communication	48	4
CMP 101	English Composition	48	4
CUR 101	Current Events	48	4
LOG 201	Logic and Critical Thinking	48	4
PSY 201	Psychology	48	4

Other Courses

Course Code	Name	Contact Hours	Credits
SSS 101	Student Success Strategies	48	4
CAR 201	Career Preparation	48	4
Totals		**1194**	**90**

Graduation Requirements:

A student must have an overall “C” (2.0) grade point average and satisfactorily complete all requirements. (See section in catalog entitled “Graduation Requirements”.)

Dental Assisting

Program Type
Specialized Associate Degree

72 Weeks

Available methods of delivery: Blended

The objective of this program is to prepare graduates for entry-level positions as a Dental Assistant and related clinical and administration careers. Graduates are trained to assist the dentist with patient procedures, expose and develop radiographs, prepare instruments, and perform lab procedures. Graduates will be able to keep and manage the records required for a dental office. Some career paths may require additional training and/or experience. The completion of this program could also be used as an opportunity to maintain existing employment or advance in a career.

Core Courses

Course Code	Name	Contact Hours	Credits
ANP 101	Introduction to Anatomy and Physiology	48	4
ANP 102	Anatomy and Physiology	48	4
DTM 101	Dental Terminology	48	4
DOP 101	Dental Office Procedures	48	4
DSC 101	Dental Science I	48	4
DSC 102	Dental Science II	48	4
PRD 101	Preventive Dentistry	48	4
DPM 101	Dental Practice Management	48	4
DPH 101	Dental Pharmacology	48	4
LME 201	Law and Medical Ethics	48	4
DMA 201	Dental Materials	48	3
DRA 201	Dental Radiology	48	3
CSA 201	Chairside Assisting I	48	3
CSA 202	Chairside Assisting II	48	3
DAX 201	Dental Assisting Externship	160	5

General Education Courses

Course Code	Name	Contact Hours	Credits
RAW 101	Research and Writing	48	4
COM 101	Effective Communication	48	4
CMP 101	English Composition	48	4
CUR 101	Current Events	48	4
LOG 201	Logic and Critical Thinking	48	4
PSY 201	Psychology	48	4

Other Courses

Course Code	Name	Contact Hours	Credits
SSS 101	Student Success Strategies	48	4
CAR 201	Career Preparation	48	4
ITC 101	Introduction to Computers	48	4

Totals	**1264**	**93**

Graduation Requirements:

A student must have an overall “C” (2.0) grade point average and satisfactorily complete all requirements. (See section in catalog entitled, “Graduation Requirements”.)

Healthcare Administration

Program Type
Specialized Associate Degree

72 Weeks

Available methods of delivery: Fully Online

The objective of this program is to prepare graduates for a wide variety of entry-level healthcare administration positions that support of the business side of the healthcare industry. Graduates receive training in general administration, general management, health information administration, basic medical billing and coding, and other skills related to medical offices. Although healthcare administrative skills are emphasized, the general education, office and computer skills' components also prepare the graduate for office opportunities outside the medical field. Some career paths may require additional training and/or experience. The completion of this program could also be used as an opportunity to maintain existing employment or advance in a career.

Core Courses

Course Code	Name	Contact Hours	Credits
TER 101	Medical Terminology I	48	4
ANP 101	Introduction to Anatomy and Physiology	48	4
HIM 101	Health Information Management.	48	4
IBC 101	Introduction to Billing and Coding	48	4
HQM 201	Quality Management.	48	4
EHR 201	Electronic Health Records	48	4
MAP 201	Medical Administrative Procedures	48	4
LME 201	Law and Medical Ethics	48	4
SPA 101	Spreadsheet Applications	48	3
MAT 101	Math	48	4
SCS 101	Sales and Customer Service	48	4
LSP 201	Fundamentals of Leadership	48	4
MCP 201	Management Concepts and Practices	48	4
HRM 201	Human Resource Management	48	4
HAX 201	Healthcare Administration Externship	90	3

General Education Courses

Course Code	Name	Contact Hours	Credits
RAW 101	Research and Writing	48	4
COM 101	Effective Communication	48	4
CMP 101	English Composition	48	4
CUR 101	Current Events	48	4
PSY 201	Psychology	48	4
LOG 201	Logic and Critical Thinking	48	4

Other Courses

Course Code	Name	Contact Hours	Credits
SSS 101	Student Success Strategies	48	4

CAR 201	Career Preparation	48	4
ITC 101	Introduction to Computers	48	4
Totals		**1194**	**94**

Graduation Requirements:

A student must have an overall “C” (2.0) grade point average and satisfactorily complete all requirements. (See section in catalog entitled “Graduation Requirements”.)

Information Technology

Program Type
Specialized Associate Degree

72 Weeks

Available methods of delivery: Blended

The objective of the Information Technology program is to provide the student with hands-on practical application, focused on network infrastructure, routing and switching, configuration, administration and security. Students will also learn computer repair and maintenance and troubleshooting. This program seeks to develop the individual through its general education component with the professional and personal qualities that will enable the graduate to succeed in his/her career. Some career paths may require additional training and/or experience. The completion of this program could also be used as an opportunity to maintain existing employment or advance in a career.

Core Courses

Course Code	Name	Contact Hours	Credits
IDT 101	Introduction to Diagnostics and Troubleshooting	48	4
ICH 101	Introduction to Computer Hardware	48	4
CTO 101	Computer Topics	48	4
SER 101	Server I	48	4
SER 202	Server II	48	4
NET 101	Introduction to Networking	48	4
NET 102	Networking II	48	4
NET 103	Networking III	48	3
NET 111	Networking Fundamentals	48	4
NET 112	Networking Fundamentals II	48	4
NET 113	Networking Fundamentals III	48	3
SEC 211	Information Security Fundamentals	48	4
SEC 212	Information Security Fundamentals II	48	3
SEC 213	Information Security Fundamentals III	48	3
CSY 101	Linux Essentials	48	4
ITX 201	Information Technology Externship	90	3

General Education Courses

Course Code	Name	Contact Hours	Credits
RAW 101	Research and Writing	48	4
COM 101	Effective Communication	48	4
CMP 101	English Composition	48	4
CUR 101	Current Events	48	4
LOG 201	Logic and Critical Thinking	48	4
PSY 201	Psychology	48	4

Other Courses

Course Code	Name	Contact Hours	Credits
SSS 101	Student Success Strategies	48	4

CAR 201	Career Preparation	48	4
Totals		**1194**	**91**

Graduation Requirements:

A student must have an overall “C” (2.0) grade point average and satisfactorily complete all requirements. (See section in catalog entitled, “Graduation Requirements”.)

Medical Coding

Program Type
Specialized Associate Degree

72 Weeks

Available methods of delivery: Fully Online

The program prepares graduates for entry-level positions focused in any setting in which healthcare is delivered. While there is a greater emphasis on medical billing and coding, the general education and office and business components provide the graduate with greater career flexibility. Although graduates are prepared to work in a variety of healthcare settings including but not limited to clinics, insurance companies, hospitals, home health services, wellness centers, and doctors' offices, employment opportunities may also exist outside of the medical field. Some career paths may require additional training and/or experience. The completion of this program could also be used as an opportunity to maintain existing employment or advance in a career.

Core Courses

Course Code	Name	Contact Hours	Credits
TER 101	Medical Terminology I	48	4
TER 102	Medical Terminology II	48	4
PHM 101	Pharmacology I	48	4
MCC 101	Medical Coding	48	4
MCC 102	Medical Coding - CPT	48	4
ANP 101	Introduction to Anatomy and Physiology	48	4
ANP 102	Anatomy and Physiology	48	4
HIM 101	Health Information Management.	48	4
EHR 201	Electronic Health Records	48	4
ICS 201	Intermediate ICD/CPT.	48	4
ACS 202	Advanced Coding/Classification	48	4
HQM 201	Quality Management.	48	4
LME 201	Law and Medical Ethics	48	4
MCT 201	Medical Coding Topics	48	4
MCX 201	Medical Coding Externship	90	3

General Education Courses

Course Code	Name	Contact Hours	Credits
RAW 101	Research and Writing	48	4
COM 101	Effective Communication	48	4
CMP 101	English Composition	48	4
CUR 101	Current Events	48	4
LOG 201	Logic and Critical Thinking	48	4
PSY 201	Psychology	48	4

Other Courses

Course Code	Name	Contact Hours	Credits
SSS 101	Student Success Strategies	48	4

CAR 201	Career Preparation	48	4
ITC 101	Introduction to Computers	48	4

**As part of this course, students will be required to sit for the Certified Professional Coder exam. The Institution's most recent pass rate (2022-23 academic year) on this exam is 31%.

Totals	**1194**	**95**

Graduation Requirements:

A student must have an overall "C" (2.0) grade point average and satisfactorily complete all requirements. (See section in catalog entitled, "Graduation Requirements".)

Medical Office Administration

Program Type
Specialized Associate Degree

72 Weeks

Available methods of delivery: Fully Online

The objective of this program is to prepare graduates for a wide variety of entry-level medical front office positions. Graduates receive training in general office skills, computer skills, and skills related specifically to medical offices such as receiving patients, preparing medical forms, and other skills related to administration with today's complex medical offices. Although medical office specific skills are emphasized, the general education, office and computer skills' components also prepare the graduate for office opportunities outside the medical field. Some career paths may require additional training and/or experience. The completion of this program could also be used as an opportunity to maintain existing employment or advance in a career.

Core Courses

Course Code	Name	Contact Hours	Credits
TER 101	Medical Terminology I	48	4
TER 102	Medical Terminology II	48	4
PHM 101	Pharmacology I	48	4
MCC 101	Medical Coding	48	4
MCC 102	Medical Coding - CPT	48	4
ANP 101	Introduction to Anatomy and Physiology	48	4
ANP 102	Anatomy and Physiology	48	4
MIC 101	Medical Insurance and Coding	48	4
WPA 101	Word Processing Applications	48	3
SPA 101	Spreadsheet Applications	48	3
EHR 201	Electronic Health Records	48	4
MAP 201	Medical Administrative Procedures	48	4
LME 201	Law and Medical Ethics	48	4
MOT 202	Medical Office Topics	48	4
MOX 201	Medical Office Administration Externship	90	3

General Education Courses

Course Code	Name	Contact Hours	Credits
RAW 101	Research and Writing	48	4
COM 101	Effective Communication	48	4
CMP 101	English Composition	48	4
CUR 101	Current Events	48	4
PSY 201	Psychology	48	4
LOG 201	Logic and Critical Thinking	48	4

Other Courses

Course Code	Name	Contact Hours	Credits
SSS 101	Student Success Strategies	48	4
CAR 201	Career Preparation	48	4

ITC 101	Introduction to Computers	48	4
Totals		**1194**	**93**

Graduation Requirements:

A student must have an overall “C” (2.0) grade point average and satisfactorily complete all requirements. (See section in catalog entitled, “Graduation Requirements”.)

Nursing

Program Type
Specialized Associate Degree

66 Weeks

Available methods of delivery: Blended

The objective of the Nursing program is to prepare the graduate to function as a member of the health care team within the scope and practice of the Registered Nurse as defined by the West Virginia State Nurse Practice Act. Students will utilize the nursing process in assessment, nursing diagnosis, planning, implementation, and evaluation of persons, families, and communities in a diversity of health care environments. Nursing courses are taken sequentially as defined by the West Virginia Junior College Nursing Program Student Handbook. An NCLEX-RN review course is required after completion of all course work and prior to graduation. The program seeks to prepare the student with accountability for their personal and professional conduct as nursing graduates and to meet the eligibility requirements to sit for the NCLEX-RN licensing exam. Successful completion of the NCLEX-RN and application for licensure as a registered nurse in the state of their choosing is the responsibility of the graduate. The College will confirm program completion of graduates to the State of West Virginia Board of Nursing. An NCLEX-RN review course is required after completion of all course work and prior to graduation.

Core Courses

Course Code	Name	Contact Hours	Credits
NUR 101	Fundamentals of Nursing I/Lab	36	3
NUR 102	Fundamentals of Nursing II/Lab/Clinical	84	4.5
NUR 103	Nursing Care of the Client I/Clinical	72	4
PHN 101	Pharmacology I/Lab	24	2
PHN 102	Pharmacology II	25	2.5
NUR 104	Nursing Care of the Client II/Clinical	78	4.5
NUR 201	Nursing Care of the Client III/Clinical	126	6
NUR 202	Women's Health Nursing/Lab/Clinical	78	4
NUR 203	Child Health Nursing/Lab/Clinical	78	4
NUR 204	Nursing Care of the Client IV/Clinical	126	6
NUR 205	Nursing Care of the Client V/Clinical	78	4.5
NUR 206	Community Nursing/Lab	24	2
NUR 207	Critical Care Nursing/Lab/Clinical	84	4.5
NUR 208	Professional Development & Leadership in Nursing/ Preceptorship	168	7

General Education Courses

Course Code	Name	Contact Hours	Credits
APN 101	Anatomy and Physiology I/Lab	42	3.5
CMP 100	English Composition	40	4
APN 102	Anatomy and Physiology II/Lab	42	3.5
APN 103	Anatomy and Physiology III/Lab	42	3.5
BIO 101	Introduction to Microbiology/Lab	48	4
PSY 200	Psychology	40	4

Supporting Courses

Course Code	Name	Contact Hours	Credits
SSN 101	Student Success Strategies	12	1
MHP 101	Math for Health Professionals	25	2.5
NUT 201	Nutrition and Diet Therapy	25	2.5
HGD 201	Human Growth & Development	25	2.5
GNP 201	Graduate Nursing Preparation	24	2
Totals		**1446**	**91.5**

Graduation Requirements:

This program satisfies the educational prerequisites for professional licensure in this state. Upon program completion, graduates will be eligible to take the state licensing examination for Nursing. The institution makes available and will provide to the public information regarding employment statistics, graduation statistics, and relevant state licensing requirements.

Nursing Graduation Requirements:

To qualify for graduation from the nursing program, a student must:

A. Pass all required courses with a "B" grade or better.
    a. If a student scores below a "B" grade in any course, the student will be academically dismissed from the program and be required to re-apply for admission.
B. Satisfactorily complete all laboratory skill competencies in the nursing curriculum.
C. Satisfactorily complete all clinical requirements in the nursing curriculum.
D. Have completed all ATI testing with a proficiency level of 2 or 3, with the exception of the one ATI Proctored Exam allowed by the Program.
E. Obtain at least a 90% probability of passing the NCLEX exam on the ATI Comprehensive Predictor or satisfactorily complete the Virtual-ATI Greenlight program at the student's expense.

An Associate Degree in Nursing, ADN, will be issued to each student that has successfully completed all the requirements of the nursing program.

Licensure Requirements for Registered Nurses

In order to become licensed as a registered nurse in West Virginia, graduates must sit for the National Council of State Board of Nursing's National Certification Licensure Exam for Registered Nursing (NCLEX-RN) and meet all state requirements.

