

CATALOG



www.wvjc.edu

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Background

History

The West Virginia Junior College Bridgeport Campus was established in 2001 to meet the growing needs for technical, medical, and business training in north central West Virginia. It is non-main campus of the West Virginia Junior College, Charleston, WV, which was named Capitol City Commercial College, when it was established on September 1, 1892. The Institution was originally established to train students in secretarial and business office skills and has undergone changes in location and curriculum through the years to keep up-to-date with the changing need of area employers.

Approvals/Accreditation/Authorization to Operate

- West Virginia Junior College is institutionally accredited by the Accrediting Bureau of Health Education Schools to award diplomas and associate's 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 Bridgeport campus 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 Practical Nursing program has been granted full approval by the West Virginia State Board of Examiners for Licensed Practical Nurses. 101 Dee Drive, Suite 100, Charleston, WV 25311-1688, Phone (304) 558-3572.
- The West Virginia Junior College Nursing program, Martinsburg hybrid online Nursing program and Parkersburg hybrid online 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 Bridgeport campus located in Bridgeport, 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 www.acenursing.org

- 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, Inc. is a private, proprietary corporation. It operates a main campus in Charleston, WV and an additional campus in Bridgeport, WV. 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 Institution policies, the Institution 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 Institution'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 Institution will engage in an interactive process with the student to determine what, if any, reasonable accommodations are available. Accommodations are not retroactive.
- The Institution 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 Institution'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 Institution 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 an “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 students,
- 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

JAMES RUMSEY TECHNICAL INSTITUTE
3274 Hedgesville Road, Martinsburg, WV 25403

CAMDEN CLARK MEDICAL CENTER
800 Garfield Avenue, Parkersburg, WV 26101

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: 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) Attend the Institution's nursing information session. (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.

LPN to RN Pathway:

Graduates of the West Virginia Junior College Practical Nursing program are exempt from the TEAS examination requirement if the following conditions are met.

1. The graduate completed the Practical Nursing program within the last five years, and
2. The graduate passed the NCLEX-PN examination on the first attempt.

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 President and Program Director.

Practical Nursing Admission Requirements and Re-Admission Requirements

Consideration for admission to the Practical Nursing program is based on the following:

- All Applicants
 - Practical Nursing Program Application and related components (includes fee)
 - Provide entrance exam results and meet TEAS requirements (Reading-60, Math-50, Science-40, English-50)

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

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

1. Attend the Institution's practical nursing information session.
2. Take the Practical Nursing Entrance Exam.
3. Apply to the practical 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 practical 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 licensed practical 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 practical nursing board website to review and confirm that you can meet the eligibility requirements to become a licensed practical nurse. (WVBOELPN website address is: <https://lpnboard.wv.gov/>) 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 licensed practical nurse. Any condition that could impair your ability to carry out nursing functions may disqualify you from eligibility to become a licensed practical 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 practical 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 West Virginia Board of Examiners for Licensed Practical Nurses.)**

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.

- **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 later 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 University
- Marshall University
- Salem University
- Seton Hill University
- St. Francis University – Francis Worldwide
- Strayer University
- University of Phoenix

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. The cost of attendance can be found on the institution's website on the consumer information page, price 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.

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, 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://abhес.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

Grade	Evaluation	Quality Points per Quarter Credit
C	Average	2
D	Poor	1
F	Failure	0
WF	Withdraw-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	*
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.**

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.

Incomplete and Failing Grades

An “I” grade indicates incomplete work in a class. It is the student’s responsibility to complete the course work before the third week of the following term. If the work is not completed by the third week of the following term, 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. 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 (one and one-half times the program length for the Practical Nursing program), 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 – Non-Nursing, end of week six – Nursing) 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 for all non-nursing programs. 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.

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 College President.

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 on line 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 college 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 externship/clinical experience 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 time frame 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://bridgeport.catalog.wvjc.edu/title-ix-policies-and-procedures-3> For all other complaints, use the following link <https://bridgeport.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 - 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.

