



VALLEY  
COLLEGE



# VALLEY COLLEGE

**www.valley.edu**

## **Student Catalog**

2019-2020

Effective Date: April 6, 2020

Valley Training Centers, Inc. is a West Virginia Corporation that operates three Valley College campuses and an online division from one of the locations identified below. TPDH Holdings, LLC is a Florida Limited Liability company that owns 100% of the stocks of Valley Training Centers, Inc. Valley College's ground campuses are located in Martinsburg and Beckley, West Virginia. In addition to offering diploma programs at the ground campus, the Martinsburg campus offers online Diploma, occupational Associate's and Bachelor's degree programs. In 2018, Valley College opened a branch campus in Cleveland, Ohio. The Cleveland campus offers traditional and hybrid (blended) diploma and occupational Associate degree programs. The campus' local chief administrator at all locations is the Campus Director.

### **Martinsburg**

287 Aikens Center

Martinsburg, WV 25404

(304) 263-0979

fax (304) 263-3006

Online Programs: 1-888-53LEARN

(1-888-535-3276)

### **Cleveland**

8700 Brookpark Road

Cleveland, OH 44129

Phone Number – (216) 453-8201

Fax Number – (216) 938-8507

Ohio School Registration Number: 2142

(Main Campus – Valley College Martinsburg)

### **Beckley**

120 New River Town Center, Suite C

Beckley, WV 25801

(304) 252-9547

fax (304) 254-8372

**Valley College website: <https://www.valley.edu/>**

## Administration

Valley College's ground campuses are located in Martinsburg and Beckley, West Virginia and Cleveland, Ohio. The Martinsburg and Cleveland campuses have online divisions. The local chief administrator at each campus is the Campus Director. The Director, Online Division oversees the online programs.

### Valley Training Centers, Inc. Board of Directors:

Tony Palmieri, President

## History, Mission and Philosophy

**History:** Valley College (the “College”) was founded in 1987 to deliver career education programs to local communities in West Virginia. Valley College is the trade name of West Virginia corporation - Valley Training Centers, Inc.

The College has evolved over time as the needs of its students and local employers have changed. Valley College was one of the pioneers in online education, having launched online delivery of business education in 1997. Valley College has expanded its online programs and now offers Medical Administration Assistant and Medical Front Office, Billing and Coding diploma programs and occupational Associate’s and Bachelor’s degree programs in Business Administration, Health Services Administration, Cybersecurity. The online programs are administrated by Valley College – Martinsburg. At the campus level, Valley College offers Medical Clinical Assistant diploma and Nursing Assistant (CNA) certificate programs at WV campuses. In 2019/2020, Valley College – Martinsburg opened two Information Center for its online programs in Princeton, WV and Akron, Ohio. Valley College-Cleveland also may enroll online students at the Akron Information Center.

In 2018, Valley College was approved to open a branch campus in Cleveland, OH (Valley College Martinsburg is the main campus). The branch campus has approval to offer Medical Clinical Assistant diploma program. It’s Veterinary Assistant diploma program and Veterinary Technician occupational Associate’s program are approved using the hybrid (blended) delivery method. Classes are designated as either taught on campus or online. The campus is approved to offer the Medical Administration Assistant, Medical Front Office, Billing and Coding diploma programs and Health Services Administration and Business Administration occupational Associate Degree programs online. In 2020, Valley College launched its Practical Nursing diploma program at the Valley College – Cleveland campus. This program is also approved as a hybrid program.

**Institutional Philosophy:** Valley College believes that its educational programs must be diverse and challenging enough to maintain the interest of all students, yet flexible enough to account for individual learning differences.

**Mission Statement:** *Our mission is to meet the educational and professional needs of the community by delivering quality degree and certificate programs, which are flexible and career oriented.*

Valley College's objectives are to:

- Provide quality educational programs
- Offer career-oriented programs
- Deliver flexible programs
- Use current technology
- Meet the educational needs of the community
- Support the professional needs of the community

Valley College programs are career-oriented programs that contain a robust career-ready skills/theory curriculum. The programs’ objectives conform to the college’s mission as the curriculum is intended for persons who wish to pursue a career position upon completion.

## Facilities and Equipment

All Valley College facilities are conveniently located with onsite parking available. All relevant parking and traffic regulations must be maintained for the protection of all. Students, employees, and visitors are required to park in authorized spaces and must not park in handicapped spaces (unless possessing the appropriate authorization), on sidewalks, and in “no parking areas.” Violators are subject to being towed without prior warning or formal notification at their own expense.

Each campus offers classrooms, labs and resource centers equipped with the computers, printers, software, and other equipment necessary to deliver the educational programs.

All of the campuses and the Information Centers strive to maintain a tobacco free environment.

## Students with Disabilities

The facilities are equipped with ramp access from the parking lot. The classroom/student areas have extra wide hallways and doors, A.D.A. required door handles, and restrooms to facilitate students who use wheelchairs.

## About Catalog

This catalog is a publication to inform students and others of Valley College's mission, history, academic programs and policies and procedures. Students enrolling in the College are subject to the provisions stated herein. This Catalog supersedes all previous Catalogs, academic information, policies and practices of the College, and is binding on all students. This Catalog was prepared on the basis of the best information available at the time of the publication. The College reserves the right to make modifications within the term of this Catalog without prior notice to individual students. Such modifications will be published in an Addendum and/or Supplement to the current Catalog. The College expects its students to read and understand the information published in this Catalog and in its accompanying Supplement and Addendum. Failure to read and understand this Catalog will not excuse any student from the application of any requirement or regulation published herein.

For the most current information regarding Approval/Accreditation/Authorization, please ask the Campus Director. Students have the right to review all documents describing accreditation, approval, or licensing. A request for such review should be made to the Campus Director. The Campus Director will make accreditation, approval, and or licensing documents available for review at an agreed upon time and location.

## Summary of Programs **Currently** Offered and Credential

Program	Credentials	Beckley	Martinsburg	Cleveland
Nursing Assistant (CNA)	Certificate	X	X	
Medical Clinical Assistant	Diploma	X	X	X
Practical Nursing	Diploma			X
Veterinary Assistant	Diploma			X
Veterinary Technician	Associate Degree –AAS			X
Medical Administrative Assistant -DE	Diploma		X –Online	
Medical Front Office, Billing and Coding –DE	Diploma		X –Online	
Health Services Administration-DE	Associate Degree -AAB		X –Online	
Business Administration-DE	Associate Degree –AAB		X –Online	
Cybersecurity-DE	Associate Degree –OAS		X –Online	
Health Services Administration-DE	Bachelor Degree –BS		X –Online	
Business Administration-DE	Bachelor Degree –BS		X –Online	
Cybersecurity-DE	Bachelor Degree –BS		X –Online	
(OAS Degree: Occupational Associate of Science degree; AAB – Associate of Applied Business degree; AAS – Associate of Applied Science; and B.S Degree: Bachelor of Science)				
Nursing Assistant (CNA) – Please contact the campus for information regarding the next start date for this program.				

# VALLEY COLLEGE

## Campuses



Martinsburg Main Campus



Cleveland Branch Campus (Martinsburg Main Campus)



Beckley Campus

# VALLEY COLLEGE

## Information Center



1259 Stafford Drive  
Princeton, WV 24740  
304-425-2323

Valley College opened an Information Center for its Martinsburg Campus' Online Division in Princeton, WV. Our Admissions Representative is available to greet prospective students and provide information about Valley's Online programs administered by our campus in Martinsburg, WV and assist students in completing electronic enrollment forms (which are processed in Martinsburg) if the student decides to enroll. The students would have access to a Martinsburg-based Financial Aid advisor at a Join.me-based workstation for a remote Financial Aid consultation and all-electronic Financial Aid processing, as any distance education student does today. Once the student leaves the Information Center facility, all communications, administration, education delivery and student support would be provided by Martinsburg staff and faculty remotely as we do for all distance education students.

## Contents

History, Mission and Philosophy .....	2
Facilities and Equipment .....	2
Students with Disabilities .....	2
Accreditations, Approvals, Memberships and Licensure .....	8
ADMISSIONS REQUIREMENTS .....	10
Additional Prerequisites Information (Requirements/Recommendations) by programs.....	11
Acceptance .....	14
Re-entries / Returning Students - Diploma and Degree Programs .....	14
Credit Evaluation.....	16
Credit Hours .....	17
Program Time Extension.....	18
FINANCIAL INFORMATION.....	19
Tuition and Fees .....	19
Refund Policy .....	19
Published Return of Title IV Funds Policy– (34-CFR668.22).....	20
Payment Procedures .....	21
Financial Aid .....	21
Procedures for Applying for Financial Aid .....	24
Institutional Scholarships and Grants .....	25
Academic and Financial Advising.....	32
Placement Assistance .....	32
Library/Resource Center .....	32
Housing Assistance .....	33
Emergency.....	33
Food Service.....	33
Student Activities .....	33
STUDENT POLICIES .....	33
Satisfactory Academic Progress.....	33
Attendance Policies .....	35
Leave of Absence .....	37
Student Code of Conduct Policies .....	41
Dress Code Standards.....	42
ACADEMIC INFORMATION .....	43
Curriculum.....	43
Class Size .....	44
Grading System .....	44
Graduation Requirements .....	46
Academic Honors at Graduation .....	46
Student Grade Transcripts .....	46
GENERAL INFORMATION .....	47
Non-Discrimination, ADA, and Equal Opportunity.....	47
Privacy of Educational Records .....	47
Student Privacy Protected.....	47
Drug, Alcohol and Tobacco Free Environment.....	48
Copyright Infringement Policy.....	48
Crime Awareness and Campus Security .....	48
Title IX Compliance .....	48
Non-Fraternization Policy .....	49
Student Complaint Procedure.....	49
Campus Hours / Class Start Schedules / School Calendar / Holiday Schedule.....	50
PROGRAM DESCRIPTIONS AND OUTLINES .....	55
Program Summary Chart.....	55

Medical Clinical Assistant (MCA).....	56
Practical Nursing (PN) .....	59
Veterinary Assistant .....	63
Veterinary Technician .....	64
Nursing Assistant (CNA) .....	70
Business Administration Associate .....	71
Business Administration Bachelor .....	72
Cybersecurity Associate .....	74
Cybersecurity Bachelor .....	75
Health Services Administration (HSA) Associate.....	77
Health Services Administration (HSA) Bachelor.....	78
Medical Administrative Assistant (MAA) .....	80
Medical Front Office, Billing and Coding (MFOBC).....	82
Course Descriptions.....	83

#### Catalog Addendum

    Tuition and Fees Information

#### Catalog Supplement

    Staff and Faculty Listing



## Accreditations, Approvals, Memberships and Licensure

Valley College-Beckley, Valley College-Martinsburg, and Valley College – Cleveland are nationally accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC contact information: 2101 Wilson Boulevard, Suite 302 Arlington, Virginia 22201.