Nursing licensure is required in each state and is governed by each state's legislature. Additional information regarding professional licensure or certification requirements can be located on the college's website at the following link: https://morgantown-ol.catalog.wvjc.edu/nursing-program-disclosure-wvjc-morgantown

The graduate may obtain copies of their transcripts for submission to other state boards of nursing. Successful completion of the NCLEX-RN and application for licensure as a registered nurse in a state other than the state in which the institution is located is the responsibility of the graduate. Each state has the right to establish (and change from time to time) its own requirements. Therefore, any nursing student who may be considering practicing out of state should check with the state's requirements before beginning classes.

Program Difficulty

Being accepted into the nursing program does not guarantee successful completion of the program. Furthermore, successfully completing the program does not guarantee that a graduate will pass the NCLEX-RN exam which is required for practice in the field of nursing. The greatest contributor to success is the effort students put into schoolwork and in preparing for the NCLEX-RN exam. Nursing programs are extremely demanding and require long hours of intense effort, including a great deal of out-of-class work and extra preparation both in school and after graduation to maximize the likelihood of passing the NCLEX-RN exam. Because of the difficulty, drop-out rates in nursing programs can exceed fifty percent.

Nursing Employment Opportunities

The US Department of Labor projects very good future employment opportunities nationwide, although demand can vary depending on location. As in all occupations, newly graduated nurses with no work experience are on the first rung of the career ladder. As associate degree prepared graduate nurses who pass the NCLEX exam and meet the other requirements to become registered nurses, our graduates are qualified to practice their profession in the state. As with any profession, the more experience and the more education a graduate obtains, (including advanced degrees and/or other certifications) the more employment opportunities will be available. Some employment opportunities may not be available to recent graduates without work experience and/or a more advanced degree or, in some cases, a specialized certification.

Course Classification Definitions

General Education – Those areas of learning which are deemed to be the common experience of all "educated" persons and include subject matter from the humanities; mathematics and the sciences; and the social sciences.

Core Courses – In a degree program, the focus of study. Also known as the major. The requirements for the major or area of concentration are based upon clearly defined and articulated learning objectives, including a mastery of the knowledge, methods, and theories pertinent to a particular area of inquiry, discipline, or field.

Supporting Courses - Any course not considered a general/applied general education or core course. Supporting courses enhance learning by providing necessary foundational and fundamental skills training.

Pharmacy Technician

Program Type
Specialized Associate Degree

72 Weeks

Available methods of delivery: Blended

The Pharmacy Technician graduate works with a licensed Pharmacist to provide optimal pharmaceutical care. Emphasis is on preparation to perform duties in a pharmacy setting. Entry-level retail pharmacy professional duties may include preparing and dispensing medications in accordance with standard procedures and laws under the supervision of a registered pharmacist, gathering data for pharmacists to use in monitoring drug therapy, transcribing and processing physician orders, maintaining patient profiles and medication records electronically, insurance reconciliation and billing of prescriptions, preparing bulk formulations and compounding, maintaining inventories of pharmaceutical supplies, and communicating effectively with patients and members of the health care team. Emphasis will be placed on Clinical Pharmacy professional duties that may include preparing intravenous admixtures, including chemotherapy medications, clean room policies and procedures, and in-patient medication cart preparations. Upon successful completion of the program, the graduate will be eligible to take the National Pharmacy Technician certification. Some career paths may require additional training and/or experience. The completion of this program could also be used as an opportunity to maintain existing employment or advance in a career.

Core Courses

Course Code	Name	Contact Hours	Credits
ANP 101	Introduction to Anatomy and Physiology	48	4
ANP 102	Anatomy and Physiology	48	4
TER 101	Medical Terminology I	48	4
PTF 101	Pharmacy Technician Fundamentals	48	4
PMC 101	Pharmacy Math and Dosage Calculations	48	4
PPM 101	Pharmacy Practice Management	48	3
PCP 201	Pharmacy Technician Practice I	48	3
PCP 202	Pharmacy Technician Practice II	48	3
PCP 203	Pharmacy Technician Practice III	48	3
PIB 201	Pharmacy Insurance and Billing	48	4
MEL 201	Medical Law and Ethics for Pharmacy Technicians	48	4
PPT 201	Pharmacology for Pharmacy Technicians	48	4
PPT 202	Pharmacology for Pharmacy Technicians II	48	4
PTO 201	Pharmacy Topics for Technicians	48	4
PTE 201	Pharmacy Technician Externship	200	6.5

General Education Courses

Course Code	Name	Contact Hours	Credits
RAW 101	Research and Writing	48	4
COM 101	Effective Communication	48	4
CMP 101	English Composition	48	4
CUR 101	Current Events	48	4
LOG 201	Logic and Critical Thinking	48	4

PSY 201	Psychology	48	4

Other Courses

Course Code	Name	Contact Hours	Credits
SSS 101	Student Success Strategies	48	4
CAR 201	Career Preparation	48	4
ITC 101	Introduction to Computers	48	4
Totals		**1304**	**94.5**

Graduation Requirements:

A student must have an overall "C" (2.0) grade point average and satisfactorily complete all requirements. (See section in catalog entitled, "Graduation Requirements".)

This program satisfies the educational prerequisites for professional licensure in this state. Additional information regarding professional licensure or certification requirements can be located on the college's website at the following link: https://www.wvjc.edu/wp-content/uploads/2024/06/MGTN_Pharmacy-Technician-Disclosure.pdf Upon program completion, graduates will be eligible to take the state licensing examination for Pharmacy Technician.

Diploma

Business Office Administration

Program Type
Diploma

48 Weeks

Available methods of delivery: Fully Online

The objective of this program is to prepare graduates to fill a variety of entry-level office administrative support positions. Opportunities may exist in a wide variety of private and public sector offices. The curriculum in this short-term program is limited to basic skills; so graduates may need additional training and/or experience to qualify for some positions. The completion of this program could also be used as an opportunity to maintain existing employment or advance in a career.

Required Courses

Course Code	Name	Contact Hours	Credits
ACC 101	Accounting	48	4
CAC 201	Computerized Accounting	48	3
TAX 201	Fundamentals of Taxation	48	4
BUS 101	Introduction to Business	48	4
SCS 101	Sales and Customer Service	48	4
MAT 101	Math	48	4
HRM 201	Human Resource Management	48	4
MCP 201	Management Concepts and Practices	48	4
BLW 201	Business Law	48	4
BOX 201	Business Office Administration Externship	90	3
WPA 101	Word Processing Applications	48	3
SPA 101	Spreadsheet Applications	48	3
IPS 101	Introduction to Presentation Software	48	3
ITC 101	Introduction to Computers	48	4
SSS 101	Student Success Strategies	48	4
CAR 201	Career Preparation	48	4
Totals		**810**	**59**

Graduation Requirements:

A student must have an overall “C” (2.0) grade point average and satisfactorily complete all requirements. (See section in catalog entitled, “Graduation Requirements”.)

Dental Assisting

Program Type
Diploma

48 Weeks

Available methods of delivery: Blended

The objective of this program is to prepare graduates for entry-level positions as a Dental Assistant and related clinical and administration careers. Graduates are trained to assist the dentist with patient procedures, expose and develop radiographs, prepare instruments, and perform lab procedures. Graduates will be able to keep and manage the records required for a dental office. The curriculum in this short-term program is limited to basic skills; so graduates may need additional training and/or experience to qualify for some positions. The completion of this program could also be used as an opportunity to maintain existing employment or advance in a career.

Required Courses

Course Code	Name	Contact Hours	Credits
DTM 101	Dental Terminology	48	4
DOP 101	Dental Office Procedures	48	4
DSC 101	Dental Science I	48	4
DSC 102	Dental Science II	48	4
PRD 101	Preventive Dentistry	48	4
DPM 101	Dental Practice Management	48	4
DPH 101	Dental Pharmacology	48	4
ANP 101	Introduction to Anatomy and Physiology	48	4
DMA 201	Dental Materials	48	3
DRA 201	Dental Radiology	48	3
CSA 201	Chairside Assisting I	48	3
CSA 202	Chairside Assisting II	48	3
DAX 201	Dental Assisting Externship	160	5
ITC 101	Introduction to Computers	48	4
SSS 101	Student Success Strategies	48	4
CAR 201	Career Preparation	48	4
Totals		**880**	**61**

Graduation Requirements:

A student must have an overall “C” (2.0) grade point average and satisfactorily complete all requirements. (See section in catalog entitled, “Graduation Requirements”.)

Information Technology

Program Type
Diploma

48 Weeks

Available methods of delivery: Blended

The objective of the program is to provide graduates with a broad-based background in core IT concepts and the standards of information technologies. Students will review networking fundamentals, administration and concepts, as well as computer hardware and software components. Employment opportunities are available in any setting that utilizes information technology in its operations. The curriculum in this short-term program is limited to basic skills; so graduates may need additional training and/or experience to qualify for some positions. The completion of this program could also be used as an opportunity to maintain existing employment or advance in a career.

Required Courses

Course Code	Name	Contact Hours	Credits
SDA 101	Systems Diagnostics and Analysis	48	4
SDA 102	Systems Diagnostics and Analysis II	48	4
NET 111	Networking Fundamentals	48	4
NET 112	Networking Fundamentals II	48	4
NET 113	Networking Fundamentals III	48	3
CSY 101	Linux Essentials	48	4
CSY 201	Ethical Hacking and Penetration Testing	48	3
CSY 202	Advanced Ethical Hacking and Penetration	48	4
SEC 211	Information Security Fundamentals	48	4
SEC 212	Information Security Fundamentals II	48	3
SEC 213	Information Security Fundamentals III	48	3
CYD 201	Cybersecurity Defense	48	4
CYD 202	Cybersecurity Defense II	48	4
ITX 201	Information Technology Externship	90	3
SSS 101	Student Success Strategies	48	4
CAR 201	Career Preparation	48	4
Totals		**810**	**59**

Graduation Requirements:

A student must have an overall “C” (2.0) grade point average and satisfactorily complete all requirements. (See section in catalog entitled, “Graduation Requirements”.)

Medical Assisting

Program Type
Diploma

48 Weeks

Available methods of delivery: Blended

The objective of this program is to prepare graduates for a wide variety of entry level office positions. Although healthcare related clinical skills are emphasized, the office skills component provides career flexibility allowing the graduate to work in a wide variety of offices such as doctors' offices, clinics, health care facilities, physical therapy facilities, insurance offices, and other health care related facilities. The curriculum in this short-term program is limited to basic skills; so graduates may need additional training and/or experience to qualify for some positions. The completion of this program could also be used as an opportunity to maintain existing employment or advance in a career.

Required Courses

Course Code	Name	Contact Hours	Credits
TER 101	Medical Terminology I	48	4
TER 102	Medical Terminology II	48	4
PHM 101	Pharmacology I	48	4
PHM 202	Pharmacology II	48	4
ANP 101	Introduction to Anatomy and Physiology	48	4
ANP 102	Anatomy and Physiology	48	4
MIC 101	Medical Insurance and Coding	48	4
ICP 101	Introduction to Clinical Procedures.	48	3
CLP 202	Clinical Laboratory Procedures	48	3
CMP 203	Clinical Medical Procedures	48	3
LME 201	Law and Medical Ethics	48	4
MAT 202	Medical Assistant Topics	48	4
MAX 201	Medical Assisting Externship	160	5
ITC 101	Introduction to Computers	48	4
SSS 101	Student Success Strategies	48	4
CAR 201	Career Preparation	48	4
Totals		**880**	**62**

Graduation Requirements:

A student must have an overall "C" (2.0) grade point average and satisfactorily complete all requirements. (See section in catalog entitled, "Graduation Requirements".)

Medical Office Administration

Program Type
Diploma

48 Weeks

Available methods of delivery: Fully Online

The objective of this program is to prepare graduates for entry-level office positions focused on medical offices. This program provides basic training in areas including general office skills, computer skills, and medically related skills such as receiving patients and preparing medical forms. Although employment is directed towards any setting in which healthcare is delivered, the graduate may qualify for entry-level positions in other types of offices. The curriculum in this short-term program is limited to basic skills; so graduates may need additional training and/or experience to qualify for some positions. The completion of this program could also be used as an opportunity to maintain existing employment or advance in a career.

Required Courses

Course Code	Name	Contact Hours	Credits
TER 101	Medical Terminology I	48	4
TER 102	Medical Terminology II	48	4
PHM 101	Pharmacology I	48	4
ANP 101	Introduction to Anatomy and Physiology	48	4
MCC 101	Medical Coding	48	4
MCC 102	Medical Coding - CPT	48	4
MIC 101	Medical Insurance and Coding	48	4
MAP 201	Medical Administrative Procedures	48	4
EHR 201	Electronic Health Records	48	4
MOT 202	Medical Office Topics	48	4
MOX 201	Medical Office Administration Externship	90	3
WPA 101	Word Processing Applications	48	3
SPA 101	Spreadsheet Applications	48	3
ITC 101	Introduction to Computers	48	4
SSS 101	Student Success Strategies	48	4
CAR 201	Career Preparation	48	4
Totals		**810**	**61**

Graduation Requirements:

A student must have an overall “C” (2.0) grade point average and satisfactorily complete all requirements. (See section in catalog entitled, “Graduation Requirements”.)

Pharmacy Technician

Program Type
Diploma

48 Weeks

Available methods of delivery: Blended

The Pharmacy Technician graduate works with a licensed Pharmacist to provide optimal pharmaceutical care. Emphasis is on preparation to perform duties in a pharmacy setting. Entry-level retail pharmacy professional duties may include preparing and dispensing medications in accordance with standard procedures and laws under the supervision of a registered pharmacist, gathering data for pharmacists to use in monitoring drug therapy, transcribing and processing physician orders, maintaining patient profiles and medication records electronically, insurance reconciliation and billing of prescriptions, preparing bulk formulations and compounding, maintaining inventories of pharmaceutical supplies, and communicating effectively with patients and members of the health care team. Upon successful completion of the program, the graduate will be eligible to take the National Pharmacy Technician certification. The curriculum in this short-term program is limited to basic skills; so graduates may need additional training and/or experience to qualify for some positions. The completion of this program could also be used as an opportunity to maintain existing employment or advance in a career.

Core Courses

Course Code	Name	Contact Hours	Credits
TER 101	Medical Terminology I	48	4
ANP 101	Introduction to Anatomy and Physiology	48	4
PTF 101	Pharmacy Technician Fundamentals	48	4
PMC 101	Pharmacy Math and Dosage Calculations	48	4
PPM 101	Pharmacy Practice Management	48	3
PCP 201	Pharmacy Technician Practice I	48	3
PCP 202	Pharmacy Technician Practice II	48	3
PIB 201	Pharmacy Insurance and Billing	48	4
MEL 201	Medical Law and Ethics for Pharmacy Technicians	48	4
PPT 201	Pharmacology for Pharmacy Technicians	48	4
PPT 202	Pharmacology for Pharmacy Technicians II	48	4
PTO 201	Pharmacy Topics for Technicians	48	4
PTE 201	Pharmacy Technician Externship	200	6.5
ITC 101	Introduction to Computers	48	4
SSS 101	Student Success Strategies	48	4
CAR 201	Career Preparation	48	4
Totals		**920**	**63.5**

Graduation Requirements:

A student must have an overall “C” (2.0) grade point average and satisfactorily complete all requirements. (See section in catalog entitled, “Graduation Requirements”.)