System Requirements	
Windows Users	Mac OS Users
<ul style="list-style-type: none"> Operating System: Windows 11 and 10 RAM: 4GB or more Processor: 2 GHz or faster Soundcard and Speakers 	<ul style="list-style-type: none"> Operating System: macOS 10.15 (Catalina) and newer RAM: 4GB or more Processor: 2 GHz or faster Soundcard and Speakers

Browser Requirements	
Windows Users	Mac Users
<p>Recommended Browsers:</p> <ul style="list-style-type: none"> Chrome: Latest stable version Firefox: Latest stable version (Extended Releases are not supported) Edge: Latest stable version <p>Supported Browsers:</p>	<p>Recommended Browsers:</p> <ul style="list-style-type: none"> Safari: Latest stable version Chrome: Latest stable version <p>Firefox: Latest stable version (Extended Releases are not supported)</p>

Browser Requirements	
<ul style="list-style-type: none"> Ensure your operating system and browser are up to date. Some Canvas features may require the latest OS updates. 	

Required Components	
<ul style="list-style-type: none"> 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. <p>Other components include:</p> <ul style="list-style-type: none"> Windows Media Player QuickTime Player 	

Software Requirements	
<p>Windows Users</p> <p><u>Recommended Versions:</u></p> <ul style="list-style-type: none"> Microsoft Office 2019 or newer Office 365 Adobe Reader 	<p>Mac Users</p> <p><u>Recommended Versions:</u></p> <ul style="list-style-type: none"> Microsoft Office 2019 or newer Office 365 Adobe Reader
<p>There are free student versions of the Microsoft Office Suite available upon request through the IT department that will expire upon graduation.</p>	

Internet Access
<ul style="list-style-type: none"> 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
<p>Canvas is best viewed at a minimum of 1024X600, which is the average size of a notebook computer.</p>

Email Account
<p>Online courses require 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</p>

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
- Excel
- PowerPoint
- Access
- Publisher

*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 as 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 distant location outweigh the disadvantage of not having the convenient access to services available to on-campus residential students.

Credentials Conferred

Degrees – 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.

Diplomas – 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 Media 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 is 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/clinical 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/clinical. If the student chooses not to, then the student accepts the responsibility for such preventable risks while participating in such externships/clinical.

By enrolling in a program that provides clinical training, whether or not externships/clinical 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/clinical, 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 institution 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 assistance; 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 (www.wvworkforce.com) 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. The Institution requires that students 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 Institution's campus facilities are located in a modern, commercial building with conveniently located parking nearby. The facilities are 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 facilities will normally include at a minimum two or more computer labs, a basic resource center, health careers training facilities and equipment, general purpose classrooms, restrooms, a student lounge, a teacher's lounge, and administrative offices.

The Institution 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 job market needs, but each computer lab will normally contain approximately 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 Institution maintains various types of medical, health related instruments/equipment for those programs that include a clinical component. The equipment typically includes the type of equipment typically found in a doctor's office or other health related facility, depending upon the specific program. The equipment includes: Examination table with stool, supply storage cabinets, examination tools of various kinds, blood pressure cuffs, stethoscopes, sterile processing supplies, various types of minor surgery equipment and CPR materials.

Building regulations may be posted in the student lounge 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. Eating and drinking are permitted only in the student lounge. 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.

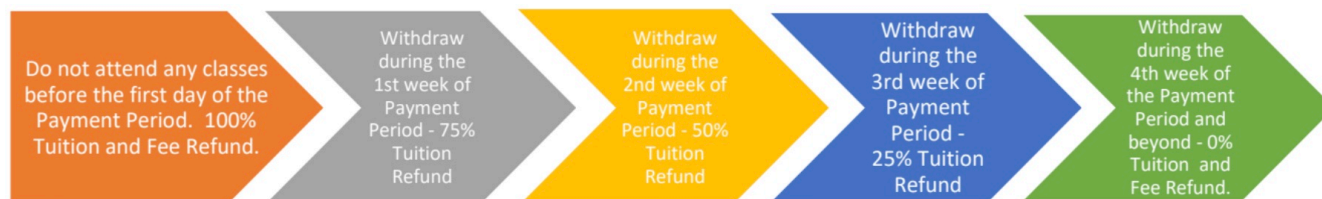
By the Institution - An applicant who is accepted for admission may have his/her enrollment cancelled at the discretion of the Institution not later than forty-five (45) calendar days after the start of scheduled classes in the applicant's first payment period in school. This cancellation provision applies 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.