Valley College-Beckley and Valley College-Martinsburg are licensed by the West Virginia Council for Community and Technical College Education (“WVCCTCE”). WVCCTCE may be contacted at 1018 Kanawha Blvd., East, Suite 700, Charleston, WV 25301.

Valley College – Martinsburg is approved by the West Virginia Higher Education Commission to offer Bachelor of Science degrees. Contact information: West Virginia Higher Education Commission 1018 Kanawha Blvd., East, Suite 700, Charleston, WV 25301.

The Nursing Assistant (CNA) program is approved by the West Virginia Department of Health and Human Resources (“DHHR”). West Virginia DHHR Long-Term Care Nursing Assistant Program can be contacted at 408 Leon Sullivan Way, Charleston, WV 25301.

Valley College – Martinsburg is a member of the National Council for State Authorization Reciprocity Association (SARA). Valley College is authorized to deliver distance education to students who reside in states that are also members of NC-SARA. For the most current list of states that are members of NC-SARA, visit the NC-SARA website.

Valley College – Cleveland is approved by the Ohio Board of Career Colleges and Schools; Certificate of Registration Number is #2142. The Ohio State Board of Career Colleges and Schools may be contacted at: 30 East Broad Street, Suite 2481, Columbus, OH 43215

Valley College – Cleveland is conditionally approved by the Ohio Board of Nursing to offer Practical Nursing. Conditional Approval is the initial approval status granted to a new nursing education program that meets and maintains of the requirements of Chapter 4723-5, Ohio Administrative Code, and is necessary for the implantation of the program.

Valley College programs are approved for students to use veterans’ benefits (WV). The chart below shows the programs that are currently approved. Check with the Financial Aid Department for the most up-to-date approval status of a program.

Program	Credentials	Beckley	Martinsburg	Cleveland
Nursing Assistant (CNA)	Certificate	X	X	
Medical Clinical Assistant	Diploma	X	X	
Veterinary Assistant	Diploma			
Veterinary Technician	Associate Degree –AAS			
Medical Administrative Assistant -DE	Diploma		X –Online	
Medical Front Office, Billing and Coding –DE	Diploma		X –Online	
Health Services Administration-DE	Associate Degree -AAB		X –Online	X –Online
Business Administration-DE	Associate Degree –AAB		X –Online	X –Online
Cybersecurity-DE	Associate Degree –OAS		X –Online	
Health Services Administration-DE	Bachelor Degree –BS		X –Online	
Business Administration-DE	Bachelor Degree –BS		X –Online	
Cybersecurity-DE	Bachelor Degree –BS		X –Online	

# VALLEY COLLEGE VALUES

## ***INTEGRITY***

***We are above reproach.***

We are committed to honest practices, communications and relationships that honor each other and our students.

## ***EFFECTIVENESS***

***We are results oriented.***

We execute with precision and effectively perform to achieve results.

## ***LEADERSHIP***

***We take responsibility.***

We take responsibility for performing our duties with excellence and for initiating ways to improve the service we provide.

## ***TEAMWORK***

***We work together.***

We practice mutual cooperation and communication, both within and outside of our campuses, in order to accomplish our common mission.

## ***GROWTH***

***We are committed to learning and personal growth.***

We view learning as an ongoing practice and seek opportunities to improve ourselves, both personally and professionally, and we are committed to providing an opportunity for the personal growth of our students.

## ADMISSIONS REQUIREMENTS

### Prerequisites

Students applying for admission must meet the following requirements:

1. Be a high school graduate or have obtained a General Education Development (GED) certificate/Test Assessing Secondary Completion ("TASC") or have obtained an equivalent home school credential.
  - a. Proof of documentation may include an unofficial transcript that shows date of graduation or a copy of a standard high school diploma or a GED or TASC certificate.
  - b. All foreign transcripts must be translated and evaluated for a U.S. High school diploma equivalency by an approved agency, and any costs incurred in connection thereof should be incurred by the applicant.
  - c. Applicants who were home schooled must provide a transcript that shows all high school-level work. The transcript must be evaluated, signed and approved by a certifying home school agency or evaluator and meet the minimum state graduation requirements. All home school study credentials will be evaluated by the Administrative Office prior to final acceptance to the College.
2. Complete an Admissions Interview with a member of the Valley College Admissions team.
3. Satisfactory completion of Valley College's Admissions Assessment(s).
4. Be at least 16 years old. Medical Clinical Assistant students must be at least 17 years old to participate in the Externship course that is a requirement for that program. Some externships may require the student be at least 18 years old. The minimum age for the Nursing Assistant (CNA) program is 18. The minimum age for the Practical Nursing Program is 18 years old. Students who plan on sitting for certification– some certification exams may require the test taker to be at least 18 years old.
5. A **current (not expired)** government-issued photo ID is required for proof of age.
6. Additional admissions requirements may apply to specific programs. Please refer to the program specific admissions requirements listed in this Catalog.
7. Complete Enrollment Agreement and additional Admissions documents

### Application for Admission and Enrollment

#### Assessment Test (For all programs except Practical Nursing)

1. Satisfactory completion of Valley College's Admissions Assessment(s). Valley College uses the Wonderlic Assessment. Valley College also accepts TABE (Tests of Adult Basic Education), ACT or SAT scores. Basic benchmarks scores for the Assessment (based on assessment evaluation tool) for all programs are as follows:

Program	Wonderlic Score	TABE Score	ACT Score	SAT Score
Cybersecurity programs	15	10.0	17	1050
All Other Programs	10	10.0	17	1050

Admissions Assessment Test process: A designated (trained) Valley College staff /faculty member will administer the admissions assessment test on site or will set up a remote test. Valley College utilizes the online Wonderlic Assessment. A written version of the Wonderlic may be given if it is determined that the prospective student is experiencing computer anxiety or if the Wonderlic web site is not available due to technical reasons. The Wonderlic Admissions Assessment may be taken no more than three times. The prospective student must wait at least fifteen (15) minutes before he or she can retake a Wonderlic assessment.

Online applicants who are unable to come to the campus to take their Wonderlic assessment test may take it remotely. The designated person who sets up Wonderlic assessment tests for on-campus students may also set up the online assessment. The applicant will receive notification via email from Wonderlic when the assessment is set up.

Graduates from Valley College programs are not required to take the admissions assessment if their original assessment meets or exceeds the required programmatic assessment score of the subsequent program. Reentry students (but not graduates) who are returning to finish their program are not required to retake an admissions assessment if their original assessment is still on file and the score meets the required programmatic assessment score in effect at the time of application.

Online Readiness Assessments for Online and Hybrid programs (Veterinary Assistant, Veterinary Technician, and Practical Nursing are hybrid) Applicants enrolling in an online/hybrid program are required to complete an Online Readiness Assessment. This assessment is administered as part of the online Wonderlic Student Assessment. The assessment is used to help determine the applicant's skills, competencies, and access to technology prior to their enrollment in the program or course of study.

### Practical Nursing:

Applicants enrolling in the Practical Nursing program must pass the HESI with at least a minimum HESI score of 70%. Passing HESI scores are eligible for 24 months prior to submission.

### Appealing an Admission Decision

Within seven (7) calendar days of the initial admissions decision, if a prospective student feels that he or she has received a denial of admission in error, the prospective student may appeal the decision. The written appeal should include a reasonable explanation as to why the prospective student feels he or she would do well at Valley College. The Director of Academic Affairs (or designated staff member) and Campus Director will review the material and notify the prospective student of their decision in writing. If the prospective student is

still denied admission, he/she may appeal, a second time, addressing the issue with the Vice President overseeing Academics. The Vice President will review the materials, and the student will be notified in writing of the final decision.

## **Recommendation for Ground Campus Programs:**

### **Personal Health/Medical Insurance:**

If students in the Medical Clinical Assistant, Veterinary Assistant, Veterinary Technician, Practical Nursing, or Nursing Assistant (CNA) programs require emergency treatment for illness or injury while carrying out their assignments, they will be responsible for payment for any emergency treatment rendered and any and all costs that may result from injury and/or illness. Valley College recommends that all students in these programs carry personal health/medical insurance. If the student's assigned clinic or externship/Preceptorship site requires that the student carry personal health/medical insurance, the student is responsible for the cost of that insurance.

## **Additional Prerequisites Information (Requirements/Recommendations) by programs**

### **Practical Nursing Program Additional Requirements:** (offered at Valley College – Cleveland)

Practical Nursing students will be required to have clinical experiences in actual medical settings. Applicants should make an informed decision about whether to participate in a program that requires (at a minimum) a TB test\*, state (or national) criminal background check (BCI)\*\* and Observed 10-panel rapid drug screen\*\*\* or urinalysis (referred to as Observed drug screen going forward in the Student Catalog). The cost of the immunizations/vaccinations, BCI and Observed rapid drug screen is not included in the Laboratory Fees or tuition on the Enrollment Agreement and must be covered by the student. If it is discovered, after the enrollment process, that a student has a criminal background and/or cannot submit a negative drug screen and cannot qualify for the clinical settings, the student will be dismissed from the program. In addition, a student must be 18 years old or older to participate in the program.

In addition to the Admissions Requirements for all students, Practical Nursing (PN) program students must submit documentation that demonstrate that they meet the following requirements **before they start their clinical experiences**.

1. Valid photo identification demonstrating United States citizenship or permanent residency status of the United States.
2. \*Initial national background check (*facilitated by National Background Check, Inc.*); the student is responsible for all necessary fees.
3. \*Initial drug screen documentation; student is responsible for all necessary fees.
4. \*Common communicable disease immunization record that includes a TB, MMR, Tetanus, and Hepatitis B; if immunity is not shown, proof of titers; and/or proof of verification of boosters, must be submitted. (as applicable)

Graduates from other Valley College programs will be required to complete the Admission Requirements listed above in order to be considered for entry into the PN program.

\*Explanation for Additional Requirements: Clinical Preceptorship sites do not always have the same requirements as listed above. The requirements and recommendation of the sites may be subject to change. Valley College strives to provide students with the most up-to-date requirements for clinical sites at Orientation and at different checkpoints during the students' program.

2. Criminal Background Check (BCI) results: Students in the Practical Nursing program are required to submit to a national criminal background check/BCI. **The student must initiate the BCI process by the end of the Start Period (the first twelve calendar days from the class start date).** The students must go to a Valley College approved site. The results are sent directly to the school. The student must pass the criminal background check prior to clinicals. If the background comes back with a record that will disqualify the student from participating in the clinical portion of the program, the student will be dismissed from the program. There are NO REFUNDS for completed course work.

3. Observed drug screen: All students in the Practical Nursing program are required to submit to an Observed rapid 10-panel drug screen prior to the participating in the clinical portion of the program. **The student must initiate this process by the end of the Start Period (the first twelve calendar days from the class start date).** The students must go to a Valley College approved testing site. The results are returned to the school. Valley College must receive a "clean" report prior to the student starting the clinical portion of the program. If the report results disqualify the student from participating in the clinical portion of the program, the student will be dismissed from the program. There are NO REFUNDS for completed course work.