This program satisfies the educational prerequisites for professional licensure in this state. Additional information regarding professional licensure or certification requirements can be located on the college’s website at the following link: https://morgantown-ol.catalog.wvjc.edu/pharmacy-technician-program-

disclosure-wvjc-morgantown

Upon program completion, graduates will be eligible to take the state licensing examination for Pharmacy Technician.

Courses

ACC 101: Accounting

This course introduces the student to accounting fundamentals. Topics introduced in the course include the full accounting cycle, the handling of cash, the books of original entry, the ledger, working papers, and financial statements.
Credits 4
Contact Hours 48

ACC 102: Accounting II

This course is a continuation of Accounting and emphasizes end of period work, accounting for inventory, prepayments, long-term assets, owners' equity, calculating depreciation on assets, and other basic concepts in financial accounting.
Credits 4
Contact Hours 48
Prerequisites ACC 101 Accounting.

ACS 202: Advanced Coding/Classification

This course will further build on coding skills and will apply inpatient coding skills under the prospective payment system. DRG's (Diagnosis Related Groups) as well as complications and comorbidities will be reviewed. APCs (Ambulatory Patient Categories) will be reviewed and reimbursement optimization. Medical fraud and abuse will be taught as it pertains to coding and reimbursement issues. This course will also review ICD10. The student must achieve a minimum of a "C" grade or repeat the course.
Credits 4
Contact Hours 48
Prerequisites MCC102 Medical Coding-CPT, ICS201 Intermediate ICD/CPT.

ANP 101: Introduction to Anatomy and Physiology

The course will begin with an introduction of the levels of organization and general plan and planes of the body. This will include an overview of basic chemistry, body temperature and metabolism, fluid-electrolyte and acid-base balance, cells, tissues, and membranes. This course will review the integumentary and musculoskeletal systems and topics focusing on abnormal structure and function, and related diseases and disorders. This course will also present the student with an introduction to Microbiology and human disease.
Credits 4
Contact Hours 48

ANP 102: Anatomy and Physiology

This course will review the Cardiovascular, Nervous, Respiratory, Digestive, Endocrine, and Male/Female Genitourinary Systems and topics focusing on abnormal structure and function, and related diseases and disorders.
Credits 4
Contact Hours 48
Prerequisites ANP 101 Introduction to Anatomy and Physiology.

APN 101: Anatomy and Physiology I/Lab

This course is the first of a three course sequence. It introduces chemistry, cell tissues and the integument, skeletal and muscular systems. Includes lecture discussions complemented by laboratories involving microscopy, animal dissection, physiological exercises and computer based exercises. This course will begin with an introduction of the levels of organization and general plan of the body. The focus will then turn to individual body systems. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.
Credits 3.5
Contact Hours 42
Corequisites CMP 101, SSN 101

APN 102: Anatomy and Physiology II/Lab

Building on Anatomy and Physiology I, this course examines major parts of the body and how they work independently as well as together. The course is a continuation of the study of the structure and function of the human body and the mechanisms for maintaining homeostasis within it. The endocrine, lymphatic, cardiovascular, and nervous system along with blood and blood vessels and circulation are included. The laboratory experiences serve to enhance the topics covered in lectures. The student will be able to apply the information provided by this course to analyze and explain new situations involving the human body in future courses.
Credits 3.5
Contact Hours 42
Prerequisites APN 101
Corequisites NUR 101, MHP 101

APN 103: Anatomy and Physiology III/Lab

This course is the last in a three course sequence. The course is a continuation of the study of the structure and function of the human body and the mechanisms for maintaining homeostasis within it. The Respiratory, digestive, urinary, and reproductive systems along with development, heredity and aging are included.
Credits 3.5
Contact Hours 42
Prerequisites APN 102
Corequisites NUR 102

BAA 201: Business Administration/Accounting Externship

The Business Administration/Accounting externship is a capstone course that is taken in the last quarter of a student's training. The student will complete 90 hours at an externship site with the goal of applying classroom skills to a real-world environment. The externship is designed to integrate the classroom training and transform it into hands-on application, creating on-the-job experiences.
Credits 3
Contact Hours 90

BAX 201: Business Administration Externship

The Business Administration externship is a capstone course that is taken in the last quarter of a student's training. The student will complete 90 hours at an externship site with the goal of applying classroom skills to a real world environment. The externship is designed to integrate the classroom training and transform it into hands-on application, creating on-the-job experiences.
Credits 3
Contact Hours 90

BIO 101: Introduction to Microbiology/Lab

This course, provides the student with a basic understanding of microbiology through the study of the microscopic world, organisms and pathogens, specifically bacteria, viruses, fungi, protozoan, and helminthes. In addition, this course provides the student with a basic understanding of the effects of the pathogen on normal human tissue including the most common diseases caused by the specific pathogen and the usual signs and symptoms produced in the host. The characteristics of the microorganisms and the etiology and control of infections are also presented.
Credits 4
Contact Hours 48
Corequisites NUR 201

BLW 201: Business Law

The objective of this course is to familiarize the students with law as it relates to business operations. Legal concepts and principles related to contracts, sales, commercial paper, agency and employment, partnerships, corporations, and property are standard in this course.
Credits 4
Contact Hours 48

BOX 201: Business Office Administration Externship

The Business Office Administration externship is a capstone course that is taken in the last quarter of a student's training. The student will complete 90 hours at an externship site with the goal of applying classroom skills to a real-world environment. The externship is designed to integrate the classroom training and transform it into hands-on application, creating on-the-job experiences.
Credits 3
Contact Hours 90

BUS 101: Introduction to Business

This course is a study of the characteristics and functions of business in a free enterprise environment and how business impacts the economy in which we live. Characteristics studied may include opportunities, organizations, management, marketing, analysis, and any other activity related to general ownership and operation.
Credits 4
Contact Hours 48

CAC 201: Computerized Accounting

This course expands the student's ability to accomplish accounting functions by exposing students to additional and more complicated accounting functions. Students utilize commonly available software to automate standard accounting procedures.
Credits 3
Contact Hours 48
Prerequisites ITC 101 Introduction to Computers, ACC 101 Accounting.

CAC 202: Computerized Accounting II

This course expands on the concepts learned in Computerized Accounting, and introduces more advanced features of commonly used accounting software.
Credits 3
Contact Hours 48
Prerequisites CAC 201 Computerized Accounting.

CAR 201: Career Preparation

This course presents to the student information in the behavioral skills necessary to effectively present himself/herself to potential employers with confidence and professionalism. The student will also have acquired skills which enable him/her to maintain a position. The student will be presented with the skills and tasks of preparing personal resumes, letters of application, thank you letters, and employment applications. Interviewing and job search techniques are also studied.
Credits 4
Contact Hours 48

CAX 201: Clinical Medical Assistant Externship

The Clinical Medical Assistant externship is a capstone course that is taken in the last quarter of the student's training. The student will complete 160 hours at an externship site with the goal of applying classroom skills to a real-world environment. The externship is designed to integrate the classroom training and transform it into hands-on application, creating on-the-job experiences.
Credits 5
Contact Hours 160
Prerequisites Prior to being scheduled for the externship, the student must have achieved a minimum of a "C" grade in CLP 202 Clinical Laboratory Procedures or CMP 203 Clinical Medical Procedures.

CLP 202: Clinical Laboratory Procedures

This course is designed to introduce the student to the clinical laboratory including urinalysis, phlebotomy, hematology, chemistry, serology, and medical microbiology. Focus will be placed on specimen collection, handling, testing, and selected examinations. The student must achieve a minimum of a "C" grade or repeat the course.
Credits 3
Contact Hours 48
Prerequisites ICP 101: Introduction to Clinical Procedures.

CMP 100: English Composition

This course is designed to expand the student's abilities in written communications. Principles of composition are developed through writing and revising various types of communications. Emphasis is placed on construction and composition, including word usage, grammar, and sentence analysis.
Credits 4
Contact Hours 40

CMP 101 : English Composition

This course is designed to expand the student's abilities in written communications. Principles of composition are developed through writing and revising various types of communications. Emphasis is placed on construction and composition, including word usage, grammar, and sentence analysis.
Credits 4
Contact Hours 48

CMP 203: Clinical Medical Procedures

This course is designed to introduce the student to additional clinical skills including administration of medications, assisting with minor office surgery, cardiopulmonary and emergency procedures, and selected examinations. The student must achieve a minimum of a "C" grade or repeat the course.
Credits 3
Contact Hours 48
Prerequisites ICP 101 Introduction to Clinical Procedures.

COM 101: Effective Communication

This course is designed to focus on the fundamentals of effective oral communication and the application of the fundamental principles of public speaking. The textbook, lectures, speaking assignments and all written work will acquaint the student with the basic theory and practice of public speaking.
Credits 4
Contact Hours 48

CSA 201: Chairside Assisting I

This course incorporates previous skills obtained and introduces the student to chairside assisting and four-handed dentistry. Instrumentation will be emphasized so that the student will have a working knowledge of dental instruments used in restorative dentistry. Instruments and procedures of dental specialties will be taught. Students must achieve a minimum of a "C" grade or repeat the course.
Credits 3
Contact Hours 48
Prerequisites DSC 101 Dental Science I, DOP101 Dental Office Procedures.

CSA 202: Chairside Assisting II

This course is a continuation of CSA 201 Chairside Assisting I. This course also includes emphasis on infection control procedures, vital signs, and clinical charting. An additional focus will center on certification examination preparation. Students must achieve a minimum of a "C" grade or repeat the course.
Credits 3
Contact Hours 48
Prerequisites CSA 201 Chairside Assisting I.

CST 204: Cybersecurity Topics

This course is designed to prepare students for the CompTIA CySA+ certification exam by using practice exams, review questions, and other content review from previous Cybersecurity courses.
Credits 4
Contact Hours 48
Corequisites CYD 203 Cybersecurity Defense III.

CSX 201: Cybersecurity Externship

The Cybersecurity externship is a capstone course that is taken in the last quarter of a student's training. The student will complete 90 hours at an externship site with the goal of applying classroom skills to a real-world environment. The externship is designed to integrate classroom training and transform it into hands-on application, creating on-the-job experiences.
Credits 3
Contact Hours 90

CSY 101: Linux Essentials

This course is designed to provide an overview of the Linux operating system, including, but not limited to command-line tools, shared libraries, configurations of hardware, managing file systems, installing and booting different version of Linux operating system.
Credits 4
Contact Hours 48

CSY 201: Ethical Hacking and Penetration Testing

This course is designed to provide an overview of the security fundamentals and operation of the Kali Linux operating system, including but not limited to terminology, tools, installation, usage, and commands, that allow an enterprise to utilize for penetration testing and security assessments.
Credits 3
Contact Hours 48

CSY 202: Advanced Ethical Hacking and Penetration

This course is a continuation of the skills learned in CSY 201 Ethical Hacking and Penetration Testing. In this course, we will continue to develop the knowledge and skills of ethical hacking and penetration testing. Topics will include, but not limited to, social engineering, varying network attacks across multiple transmission methods, exploitations of hosts and applications, and preparation of reports.
Credits 4
Contact Hours 48
Prerequisites CSY 201 – Ethical Hacking and Penetration Testing

CTO 101: Computer Topics

With a particular focus on certification exam preparation, students will review computer hardware, system and application software. Topics will include essential principles of installing, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing, and preventive maintenance. Students will also learn elements of soft skills, security, and customer interaction. Instructor-led practices and exams help reinforce course concepts and exam readiness.
Credits 4
Contact Hours 48
Prerequisites IDT 101 Introduction to Diagnostics and Troubleshooting, ICH 101 Introduction to Computer Hardware

CUR 101: Current Events

This course will cover the current issues affecting our lives today. World, National, and Local news, including areas of economics, political science, government, pop culture, and sports will be discussed. This will be presented with an emphasis placed on how it impacts today's society.
Credits 4
Contact Hours 48

CYD 201: Cybersecurity Defense

This course is designed to develop and build upon concepts of Threat Management and Vulnerability Management. The student will examine concepts such as but not limited to: networking scanning tools, packet analysis, risk appetite, and virtual infrastructures.
Credits 4
Contact Hours 48

CYD 202: Cybersecurity Defense II

This course is designed to develop and build upon concepts of CYD 201: Cybersecurity Defense. The student will examine concepts such as but not limited to: network and cloud vulnerabilities, reconnaissance goals and tools, security appliances, logging tools, and threat hunting processes.
Credits 4
Contact Hours 48
Prerequisites CYD 201 Cybersecurity Defense.

CYD 203: Cybersecurity Defense III

This course is designed to develop and build upon Identity and Access Management, Security Architecture, Application security best practices, and Cybersecurity tools and technologies.
Credits 3
Contact Hours 48
Prerequisites CYD 202 Cybersecurity Defense II;
Corequisites CST204 Cybersecurity Topics

DAX 201: Dental Assisting Externship

The Dental Assisting externship is a capstone course that is taken in the last quarter of a student's training. The student will complete 160 hours at an externship site with the goal of applying classroom skills to a real world environment. The externship is designed to integrate the classroom training and transform it into hands-on application, creating on-the-job experiences.
Credits 5
Contact Hours 160
Prerequisites Prior to being scheduled for the externship, the student must have achieved a minimum of a "C" grade in CSA 201 Chairside Assisting I.

DMA 201: Dental Materials

This course introduces the student to the physical and chemical properties of the materials used in the dental office. The student will learn to handle and manipulate these materials as well as working with a typodont during the application of materials as they increase their skill level. The care and maintenance of lab equipment will be included.
Credits 3
Contact Hours 48
Prerequisites DSC 101 Dental Science I.

DOP 101: Dental Office Procedures

This course introduces the student to dental coding techniques and infection control procedures in the dental office. The student will acquire a basic understanding of the CDT coding system used in dentistry. Additionally, the student will learn intricate details of infection control procedures within the dental office, including blood-borne pathogens, standard precautions, principles of disinfection, instrument sterilization techniques, waste management, and the methods for reducing bacterial contamination in dental unit waterlines.
Credits 4
Contact Hours 48
Prerequisites DTM 101 Dental Terminology

DPH 101: Dental Pharmacology

This course is designed to teach the student general principles of pharmacology, drug actions, medications used in dentistry, prescription interaction, principles of pain control, local anesthesia, and dental emergencies. Additional emphasis will be placed on existing patient medical conditions and/or prescriptions.
Credits 4
Contact Hours 48

DPM 101: Dental Practice Management

This course provides a comprehensive overview of the dental business office. The course includes business and communication management, keyboarding skills, patient and dental team management, legal and ethical issues, dental office documentation, and new dental technology.
Credits 4
Contact Hours 48

DRA 201: Dental Radiology

This course will emphasize the basic principles of radiology and instruct the student in techniques to expose, develop, and mount radiographs, identify anatomical landmarks, and interpret abnormalities.
Credits 3
Contact Hours 48
Prerequisites DSC 102: Dental Science II

DSC 101: Dental Science I

This course introduces the student to dental terminology and the anatomy and physiology of the primary and permanent dentition, and oral structures.
Credits 4
Contact Hours 48

DSC 102: Dental Science II

This course introduces the student to the anatomy of the head and neck region including bones, muscles, blood vessels, and nerves and how it relates to the function of occlusion, and histology.
Credits 4
Contact Hours 48
Prerequisites DSC 101 Dental Science I.