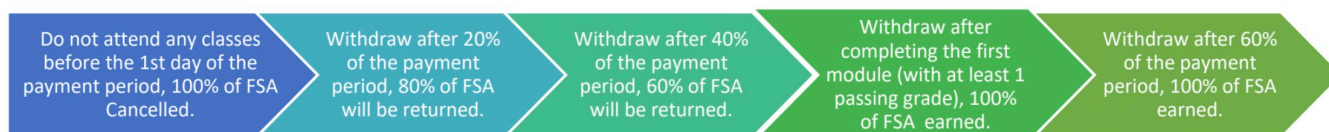
To officially withdraw, a student should contact the College President (verbally or in writing).

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	Example 2
Attended 24 days of the payment period which is 84 days in length.	Attended 52 days of the payment period which is 84 days in length.
24/84 = 29% FSA Earned 71% of FSA will be Returned	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 is distributed to students.

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

I. 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.

II. 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:](#)

Attn: Michelle Miles, College President
5514 Big Tyler Road
Cross Lanes, WV 25313
304-769-0011
mmiles@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

III. 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://bridgeport.catalog.wvjc.edu/title-ix-policies-and-procedures-3>

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 Practical Nursing 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	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	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 "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 A Quarter 2026-2027	11/09/2026 - 02/14/2027

Official Holidays (No Classes Held)	
Memorial Day	05/25/2026
Independence Day	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 A Quarter 2027-2028	11/08/2027 - 02/13/2028

Official Holidays (No Classes Held)	
Memorial Day	05/31/2027
Independence Day	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

Official Breaks (No Classes Held)	
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 - 05/25/2025
Summer Quarter 2025	05/27/2025 - 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
Independence Day	07/04/2025
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 - 04/13/2025
Summer Break 2025	07/07/2025 - 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

Official Holidays (No Classes Held)	
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

Official Holidays (No Classes Held)	
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
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	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	04/14/2025 - 07/06/2025
Fall Quarter 2025	07/28/2025 - 11/09/2025

TERM	DATES
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
Independence Day	07/04/2025
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 - 04/13/2025
Summer Break 2025	07/07/2025 - 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
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

TERM	DATES
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
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.
 - d. Federal Direct PLUS (Parent Loans) for Undergraduate Students is 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
- UHC Scholarship for Advancement in Nursing
- JRTI Scholarship for Advancement in Nursing

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 programs.
- 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:

Practical Nursing Diploma/Nursing 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 or Practical Nursing Diploma 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)

Diploma: Eligible students will be awarded up to \$1,500 (\$375 per payment period)

*additional 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).

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 employee's 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) (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:

Apply with www.imagine-america.org

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, Deadlines and Awards:

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.

\$333 per Term

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, Deadlines and Awards:

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

10. 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)

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

*additional institutional scholarships cannot be used

Application Process & Deadline:

Auto-applied Once Enrolled and the Alumni Legacy Scholarship form is completed and approved by Financial Aid. There is no deadline.

11. 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

12. UHC Scholarship for Advancement in Nursing

Description:

West Virginia Junior College (WVJC) in Bridgeport, in partnership with United Hospital Center (UHC), is

committed to serving the healthcare needs of the residents of north-central West Virginia. To address these critical objectives, WVJC is offering qualified UHC employees a scholarship to encourage them to advance their career in nursing and address the nursing shortage within the area

Programs:

Associate Degree in Nursing

Eligibility Criteria:

- Residential employees with UHC and in good standing are eligible. Any individual contracted from another employer would not be eligible.
- UHC administration must approve applicants for the scholarship
- Nursing school candidates must meet all admissions criteria of WVJC Bridgeport, be enrolled with application and seat fees paid.
- Eligible candidates must be enrolled in the residential Nursing program.

Number of Awards:

Amount of recipients is determined by the number of applicants.