4. **Students in the Practical Nursing program must initiate the process for obtaining the immunizations/titers/boosters by the end of the Start Period (the first twelve calendar days from the class start date).** The student must provide a copy of written documentation from their healthcare provider that all requirements are met prior to the clinical portion of the program.

- TB (PPD): All students in the Practical Nursing program are required to provide proof of TB test (PPD skin test or chest x-ray) with a negative reading. TB tests are good for one year. If a student's TB test results expire before he or she finishes the program, the student must repeat the test.
- Proof of (a) a complete (3 injection series) Hepatitis B Vaccination or (b) a serum titer confirming immunity. Hepatitis B series: **Dose 1:** The student must show proof that he/she initiated the series by his/her program's start date. **Dose 2:** The second injection is given one month after the first dose. **Dose 3:** The third injection is completed six months after the first dose. The student must sign a **waiver** acknowledging he/she may not be fully immunized, if the Hepatitis B series is not complete.

- Proof of (a) one (1) Measles, Mumps and Rubella Vaccination (MMR) or (b) a serum titer confirming immunity to each disease or (c) proof that the student was born prior to January 1, 1957. AND
- Proof of (a) a second Measles Vaccination (may be a part of a second MMR) or (b) a serum titer confirming immunity or (c) proof that the student was born prior to January 1, 1957, (and/or) Proof of boosters is no immunity is shown.
- Proof of Tetanus vaccination within the last 10 years.

Recommendations: It is recommended that applicants also provide written documentation from their healthcare provider for:

- Proof of Varicella (Chicken Pox) immunity as shown by (a) physician documented history of the disease or (b) documentation of two immunizations or (c) a serum titer confirming immunity and proof of Booster if there is no immunity shown.
- Proof of Influenza immunization (This may be a seasonal requirement).

Any vaccinations and/or immunizations or additional clinical specific requirements are not included in the Laboratory Fees or tuition on the Enrollment Agreement and must be covered by each student. Furthermore, students who do not provide proof that they have the recommended vaccinations/ Titers and may at minimum be required to follow different procedures while performing certain medical proficiency checkpoints and or not be allowed to attend, a clinical site. For example; if you can't get the flu vaccine due to allergic reactions, you may be required to wear a mask and or other PPE deemed necessary by the clinical site throughout your rotation. If a clinical facility recommends additional specific requirements in order to participate at the clinical site, failure to adhere to requirements may enable the student from participating at the clinical and thus student may be withdrawn from the program.

#### **Failure to show Proof of Criminal Background Check (BCI), Drug Screening Results, and/or Immunizations/Titers/Boosters**

Students who **fail** to show proof that they have initiated their Criminal Background Check, Drug Screening and/or Immunization/Titers/Boosters by the end of the Start Period) may be reclassified as a No-Start status and withdrawn from the program. Please see the Refund Policy.

Due to the physical requirements (able to lift and/or carry over 50 pounds frequently), attendance and academic standards, Valley College strongly recommends that applicants who have physical limitations (including but not limited to physical disabilities, pregnancy in cases where physical limitations may be advised or prescribed or other physical constraints), learning disabilities or any other restrictions that would prevent the student from participating fully and successfully completing the program, not enroll in the program unless they provide documentation from their healthcare provider that states that the individual can complete all of the required class procedures without restrictions.

Valley College may share the results of the background check, drug screening and immunizations/vaccination records with the designated contact person at the clinical site. Based on the guidelines of the site, a student may or may not be accepted at their site. If, the student is not accepted by the site or if while the student is participating in clinicals, the assigned site denies the student's participation for any reason, the student will be removed from the site at least temporarily until the situation has been investigated by the College and the issue has been resolved. If the student cannot return to a clinical site and be allowed to make up missed time, the College has no other choice but to terminate the student. The student would have the opportunity to appeal the decision in writing to the campus' Practical Nursing Program Administrator.

#### **Medical Clinical Assistant Program Additional Requirements:**

Medical Clinical Assistant students will be working in medical offices and/or clinics assisting in the treatment of patients during the MED251- Externship & Seminar course. Students will also be participating in clinical classes on campus to prepare for their externship experience. Applicants should make an informed decision about whether to participate in a program that requires (at a minimum) a TB test\*, state (or national) criminal background check (CBC)\*\* and Observed 10-panel or 5-panel rapid drug screen\*\*\* or urinalysis (referred to Observed drug screen going forward in the Student Catalog). The cost of the immunizations/vaccinations, CBC and Observed rapid drug screen is not included in the Laboratory Fees or tuition on the Enrollment Agreement and must be covered by the student. If it is discovered, after the enrollment process, that a student has a criminal background and/or cannot submit a negative drug screen and cannot qualify for an externship placement, the student will be dismissed from the program. The student is also responsible to cover the cost of a Basic Life Support workshop that is outside of class time. Valley College hosts the BLS workshops periodically throughout the year. This workshop is a pre-requisite for the Externship. In addition, students must be 17 years old or older to participate in the Externship program. **Some externship sites require that the student be 18 years old.**

Explanation for Requirements: Externship sites do not always have the same requirements as listed above. The requirements and recommendation of the sites may be subject to change. Valley College strives to provide students with the most up-to-date requirements for externship sites at Orientation and at different checkpoints during the students' program.

\* TB (PPD): All students in the MCA program are required to show proof of TB test (PPD skin test or chest x-ray). It is suggested that the student completes this test in Tier 1. The student must have the test and the results submitted to Valley College prior to the beginning of the Tier 3 classes. The test results with a negative reading must be received by the school prior to the start of the externship. The test date cannot expire prior to the end of the program's externship portion. If the test date expires before the student finishes the program, the student will be required to resubmit a new test result. Some sites may require proof of a 2-step PPD.

\*Criminal Background Check results: Students in the Medical Clinical Assistant program are required to initiate a state criminal background check. The students must go to a Valley College approved site. The results are sent directly to the school. The student must pass the criminal background check prior to the starting the externship portion of the program. Some externship sites may require a national background check.

\* Observed drug screen: All students in the Medical Clinical Assistant program are required to submit to an observed drug screen five weeks prior to the start of the externship. Valley College will inform the student as to which observed drug screen is required. The students must go to

a Valley College approved testing site. The results are returned to the school. Valley College must receive a “clean” report prior to the student starting the externship portion of the program.

In addition, the Centers for Disease Control and Prevention (CDC) recommend the following vaccinations and immunizations. However, since many of our externship sites require these vaccinations/immunizations, Valley College **strongly suggests** that all MCA students provide a written copy of their current vaccinations and/or immunization records obtained from their physician (or health care provider). Failing to provide this documentation may limit the availability of externship sites that the student can be placed at.

1. Proof of (a) one (1) Measles, Mumps, and Rubella Vaccination (MMR) or (b) a serum titer confirming immunity to each disease or (c) proof that the student was born prior to January 1, 1957.
2. Proof of (a) a second Measles Vaccination (may be a part of a second MMR) or (b) a serum titer confirming immunity or (c) proof that the student was born prior to January 1, 1957.
3. Proof that the student has completed the Hepatitis B Vaccination series\* or (b) a serum titer confirming immunity. \*Hepatitis B is given in a three-part series. If the student hasn't completed the Hep B Vaccination series, the student must be able to provide proof that he/she has received the first dose of the vaccination prior to the start of their externship. Dose 2 is taken 1 month after the first dose. Dose 3 is taken six (6) months after the first dose.
4. Proof of Varicella (Chicken Pox) immunity as shown by (a) physician documented history of the disease or (b) documentation of two immunizations or (c) a serum titer confirming immunity.
5. Proof of Tetanus vaccination within the last 10 years.
6. Proof of Influenza immunization (This may be a seasonal requirement).

Any vaccinations and/or immunizations or additional clinical specific requirements are not included in the Laboratory Fees or tuition on the Enrollment Agreement and must be covered by each student. Valley College may share the results of the background check, drug screening and immunizations/vaccination records with the designated contact person at the externship site. Based on the guidelines of the site, a student may or may not be accepted at their site for Externship. Furthermore, students who do not provide proof that they have the recommended vaccinations may be required to follow different procedures while performing certain medical proficiency checkpoints.

**Nursing Assistant (CNA) Program's Requirements: (Please contact the Beckley or Martinsburg campus for their next start date)**

Nursing Assistant (CNA) students' clinical experience will occur in a long-term care (LTC) nursing facility. Students will also be participating in classes on campus that offer them hands-on experiences to prepare for their clinical experience. Applicants should make an informed decision about whether to participate in a program that requires immunizations/vaccinations, WV State Criminal Background Check (CBC) and Observed 10-panel or 5-panel rapid drug screen or urinalysis (referred to as observed drug screen going forward in the Student Catalog). The cost of the immunizations/vaccinations, CBC and drug screen is not included in the Laboratory Fees or tuition on the Enrollment Agreement and must be covered by the student. In addition, students may be required to make a down payment at the time of enrollment. For more information on the down payment, please see the Tuition and Fees Information document found on the Valley College web site at <http://www.valley.edu/consumer-information/>. Click on Tuition and Fees Information.

Due to the physical requirements (able to lift and/or carry over 50 pounds frequently), attendance and academic standards, Valley College will strongly recommend applicants who have physical limitations (including but not limited to physical disabilities, pregnancy in cases where physical limitations may be advised or prescribed or other physical constraints), learning disabilities or any other restrictions that would prevent the student from participating fully and successfully completing the program, not enroll in the program unless they provide documentation from their healthcare provider that states that the individual can complete all of the required class procedures without restrictions. This documentation will be reviewed by the designated Valley College staff that may include the Nursing Assistant Program Director, the Director of Academic Affairs (or designated staff member) or the Campus Director and the Nursing Assistant (CNA) Instructor. **The Valley College Nursing Assistant instructor(s) must approve the applicant's enrollment.**

The Valley College Nursing Assistant instructor will review the students' results for WV State criminal background check, observed drug screen, immunization/vaccinations documentation, classroom grade average (must be over 70%), and attendance (must have completed 65 classroom hours) before allowing the student to begin the clinical portion of the class. If the student has not met all of the pre-requirements before the clinical portion of the course, the student will be terminated from the program. There are NO REFUNDS issued.

If, while the student is participating in clinicals, the assigned long-term care facility denies the student's participation for any reason, the student will be removed from the site at least temporarily until the situation has been investigated by the College and the issue has been resolved. If the student cannot return to the LTC facility and be allowed to make up missed time, the College has no other choice but to terminate the student. The student would have the opportunity to appeal the decision in writing to the campus' Nursing Assistant Program Director.