DTM 101: Dental Terminology

This course presents the student with the method to identify, spell, define, and apply the terminology and language specific to the dental field. The student will be introduced to dental terms and abbreviations as they relate to head and neck anatomy, oral structures, tooth formation, dental instruments and equipment, and other dental practice topics.
Credits 4
Contact Hours 48

EHR 201: Electronic Health Records

This course is an introduction to electronic health record information management, including patient and health care data, data collection, processing, quality, storage, access, retention, and release of patient information and health care statistics.
Credits 4
Contact Hours 48

ELF 201: Employment Law Fundamentals

The Employment Law Fundamentals course is designed to provide students a basic understanding of some of the contemporary issues in U.S. Employment Law. Students will study and analyze major employment laws at both the federal and state levels including statutory, regulatory and common law. Specific topics will include, at a minimum, the following areas: distinctions between labor law and general employment law; contractual and “at-will” employment relationships; compensation and benefits; equal employment opportunity, discrimination, and sexual harassment; wage and hour laws; the interactive process under the ADA and ADAAA including assessment of disabilities and reasonable accommodations within that process; and Family and Medical Leave.
Credits 4
Contact Hours 48

GNP 201: Graduate Nursing Preparation

This course was developed to help candidates prepare to take the NCLEX-RN examination. The course provides both comprehensive content review and NCLEX questions for practice. This course reviews the standard curriculum for the nursing programs including universal principles of nursing care management, maternal child and pediatric nursing, psychiatric and mental health nursing, as well as pharmacology, adult health and critical care. It includes a review of the structure and scoring of the NCLEX-RN, as well as suggestions for preparation and test taking strategies. Students will be provided the opportunity to assess the level of preparedness for the national examination. The current test plan for the NCLEX-Registered Nurse exam will guide the presentation of specific course content. An assessment of individual strength and weaknesses of nursing knowledge through diagnostic tools can be constructed and a plan for areas of needed growth can be formulated.

Credits 2
Contact Hours 24
Prerequisites NUR 206
Corequisites NUR 207

HAX 201: Healthcare Administration Externship

The Healthcare Administration externship is a capstone course that is taken in the last quarter of a student's training. The student will complete 90 hours at an externship site with the goal of applying classroom skills to a real world environment. The externship is designed to integrate the classroom training and transform it into hands-on application, creating on-the-job experiences.

Credits 3
Contact Hours 90

HGD 201: Human Growth & Development

Human growth and development addresses the knowledge, skills, attitudes, and behaviors associated with supporting and promoting optimal growth and development from conception to death. The course explores the different stages of human life- prenatal, infancy, childhood, adolescence, adulthood- and the biological, psychological and social changes occurring in individuals during them. Topics include: human needs across the ages, stages of childhood, the impact of family and societal crisis on the development of the individual, the normal developmental crisis of aging, puberty, career decisions, marriage, parenthood, loss and death as well as others. The course provides the student with a basic understanding of the person as a biological, psychological, and sociological being. It is imperative that professionals in the medical occupations understand the concepts of development throughout the life span. Application of the principles of safe and effective care is guided by the understanding of normal and expected development milestones at different stages throughout the person's life. There will be an emphasis on understanding people at various ages of development in order to be more patient with them and to interact with them more effectively. The course is especially well suited for individuals interested in pursuing careers in the helping, healthcare, and education professions.

Credits 2.5
Contact Hours 25
Corequisites PHN 102, NUR 104

HIM 101: Health Information Management.

This course is an introduction to the development, purpose, and structure of Health Information Management and the American Health Information Management (AHIMA) association. Topics will include an examination of the development and flow of the health record, electronic health care systems, and the duties within different areas of the Health Information Management department. The importance of confidentiality and security will covered throughout the course.
Credits 4
Contact Hours 48

HQM 201: Quality Management.

This course investigates the components of quality management programs in health care including clinical quality improvement, utilization management, and risk management. Additionally, the credentialing and roles of health professionals will be examined.
Credits 4
Contact Hours 48

HRM 201: Human Resource Management

This course is an introduction to the fundamentals of human resource management. The class is designed to assist students in developing the appropriate skills necessary to utilize and manage Human Resources in an ever-changing environment. The course framework includes strategic human resource management, staffing, training and development, and compensation.
Credits 4
Contact Hours 48

HRS 201: Human Resource Specialization I

This course will emphasize the environment of human resources, human resource strategy and planning, and workforce analysis.
Credits 4
Contact Hours 48
Prerequisites ELF 201 Employment Law Fundamentals.

HRS 202: Human Resource Specialization II

This course will emphasize employee benefits, training, career development, performance management, and retention.
Credits 4
Contact Hours 48
Prerequisites HRS 201 Human Resource Specialization I.

HRS 203: Human Resource Specialization III

This course will emphasize HR Roles, retaining, staffing, recruiting employees, training, compensation, and risk management.
Credits 4
Contact Hours 48
Prerequisites HRS 202: Human Resource Specialization II

HRX 201: Business Administration/Human Resources Externship

The Business Administration/Human Resources externship is a capstone course that is taken in the last quarter of a student's training. The student will complete 90 hours at an externship site with the goal of applying classroom skills to a real world environment. The externship is designed to integrate the classroom training and transform it into hands-on application, creating on-the-job experiences.
Credits 3
Contact Hours 90

HSA 304: Multicultural Communications

The course explores the complex and challenging process of communication from a global perspective. Conceptualizations of self-concept, perception, verbal, and nonverbal communication are presented in terms of integration into emotions, self-disclosure, relationship development and conflict management. Through participation in class activities and assignments students are encouraged to develop cultural competency skills appropriate for effective intercultural communication and the management of communication problems experienced between diverse individuals and groups.
Credits 4.5
Contact Hours 45

HSA 306: Critical Thinking and Problem Solving

The ability to think critically is an essential foundation for problem solving. This course is designed to examine and enhance the student's critical thinking and decision-making abilities. Concepts related to analyzing, synthesizing, evaluating, reasoning, and problem solving will be used to explore the decision-making process. Emphasis will be placed upon the ability to think critically and creatively, reason soundly, and collaborate effectively.
Credits 4.5
Contact Hours 45

HSA 308: Scholarly Writing

This course focuses on the systematic study of writing effective prose and argumentation, stressing development and support of a clear thesis. Students will learn to formulate ideas, appraise text and online resources, and synthesize research findings. The student will become familiar with various writing and communication formats and develop techniques for following APA form and style and avoiding plagiarism.
Credits 4.5
Contact Hours 45

HSA 310: Aging and Society

This course examines aging as a social phenomenon and focuses on the social impact of a growing elderly population. Individual aging processes, emerging social patterns among the elderly, and the social significance of aging are also explored.
Credits 4.5
Contact Hours 45

HSA 405: Statistics for Healthcare Professionals

This course focuses on statistical models and mathematical processes essential for healthcare professionals to understand and apply research studies. Fundamental statistical concepts are applied to sample data to make inferences for populations. Includes measures of central tendency and dispersion, finite probability, probability distributions, statistical inferences, linear regression, and correlation.
Credits 4.5
Contact Hours 45

HSA 409: Healthcare Law and Ethics

This course examines legal and ethical issues in complex healthcare settings. Legal and regulatory requirements, practice standards, and ethical principles as important components of healthcare practice and management systems will be emphasized. Contemporary case studies will allow students to apply concepts of healthcare law and ethics.
Credits 4.5
Contact Hours 45

HSA 411: Healthcare Systems and Policy

This course examines healthcare systems and politics within the United States with a focus on contemporary issues related to health and social policy. An introduction to healthcare regulations, policies, and practices within government organizations, local communities, professional associations, special interest groups, and healthcare organizations is provided. The course also explores the impact of culture, economics, technology and social justice on healthcare systems and policy.
Credits 5
Contact Hours 50

IBC 101: Introduction to Billing and Coding

Introduction to Medical Billing and Coding provides the student with a basic understanding of the various coding systems used on a medical record which is then used for insurance billing and statistical purposes. This course will also provide students with an understanding of the various health insurance programs, some of the most often used medical reports and forms used in in-patient and out-patient settings, Medicare and Medicaid concepts, and healthcare fraud and abuse.
Credits 4
Contact Hours 48

ICH 101: Introduction to Computer Hardware

This course focuses on more advanced personal computer (PC) diagnostics and troubleshooting. Emphasis will be placed on hardware installation and configuration, printer maintenance and repair, laptop/notebook maintenance and repair, troubleshooting, and advanced PC security. Upon completion of this course the student will be able to build a fully functional PC from scratch.
Credits 4
Contact Hours 48

ICP 101: Introduction to Clinical Procedures.

This course is designed to provide the student with the theories and techniques involving the clinical aspects of the medical assisting profession. The student is introduced to the areas of medical asepsis and OSHA standards, vital signs, assisting with general and selected physical examinations, proper medical records completion, and selected procedures. The student must achieve a minimum of a "C" grade or repeat the course.
Credits 3
Contact Hours 48

ICS 201: Intermediate ICD/CPT.

This course will build on the previous knowledge gained in MCC101 and MCC102 and will address more complex issues related to ICD9-CM and CPT-4. Case studies and class exercises will be provided to assist in strengthening coding skills. This course will further build on ethical coding and reporting in determining reimbursement in a variety of healthcare settings. Students will be taught how to use American Hospital Associations Coding Clinics (the official source for ICD9) and American Medical Association CPT Assistant (the official source for CPT Coding). The student must achieve a minimum of a "C" grade or repeat the course.
Credits 4
Contact Hours 48
Prerequisites MCC 101 Medical Coding, MCC 102 Medical Coding-CPT.

IDT 101: Introduction to Diagnostics and Troubleshooting

Students will be introduced to the basics of personal computer (PC) diagnostics and troubleshooting. Topics covered will include software installation and operation, PC security, hardware identification, troubleshooting methodology, safety standards, and customer service skills.
Credits 4
Contact Hours 48

IPS 101: Introduction to Presentation Software

This course is designed to introduce the student to presentation software. Topics will include creating, editing, saving a presentation, custom animation, slide transition, bulleted list, tables, design templates, saving a presentation as a web page, pack and go, and sound.
Credits 3
Contact Hours 48
Prerequisites ITC 101 Introduction to Computers.

ITC 101: Introduction to Computers

This course is an introductory course designed to teach students fundamental computer concepts. Students will learn basic computer operations, computer terminology, and basic concepts. Students will receive an overview of various software applications including word processing, spreadsheet, and presentation applications.
Credits 4
Contact Hours 48

ITX 201: Information Technology Externship

The Information Technology externship is a capstone course that is taken in the last quarter of a student's training. The student will complete 90 hours at an externship site with the goal of applying classroom skills to a real-world environment. The externship is designed to integrate classroom training and transform it into hands-on application, creating on-the-job experiences.
Credits 3
Contact Hours 90

LME 201: Law and Medical Ethics

This introductory course provides an overview of law and ethics for allied health professionals and legal professionals functioning in a wide variety of settings. This course provides an introduction to the legal foundations of health care in America. It is the responsibility of the American government to promote and protect the health and welfare of the public while respecting the interests, and upholding the rights, of the individual. The content of this course addresses how the law balances these collective and individual rights. The material covers a broad range of legal issues/topics in health care, including but not limited to: the American legal system, standards of care, scope of practice, physician patient relationships, standards of professional conduct, public duties, documentation, employment laws and practices, pertinent federal/state statutes, ethical codes, and bioethical issues. The content will provide an understanding of ethical and legal obligations to self, patients, and employer. Emphasis will be placed on applicable federal law, as well as limited state laws and regulations of the healthcare and legal professions.
Credits 4
Contact Hours 48

LOG 201: Logic and Critical Thinking

This course is designed to teach the practical application of skills necessary to analyze a problem, determine the solutions and options available, and weigh the pros and cons of each to reach a workable solution.
Credits 4
Contact Hours 48

LSP 201: Fundamentals of Leadership

Fundamentals of Leadership will target effective leadership concepts and theories through student practice, reflection and implementation. Students will review leadership development, leadership attributes and behaviors, construct personal credibility, strategies and skills to develop others, analysis of the situation, and leadership through transition.
Credits 4
Contact Hours 48

MAP 201: Medical Administrative Procedures

The purpose of this course is to prepare the student to assume the professional role in medical office procedures. Emphasis is placed on the development of communication and interaction skills as they apply to screening telephone calls, scheduling appointments, and interviewing techniques with special emphasis placed on adherence to appropriate medical law and medical ethics.
Credits 4
Contact Hours 48

MAT 101: Math

This introductory course reviews basic concepts involving fractions, decimals, metric system, percentages, markup, markdown, payroll and interest. Emphasis is based on practical application of these concepts in business situations.
Credits 4
Contact Hours 48

MAT 202: Medical Assistant Topics

This capstone course will encompass many of the major topics covered within the program with a particular emphasis on certification preparation. This capstone course reviews the principles of Test Taking Strategies, Learning Styles, Communication Strategies, Medical Office Management, Compliance Standards, Anatomy and Physiology, Medical Terminology, Diagnostic Testing and Procedures, and Pharmacology Basics.
Credits 4
Contact Hours 48

MAX 201: Medical Assisting Externship

The Medical Assisting externship is a capstone course that is taken in the last quarter of the student's training. The student will complete 160 hours at an externship site with the goal of applying classroom skills to a real-world environment. The externship is designed to integrate the classroom training and transform it into hands-on application, creating on-the-job experiences.
Credits 5
Contact Hours 160
Prerequisites Prior to being scheduled for the externship, the student must have achieved a minimum of a "C" grade in CLP 202 Clinical Laboratory Procedures or CMP 203 Clinical Medical Procedures.

MCC 101: Medical Coding

This course gives the student a basic understanding of the ICD10-CM coding system used to convert diagnoses and procedures on a medical record to the proper code for insurance billing and statistical reporting. This class will teach ethical coding and reporting in determining reimbursement in a variety of healthcare settings.
Credits 4
Contact Hours 48

MCC 102: Medical Coding - CPT

This course gives the student a basic understanding of the CPT-4 coding system used to convert outpatient procedures from an operative report, ER record, laboratory test, or physician office visit to the proper code for insurance billing and statistical reporting. The proper use of modifiers will be covered as well. This course will teach ethical coding and reporting in determining reimbursement in a variety of healthcare settings.
Credits 4
Contact Hours 48

MCP 201: Management Concepts and Practices

This course acquaints the student with supervisory training in management. The course focuses upon the managerial process and examining the following managerial functions: planning, organizing, staffing, directing, and controlling. The student, therefore, views the business world through the eyes of higher management.
Credits 4
Contact Hours 48

MCT 201: Medical Coding Topics

This capstone course will encompass many of the major topics covered in the medical coding program. This course reviews Medical Terminology, Anatomy, Compliance and Regulation, Coding Guidelines, ICD-10-CM, CPT (10,000-60,000 series), Radiology codes, Pathology and Laboratory codes, Medicine, E/M codes, Anesthesia, and Cases. This course will prepare the students with the competencies required to perform the job of a professional biller/coder for services performed by physicians and non-physician providers.
Credits 4
Contact Hours 48
Prerequisites MCC 101 Medical Coding, MCC 102 Medical Coding-CPT, ICS 201 Intermediate ICD/CPT, ACS 202 Advanced Coding/Classification.