Awards:

- \$20,000 is to be shared equally between applicants approved.
- The final award amounts per student will be distributed equally over each term in the program.

Application Process & Deadlines:

Qualified students are auto-applied by virtue of their enrollment.

Deadline dates and other scholarship information can be obtained through the admissions office.

13. 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.

14. JRTI Scholarship for Advancement in Nursing

Description:

West Virginia Junior College (WVJC) in Bridgeport, in partnership with James Rumsey Technical Institute (JRTI) in Martinsburg, is committed to serving the healthcare needs of the residents of West Virginia's eastern panhandle. To address these critical objectives, WVJC is offering qualified JRTI LPN graduates a scholarship to encourage them to advance their career in nursing and address the nursing shortage within the area

Programs:

Associate Degree in Nursing

Eligibility Criteria:

- Applicant is a graduate of the JRTI Practical Nursing program
- Applicant holds a current, unencumbered license to practice as an LPN
- Applicant meets all admissions criteria of WVJC Bridgeport's associate degree nursing program, is enrolled with application and seat fees paid
- Applicant is enrolled in the hybrid online nursing program serving West Virginia's eastern panhandle

Number of Awards:

Limited to five (5) recipients per cohort. When there are more than five applicants in a cohort, applicants will be ranked based on total admission score and the five highest ranked applicants will receive the awards. Contact the admissions department for the current admissions scoring system.

Awards:

Eligible students will be awarded up to \$4,000 (\$666 per term)* additional scholarships cannot be used.

Application Process & Deadlines:

Deadline dates and other scholarship information can be obtained through the admissions office.

15. Medical Assisting Pathway Scholarship

Description:

West Virginia Junior College recognizes the need for trained healthcare professionals in our communities. Therefore, to support this need and the lifelong career goals of our students, WVJC offers the following Medical Assisting Pathway Scholarship to qualified graduates.

Programs:

Clinical Medical Assistant Degree/Medical Assisting Diploma

Eligibility Criteria:

- Applicant must have successfully completed the Phlebotomy program at WVJC.
- Applicant must have successfully passed the designated certification exam.
- Applicant must apply for and be accepted into the Institution's Associate Degree or Diploma Medical Assisting 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.

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 for the Medical Assisting Pathway Scholarship by virtue of their enrollment. There are no application deadlines.

16. Vandalia Health System Employee Scholarship

West Virginia Junior College (WVJC) recognizes the need for quality healthcare professionals in our communities. Additionally, WVJC appreciates its 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 associate degree programs.

Number of Awards:

The number of awards is not capped.

Number of 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.

17. Future Nurses of Martinsburg

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

Programs:

Associate Degree in Nursing (Martinsburg location)

Practical Nursing Diploma (Martinsburg location)

Eligibility Criteria:

- Student is accepted for enrollment into the institution's associate degree in nursing program (Martinsburg location), or practical nursing program (Martinsburg 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) for the associate degree in nursing program, or up to \$500 (\$125 per term) for the practical nursing program. *additional scholarships cannot be used for the Associate Degree program.

Application Process & Deadlines:

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

18. Future Nurses of Parkersburg

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

Programs:

Associate Degree in Nursing (Parkersburg location)

Eligibility Criteria:

- Student is accepted for enrollment into the institution's associate degree in nursing program (Parkersburg 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 Parkersburg Scholarship by virtue of their enrollment. There are no application deadlines.

19. High School Equivalency Scholarship

Description:

Each year West Virginia Junior College may offer up to six partial tuition scholarships in the amount of up to \$2,000 for each scholarship. The total value of the scholarship is a maximum of \$12,000 in any year. Individuals who have successfully completed their High School Equivalency (TASC/GED, etc.) test are eligible to apply for the scholarships. Scholarships will be awarded based on successful completion of the same test given to the high school seniors and after a personal interview with Admissions.

Programs:

Diploma/Degree

Eligibility Criteria:

- Individuals who have successfully completed their High School Equivalency (TASC/GED, etc.) test are eligible to apply for the scholarships.

Number of Awards:

Up to six per year.

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 academic year (\$333 per term)

Application Process & Deadlines:

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

Programs

Specialized Associate Degree

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		