- WV State Criminal Background Check results: All students in the Nursing Assistant (CNA) program are **required** to submit to a West Virginia state criminal background check (CBC) prior to being admitted in the CNA program. As long as the College has a receipt that the CBC has been ordered, the student may start the program. However, if the criminal backgrounds check reveals an offense that will disqualify the student the opportunity to participate in the clinical portion of the program, the student will be dismissed from the program. Such offenses include, but are not limited to, any violent felony charges, child/adult abuse or neglect, felony domestic battery or domestic assault, felony or misdemeanor crime against a child or incapacitated adult which causes harm, neglect or abuse by a caregiver or crimes which involve the exploitation of a child or an incapacitated adult. There are NO REFUNDS. **The CBC must be addressed to Valley College and may not be more than sixty (60) calendar days from the date of enrollment.**
- Observed Rapid Drug Screen: All students in the Nursing Assistant (CNA) program are **required** to submit to an observed drug screen prior to being admitted in the CNA program. As long as the College has a receipt that the urinalysis has been performed, the student may start the program. However, if the urinalysis comes back positive, the student will be dismissed from the program. There are NO REFUNDS for completed course work. **The observed drug screen may not be any more than sixty (60) calendar days from the date of the enrollment.**

**All applicants must provide a copy of written documentation from their healthcare provider for:**

- TB (PPD): All students in the Nursing Assistant (CNA) program are **required** to provide proof of TB test (PPD skin test or chest x-ray) with a negative reading. Documentation of a recent TB test is required during the first week after class has started. TB tests are good for one year. If a student's TB test results expire before he or she finishes the program, the student must repeat the test.
- Proof of (a) a complete (3 injection series) Hepatitis B Vaccination or (b) a serum titer confirming immunity. Hepatitis B series- The first of this three-part series **needs to be taken prior to the first day of class**. The second injection is given one month after the first dose. (For your information, if the student is in the process of receiving this series, the third injection is completed six months after the first dose and is not required for clinicals.)
- Proof of (a) one (1) Measles, Mumps and Rubella Vaccination (MMR) or (b) a serum titer confirming immunity to each disease or (c) proof that the student was born prior to January 1, 1957. AND
- Proof of (a) a second Measles Vaccination (may be a part of a second MMR) or (b) a serum titer confirming immunity or (c) proof that the student was born prior to January 1, 1957.

**Recommendations: It is recommended that applicants also provide written documentation from their healthcare provider for:**

- Proof of Varicella (Chicken Pox) immunity as shown by (a) physician documented history of the disease or (b) documentation of two immunizations or (c) a serum titer confirming immunity.
- Proof of Tetanus vaccination within the last 10 years.
- Proof of Influenza immunization (This may be a seasonal requirement)

**Online/Hybrid Programs Requirements:** The student is responsible for his or her own computer equipment, broadband (high-speed) Internet connection, recommended speed of 4 Mbps or higher, and any online charges he or she incurs. The online conferencing software and associated fees are included in the tuition.

Valley College uses MoodleRooms course management system. Valley College students and faculty will use the Moodle Learning Management System (LMS) as deployed by MoodleRooms, which leverages high-availability servers and multiple backup layers to ensure an accessible and reliable environment. Moodle allows users to use activity modules, such as forums and databases, to build collaborative learning communities. It allows the students to participate in class and communicate via electronic messages with instructors and other students. The online asynchronous delivery method enables the student to learn on his or her own time within a prescribed time schedule. The coursework is transmitted through a variety of interactive methods including e-lectures, electronic presentations or prerecorded lecture sessions that can be viewed live or accessed later. Access to Moodle is available by using smart phones; however, not all instructors' comments and feedback are accessible through the phone. Therefore, it is necessary that students access the course pages through a computer processing unit.

Valley College students will need Microsoft Office 2016 and Windows 10 operating system to complete the program. Courses may require the student to use Microsoft Office Word, Excel, PowerPoint and Outlook to complete assignments. Online students will be assigned a Valley College email account. They will receive an email with directions on how to download a Microsoft Office software plan during Orientation. Due to software license restrictions, the Microsoft Office software plan is only valid for current students. If a student separates from the college due to graduation or withdrawal, the College must deactivate the student's Microsoft Office software plan. The system requirements to run Microsoft products can be found at the Microsoft website, Microsoft.com.

Microsoft Windows 10: Using a PC, the minimum requirements are:

- Processor: 1 gigahertz (GHz) or faster. / Memory: RAM: 2 GB
- Free hard disk space: 16 GB.
- Graphics card: Microsoft DirectX 10 graphics card.
- A Microsoft account and Internet access.

Microsoft Office 365: Using a PC, the minimum requirements are:

- Windows 10, Windows 8.1, Windows 8, Windows 7 Service Pack 1,
- Windows Server 2016, Windows Server 2012 R2, Windows Server 2012, or Windows Server 2008 R2 Office 2007+ or later
- Browser: the current version of Internet Explorer, Microsoft Edge, Safari, Chrome, or Firefox.
- Additional Requirements may be found at the Microsoft Office Web Site <http://office.microsoft.com/>

MoodleRooms:

- Free hard disk space: 20 GB or higher.
- Processor: 2 GHz or faster / Memory: 2 GB or RAM or higher
- Any standards-supporting browser. It is best if you use the most current browser: Internet Explorer, Safari, Chrome or Firefox.
- Some demonstrations and interactions in the courses require the Flash Player 10 plug-in.
- Some takeaway documents and other resources may be provided in the PDF format. If a student does not have a reader, he or she will need to install Adobe Reader to view these documents <http://get.adobe.com/reader/>.

## Acceptance

All applicants who have met all applicable admissions requirements may complete their enrollment by signing an Enrollment Agreement and paying the registration fee. An enrollment becomes official only after the Enrollment Agreement has been reviewed, accepted and signed by the Campus Director or other authorized school representative. The College will provide the student a copy of the fully executed Enrollment Agreement. A student may register for classes at any time but may start class only on a specified starting date as listed in the Academic Calendar. Classes have a limited enrollment.

## Re-entries / Returning Students - Diploma and Degree Programs



### Re-entry Status

If a student has withdrawn, either voluntarily or involuntarily, from Valley College and wants to return to the same program within 180 days from the student's last day of attendance (LDA), he or she does not need to retake the admissions assessment.

The student must:

1. Be individually interviewed by an Admissions Representative. (Can be accomplished over the phone)
2. If a student's GPA is below 2.0, the student must meet with the Director of Academic Affairs (or designated staff member): In addition:
  - a. The student must agree to the terms of an approved Academic Plan that is in writing.
  - b. The student may repeat courses for which the student received a passing letter grade of "D" in order to help the student bring up their GPA to a 2.0.
  - c. The student will be required to repeat courses for which the student received a failing grade of "WF" or "F"
  - d. The student will be required to repeat courses for which they student received a grade of "WP"
3. Meet with a Financial Aid Advisor and agree to the terms as written on the Reentry Form.
  - a. Courses that must be retaken as a result of "F" or "WF" grades are subject to a Course Retake fee and may not be eligible for Student Financial Aid (Title IV funds).
  - b. Courses that the student retakes because of a "D" grade are subject to a Course Retake fee.
4. Be in good financial standing with the College.
5. Have final approval of the Campus Director (The Director, Online Division will provide guidance for students enrolling in an Online program.).

The re-entry student may be required to submit a written statement stating what has changed in the student's life circumstance that will allow the student to be successful this time.

The student who is re-entering their program will return under the same terms of their original contract. The student will maintain their attendance rate and GPA from when they withdrew from the program. If during the 180 days of no attendance, Valley College raises the program's tuition, the student's tuition will remain the same as their original contract. The Registrar will revise the student's original Rotation Schedule. If the program's course offerings have been modified during the 180 days of no attendance, Valley College will allow for course substitutions for any course that is no longer taught in the program and will award credit for the class as long as the student's final grade was a "C" or better. If during the 180 days of no attendance, Valley College releases a new version of the program that entails a more substantive change such as a modification of the program's published length, the number of credits or a program name change, Valley College will determine if the student may return to the version that is being taught out or will be enrolled in the new program version. Any course that is no longer offered will not be counted as part of the calculation of the student's grade point average.

### Returning Status

If a student has withdrawn, either voluntarily or involuntarily, from Valley College and wants to return to the same program after 180 days from the student's last day of attendance, he or she will be entering under a new contract and for that purpose be considered a new student. If during the period of non-attendance, Valley College raises its tuition and/or fees, the student is subject to the tuition/fees increases. Valley College follows an academic renewal procedure which allows the Director of Academic Affairs (or designated staff member) to conduct a thorough review of the returning student's transcript and complete a credit transfer evaluation. During this process, any credit attempted, and grades earned in a previous period of attendance may be excluded from the calculation of the student's grade point average providing they are from another Valley College program or are no longer offered in the same program. Valley College must include courses applicable to the student's program (whenever taken) when evaluating the student's satisfactory academic progress. The College will allow the student to appeal the decision of the Director of Academic Affairs, but the student must provide evidence that documents the reason why he or she should receive this extra consideration.

This student is only required to take the Admissions Assessment test if proof of the score is unavailable or is lower than the program's benchmark. The student may be required to submit a written statement that states what has changed in the student's life circumstance that will allow the student to be successful this time.

A student's request to return to school is not automatically approved. The Campus Director, with the guidance of the Vice President overseeing Academics and when appropriate, the Director, Online Division review the documentation and approve or deny the applicants' acceptance back in their program.

Criteria:

1. Medical Clinical Assistant students will need to resubmit to a state (or national) Criminal Background Check (CBC) and Observed rapid drug screen (Urinalysis) and provide proof of vaccinations/immunizations, as required. (Requirements may vary depending on the point of the time the student is returning to complete their program.)
2. Meet with the Director of Academic Affairs (or designated staff member) to discuss results of the transcript review.
  - a. A student will be required to retake any course they received an "F", "WF" or "WP" grade that is still required for their (same) program.
  - b. A student may retake or be required to audit a course if a student earned a letter grade of "D", if that course is still required for their (same) program or if the DOAA feels that the student needs to refresh their skills before resuming their program.
  - c. If a Medical Clinical Assistant student is returning to complete their Externship, they will be required to audit the MED211, Medical Assisting – Laboratory course before being placed in an Externship. The Vice President overseeing Academics may allow the student to substitute either MED201, Medical Assisting – Clinical or MED206, Medical Assisting – Procedures.
  - d. If the student was withdrawn from the school with a GPA of less than 2.0, it is appropriate for the student to be placed on an Academic Plan. The student must agree with the conditions of the plan.
3. Meet with a Financial Aid Advisor and agree to the terms of the financial aid packaging appointment.
  - a. The student may be required to complete the FAFSA or requalify for Tuition Options or UNISA Loans or Valley College Payment Plan.
  - b. Courses that must be retaken as a result of "F" or "WF" grades are subject to a Course Retake fee.