MCX 201: Medical Coding Externship

The Medical Coding externship is a capstone course that is taken in the last quarter of a student's training. The student will complete 90 hours at an externship site with the goal of applying classroom skills to a real world environment. The externship is designed to integrate the classroom training and transform it into hands-on applications, creating on-the-job experiences.
Credits 3
Contact Hours 90

MEL 201: Medical Law and Ethics for Pharmacy Technicians

This course is designed to provide students with the didactic understanding of the legal, moral and ethical aspects of pharmacy. Students will learn the various federal laws and regulations that will apply to them as pharmacy technicians and their various roles within the field. Students will also have the opportunity to explore ethical and moral dilemmas that occur in the pharmacy, and then apply ways to navigate them effectively. Students will be presented different pharmacy scenarios and case studies where they will apply their research skills to create a response essay. State laws will also be explored with emphasis placed on regulations found within the state the student plans to practice.
Credits 4
Contact Hours 48

MHP 101: Math for Health Professionals

This course is designed to enable students planning careers in health professions to become familiar, confident, and proficient with the arithmetic, mathematical reasoning, and related terminology frequently encountered in health-related fields. This course addresses the practical application of mathematics needed for accurate medication administration and prepares the student with the mathematical skills required for the basic computing functions of various health occupations. It is designed to teach the health care professional student, mathematics needed to calculate medication doses for oral and parenteral medications. An intense focus on safe medication administration across the lifespan is incorporated throughout the course providing instruction in dosage calculation using ratio to proportion as well as other means of calculation related to medication. Topics include; interpretation of drug labels, syringe types, conversions, roman numerals, reconstitution and apothecaries, mixing medications, IV flow rates, drip rates, interpretation of physician orders and transcribing to Medication Administration Records and proper documentation of medications as well as the Six Rights of Medication administration and military time.
Credits 2.5
Contact Hours 25
Corequisites APN 102, NUR 101

MIC 101: Medical Insurance and Coding

This course gives the student a basic understanding of the coding system used to convert written diagnoses and procedures on a medical record to numbers which are then used for insurance billing and for statistical purposes. Instruction will be given for the different types of insurance forms utilized by the medical profession.
Credits 4
Contact Hours 48

MKT 101: Marketing

Business and economic activities involved in marketing of goods ranging from producer to consumer are stressed. Attention is given to price, product, promotion, and distribution. Special emphasis is placed on market research dealing with consumer preferences, needs and desires, product, advertising, and price.
Credits 4
Contact Hours 48

MOT 202: Medical Office Topics

This capstone course will encompass many of the major topics covered within the program with a particular emphasis on certification preparation. This capstone course reviews the principles of Test Taking Strategies, Learning Styles, Communication Strategies, Medical Office Management, Compliance Standards, Anatomy and Physiology, Medical Terminology, Diagnostic Testing and Procedures, and some Pharmacology Basics.
Credits 4
Contact Hours 48

MOX 201: Medical Office Administration Externship

The Medical Office Administration externship is a capstone course that is taken in the last quarter of a student's training. The student will complete 90 hours at an externship site with the goal of applying classroom skills to a real world environment. The externship is designed to integrate the classroom training and transform it into hands-on application, creating on-the-job experiences.
Credits 3
Contact Hours 90

NET 101: Introduction to Networking

This course is designed to teach students the basic concepts of what computer networks are and how they work. The student will study the OSI model, topologies of local and wide area networks, networking protocols, cabling, interconnections, network hardware, and design considerations.
Credits 4
Contact Hours 48

NET 102: Networking II

Students will learn fundamental computer networking concepts and apply them as they configure a LAN/WAN network using routers, switches and other network hardware. Students will install, configure, and troubleshoot network resources and infrastructure.
Credits 4
Contact Hours 48
Prerequisites NET 101 Introduction to Networking

NET 103: Networking III

This course examines the threats and vulnerabilities of an organization and how to manage them appropriately. The student will be introduced to desktop, network, and server protection and security.
Credits 3
Contact Hours 48
Prerequisites NET 102 Networking II

NET 111: Networking Fundamentals

In this course, students will learn basic concepts of what computer networks are and how they work including, but not limited to OSI model, topologies of local and wide area networks, networking protocols, cabling, IP addressing, network hardware, and design considerations.
Credits 4
Contact Hours 48

NET 112: Networking Fundamentals II

This course is the second in a series that expands on networking concepts and technologies. Topics covered in this course include: network optimization practices, command-line tools, basic network security techniques, wireless, and WAN technologies.
Credits 4
Contact Hours 48
Prerequisites NET 111 Networking Fundamentals.

NET 113: Networking Fundamentals III

This is the third and final course in a series that expands on networking concepts and technologies. Students will enhance their knowledge of topics covered in NET 111 and NET 112 as well as learn about quality of service, virtualization, fault tolerance and recovery, and network policies and best practices.
Credits 3
Contact Hours 48
Prerequisites NET 112 Networking Fundamentals II.

NUR 101: Fundamentals of Nursing I/Lab

This course is the first in a sequence of two courses that will provide the beginning nursing student with a basic understanding of the study of nursing through the discussion of the institution's nursing philosophy and core concepts of person, health, nursing, nursing process, environment, and teaching and learning. This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Students learn concepts and theories basic to the art and science of nursing. The role of the nurse as a member of the health care team is emphasized. Students are introduced to the concepts of client needs, safety, communication, teaching/learning, critical thinking, ethical-legal, cultural diversity, nursing history, and the program's philosophy of nursing. Additionally, this course introduces psychomotor nursing skills needed to assist individuals in meeting basic human needs. Skills necessary for maintaining microbial, physical, and psychological safety are introduced along with skills needed in therapeutic interventions. At the conclusion of this course, the student should demonstrate competency in performing basic nursing skills for individuals with common health alterations.

Credits 3
Contact Hours 36
Prerequisites APN 101
Corequisites APN 102, MHP 101

NUR 102: Fundamentals of Nursing II/Lab/Clinical

Continuing from NUR 101, this course expands the beginning nursing student's basic understanding of the study of nursing through the continued discussion of the core characteristics of caring empathy, clinical judgment, therapeutic communication, acceptance of diversity, interpreter and provider of learning and lifelong learning. This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. The role of the nurse as a member of the health care team is emphasized. In addition, the course content includes the discussion and application of nursing care through the assessment of systems including cardiovascular, respiratory, gastrointestinal, genitourinary, endocrine, and fluid and electrolytes. The skills are related to the individual systems and include but are not limited to the following: assessment of the specific systems, intravenous therapy, oxygen therapy, nutrition and digestion, feeding, elimination, specimen collection, documentation, and the nursing care planning related to the care. At the conclusion of this course, the student should demonstrate competency in performing basic nursing skills for individuals with common health alterations. This is the first course that includes a clinical experience that offers opportunities to apply the basic principles and skills of nursing practice in a clinical setting.

Credits 4.5
Contact Hours 84
Prerequisites NUR 101
Corequisites APN 103

NUR 103: Nursing Care of the Client I/Clinical

This course will assist the student in developing an understanding of the study of nursing through the discussion of the institution's nursing philosophy and core characteristics of caring empathy, clinical judgment, therapeutic communication, acceptance of diversity, interpreter and provider of learning and lifelong learning as they relate to alterations and nursing needs of older adults. This course prepares the student with the knowledge of basic client needs and provides opportunity to apply the knowledge and skills required to administer nursing care to older adults in a variety of environments. The nursing process provides the basic organizational framework for determining the client's needs and providing the appropriate nursing care. In addition to health promotion and maintenance and provision of a safe effective care environment, the course content includes the discussion of alterations in health, both physical and psychosocial health, of the older adult. Students will care for clients in both medical surgical units in both acute and long term care as available.
Credits 4
Contact Hours 72
Prerequisites NUR 102
Corequisites PHN 101, NUT 201

NUR 104: Nursing Care of the Client II/Clinical

This course is the first course in the serious of three medical-surgical nursing courses. This course utilizes the application of the nursing process to care for adults experiencing medical-surgical conditions in the health care illness continuum This course will provide the nursing student with a basic understanding of the study of nursing through the discussion of the institution's nursing philosophy and core characteristics of caring empathy, clinical judgment, therapeutic communication, acceptance of diversity, interpreter and provider of learning and lifelong learning as they relate to alterations in homeostasis and oxygenation. This course covers physiology and basic pathophysiology, causes of illness, care of the surgical client and disorders of the respiratory, cardiovascular and musculoskeletal systems. The role of the Associate Degree Nurse in preventative health measures, health promotion, referral to community health resources, patient/family education, therapeutic and rehabilitative aspects will be presented. Discussion/projects for ethical issues and critical thinking are incorporated in the course. The nursing process provides the basic organizational framework for determining the client's needs and providing the appropriate nursing care. Clinical experiences provide opportunities for students to apply theory in the medical-surgical units of acute care hospitals.
Credits 4.5
Contact Hours 78
Prerequisites NUR 103
Corequisites PHN 102, HGD 201

NUR 201: Nursing Care of the Client III/Clinical

This course, as the second medical/surgical course and the first Level II nursing course, will provide the nursing student with an understanding of the study of nursing through the discussion of the institution's nursing philosophy and core characteristics of caring empathy, clinical judgment, therapeutic communication, acceptance of diversity, interpreter and provider of learning and lifelong learning as they relate to alterations in homeostasis including but not limited to client needs for ingestion, digestion, absorption, metabolism, elimination, fluid balance, hormonal secretion and renal system impairment. The role of the Associate Degree Nurse in preventative health measures, health promotion, referral to community health resources, patient/family education, therapeutic and rehabilitative aspects will be presented. Discussion/projects for ethical issues and critical thinking are incorporated in the course. The nursing process provides the basic organizational framework for determining the client's needs and providing the appropriate nursing care. Clinical experiences provide opportunities for students to apply theory in the medical-surgical units of acute care hospitals.
Credits 6
Contact Hours 126
Prerequisites NUR 104
Corequisites BIO 101

NUR 202: Women's Health Nursing/Lab/Clinical

This course in women's health nursing will provide the nursing student with a basic understanding of the study of nursing through the discussion of the institution's nursing philosophy and core characteristics of caring empathy, clinical judgment, therapeutic communication, acceptance of diversity, interpreter and provider of learning and lifelong learning as they relate to women's health nursing care. The course provides a foundation of nursing knowledge in the care of women in all phases of the perinatal period. Course content will incorporate the growth and development of the fetus and the needs of the mother for health teaching and nutritional care during the entire childbearing experience. Emphasis is placed on the nursing aspects of care for the mother and her infant within the family context. Health problems, ethical and contemporary issues related to pregnancy and selected high-risk situations will be addressed. Maternal-infant interaction and family bonding will be emphasized. Continuity of care is stressed as the mother and child return to the home and the community.
Credits 4
Contact Hours 78
Prerequisites NUR 201
Corequisites NUR 203

NUR 203: Child Health Nursing/Lab/Clinical

This course in pediatric nursing will provide the nursing student with a basic understanding of the study of nursing through the discussion of the institution's nursing philosophy and core characteristics core characteristics of caring empathy, clinical judgment, therapeutic communication, acceptance of diversity, interpreter and provider of learning and lifelong learning as they relate to nursing care of the pediatric child and their family. Child health nursing focuses on assessment and management of well, acutely and chronically ill, and special needs children and their families. The effect the child's illness has on the family is emphasized. In addition to health promotion and maintenance and a safe effective care environment, the course content includes the discussion of alterations in health across the lifespan including human growth and development, family dynamics, and psychosocial and physiological aspects of the family. Principles of nutrition, pharmacology, and ethics are reinforced and expanded.
Credits 4
Contact Hours 78
Prerequisites NUR 201
Corequisites NUR 202

NUR 204: Nursing Care of the Client IV/Clinical

This course, as the third medical/surgical course, will provide the nursing student with an understanding of the study of nursing through the discussion of the institution’s nursing philosophy and core characteristics of caring empathy, clinical judgment, therapeutic communication, acceptance of diversity, interpreter and provider of learning and lifelong learning as they relate to select sensory alterations, neurological impairments, immune, reproductive and malignant disorders. The role of the nurse in environmental emergencies and disaster preparedness will also be discussed as well as, the role of the nurse in preventative health measures, health promotion, referral to community health resources, patient/family education, therapeutic and rehabilitative aspects. Discussion/projects for ethical issues and critical thinking are incorporated in the course. The nursing process provides the basic organizational framework for determining the client's needs and providing the appropriate nursing care. Clinical experiences provide opportunities for students to apply theory in the medical-surgical units of acute care hospitals.
Credits 6
Contact Hours 126
Prerequisites NUR 203
Corequisites PSY 201

NUR 205: Nursing Care of the Client V/Clinical

This course provides the student with knowledge, skills and experiences related to Psychiatric-Mental health nursing, as an opportunity to apply previously learned behavioral and scientific concepts. This course will provide the nursing student an understanding of the study of nursing through the discussion of the institution’s nursing philosophy and core characteristics of caring empathy, clinical judgment, therapeutic communication, acceptance of diversity, interpreter and provider of learning and lifelong learning as they relate to alterations in physiological, psychosocial, and spiritual needs of the person. This course provides students with didactic and clinical learning experiences utilizing the nursing process as a means of providing care to individuals, families and groups experiencing maladaptative alterations in mental health. Psychopathology of mental disorders is reviewed. Application of the nursing process within a multidisciplinary team approach is highlighted. Emphasis is on the therapeutic use of self with individuals, families, and groups in an acute psychiatric care setting. The course prepares students to communicate professionally in the health care environment. It exposes students to maladaptive behaviors as they relate to safe, competent nursing skills. A holistic approach, which combines medical nursing and mental health nursing, will enable students to develop roles as a communicator in the therapeutic nurse-client relationship, advocator of client’s rights and caregiver.
Credits 4.5
Contact Hours 78
Prerequisites NUR 204
Corequisites NUR 206

NUR 206: Community Nursing/Lab

This course in community nursing provides the nursing students with an understanding of the study of nursing through the discussion of the institution's nursing philosophy and core characteristics of caring empathy, clinical judgment, therapeutic communication, acceptance of diversity, interpreter and provider of learning and lifelong learning as they relate to the role of the nurse within the community setting. Emphasis is placed on increasing the students' self-awareness, communicating effectively, and meeting the community health needs of families and groups. Students conduct in-depth community and family health assessments employing basic epidemiological principles and data collection strategies. The nursing process is utilized by students engaging in health promotion and maintenance strategies in a variety of community health settings. Principles, theories and concepts of community health nursing are utilized to generate an understanding of the roles and functions of community health nurses. This course is designed to encourage the critical thinking and knowledge to perform competently in community health nursing.
Credits 2
Contact Hours 24
Prerequisites NUR 204
Corequisites NUR 205