- c. Courses that are retaken as a result of a “D” grade are subject to a Course Retake fee.
  - d. Courses that are retaken as a result of a “WP” grade are considered a new class.
  - e. Courses that must be audited will not incur additional tuition.
4. Have final approval of the Campus Director (Online: With guidance from the Director, Online Program)

### **Returning Student to a Non-Credit, Certificate program**

A student who withdraws from a non-credit, certificate program, such as Nursing Assistant (CNA), and wants to return to restart that program will have to retake the entire program again and is subject to all of the program’s Admissions requirements.

### **Appealing a Re-Entry or Returning Student Decision**

Within seven (7) calendar days, if the student believes the re-entry or returning student decision was reached in error, he or she may submit an appeal in writing to the Vice President overseeing Admissions. The Valley College Appeals Committee will meet to review the materials and make the final determination. The student will be notified of the appeals decision in writing.

### **Credit Evaluation**

Students interested in obtaining advanced standing or receiving credit transfers for courses taken at another college or post-secondary institution, in service schools and/or in Military Occupational Specialties (MOS) should contact the Admissions Representative prior to the first day of class. The granting of such advanced standing/ credit transfer is entirely at the discretion of the Vice President overseeing Academics. All testing and credit transfer evaluations must be completed as part of the enrollment process unless otherwise authorized at a later date at the sole discretion of the Vice President overseeing Academics. No fees are assessed for evaluating or granting transfer of credit. A reduction of credit taken (attempted) will lower tuition and may impact financial aid eligibility, which can be discussed with the College’s Financial Aid Administrator.

Advanced Standing credit, or credit for prior education, is not calculated as part of the student’s GPA. If a student changes programs at Valley College, all relevant courses for which the student has earned a letter grade of C or better will transfer to the new program.

Before the Director of Academic Affairs can process a credit evaluation, the applicant must provide the College with the appropriate documentation, which may include one or more of the following documents:

- Results from Valley College Advanced Standing Test(s)
- Official Transcripts from the college and/or university
- Military transcripts and training documents
- Copies of test scores that have been evaluated by the American Council on Education (ACE) and recommended for college level credit (i.e. AP Exams, CLEP, DSST, DANTES, etc.)

### **Advanced Standing**

Students are required to complete a test or series of tests to measure their current level of knowledge. There is a minimal fee of twenty-five dollars per test (\$25.00) that is collected prior to when the scheduled test is given. The fee is nonrefundable. There are a limited number of courses in each program that qualify for the Advanced Standing status. Designated tests are created by the Valley College academic team and correlate with tests that are administered in a program’s course. Students may request to obtain a list of courses eligible/not eligible for credit transfer consideration from Admissions Department. Students must take the test(s) at Valley College. Students are granted credit equal to the most advanced test completed with a minimum grade of 70 percent (letter grade, “C”).

### **Credit Transfer**

Credit for prior education at an accredited institution acceptable to Valley College is granted to incoming students if it is appropriate to the program in which the student has enrolled at Valley College. It is the student’s responsibility to secure transcripts and provide school catalogs and/or course syllabi for evaluation to Valley College when requested in order to complete an evaluation. If the transcripts are not in English, they must be translated and evaluated by an approved agency, and any costs incurred in connection thereof should be incurred by the student.

#### **Credit Transfer Restrictions:**

- 1) To qualify for credit transfer for a course, the student’s official transcript must show that the student earned a final course grade of a “C” or better for that course. Valley College graduates are not excluded from this rule because they are enrolling in a different program. If a student is returning to the same program, a final course grade of a “D” will qualify for a credit transfer unless the course requires a letter grade of “C”
- 2) For most courses, the credits must be earned within five (5) years prior to the enrollment date at Valley College. Credits for applied or general education courses will be evaluated, at the applicant’s request, regardless of when the credits were earned. Valley College graduates who return to Valley College to complete another program are exempt from the five year rule for most courses.
- 3) Courses that are considered the program’s career readiness course must be earned within one year prior to the enrollment date at Valley College. Valley College graduates are not excluded from this rule.
- 4) Some courses are not eligible for credit transfer because they require the student to perform procedures/processes or require pre-requisites. A list of these courses is available upon request.

### **Credit for In Service Schools and MOS**

Valley College will grant credit for qualified courses that were completed in service schools and in Military Occupational Specialties (MOS) on the basis of recommendations made by the American Council on Education (ACE) in its Guide to the Evaluation of Educational Experiences in the Armed Services. Such credit is granted only if it is applicable to the student’s chosen curriculum. Ordinarily such credit may not be applied toward the general education requirements. Recommendations made by ACE for vocational or technical credit are considered on the same basis as and with the same limitations as those placed in nonmilitary sources of credit.

Valley College may award credit by examination toward the degree programs, provided there is no duplication of other academic credit, and the scores presented meet Valley College standards. Examinations may include the Excelsior College Examinations (formerly ACT/PEP and Regents), the Advanced Placement examinations administered by the College Board, the College-Level Examination Program (CLEP), Defense Activity for Non-Traditional Education Support (DANTES) examinations, and the American College Testing/Proficiency Examination program (ACT/PEP). Credit by examination awarded by other approved institutions will be accepted for courses that appear on an official transcript with a grade of C or better.

Students who are not Valley College graduates are required to complete at least 60% of the total program credits as a Valley College student to earn an Associate or Bachelor degree. For diploma programs, due to the nature of the curriculum more restrictions may apply for credit transfer. It is typical that a student may transfer no more than 25% of the program credits for a diploma program. Valley College graduates may be permitted to transfer more credits if they completed similar discipline programs. Information regarding credit transfers and Advanced Standing is available in the Admissions Office.

### **Students Transferring to another Valley College Campus or Program**

Valley College students enrolled in a program at any Valley College campus may transfer to another Valley College campus or program within the same campus. The transferring students should check with the financial aid office to determine how a transfer affects their financial aid or tuition balance. A credit evaluation will be completed by the Director of Academic Affairs (or designated staff member).

Transfer to Same Program at another Valley College Campus: Credits attempted will transfer to the same program at another Valley College campus, as long as the student earned above a course grade of “D” or higher and the student’s cGPA is a 2.0 or higher. At the DOAA’s discretion, a student may be required to audit a course if the student received a grade of “D” to ensure that the student can demonstrate he/she has mastered the basic concepts taught in that course.

Transfer to Another Program at the same Valley College Campus: A student may transfer from one program to another program at the same campus. To be eligible for credit transfer, the course’s descriptions must match or be very similar. Also, the student must have earned a final letter grade of “C” or higher in the course. If the course grade was a “D,” “W,” “WF,” or “WP,” the course will be included in the new program’s tuition.

### **Credit Evaluation Grace Period**

At the student’s request, the Director of Academic Affairs will complete a preliminary credit evaluation for the transfer of credits using an unofficial transcript(s). However, if the official transcript is not received in a timely manner or does not substantiate the transfer of credits, the preliminary credit evaluation will be voided. An Admissions Representative will provide the student with an Enrollment Agreement Addendum that will show the difference of credits, program length and tuition and fees and the student will have time to reassess the information and make a decision if he/she would like to continue in the program.

### **Student Appeals Process**

Within seven (7) calendar days, if a prospective student disagrees with the results of the Valley College’s evaluation of transfer credits, the student may appeal the decision. The student must provide the Vice President overseeing Academics with supporting documentation and a reasonable explanation as to why the school should reevaluate the transfer credits. The student will be notified in writing of the final decision. The impact of Credit Transfers on Satisfactory Academic Progress is discussed in the Standards and Regulations section.

### **Credit Transfer to another institution**

Valley College does not guarantee transferability of its credits earned at the College to any other college, university, or institution. The decision on the acceptance of credits earned at Valley College is at the sole discretion of the receiving institution. Students should not assume that any courses or programs can be transferred to another institution and are advised that the College’s programs are not designed for transfer to other institutions. It is the student’s responsibility to confirm whether or not credits will be accepted by another institution of the student’s choice.

**Articulation Agreement:** Valley College has entered into an articulation agreement with Strayer University for the Cybersecurity Associate program. Please note that this does not guarantee the transfer of some or all credits to this institution. To make an informed decision, it is the Cybersecurity student’s responsibility to request the current articulation agreements, review it, and then discuss the transferability of credits with the other educational institution. The Cybersecurity student should check with the other Institution for the most current information before enrolling. The Articulation Agreement is not of indefinite duration and may terminate at any time.

South Hills School of Business & Technology (SHSBT) has entered into an articulation agreement with Valley College for the Bachelor programs offered at Valley College. Please note that this does not guarantee the transfer of some or all credits to Valley College. To make an informed decision, it is the SHSBT student’s responsibility to request the current articulation agreements, review it, and then discuss the transferability of credits with a Valley College Admissions Representative. The SHSBT student should check with Valley College for the most current information before enrolling. The Articulation Agreement is not of indefinite duration and may terminate at any time.

### **Credit Hours**

Valley College utilizes qualitative and quantitative measurements to assess student progress. The institution is approved as a semester credit hour institution.

### **For Academic Purposes:**

The faculty at the institution emphasizes the student’s need to stay current with classroom activities by incorporating work outside of class. In addition to the standard classroom hours listed, homework is an integral part of the student’s learning experience and is incorporated into the final grade for each course. The standard measurement of a credit hour for academic purposes is:

- 15 classroom hours of lecture equal 1 semester credit and consists of learning new material or theory
- 30 classroom hours of lab equals 1 semester credit and consists of supervised practice of newly introduced principles/theory.

- 45 externship hours equals 1 semester credit and consists of supervised work experience activities related to skills/knowledge acquired during the program.

**For Purposes of Title IV Federal Financial Aid:**

The institution utilizes the US Department of Education (USDE) definition of a credit hour that measures such in terms of the amount of time in which a student is engaged in academic activity, as follows:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 15 weeks for one semester of credit, or the equivalent amount for a different time, or at least an equivalent amount of work as required above for other academic activities including laboratory work and externships, etc.
- For the credit to clock hour conversion, the institution utilizes the USDEs guideline of “A semester hour must include at least 30 clock hours of instruction” and an additional 7.50 hours of out of class work (homework) for each credit hour.

This conversion is based on the premise that outside homework and assignments are documented as such and are part of the grading criterion for the student’s final grade in a course. All syllabi for certificate/diploma programs outline the homework requirement and include a homework component in the overall course grade.

**Program Time Extension**

Students are expected to complete their program by their scheduled completion date. The Campus Director and Vice-President of Education and Online Division will review any request for an exception to extend the program length.

## FINANCIAL INFORMATION

### Tuition and Fees

The total cost of each program includes all charges for registration, tuition, laboratory and equipment usage, and graduation fee may be found in the Tuition and Fees Information Addendum, which is located on the Valley College web site at <http://www.valley.edu/consumer-information/> (Click on Tuition and Fees Information). In addition, the estimated costs of textbooks and supplies for each program and the Course Retake fees are also listed in the Tuition and Fees Information Addendum.

### Definition of a Payment Period

Valley College uses the term payment period. A term is defined as Midpoint and Completion for programs that are one (year) or less in program length (diploma programs). Associate degree programs that are more than one year in length are divided into four terms: Year 1 Midpoint, Year 1 Completion, Year 2 Midpoint and Year 2 Completion. Bachelor degree programs that are more than two years are divided in eight terms: Year 1 Midpoint, Year 1 Completion; Year 2 Midpoint and Year 2 Completion; Year 3 Midpoint and Year 3 Completion; and Year 4 Midpoint and Year 4 Completion.

### Refund Policy

The refund policy of Valley College for credit earning programs appears below.

- A. Students not accepted by the school shall be refunded all monies paid to Valley College.
- B. **BUYER'S RIGHT TO CANCEL:** Students who wish to cancel their enrollment must notify the school's Campus Director in writing. All monies paid will be refunded if the student notifies the school of cancellation not later than midnight of the 5th day after the date of the enrollment agreement which has been signed by the student and the authorized school admissions representative.
- C. Students who cancel their enrollment after midnight of the 5th day (as described in paragraph 2) but before the first day of instruction, or who never attend class without notification to the college shall be refunded all monies paid to Valley College except the Registration Fee.
- D-1. Students in the diploma and degree programs: Students who cancel/withdraw after the first day of instruction shall be refunded based on the total contract price, according to the following percentages\*:

#### For Diploma programs offered on campus or hybrid

Within the five day window, per Paragraph B	All but book expense (for physical and electronic books)
Outside of the five day window, per Paragraph B, but within 12 calendar days or less attendance time	All but the registration fee and book expense (for physical and electronic books)
*more than twelve (12) calendar days through 60% completion of current payment period	**Prorata refund of tuition of current payment period plus graduation fee
*more than 60% completion of the current payment period	**No Prorata refund for current payment period plus graduation fee

#### For Diploma and Degree programs offered online

Within the five day window, per Paragraph B	All but book expense (for physical and electronic books)
Outside of the five day window, per Paragraph B, but within 12 calendar days or less attendance time	All but the registration fee and book expense (for physical and electronic books)
*more than twelve (12) calendar days through 60% completion of current payment period	**Prorata refund of tuition of current payment period plus graduation fee
*more than 60% completion of the current payment period	**No Prorata refund for current payment period plus graduation fee

\*NOTE: A Title IV Return of Funds Calculation is required if the student received Federal Student Financial Aid (FSA) funds for the enrollment period. If the student withdraws, Valley College must determine the amount of FSA program assistance that was earned. The institution will perform this calculation on a payment period basis, and any unearned Title IV funds will be returned by the institution for its share and the student will be advised of their portion to return, if any. The student will be obligated to Valley College for any tuition, fees, or books not covered by Title IV funds.

\*\* A pro-rata refund is a proportional amount of tuition based on the number of calendar days from the first day of scheduled class to the end of the current payment period. Refunds are calculated using the pro-rata refund formula prescribed by federal regulations. Please consult with the Valley College Financial Aid Office for more information. (Example of a pro-rata refund: A student who withdraws after completing 30 days of a 240 day payment period would be charged 30/240 or 12.5% of the tuition for that payment period.)

**D-2. The Nursing Assistant (CNA) program is not eligible for Federal Student Financial Aid grants/loans programs.**

Students in the certificate program: Students who cancel/withdraw after the first day of instruction shall be refunded based on the total contract price, according to the following percentages\*:

Within the five day window, per Paragraph B	All but NA Kit and book expense
Outside of the five day window, per Paragraph B, but within 7 calendar days or less attendance time	All but the registration fee, NA Kit and book expense
<i>*more than 7 calendar days</i>	No Refund

- E. All refunds shall be made within 45 calendar days of official withdrawal or 45 calendar days of the date of determination of withdrawal if the student does not officially withdraw. Receipt of a refund may take up to 45 calendar days depending upon the date of withdrawal. Refunds for students funded by third parties will be returned to the appropriate funding agency.
- F. If the institution cancels a program subsequent to a student's enrollment, the student shall be refunded all monies paid.

If the account is not paid as agreed to, and it becomes necessary to refer the account to a Collection Agency, the student will be responsible for all collection fees to include reasonable attorney fees, skip tracing fees and court costs and collection agency fees.

Students receiving VA benefits will receive a pro-rata refund for any portion of the program not completed, plus the graduation fee but excluding textbooks. This pro-rata refund includes any registration fee in excess of \$10.00. Refunds will be made as provided in VA Regulations 38CFR21-4255.

All communication relating to withdrawal or refund must be addressed to the Campus Director. Valley College will acknowledge, in writing, any received valid official notice of cancellation.

**NOTE:** Withdrawal prior to graduation does not relieve the student of the responsibility to complete payment on any student loan that may be outstanding after appropriate refund has been made by the College. Any refunds due as a result of a student withdrawal from the College will be refunded in the following priority:

Unearned unsubsidized Direct Stafford loans; unearned subsidized Direct Stafford loans; unearned Direct PLUS loans; unearned Federal Pell Grants; required refunds of other Federal, State, private or institutional student financial assistance received by the student.

After applicable refunds are made, Valley College will bill the student for any balance due.

**Published Return of Title IV Funds Policy– (34-CFR668.22)**

The law specifies how Valley College must determine the amount of Federal Student Aid (FSA) assistance that the student earns if he/she withdraws from school. The Title IV programs that are covered by this law are Federal Pell Grants, Iraq and Afghanistan Service Grants, Direct Loans, Direct PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs).

**How Student Official Withdrawals:**

**Voluntary (Official) Withdrawal:** Withdrawal from the College must be initiated by mailing or delivering to the school a written notice of withdrawal to the Campus Director. Students may also notify the Campus Director in person. Failure to officially withdraw may result in the assignment of failing grades that become part of the student's permanent record. Merely stopping class attendance does not constitute official withdrawal.

**Involuntary Withdrawal:** A student may be administratively withdrawn from the College if he or she fails to make specific arrangements for prolonged absenteeism. The student's withdrawal date will never be longer than fourteen (14) calendar days after the student's last date of attendance/educational activity. A student who fails to return from the Leave of Absence (LOA) on his or her scheduled return date will be withdrawn from their program unless the student requested a LOA extension or additional LOA. A student may also be terminated if he or she does not attend the first day of class for one of the following reasons: was not scheduled for the previous class (SPNE), retook the previous class or audited the previous class. In addition, a student may be terminated from his or her for not meeting the programmatic attendance requirement and/ or poor academic performance which includes not meeting Satisfactory Academic Progress requirements.

Students may also be administratively withdrawn from the college for inappropriate behavior on campus, at their Medical Clinical Assistant externship, or their Nursing Assistant (CNA) clinic site, or while on a campus sponsored event (field trip or student activity).

**Date used for Calculation for both voluntary and involuntary withdrawals:**

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

**Timeframe:**

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 the student has withdrawn.

**Financial Consequences for Withdrawing/Post-Withdrawal Disbursements/Responsibilities for Returning Unearned Aid:**

Valley College posts the student's aid at the beginning of a payment period. If a student withdraws during a payment period, the amount of FSA program assistance that was earned up to that point is determined by a specific formula. If the student received (or the school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds; this is called a Post withdrawal disbursement. If you received more assistance than the student earned, the excess funds must be returned by the school and/or the student. The amount of assistance that the student earned is determined on a pro rata basis. For example, if the student completed 30% of his or her payment period, the student would earn 30% of the assistance he or she was originally scheduled to receive. Once the student completed more than 60% of the payment period, the student would earn all the assistance that he or she was scheduled to receive for that period. (The calculation is: Aid to be returned = (100% of the aid that could be disbursed, minus the percentage of aid earned), multiplied by the total amount of aid that could have been disbursed during the payment period or term.)

**Aid Earned Calculation**

$$\frac{\text{\# of days through last date of attendance}}{\text{Total \# of days in Payment Period}}$$

If the student did not receive all of 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 of the loan funds so that additional debt is not incurred. Valley College may automatically use all or a portion of the student's post-withdrawal disbursement of grant funds for tuition and fees. Any excess grant funds will be disbursed to the student within 14 days. Valley College needs a student's permission to use the post-withdrawal grant disbursement for all other non-institutional charges. If the student does not give permission, the funds cannot be used for non-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 school will return a portion of the excess equal to the lesser of (1) the student's institutional charges multiplied by the unearned percentage of student's Title IV funds, or (2) the entire amount of excess Title IV funds. Valley College must return this amount even if it didn't keep this amount of the student's Title IV program funds.

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

Any amount of unearned grant funds that you 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. A student doesn't have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. The student must make arrangements with Valley 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 Valley 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. Federal Supplemental Educational Opportunity Grant (SEOG)

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

**Payment Procedures**

Payment of the registration fee is required at the time of enrollment. Arrangements for payment of remaining tuition, books and graduation fee must be made prior to the first day of class. Valley College accepts cash, check, money order, Visa, MasterCard and/or Discover to cover fees, tuition and/or the price of books.

The College offers various plans by which students may finance their education; details are available from the College's Financial Aid Office. If a question arises, students should contact the Financial Aid Office for assistance on or before the first day of class.

**Financial Aid**

The cost of an education is an important consideration in career planning. It is an investment in the future. The responsibility of financing higher education rests with students and their families. A prospective student at Valley College should expect the following expenses: tuition, books and fees, room and board (if appropriate), personal expenses, medical insurance, transportation, and child care (if applicable). Such expenses will be considered by a Valley College's Financial Aid Office when students apply for financial aid.

Financial aid is available for those who qualify. The College's Financial Aid Advisors will explain all available options. Students applying for Federal Student Aid are considered for all programs for which they are eligible. All financial aid awards to students are determined by the Financial Aid Office based on the current rules and regulations.

### **Description of Financial Assistance Available to Students:**

To determine the eligibility of financial assistance, the applicant must complete and submit a Free Application for Federal Student Aid (FAFSA). Valley College is an eligible institution for Title IV Funds and is approved for Veterans and MyCAA and West Virginia Higher Education and West Virginia Higher Education Adult Part-Time Students Grant Programs. Valley College also works with Vocational Rehabilitation programs and West Virginia Workforce Innovation and Opportunity Act programs. Our programs lead to a degree or diploma or certificate. If a student is enrolling in the program for the first time, he or she is considered a full-time student. Returning students must be considered either a full-time or at least a half-time student to be eligible for financial aid. As each student's eligibility for financial assistance may vary, Valley College Financial Aid Advisors schedules at least one FA appointment with the applicant during the enrollment process. Below is a short description of the Federal Financial Aid programs that Valley College participates in:

**Federal Pell Grant:** For eligible students, Federal Pell Grants are the base upon which all other federal student financial aid is built. The amount a student may receive depends on the student's expected family contribution year (EFC), the student's enrollment status, Pell Lifetime Eligibility Used, and how much of the student's remaining education falls within the current federal award year (July 1 through June 30). The student cannot have earned a bachelor degree from any institution.