NUR 207: Critical Care Nursing/Lab/Clinical

The course introduces complex health problems associated with critical care to the student. The course offers a continuing learning experience designed to further the students' ability in the application of the nursing process. The emphasis is placed on the assessment and care of clients with complex, life-threatening illnesses. Building on nursing concepts and sciences, students examine the pathophysiological changes involved with but not limited to hemodynamic monitoring, congestive heart failure, cardiac surgery, shock, respiratory failure and increased intracranial pressure and triage in the intensive care unit, emergency department or operating room. The course will also address ethical, moral, and legal issues as well as specific considerations for various procedures and specialty services encountered in the critical environment. The role of the nurse as a caregiver and as a member of the health care team is emphasized. This course will provide the student with basic knowledge and clinical skills necessary to function independently in an entry level critical care nursing position.
Credits 4.5
Contact Hours 84
Prerequisites NUR 206
Corequisites GNP 201

NUR 208: Professional Development & Leadership in Nursing/ Preceptorship

This course will provide the nursing student with a basic understanding of the study of nursing through the discussion of the institution's nursing philosophy and core characteristics of caring empathy, clinical judgment, therapeutic communication, acceptance of diversity, interpreter and provider of learning and lifelong learning as they relate to the role of the nurse as leader and as a professional team member. An exploration of leadership and management theories and principles and their application to the nursing practice in the provision of health care is presented. Student development in the roles of problem solver, change agent and leader are emphasized. Competencies necessary to succeed in a nursing leadership role in complex organizations are analyzed and applied to clinical scenarios. Students utilize self-reflection to assess their own leadership potential and apply concepts through discussions and class assignments. A preceptorship enables them to observe a nurse in an established leadership role and participate in a performance improvement project. In addition to health promotion and maintenance and provision of a safe effective care environment, the course content includes the discussion of moral, ethical and legal issues surrounding the profession of nursing, the person, family, and community and the transition from student to professional nurse.
Credits 7
Contact Hours 168
Prerequisites NUR 207

NUR 309: Role Transition to Professional Nursing

This course provides the student with an expanded understanding of nursing through the WVJC nursing philosophy and core characteristics of caring empathy, clinical judgment, therapeutic communication, acceptance of diversity, and interpreter and provider of learning. Embracing lifelong learning and nursing roles as leaders and professional team members are emphasized. Historical and contemporary perspectives are presented and used to develop competencies necessary to the practice of professional nursing in complex healthcare organizations. Students will use self-reflection to assess personal strengths as problem solvers, change agents, critical thinkers, and leaders.
Credits 4.5
Contact Hours 45

NUR 310: Health Assessment: Clinical Reasoning & Judgement

This course builds on previously learned concepts and techniques of physical examination and health assessment, and facilitates enhanced confidence and competence in interviewing for data collection and health histories, prioritizing assessments, establishing databases, analyzing clinical findings, and performing physical, psychological, and cultural assessments. Clinical judgment, clinical decision making, and contributing to client care as a full partner in the interdisciplinary healthcare team are emphasized. Laboratory experiencing engage students in virtually simulated scenarios requiring the application of health assessment skills for diverse clients across the life span.
Credits 6.5
Contact Hours 85

NUR 400: Pathophysiology & Pharmacology

This course builds on previously learned concepts and strengthens the student's ability to make appropriate clinical decisions related to pathophysiologic causes and pharmacologic treatments of common, selected disease processes. Focused on fundamental principles of pathophysiology, pharmacokinetics, pharmacodynamics, and pharmacotherapeutics, the course emphasizes the role and responsibility of the professional nurse in the safe administration and management of medications for the achievement of optimum and safe health outcomes. Best practices for high-risk and vulnerable populations as well as a comprehensive approach to the clinical application of drug therapy are explored.
Credits 5
Contact Hours 50

NUR 401: Research & Evidence-Based Nursing Practice

This course focuses on concepts and processes of nursing research and evidence-based practice to develop students as critical consumers and evaluators of research findings. Theories and terminology relevant to the context of original research, including research design, methodology, data collection, data analysis, appropriate statistical tests of analysis, and dissemination of results are presented. Students will critically read and evaluate research articles from various sources to determine relevance, validity, and usefulness in the support of informed clinical decisions. Ethical considerations in research involving human participants will also be explored.
Credits 4.5
Contact Hours 45
Prerequisites HSA308; HSA407

NUR 402: Quality Improvement & Patient Safety

This course focuses on the knowledge, skills, and attitudes necessary to enable you to expand and understand a systematic review of patient safety and quality improvements in the delivery of healthcare, within the community and globally as a member of a collaborative interprofessional team. Content will address the history of the quality improvement process in healthcare, quality databases and improvement process tools and programs. Through the use of case studies, discussions, and exercises students will be become more familiar with the use of several quality improvement programs and tools. For example, the Plan-Do-Study- Act (PDSA) cycle, Six Sigma and the Toyota Production System known as Lean Production processes will be addressed. Students can use this course to identify the tools and design the methods that they plan to employ in a quality improvement or patient safety project in the work environment as they interact with patients and colleagues.
Credits 4.5
Contact Hours 45

NUR 403: Clinical Prevention: Population, Community & Global Health

This course examines contemporary nursing roles and healthcare practices in the management of population and public health. Student will explore determinants of health, epigenetics affects, environmental influences, and the impact of policy on the health of vulnerable and culturally diverse populations in a global society. Best practices focused on the prevention and management of health conditions for individuals and populations across the lifespan are emphasized. Practicum experiences are designed for student to apply course concepts in the provision of health promotion and disease prevention interventions for local populations.
Credits 5.5
Contact Hours 75

NUR 404: Nursing Informatics & Information Management

This course explores health information and informatics concepts encountered in healthcare settings. Students will trace the history of health data management and the role of the Electronic Health Record (EHR) and other clinical informatics applications in healthcare organizations. Attention is focused on the role of the nurse in interfacing with these systems to improve healthcare quality and client outcomes through the integration of evidence-based practice and informatics. Attention is given to the evaluation of health information systems and their role in client safety, safe medication administration, maintaining client privacy, data security, and efficacy of healthcare processes. Students are encouraged to explore how computers and software are used at healthcare and develop and demonstrate generalist nursing practices needed to manage health information and client care technologies in their work environment and to share their findings with class participants.
Credits 4.5
Contact Hours 45

NUR 405: Health Challenges for Vulnerable & Underserved Populations

This course examines health and healthcare challenges from the perspective of vulnerable and at-risk populations. Students will explore context-relevant health promotion; analyze issues of social justice in health care; develop heightened awareness and understanding of health issues for underserved populations; and identify interventions that prompt equitable, quality health for all. Health disparities in the United States and patterns of disparity that impact health care access, quality of care, and health outcomes are emphasized.
Credits 4.5
Contact Hours 45

NUR 406: Business Concepts for the Professional Nurse

This course focuses on basic concepts related to business, finance, and economics in various health care settings. The course serves as a framework for evidence-based business decision-making in a complex health care environment. Emphasis is placed on the knowledge and skills necessary for analysis of key business, financial, and economic factors affecting productivity, cost containment, regulation, and managed care and reimbursement. Students will develop an understanding of health care reimbursement to providers and the professional nursing role within the competitive health care marketplace.
Credits 4.5
Contact Hours 45

NUR 407: Leadership & Management

This course is designed to help students gain a basic understanding of the structure, function, and culture of healthcare delivery organizations and explore and focus on the components of nursing leadership situations within the health care delivery system. To better understand and prepare for the changing role of the professional nurse in complex and diverse health care settings, emphasis is placed on developing skills in critical thinking, decision-making, team building, communication, priority setting, interdisciplinary collaboration, and advocacy. Students will use nursing leadership and management theory as well as the basic and applied sciences and humanities from previous courses and will be encouraged to examine health care organizational cultures though the lens of “caring” and responsible leadership that is aimed at promoting client safety and quality improvement processes to achieve desired client, systems, and population outcomes.
Credits 4.5
Contact Hours 45

NUR 408: Professional Nursing Role Transformation Capstone Seminar

This capstone course is the culmination of the BSN degree program and provides learners with the opportunity to demonstrate the competencies they mastered. Students will review key elements of management and leadership theory and will examine strategies and processes that address content such as professionalism; morale and governance; improvement of care delivery; facilitation of change; quality and safety; principles of client-centered care; evidence-based practice; decision making and problem solving. The student is expected to demonstrate knowledge of the program outcomes and to synthesize previous learning in the nursing major to address professional roles and competencies required of baccalaureate nurse generalists while working in partnership with individuals, families, communities, and other health care professionals. The focus is on skills used by the nurse to excel as a clinician, professional leader, communicator and as a citizen. In addition, the student demonstrates competence in a practicum experience and comprehension of nursing concepts through case study activities.
Credits 6.5
Contact Hours 105
Prerequisites NUR309; NUR310; NUR400; NUR401; NUR402; NUR403; NUR404; NUR405; NUR406; NUR407

NUT 201: Nutrition and Diet Therapy

This course will provide the student with a basic understanding of the study of nutrition from a nursing perspective. This course is an introduction to nutrition that examines the nutrients essential to human life. The metabolic action, requirements, and food sources of the nutrients are studied. Needs and behavior patterns in children and adults are used to illustrate the relationship between diet and health. Principles of normal nutrition at all stages of the life cycle are emphasized. Growth and development needs are incorporated into the maintenance and restoration of nutritional health and in the prevention of nutritional deficit. Exploration is conducted in the social, religious, and cultural factors which affect the family's nutritional health, thus introducing the nursing students to the interrelationships among nutrition, food and the environment as they impact health status.
Credits 2.5
Contact Hours 25
Corequisites NUR 103, PHN 101

PAY 101: Payroll Accounting

This course is a study of various phases of the Social Security Act and other laws relating to the payment of wages and salaries. The basic payroll accounting systems, procedures used in computing wages and salaries, timekeeping methods, and the preparation of payroll tax are covered.
Credits 4
Contact Hours 48

PCP 201: Pharmacy Technician Practice I

Pharmacy Technician Practice I provides students with the concepts, training, and skills needed to successfully carryout extemporaneous compounding competencies within a pharmacy setting. Students will study didactically prior to completing a number of hands-on lab activities that will allow them to understand and practice non-sterile compounding techniques. Students will apply compounding procedures as it relates to the USP 795 guidelines. Students will also have the opportunity to practice documentation processes and medication fill responsibilities as it relates to extemporaneously compounded products.
Credits 3
Contact Hours 48

PCP 202: Pharmacy Technician Practice II

Pharmacy Technician Practice II provides students with the concepts, training, and skills needed to successfully carryout basic sterile compounding competencies with in a pharmacy setting. Students will study their skills didactically before engaging in a number of hands-on lab activities that will allow them to understand and practice sterile compounding and aseptic techniques. Students will apply compounding procedures as it relates to the USP 797 guidelines. Students will also have the opportunity to practice documentation processes and medication fill responsibilities as it relates to sterile compounded products.
Credits 3
Contact Hours 48
Prerequisites PCP 201 Pharmacy Technician Practice I.

PCP 203: Pharmacy Technician Practice III

Pharmacy Technician Practice III provides students with additional concepts, training, and skills needed to successfully carryout advanced sterile compounding competencies within a pharmacy setting. Students will study their skills didactically before engaging in a number of hands-on lab activities that will allow them to understand and practice advanced sterile compounding and aseptic techniques. Students will apply compounding procedures as it relates to the USP 797 and 800 guidelines. Advanced practiced will include: pediatric and narcotic products as well as chemotherapy and hazardous techniques. Students will top off their skill progression by practicing total parenteral nutrition (TPN) compounding. Students will also have the opportunity to practice documentation processes and medication fill responsibilities as it relates to sterile hazardous compounded products.
Credits 3
Contact Hours 48
Prerequisites PCP 201 Pharmacy Technician Practice I & PCP 202 Pharmacy Technician Practice II.

PHM 101: Pharmacology I

This course is designed to provide the administrative and clinical medical assistant student with an introduction to the world of pharmacology. This will include areas such as prescription reading, interpretation of medication orders, drug classifications, and controlled substances. Emphasis will be placed on commonly prescribed medications and their effects on the respective body systems.
Credits 4
Contact Hours 48

PHM 202: Pharmacology II

This course is designed to meet the needs of the clinical medical assisting student. The course will begin with an overview of basic pharmaceutics and factors affecting drug action. Proper storage, handling, preparation, and administration of medications will be reviewed. The student will then progress on to calculating dosages of medications for administration in a clinical setting. Emphasis will be placed on accuracy and competency in dosage calculations.
Credits 4
Contact Hours 48
Prerequisites PHM 101 Pharmacology I.

PHN 101: Pharmacology I/Lab

This course is the first in a sequence of two courses that will provide the nursing student with a basic understanding of the study of pharmacology from a nursing perspective. Furthermore, the course is an introduction to pharmacology in the practice of nursing that incorporates the legal, cultural, psychological, professional, and ethical aspects of medication administration to clients across the lifespan. Nursing process guidelines and client education programs will be delineated and integrated throughout the course. Specific content will include, but may not be limited to, drug calculations, classifications, dosages, legal aspects of administration and preparation, uses, actions, and side effects of selected drugs in each classification, and client teaching including self-administration of medications. Specific nursing responsibilities related to drug administration are emphasized.
Credits 2
Contact Hours 24
Corequisites NUR 103, NUT 201

PHN 102: Pharmacology II

Continuing from Pharmacology I, this course expands a student's knowledge of how drugs interact with several major body systems, including the cardiovascular, urinary, respiratory, gastrointestinal, endocrine and reproductive systems. This course continues to provide the theoretical background that enables students to provide safe and effective nursing care related to administration of medications to persons throughout the lifespan. Students will learn to make selected clinical decisions using current, reliable sources of information, monitoring and evaluating the effectiveness of drug therapy, teaching persons from diverse populations regarding safe and effective use of drugs, intervening to increase therapeutic benefits and reduce potential negative effects, and communicating appropriately with other health professionals regarding drug therapy.
Credits 2.5
Contact Hours 25
Prerequisites PHN 101
Corequisites HGD 201, NUR 104

PIB 201: Pharmacy Insurance and Billing

Pharmacy Insurance and Billing will introduce students to essential administrative tasks fulfilled by the pharmacy technician in relation to medical insurance and business operations. Emphasis will be placed on the pharmacy billing cycle and insurance claim processing. To establish an understanding of how these tasks are carried out in the pharmacy, students will also learn to navigate and utilize the Pharmacy Management Software found in every pharmacy setting.
Credits 4
Contact Hours 48

PMC 101: Pharmacy Math and Dosage Calculations

This course is designed to teach students both the fundamental and advanced use of mathematical calculations essential to the duties of pharmacy technicians in a variety of settings. This includes applicable conversion methods within different measurement systems, Day's supply, desired dose, sterile and non-sterile compounded drugs, TPN calculations, flow rate, IV dosages. The learning objectives in this course will play a significant role in the success of the students' hands on competencies in the clinical practice courses.
Credits 4
Contact Hours 48

PPM 101: Pharmacy Practice Management

This course is designed to give students the opportunity to practice clinical and administrative skills found in various pharmacy settings. Students will develop an understanding of dispensing processes within community and hospital pharmacies as well as practice fundamental skills related to these processes. Students will also develop competencies associated with advanced pharmacy practices such as investigational drug handling, MTM, point-of-care testing, obtaining vitals and patient histories and administering vaccinations. Additionally, this course is designed to instruct students on the collection and organization of information for patient care, drug use review, and departmental management. This course will also present students with the opportunity to check their progress related to certification preparedness and develop an individualized study plan for the PTCE.