**Federal Supplemental Educational Opportunity Grant (FSEOG) Program:** A priority is given to Pell Grant recipients with the lowest EFCs. Valley College awards eligible students between \$100 (one hundred dollars) to \$4000 (four thousand dollars) a year depending on their need and the availability of funds at the school. This program is a campus-based program available only to students who do not have a bachelor's degree.

**Direct Subsidized Loan Program:** These loans are available to eligible students based on the financial need of the student. The Financial Aid Advisor will discuss the loan amount a student can borrow during the enrollment process. The loan is subsidized because the Federal Government pays the interest during the time the student is enrolled and the six (6) months after separation from the college (program completion or withdrawal) and periods of deferment. Students are responsible for attending an entrance and exit counseling session that provides more information regarding the loans and their responsibilities as borrowers.

**Direct Unsubsidized Loan Program:** These loans are available to eligible students. The Financial Aid Advisor will discuss the loan amount a student can borrow during the enrollment process. The loan is not subsidized, which means that the student is responsible for all interest charges during the time of enrollment, the six months grace period after separation (program completion or withdrawal), and periods of deferments and forbearance. If a student does not pay the interest during the time they are in school or during the grace period or deferment or forbearance periods, the interest will accrue (accumulate) and be added to the principle of the loan. The student will have to pay interest on the accrued interest. Students are responsible for attending an entrance and exit counseling session that provides more information regarding the loans and their responsibilities as borrowers.

**Direct Plus Loan Program:** These loans are available to the parent(s) of dependent eligible students enrolled in a program of study. The Financial Aid Advisor will discuss the loan amount a parent can borrow during the enrollment process. The parent(s) must have a favorable credit history. The Direct Plus Loan enters repayment once the loan is fully disbursed.

**Federal Work Study (FWS) Program:** The Federal Work Study Program provides jobs for eligible student to earn funds to pay a portion of their educational expenses. Valley College will announce FWS work study positions to eligible students. The salary is generally current minimum wage. The number of hours is based on the financial need demonstrated by the student, the number of hours it is possible for the student to work and the availability of FWS funds available at Valley College. The Financial Aid office oversees this program.

Students must file a FAFSA as part of the application process for FWS assistance. The student must indicate on the FAFSA that they are interested in participating in the FWS program. The Financial Aid Advisor (FAA) will determine the student's eligibility and other factors such as the availability of work study positions. Valley College requires that the student is a full-time student to maintain work study eligibility. The student must also maintain (meet or exceed) the minimum Satisfactory Academic Progress requirements, the attendance requirements for his or her program, and be in good financial aid standing with Valley College. The students will need to complete a specific amount of credits to qualify for the Federal Work Study program. The amount of credits varies from program to program and a listing of required credits is available in the Financial Aid Office. Students may not participate in Work Study during their Externship (MCA). Work study openings will be communicated to qualified students through bulletin board postings and/or e-mails.

**Other Grants and Financial Aid Assistance Programs:** Below is a short description of the other grants or financial aid assistance programs that Valley College participates in:

**Need-based state grant program administered by the Higher Education Policy Commission:** Awards are given to West Virginia residents and amounts vary by institution. Awards are based on Expected Family Contribution, and students must be enrolled full-time. Since it is a need-based program, the student must complete a FAFSA to determine eligibility.

**WV HEAPS (Higher Education Adult Part-time Student) Grant Program:** Students who are residents of West Virginia and complete the Free Application for Federal Student Aid (FAFSA) may qualify for the HEAPS Grant. Unlike loans, HEAPS Grants do not have to be repaid. The amount a student is awarded depends on financial need, costs of attendance, at least part-time enrollment, and length of academic study. The application process begins July 1st of every award year and is only for certificate/diploma programs which meet in demand criteria as determined annually by the West Virginia Higher Education Policy Commission. Contact the Valley College Financial Aid office for more information.

**WV HEGP (Higher Education) Grant Program:** Students who are residents of West Virginia for least one year and complete the Free Application for Federal Student Aid (FAFSA) by the respective due date every year may qualify for the WV HEGP grant. This grant is a need-based grant.



The amount a student is awarded depends on financial need, costs of attendance, full-time enrollment, and length of academic study. HEGP may be used for diploma or degree programs.

**WV High School Equivalency Diploma Scholarship:** Students who are residents of West Virginia and who have attained the State of West Virginia High School Equivalency Diploma (TASC or GED) are eligible to apply for this scholarship administered by the West Virginia Department of Education. Submission criteria and deadlines are established and communicated by the West Virginia Department of Education. Eligibility and selection are based upon financial need as determined by the Free Application for Federal Student Aid (FAFSA) and the State of West Virginia High School Equivalency Diploma scores. Scholarships amounts for Valley College recipients, as set by Valley College, are \$1,000 per year for degree programs and \$500 for diploma programs. Recipients must be current residents of West Virginia, accepted or enrolled in the school, and meet minimum scores for TASC, GED, or a combination of averages from each depending on which high school equivalency exam the applicant completed. Candidates must complete and submit the scholarship application by a specified deadline to: West Virginia Department of Education, Bldg. 6, Suite 825, 1900 Kanawha Blvd., East, Charleston, WV 25305-0330. For more information, including the current year's submission deadline, contact the Valley College Financial Aid office.

**OMACCS Scholarship Valley College LEADS Scholarship (Ohio):** Valley College -Cleveland in cooperation with the Ohio-Michigan Association of Career Colleges and Schools (OMACCS), offers the LEADS Scholarship to eligible students that have recently graduated from a high school in Michigan or Ohio. Finances for the scholarships are provided by Valley College and no state or federal funds are involved. The primary objective of these scholarships is to provide students with the education and training necessary to obtain a job in an Ohio or Michigan business or industry and encourage students to learn more about leadership in their communities. Scholarships amounts for Valley College recipients, as set by Valley College, are \$1,000 per year for degree programs and \$500 for diploma programs. For more information regarding eligibility, scholarship rules/restrictions, and the submission process, please contact your Valley College Financial Aid Advisor or OMACCS scholarship website: [www.omaccs.org/scholarships](http://www.omaccs.org/scholarships). Scholarship submission deadlines are posted on the OMACCS website. Applications are to be submitted to: Ohio-Michigan Association of Career Colleges and Schools at the following address: 2109 Stella Court, Suite 125, Columbus, OH 43215 Phone: 614.487.8180 Fax: 614.487.8190

**Military and Veterans Administration Education Assistance:** The Veterans Administration provides a number of programs for veterans and service personnel seeking funding for education and/or training. Please contact the Veterans Certifying Official at Valley College to inquire about available assistance. Apply for Veteran Education Benefits at [www.va.gov](http://www.va.gov) or for questions regarding benefits call 1-888-442-4551

**Section 103 of the Colmery Act for Veterans:**

Despite any policy to the contrary, for any students (a Covered Individual\*) using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. Valley College will not impose any penalty on any covered individual because of the individual's inability to meet his or her financial obligation to the school due to the delayed disbursement funding from the Department of Veterans Affairs under chapter 31 or 33. Valley College will not:

- Prevent the covered individual's enrollment;
- Assess a late penalty fee;
- Require that the covered individual secure alternative or additional funding, or borrow additional funds;
- Deny the covered individual access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA's Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).

\*A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation, or chapter 33, Post 9/11 GI Bill benefits. The covered individual may attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following dates:

The date on payment from the VA is made to the institution.

90 days after the date the institution certified tuition and fees following the receipt of the COE

**Vocational Rehabilitation:** Students with physical or learning disabilities may be eligible for assistance with education expenses through their state department of vocational rehabilitation. Students should contact the local Division of Rehabilitation Services to inquire about programs available.

Other sources of financial assistance may be available from Workforce Investment Boards, MyCAA, employers, labor unions, or social, fraternal, or religious organizations with whom students or their families may be associated.

### **Valley College Interest Free, In-School Payment Plan**

Valley College offers an interest free, in-school payment plan for unmet financial obligations. The student's Financial Aid Award letter will show the amount of money owed to the institution, payment amount and payment schedule. The student must sign the Financial Aid Award letter to acknowledge his or her agreement to the terms of the payment plan. The maximum time frame for payment plans extends no longer than twelve (12) months.



### **Valley College Alternative School Loan and Extended Payment Plans**

For financial obligations better served and managed by a longer payment term, Valley College offers an alternative school loan or an extended payment plan as applicable both of which extend beyond graduation. The alternative school loan and extended payment plan are administered with the support of a third-party service firms, Tuition Options or UNISA. The student must complete an application. A credit check may be required. The student will be provided with a detailed explanation of all financial obligations in regard to Tuition Options or UNISA alternative school loans and all payment plans. The explanation will include the amount owed to the institution, the student's payment amount, and payment schedule. Unlike Valley College's in-school payment plan, Tuition Options or UNISA alternative school loan and extended payment plans accrue interest and the scheduled payments extend beyond the student's completion date. The student has the option of using auto-payments. Valley College cannot guarantee that all student loans or extended payment plans will be approved.

Students who become delinquent in their tuition payment may risk suspension of services, suspension or termination and shall be subject to all legal collection procedures. If the account is not paid as agreed to, and it becomes necessary to refer the account to a collection agency, the student will be responsible for all collection fees, including reasonable attorney fees, skip tracing fees and court costs. The College also reserves the right to not release Official Transcripts or Diplomas to graduates/current or former students who are not in good financial standing at the time of the request.

### **Consent to be Contacted:**

When a student has a financial obligation to pay on their extended payment plan, they provide their consent to be contacted per terms of their signed Enrollment Agreement.

### **Procedures for Applying for Financial Aid**

Students should apply for financial aid by submitting a completed Free Application for Federal Student Aid (FAFSA) and additional supporting documents to Valley College. Forms may be obtained from the school's Financial Aid Offices. Alternatively, students may complete the FAFSA online using the following school code for their campus of choice:

BECKLEY	030844
MARTINSBURG	026094
CLEVELAND	026094

**ONLINE:** Students who are considering enrolling in an online program should use the Martinsburg school code:

MARTINSBURG	026094
-------------	--------

In order to be eligible to receive a financial aid award, the student must be admitted to and enrolled in Valley College. The Financial Aid Office will not award financial aid to any student who has not officially enrolled in the College. An award notification letter explaining the available financial aid will be given to each eligible applicant.

Valley College students and parents should be aware that if they enter into an agreement regarding a Title IV, HEA loan that information will be disclosed to NSLDS and will be accessible by authorized agencies, lenders, and other post-secondary educational institutions.

### **Financial Aid Title IV Code of Conduct**

The Higher Education Opportunity Act (HEOA) requires educational institutions to develop and comply with a Code of Conduct that prohibits conflicts of interest for financial aid personnel [HEOA § 487 (a)(25)]. Valley College, as a school eligible to participate in the Title IV Federal Student Aid Program, abides by the following policy:

Valley College does not nor will it ever have revenue sharing agreements with any lender. As the College is presently operating, its only lender is the U.S. Department of Education (USDOE) with whom it participates for Direct Loans and any servicer the Department may assign to service its loans. Valley College does offer institution loans to students and uses Tuition Options or UNISA as its servicers.