Credits 3
Contact Hours 48
Prerequisites PTF 101 Pharmacy Technician Fundamentals I, PCP 201 Pharmacy Technician Practice I, and PMC 101 Pharmacy Math and Dosage Calculations.

PPT 201: Pharmacology for Pharmacy Technicians

Pharmacology for Pharmacy Technicians I will introduce students to drug classifications, their indications of use and the common conditions they treat within each body system. Students will examine the advantages and disadvantages of the different variables that occur within the medication fill process, such as, dosage forms, routes of administration, interactions, side effects, contraindications, disease states and special populations. Proper use of drug information resources will be discussed and students will apply this knowledge to identify most commonly prescribed medications seen within different pharmacy settings. An emphasis will also be placed on the science of pharmacology, allowing students the opportunity to better grasp the function of medication in the body, in treatment and in the pharmacy.

Credits 4
Contact Hours 48

PPT 202: Pharmacology for Pharmacy Technicians II

Pharmacology for Pharmacy Technicians II will continue to introduce students to drug classifications, their indications of use and the common conditions they treat within each body system. Students will examine the advantages and disadvantages of the different variables that occur within the medication fill process, such as, dosage forms, routes of administration, interactions, side effects, contraindications, disease states and special populations. Additionally, students will study and memorization of drug classifications as they apply to the top prescribed medications.

Credits 4
Contact Hours 48
Prerequisites PPT 201 Pharmacology for Pharmacy Technicians.

PRD 101: Preventive Dentistry

This course is designed to teach the student about preventive dentistry programs and oral hygiene. Topics include tooth brushing and flossing techniques, use of auxiliary aids, fluoride, sealants, and mouth rinses, caries control, and the role played by nutrition in preventing dental diseases.

Credits 4
Contact Hours 48
Prerequisites DTM 101 Dental Terminology

PSY 200: Psychology

Students will explore basic psychological principles and will learn terminology and concepts that psychologists use to explain behavior and mental processes. This course applies the study of psychology to real-life situations such as work, school, relationships, and personal well-being.
Credits 4
Contact Hours 40

PSY 201: Psychology

Students will explore basic psychological principles and will learn terminology and concepts that psychologists use to explain behavior and mental processes. This course applies the study of psychology to real life situations such as work, school, relationships, and personal well-being.
Credits 4
Contact Hours 48

PTE 201: Pharmacy Technician Externship

The Pharmacy Technician Externship course is taken in the last quarter of the student's training. The student will complete 200 experiential hours at an externship site with the goal of applying course related skills to a real world environment. The externship is designed to integrate the simulated, lab-practiced training and transform it into hands-on application, creating on-the-job experiences under the supervision of a licensed pharmacist.
Credits 6.5
Contact Hours 200

PTF 101: Pharmacy Technician Fundamentals

This course is designed to introduce new students to the practice of pharmacy and the fundamentals vital to the technician role. In addition to a general overview of the pharmacy profession, topics within this course will include pharmacy technician roles within various practice settings, the evolution of drug development, an introduction to pharmacology, an overview of drug routes and formulations, and medication safety. Fundamental development of interpreting medication orders, understanding terminology, memorizing drug names and identifying standard operating procedures will also be a focus of study for this course.
Credits 4
Contact Hours 48

PTO 201: Pharmacy Topics for Technicians

Pharmacy Topics for Technicians is designed to give students a structured approach to preparing for the national certification, specifically the Pharmacy Technician Certification Board Exam. Students will develop an understanding of the process and objectives of the assessment as well as access and explore quality study resources. This course will present students with a comprehensive study strategy, check their progress related to certification preparedness and develop an individualized study plan.
Credits 4
Contact Hours 48

RAW 101: Research and Writing

This course is designed to introduce students to basic research principles and the relationship to effective and valid writing skills. Emphasis will be placed upon a fundamental understanding of MLA and APA writing formats.
Credits 4
Contact Hours 48

SBF 201: Small Business Finance

This course will cover the fundamentals of financing a small business such as estimating a business's startup costs, developing a cash flow analysis, exploring financial assistance eligibility, using personal assets to finance a business, creating a break even analysis, preparing financial statements, and securing several different types of business loans and grants.
Credits 4
Contact Hours 48

SCS 101: Sales and Customer Service

This class is an introduction to principles, terminology, and concepts of sales and customer service. It focuses on the selling skills and service delivery essential to business and organizations. The course framework includes a brief introduction to marketing and incorporates the key ingredients required to identify, sell to, service, and retain a customer. This course is designed specifically for those students with little or no previous experience of the subject matter.
Credits 4
Contact Hours 48

SDA 101: Systems Diagnostics and Analysis

Students will be introduced to the basics of diagnostics and troubleshooting of personal computers (PC's), mobile devices, and peripherals. Topics covered will include hardware identification, installation, and configuration; safety procedures; mobile device configuration and maintenance; virtualization and cloud computing; troubleshooting methodology; printer installation, configuration, and maintenance; and customer service skills.
Credits 4
Contact Hours 48

SDA 102: Systems Diagnostics and Analysis II

This course is a continuation of Systems Diagnostics and Analysis 101, with a particular emphasis on operating system installation, configuration, and troubleshooting. Topics covered will include System security, networking; sharing Windows resources via a network; Linux installation and configuration; Database and scripting software and techniques; customer service skills; and the cloud.
Credits 4
Contact Hours 48
Prerequisites SDA 101 Systems Diagnostics and Analysis.

SEC 211: Information Security Fundamentals

This course provides an introduction to the field of information security. Specific topics to be examined include threats, attacks, and vulnerabilities to network architectures and protocols, malicious software, social engineering, user access rights, cryptography, and host-based security.
Credits 4
Contact Hours 48

SEC 212: Information Security Fundamentals II

This course is a continuation of Information Security Fundamentals. Furthering the understanding of concepts, skills, and knowledge of data, host, and network security which are objectives of the CompTIA Security+ certification. Topics covered in this course are vulnerability management, modern cryptography concepts, public key infrastructure, attacks on wireless connections, disaster recovery, and data security best practices.
Credits 3
Contact Hours 48
Prerequisites SEC 211 Information Security Fundamentals

SEC 213: Information Security Fundamentals III

This course is a continuation of Information Security Fundamentals II. Furthering the understanding of concepts, skills, and knowledge of data, host, and network security which are objectives of the CompTIA Security+ certification. This course will review important content from its prerequisite in preparation for completion of the CompTIA Security+ certification examination.
Credits 3
Contact Hours 48
Prerequisites SEC 212 Information Security Fundamentals II.

SER 101: Server I

This course is designed to provide an understanding of network management. Topics covered include active directory, network software installations, network administration, routing and remote access, login scripts, and disaster recovery.
Credits 4
Contact Hours 48

SER 202: Server II

This course is designed to teach students advanced concepts of what computer networks are and how they work. Topics include DHCP, DNS, maintaining and updating servers, user authentication, configuration of file services, and printing services.
Credits 4
Contact Hours 48
Prerequisites SER 101 Server I

SPA 101: Spreadsheet Applications

This course is designed to introduce the student to spreadsheet application software commonly utilized in the business setting. Topics will include workbooks, linking files and worksheets, charting, database functions and formulas, and templates.
Credits 3
Contact Hours 48
Prerequisites ITC 101 Introduction to Computers.

SPA 102: Spreadsheet Applications II

This course is designed to teach students how to create and use multiple worksheets and workbooks efficiently, start working with more advanced formatting options including styles, and themes. Additional topics include creating outlines and subtotals, create and apply cell names, work with tables, and auditing and protection.
Credits 3
Contact Hours 48
Prerequisites SPA 101 Spreadsheet Applications

SSN 101: Student Success Strategies

Student Success is a comprehensive course designed to enhance student success and retention as well as help the student have greater success in achieving a career in nursing. In this course, students will learn strategies for creating greater academic, professional and personal success. This course emphasizes basic learning principles with a focus on time management, setting learning goals, learning strategies, test preparation, and use of computers in nursing. This course is designed to assist the student in understanding his/her learning style and putting that information into practical use. This course may include selected topics as career planning, study skills, stress management, tutoring, group guidance and other subjects to facilitate student success.
Credits 1
Contact Hours 12
Corequisites APN 101, CMP 100

SSS 101: Student Success Strategies

This course is designed to present to the student the various skills and techniques that can be employed to achieve academic, interpersonal, and professional success. At the completion of the course, the student will have been introduced to study and test-taking techniques, interpersonal skills, stress management, time management, and motivation.
Credits 4
Contact Hours 48

TAX 201: Fundamentals of Taxation

This course is a study of taxation as it relates to individuals and various types of business with an emphasis on payroll taxes and other related business tariffs. Basic tax forms will be explained in compliance with federal, state, and local laws. Real life examples and sample computations will be used to enhance these tax concepts and procedures.
Credits 4
Contact Hours 48

TER 101: Medical Terminology I

This course presents the student with a logical step-by-step method for building a medical vocabulary. It is designed to introduce and provide an understanding of medical root words, secondary word parts, and abbreviations related to directional terms, body structure, and Integumentary, Respiratory, Urinary, Male Reproductive, and Female Reproductive and obstetrics and neonatology body systems and topics. This will allow the student to recognize, spell, pronounce, define, and build medical terms.
Credits 4
Contact Hours 48

TER 102: Medical Terminology II

This course is a continuation of Medical Terminology I. The student will continue to be introduced to more medical word parts and abbreviations as they relate to Cardiovascular, Digestive, Eye and Ear, Musculoskeletal, Nervous, and Endocrine body systems and topics. This will allow the student to build an extensive medical vocabulary, which is essential to anyone planning to enter the health care profession.
Credits 4
Contact Hours 48
Prerequisites TER 101 Medical Terminology I.

WPA 101: Word Processing Applications

This course is designed to introduce the student to the basic functions of a word processing program as well as how to properly format documents such as letters and memorandums. Topics will include mail merge, table of contents, desktop publishing, headers and footers, columns, book fold, sorting, bulleted list, tabs, drop cap, and templates.
Credits 3
Contact Hours 48
Prerequisites ITC 101 Introduction to Computers

Statement of Tuition and Fees

RN to BSN

Status	Credits	Tuition*
Full-Time	12 or more	$6250.00

Students are provided all books and materials required to successfully complete their program.

APPLICATION FEE: All students are assessed a one-time $25.00 application fee for admittance into the institution.

SEAT FEE: All RN to BSN students are assessed a seat fee of $100.00 for each enrollment at the campus.

NURSING

Current

Status	Credits	Tuition*	Education Resource Fee*
Full-Time	12 or more	$6695.00	$995.00
¾ time	9-11	$6095.00	$995.00
½ time	6-8	$5495.00	$995.00
< ½ time	1-5	$4895.00	$995.00

Effective for Students Starting April 2025

Status	Credits	Tuition*	Education Resource Fee*
Full-Time	12 or more	$6895.00	995.00
¾ time	9-11	$6295.00	995.00
½ time	6-8	$5695.00	995.00
< ½ time	1-5	$1695.00	995.00

Effective for Students Starting September 2025

Status	Credits	Tuition*	Education Resource Fee*
Full-Time	12 or more	$6995.00	995.00
¾ time	9-11	$6395.00	995.00
½ time	6-8	$5795.00	995.00
< ½ time	1-5	$1795.00	995.00

Effective for Students Starting April 2026

Status	Credits	Tuition*	Education Resource Fee*
Full-Time	12 or more	$7095.00	995.00
¾ time	9-11	$6495.00	995.00
½ time	6-8	$5895.00	995.00
< ½ time	1-5	$1895.00	995.00

APPLICATION FEE: All students are assessed a one-time $25.00 application fee for admittance into the institution.

SEAT FEE: All Nursing students are assessed a seat fee of $100.00 for each enrollment at the campus.

CYBERSECURITY AND INFORMATION TECHNOLOGY

Status	Credits	Tuition*	Education Resource Fee*
Full-Time	12 or more	$3995.00	$975.00
¾ time	9-11	$3395.00	$975.00
½ time	6-8	$2795.00	$975.00
< ½ time	1-5	$2195.00	$975.00

APPLICATION FEE: All students are assessed a one-time $25.00 application fee for admittance into the institution.

ALL OTHER PROGRAMS

Status	Credits	Tuition*	Education Resource Fee*
Full-Time	12 or more	$3995.00	$495.00
¾ time	9-11	$3395.00	$495.00
½ time	6-8	$2795.00	$495.00
< ½ time	1-5	$2195.00	$495.00

APPLICATION FEE: All students are assessed a one-time $25.00 application fee for admittance into the institution.

The Seat Fee is charged per enrollment.

*Students are charged Tuition and Education Resource fee for each term in which they attend classes, whether or not they have completed their program as scheduled, or they are continuing in another diploma/degree program or otherwise.

Application Fee Waiver For Nursing Pathway Programs -- The application fee may be waived for graduates from a West Virginia Junior College, East Ohio College, or United Career Institute Campus.

INDIRECT COSTS: This statement of tuition and fees includes fees students are assessed directly, known as Direct Costs. Students also incur Indirect Costs such as living expenses, supplies, transportation, and personal and miscellaneous costs. An estimate of these costs can be found at: wvjc.edu/consumer-information. Scroll to your campus of interest and click on the Price of Attendance link. An estimate of these costs is also listed below.

Admission Fees Waiver for Military Personnel – In an effort to recognize and support the service of the military men and women to our country, the admissions application fee is waived for all Active Duty, Guard, Reserve and Veterans (honorably discharged) and their spouse/domestic partner or dependents. The student is still responsible to pay the seat fee (if applicable). To qualify for this waiver, military personnel must provide proof of military service as deemed appropriate by the institution.

*For certain programs, Seat Fees may be required to hold a student's seat but will be refunded after the student starts classes in his/her first term. Ask admissions for a current list of programs in which this applies.

West Virginia Junior College Cost of Attendance

2024/2025 Award Year

The institution's Cost of Attendance listed below assumes full-time enrollment and is for one academic Year. The Cost of Attendance is subject to change.

The Cost of Attendance is calculated based on the average amount assessed students across each program of study and each Cost of Attendance category. The institution's Catalog (Statement of Tuition and Fees) lists the actual cost of tuition and fees assessed by program.

Course Material, Supplies & Equipment, Personal and Miscellaneous Fees, Living Expenses (formerly Room and Board), and Transportation costs are expenses the student will pay for on his or her own. These costs are estimates only and may vary substantially from student to student. Tuition and Fees and Laptop Charges in the Nursing program (if requested) will be charged directly to the student's account with the institution.

Students are charged a one-time application fee and Nursing program students are charged an additional seat fee that are paid prior to enrollment at the institution. These fees are not included in the Cost of Attendance.

Cost of Attendance Component	Off-Campus Not Living with Parent	Off-Campus Living with Parent
All Programs Except Nursing, Pharmacy Technician, and Practical Nursing		
TUITION AND FEES	$14,798	$14,798
COURSE MATERIAL, SUPPLIES & EQUIPMENT	$419	$419
LIVING EXPENSES (FORMERLY ROOM AND BOARD)	$9,352	$3,808
MISCELLANEOUS/PERSONAL EXPENSES	$3,546	$2,931
TRANSPORTATION	$1,877	$1,551
LOAN FEES	$63	$63
TOTAL COST OF ATTENDANCE	**$30,055**	**$23,570**
Nursing, Pharmacy Technician, and Practical Nursing Programs		
COST OF OBTAINING A LICENSE, CERTIFICATION, OR FIRST PROFESSIONAL CREDENTIAL	$100	$100
TOTAL COST OF ATTENDANCE	**$30,155***	**$23,670***

*Students enrolled in the Nursing program may elect to include a Laptop in the Cost of Attendance. The institution provides the Laptop to the student at a charge of $860. This charge is at or below market rates and students are given the option of opting out and either using his or her own laptop or purchasing a laptop of his or her choosing. Opt out procedures are described in the institution's catalog.

Administration and Faculty

Board of Directors
Chad T. Callen*
Sharon Rhoads
Patricia A. Callen
***Chairman of the Board**

Corporate Officers	
President	Samantha Esposito
Vice-President	Patricia A. Callen
Secretary/Treasurer	Debra L. Shoemaker

Administration & Staff	
College President	Samantha Esposito, BS
Academic Dean: Non-Nursing	Brittany Nuzzo, M. Ed.
Nursing Program Director	Chelsea Gianni, RN, MSN, FNP-BC
Program Director: Information Technology and Cybersecurity; IT Administrator	Robin Addis, MBA
Program Director in Training: Cybersecurity	Tom Pinkerton, MS
Program Director: Dental Assisting	Jamie Stine, CDA, EFDA
Allied Health Program Director: Clinical Medical Assistant, Medical Assisting, Medical Office Administration, Medical Coding, Healthcare Administration	Dr. Kacey L. Eagle, DHA, CCMA, CPC-A
Program Director: Pharmacy Technician	Jamie McGuire, CPhT
Program Director: Business Administration, Business Office Administration, Business Administration/Accounting, and Business Administration/Human Resources	Dustin Blankenship, JD, MPA
RN to BSN Track Coordinator	Danica Ceran, MSN, FNP-BC
Director of Simulation Education	Brian Harris
Simulation Technician	Ashley Bane
Simulation Technician	Jordan Crane
Simulation Technician	Jason Dobbs
Simulation Technician	Richard Heater
Nursing Clinical Coordinator	Kim Pratt
TEAS Test Coordinator	Courtney Copeland
Librarian	Helen Snaith, MLS
Nursing Career Management Director	Malana Malonson, MS
Career Management Director	Sam Dobson, BS
Career Management Director	Craig Monte, BA
Clinical Medical Assistant and Medical Assisting Program Supervisor/Medical Externship Coordinator	Carrie Friend, CCMA
Orientation Coordinator	Jon Ream
Financial Aid Regional Manager	Savannah Poyer
Financial Aid Director	Patricia A. Callen
Financial Aid Representative	Lisa Janesko
Financial Aid Representative	Paula Johnson

Administration & Staff	
Financial Aid Representative	Kristen Russell
Financial Aid Representative	Derek Brown
Financial Aid Representative	Parker Rhoads
Director of Admissions	Ali Sensabaugh
High School Presenter and Community Development Coordinator	Matt Hahn
Admissions Team Lead	Debra Boyd
Admissions Team Lead	Hailea DeWitt
Admissions	Allison Halley
Admissions	Alainah Johnson
Admissions	Mackenzie Kirby
Admissions	Hannah Maxwell
Admissions	Sara Moats
Admissions	Beverly Smith
Admissions	Seven Surack
Admissions	Mikenzie Warth
Admissions	Briar Williams
Registrar	Diane Hevner
IT Technician	Robert Anderson
IT Technician	David Dille
Nursing Administrative Assistant	Erica Murray
Administrative Assistant	Haylie Smith
Executive Administrative Assistant	Gianna Villanueva
Executive Administrative Assistant	Megan Weber

Faculty			
Name	**Degree**	**Granting Institution**	**Status**
Robin Addis	MBA BS	Waynesburg College Waynesburg College	Full-Time
Bryce Adkins	JD BA	West Virginia University University of Charleston	Part-Time
Raetta Allen	AS	Springfield Community and Technical College	Part-Time
Samuel Batman	MA	University of Dayton	Part-Time
Dustin Blankenship	JD MPA BA	West Virginia University West Virginia University Concord University	Full-Time
Jeffrey Bolyard	AA	West Virginia Junior College	Part-Time
Tyler Borchin	MS	Indiana University of Pennsylvania	Part-Time
Kaylynd Brown	AA	West Virginia Junior College	Part-Time
Sara Bruschi	MS BA	Saint Vincent College Saint Vincent College	Part-Time
Rebecca Clendenin	SAD	West Virginia Junior College	Part-Time
Ashley Cubic	AA	Pennsylvania Institute of Health and Technology	Part-Time
Samuel Dobson	BS	Concord University	Full-Time

Faculty			
Kacey L. Eagle	DHA MHA BHA AA	University of Phoenix University of Phoenix University of Phoenix West Virginia Northern Community College	Full-Time
Lisa Frank	M.Ed. BS	Central Michigan University California University of Pennsylvania	Part-Time
Carrie Friend	SAD	West Virginia Junior College	Full-Time
Jennifer Hamilton	AA	Carrington College	Part-Time
Rachel Hamrick	SAD	West Virginia Junior College	Part-Time
Katie Harvey	MBA BA	Marshall University West Virginia University	Part-Time
Gabrielle Jamison	AAB	East Ohio College	Part-Time
Tammy Kaylor	Pharm D.	Duquesne University	Part-Time
Katelyn Kimball	AAB	West Virginia Junior College	Part-Time
Travis Kimmel	BS AA	California University of Pennsylvania Pennsylvania Institute of Health and Technology	Part-Time
Toni Lewis	AA	West Virginia Junior College	Part-Time
Robert Lynch	AS AA	Pierpont Community & Technical College West Virginia Junior College	Full-Time
Malana Malonson	BS MS	Salem State University Salem State University	Full-Time
Damian Martinez	AA	West Virginia Junior College	Part-Time
Jamie McGuire	AA Diploma	West Virginia Junior College Monongalia Technical Education Center	Full-Time
Kaitlyn Merriman	AAB	Ohio Valley College of Technology	Part-Time
Danielle Miller	AA	BridgeValley Community and Technical College	Part-Time
Craig Monte	BS	University of Pittsburgh	Full-Time
Gracilyn Mounts	AA	West Virginia Junior College	Part-Time
Brittany L. Nuzzo	M.Ed. BA	West Virginia University Marshall University	Full-Time
Brian O'Dell	AA	West Virginia Junior College	Full-Time
Tom Pinkerton	MS BS	Marshall University Marshall University	Part-Time
Ronald Price	MS BS	City University of Seattle City University of Seattle	Part-Time
Jon Ream	BS AAB	Western Governors University Ohio Valley College of Technology	Part-Time
Renee Rieke	MBA BA BA	University of Phoenix West Virginia University West Virginia University	Part-Time
Cheyenne Rhodes	AAB	Ohio Valley College of Technology	Part-Time
Renee Rollins	AA Diploma	West Virginia Junior College Putnam County Technical Center	Part-Time
Cathy Scarcelli	M.Ed. BS	Longwood University West Virginia University	Part-Time
Kristen Scott	AAS AAB	Ohio Valley College of Technology Ohio Valley College of Technology	Part-Time

Faculty			
Cindi Settle	Ed.S. M.A. B.A.	Marshall University Graduate College Marshall University Graduate College University of Charleston	Part-Time
Kelly Shriver	MPS BS	Middle Tennessee State University Robert Morris University	Part-Time
Christy Stephenson	MS BS	Liberty University West Virginia State University	Part-Time
Jamie Stine	AAS	Ohio Valley College of Technology	Full-Time
Bobbi Straface	MA MA BS	West Virginia University West Virginia University West Virginia University	Part-Time
Kayla Townsend	AA	West Virginia Junior College	Part-Time
Bobby Viands	AA Diploma	West Virginia Junior College West Virginia Junior College	Part-Time
Dawn Wooten	AAB	Ohio Valley College of Technology	Part-Time

Nursing Faculty			
Name	**Degree**	**Granting Institution**	**Status**
Wendlie Alderman	DNP MSN BSN Diploma	Colorado Christian University West Virginia Wesleyan College Mountain State University Academy of Careers and Technology	Part-Time
Stephanie Andenora	MSN BSN	Marshall University West Liberty University	Part-Time
Emma Bell	BSN	Gannon University	Part-Time
Jennifer Callear	MSN BSN	Chatham University California University of Pennsylvania	Part-Time
Eddie Carver	MSN BSN ASN	Aspen University Aspen University Southern West Virginia Community and Technical College	Part-Time
Danica Ceran	MSN BSN	West Virginia University West Virginia University	Full-Time
Stephen Codispoti	MSN BSN ADN	Capella University Capella University Southern West Virginia Community and Technical College	Part-Time
Janine Conner	MSN BSN ASN	Grand Canyon University Nevada State College Gulf Coast Community College	Part-Time
Destiny Coster	BSN	University of Nebraska Medical Center	Part-Time
Haley Crum	MSN ASN	Franklin University Southern West Virginia Community and Technical College	Part-Time
Drew Cubic	MSN BSN	California University of Pennsylvania Waynesburg University	Part-Time
Jordan Dent	BSN ADN	West Virginia University Kanawha Valley Community and Technical College	Part-Time
Cathy DeWitt	BSN MSN MBA	University of Maryland University of Phoenix University of Phoenix	Full-Time
Lisa Everson	BSN ASN	Davis and Elkins College Davis and Elkins College	Part-Time

Nursing Faculty			
Paige Francisco	DNP MSN BSN ASN	Eastern Kentucky University Marshall University Marshall University University of Charleston	Part-Time
Julie Furajter	MSN BSN ASN	Purdue University Global Pennsylvania State University Pennsylvania State University	Part-Time
Chelsea Gianni	MSN BSN	West Virginia University West Virginia University	Full-Time
Emily Griffioen	MSN BSN	Drexel University Waynesburg University	Part-Time
Melissa Hackney	MSN BSN	Aspen University University of Charleston	Part-Time
Becky Helmick	BSN	Alderson Broaddus University	Part-Time
Caitlyn Hensley	BSN	West Virginia University	Part-Time
Amy Holt	BSN	Pennsylvania State University	Part-Time
Mikayla Hopwood	BSN	West Virginia University	Part-Time
Theresa Hoskins	MSN BSN ADN	Chamberlain College of Nursing Chamberlain College of Nursing West Virginia Northern Community College	Part-Time
Holly Hudkins	BSN ASN	Fairmont State University Fairmont State College	Part-Time
Makinsey Jenkins	BSN ASN BS	Fairmont State University Fairmont State University West Virginia University	Part-Time
Kylie Keedy	BSN	The Pennsylvania State University	Part-Time
Brittany Kinest	MSN BSN	Duquesne University Duquesne University	Part-Time
Amanda Landis	BSN	Mountain State University	Part-Time
Ellie Lepkowski	BSN	The University of Toledo	Part-Time
Marian Longstreth	MSN MBA BSN	Waynesburg University Waynesburg University Waynesburg University	Part-Time
Concetta Lulla	BSN	Chamberlin University	Part-Time
Erica McBee	BSN	West Virginia Wesleyan College	Part-Time
Matthew Mills	BSN	West Virginia University	Part-Time
Patti Mirandy	BSN	The Pennsylvania State University	Part-Time
Susan Mitchell	MSN BSN	West Virginia Wesleyan College Alderson Broaddus College	Part-Time
Kelly Moreland	BSN	Pennsylvania State University	Part-Time
Kendal Parkins	BSN ADN	University of Charleston University of Charleston	Part-Time
Cody Perry	BSN ADN BS	University of Charleston Southern West Virginia Community and Technical College University of Phoenix	Part-Time
Lori Prunty	MSN BSN BS	Shenandoah University Shenandoah University Frostburg State University	Part-Time
Jenny Saunders	BSN ASN	West Virginia University Institute of Technology Southern West Virginia Community and Technical College	Part-Time

Nursing Faculty			
Holly Schell	MSN BSN ASN	Capella University St. Petersburg College West Virginia Northern Community College	Part-Time
Aaron Settle	DSM MS BS	United States Sports Academy Marshall University University of Charleston	Part-Time
Charity Spencer	BSN	Mountain State University	Part-Time
Olivia Sutton	MSN BSN	South College University The Pennsylvania State University	Part-Time
Ashley Thompson	MSN BSN	Grand Canyon University Ohio University Eastern	Part-Time
Stanley Timinski	MSN BSN	Drexel University West Virginia University	Part-Time
Robyn Toner	BSN	West Virginia University	Part-Time
Michelle Towne	MSN BSN	University of Phoenix University of Phoenix	Full-Time
Sariah Waldron	BSN ADN	West Virginia University Fairmont State University	Part-Time
Issaiah Wallace	DNP MSN BSN ADN	West Virginia Wesleyan College West Virginia Wesleyan College Chamberlain University Salem International University	Part-Time
Rachel Ward	BSN	Virginia Commonwealth University	Part-Time
Kayla Watson	DNP MSN BSN	West Virginia University West Virginia University West Virginia University	Full-Time
Melissa White	BSN ADN	The Pennsylvania State University-Fayette The Pennsylvania State University-Fayette	Part-Time
Theresa Williams	D. Ed. MS MSN MBA BSN	Northcentral University Western Governors University Walden University Bakers College Wisconsin State University	Part-Time
Therese Wilson	MSN BSN ASN	California University of Pennsylvania The Pennsylvania State University The Pennsylvania State University	Full-Time
Heather Wood	MSN BSN	Liberty University Liberty University	Part-Time
April Yancey	BSN	West Virginia University	Part-Time

Faculty Statuses are listed as Full-Time, Part-Time, or Adjunct based on the faculty member's status as of the date of publication.

The faculty and staff listing is updated on a quarterly basis. Scheduling needs and faculty availability change from quarter to quarter so there is no guarantee that any particular faculty member will be teaching any particular course.