In no situation should any other lender relationship be initiated without the approval of the College's President and in no circumstances should any agent or employee of Valley College engage in 1) revenue sharing arrangements with any lender, 2) any activities that would steer borrowers to a particular lender, 3) offer funds for private loans to students in exchange for providing concessions or promises to the lender for a specific number of Federal Title IV loans, a specific loan value, or a preferred lender agreement, or 4) accept money gifts, favors, discounts, entertainment, hospitality, loan or other items having a monetary value of more than a de minimus amount from any lender with whom the College may now or at some point in the future engage or work to provide Title IV loans to Valley College's students.

This Code of Conduct applies to all officers, board members, employees and agents of Valley College. This policy places specific emphasis on all employees of the business including but not limited to financial aid administrators to avoid any relationships or associations with lenders, granting agencies, or loan services.

### **Financial Aid Professional Judgment**

Valley College Financial Aid Office will consider requests for reconsideration of financial aid eligibility using professional judgment. Students should contact the Financial Aid Office to determine eligibility for professional judgment. Students will be required to submit an appeal in writing detailing the changes in household and/or financial circumstances since the completion of FAFSA. The FAA will collect the necessary documents and submit requests to the Director of Financial Aid for approval or denial. The decision is made in accordance with institutional policy and is not regulated by the Federal Government. If a student disagrees with the decision, he or she may submit a written appeal to the Vice President overseeing Financial Aid.

### **Requirements for Continued Eligibility**

Financial aid from federal programs is not guaranteed from one year to the next. Each student must reapply every year. To remain eligible for Title IV federal student aid, veterans' or military service personnel benefits, most agencies' funding, and many scholarships or grants, a student

must be maintaining Satisfactory Academic Progress (SAP). For more information regarding Satisfactory Academic Progress (“SAP”); refer to the SAP section of this Catalog.

### **Entrance, Exit Counseling and Loan Repayment Information**

Entrance Counseling: Any student borrowing under the Direct Loan Program for the first time is required to complete Entrance Counseling online at [www.studentloans.gov](http://www.studentloans.gov) website. When the loan is being processed, a first-time borrower must sign a Master Promissory Note (MPN). The promissory note should be signed electronically at [www.studentloans.gov](http://www.studentloans.gov). The electronic confirmation of entrance counseling and completion of an MPN are sent directly to the Financial Aid Office.

Exit Counseling: Any student borrower under the Direct Loan Program must complete the Federal Financial Aid Exit Counseling online at the [www.studentloans.gov](http://www.studentloans.gov) website.

Loan Repayment Information: William D. Ford Direct Loans do not have to be repaid until six (6) months after the student graduates (completes his or her program) or ceases to be enrolled in a program. Only one six-month grace period is granted to each student. The repayment process for parent loans begins within sixty (60) days after the last disbursement for the year. To view repayment plan options go to [www.studentaid.gov/repay-loans/understand/plans](http://www.studentaid.gov/repay-loans/understand/plans).

### **Institutional Scholarships and Grants**

A list of available scholarships and grants along with their criteria can be obtained from the campuses’ Financial Aid office. An applicant must meet the requirements of the relevant scholarship, complete and submit an application, and be interviewed by Valley College’s staff to determine eligibility. Students enrolled at Valley College-Beckley and Valley College-Martinsburg (including online) may be eligible for the scholarships with the designation (WV). Students enrolled at the Valley College-Cleveland (including online) may be eligible for the scholarships or grants with the designation (Ohio)

#### **Valley College High School Scholarship (WV)**

The High School Scholarship is intended for qualified individuals who enroll in a diploma or degree program at Valley College on/or before the designated date found on the application that is available in the Financial Aid Office. This scholarship is designed to encourage these individuals to continue their education at Valley College and begin to build their career path.

#### Timing of award and award amount is as follows:

The award is up to \$2,000 toward tuition for a Valley College degree or diploma program and is awarded upon successful completion of the program.

This Valley College scholarship will be applied to an account balance owed to the College and has no cash equivalency. It is institutional funding that is applied as a last dollar offset, up to the total amount specified in the award, to the student account balance after all eligible federal, state and local funding has been disbursed to the student’s account.

#### Terms and Conditions:

1. Provide the College with a copy of your High School Transcript or GED or TASC Transcript
2. Must meet one of the following three criteria:
  - (1) graduated from high school with a GPA of 2.0 or higher in 2019 or up to June 2020
  - (2) passed the GED /TASC test in 2019 or 2020
  - (3) score above 12 on the Wonderlic Assessment
  - (4) have a 2.0 GPA at the end of six weeks in the program
3. If student submits for the scholarship by the fourth criterion, and does not earn a 2.0 GPA (firm limit, without rounding) at the end of six weeks, they will not qualify for the scholarship.
4. Complete the scholarship application including the essay question
5. Failure to graduate from the program for any reason will lead to forfeiture of the scholarship award.

#### Application Procedure:

1. Meet with the Financial Aid office to discuss financing options including completing a Free Application for Federal Student Aid (FAFSA) and any additional required documents
2. The prospective students may obtain a scholarship application from the Valley College Financial Aid office during the admissions process.
3. Complete the Scholarship Application which includes an essay question. All information requested on the application must be complete and legible. The application must be signed by the applicant.

#### Submission Procedure:

The completed Scholarship Application must be submitted to the Financial Aid Department. Incomplete application packets will not be accepted. The Financial Aid Advisor will forward all completed applications to the Campus Director. Even though the Online programs are administrated through the Martinsburg campus, the Campus Director at the enrolling campus will review the scholarship application and recommend the applicant for the scholarship award. The Director of Financial Aid will grant the final approval.

#### **Valley College Step-Up Associate Scholarship (WV)**

This scholarship is intended for students who have graduated from a Valley College diploma (or for-credit certificate) program and who enroll in a Valley College Associate degree program offered online. The applicant is considered a candidate for the scholarship during his or her enrollment in the degree program. Online programs are administrated through Valley College – Martinsburg.

Timing of award and award amounts are as follows:

- The award is up to \$2,000 per enrollment in an Associate degree program

This Valley College scholarship will be applied to an account balance owed to the College and has no cash equivalency. It is institutional funding that is applied as a last dollar offset, up to the total amount specified in the award, to the student account balance after all eligible federal, state and local funding has been disbursed to the student's account. For students receiving this scholarship who have balances on multiple programs at Valley College, the funds will be applied in the following order:

1. Institutional scholarship funds will be applied to previous program balance(s) first.
2. Any remaining institutional scholarship funds will be applied to the current program balance with no cash equivalency.

Terms and Conditions:

1. Enrollment in a Valley College Associate degree program offered online
2. Must have graduated from a Valley College diploma (or qualifying certificate) program
3. Complete the scholarship application
4. Failure to graduate from the degree program will lead to forfeiture of scholarship.

Application Procedure:

1. Meet with the Financial Aid office to discuss financing options including completing a Free Application for Federal Student Aid (FAFSA) and any additional required documents
2. The prospective students may obtain a scholarship application from the Valley College Financial Aid office during the admissions process. Step-Up Scholarship Grace Period, if it was discovered during the student's first year of their degree program that they qualified for a Step-Up Scholarship, but did not apply, they may contact the Financial Aid office for a scholarship application.
3. Complete the Scholarship Application which includes an essay question. All information requested on the application must be complete and legible. The application must be signed by the applicant.

Submission Procedure:

The completed Scholarship Application must be submitted to the Financial Aid Department. Incomplete application packets will not be accepted. The Financial Aid Advisor will forward all completed applications to the Campus Director. Even though the Online programs are administrated through the Martinsburg campus, the Campus Director at the enrolling campus will review the scholarship application and recommend the applicant for the scholarship award. The Director of Financial Aid will grant the final approval.

**Valley College Step-Up Bachelor Scholarship (WV)**

This scholarship is intended for students who have graduated from a Valley College diploma (or for-credit certificate) program and who enroll in a Valley College Associate degree program offered online. The applicant is considered a candidate for the scholarship during his or her enrollment in the degree program. Online programs are administrated through Valley College – Martinsburg.

Timing of award and award amounts are as follows:

- For Diploma program graduates: the award is up to \$5,000 per enrollment in a Bachelor degree program.
- For Associate degree program graduates: the award is up to \$3,000 per enrollment in a Bachelor degree program.

This Valley College scholarship will be applied to an account balance owed to the College and has no cash equivalency. It is institutional funding that is applied as a last dollar offset, up to the total amount specified in the award, to the student account balance after all eligible federal, state and local funding has been disbursed to the student's account. For students receiving this scholarship who have balances on multiple programs at Valley College, the funds will be applied in the following order:

1. Institutional scholarship funds will be applied to previous program balance(s) first.
2. Any remaining institutional scholarship funds will be applied to the current program balance with no cash equivalency.

Terms and Conditions:

1. Enrollment in a Valley College Bachelor degree program offered online
2. Must have graduated from a Valley College diploma (or qualifying certificate) or Associate program
3. Complete the scholarship application
4. The Step-up Student Bachelor Scholarship may not be combined with any other Valley College scholarship.
5. Failure to graduate from the degree program will lead to forfeiture of scholarship.

Application Procedure:

1. Meet with the Financial Aid office to discuss financing options including completing a Free Application for Federal Student Aid (FAFSA) and any additional required documents
2. The prospective students may obtain a scholarship application from the Valley College Financial Aid office during the admissions process. Step-Up Scholarship Grace Period, if it was discovered during the student's first year of their degree program that they qualified for a Step-Up Scholarship, but did not apply, they may contact the Financial Aid office for a scholarship application.
3. Complete the Scholarship Application which includes an essay question. All information requested on the application must be complete and legible. The application must be signed by the applicant.

Submission Procedure:

The completed Scholarship Application must be submitted to the Financial Aid Department. Incomplete application packets will not be accepted. The Financial Aid Advisor will forward all completed applications to the Campus Director. Even though the Online programs are administrated through the Martinsburg campus, the Campus Director at the enrolling campus will review the scholarship application and recommend the applicant for the scholarship award. The Director of Financial Aid will grant the final approval.

### **Valley College Cybersecurity Senior Scholarship (WV)**

This scholarship is intended for students who enroll in the Cybersecurity Bachelor degree program. The applicant is considered a candidate for the scholarship during his or her enrollment in the Bachelor degree program. The Valley College Senior Scholarship cannot be combined with any other scholarship.

#### **Timing and Amount of the Scholarship:**

- 1) The Senior Scholarship is awarded upon successful completion of the program.
- 2) The Senior Scholarship award is up to \$5,000.

#### **Terms and Conditions:**

1. Enrollment in a Valley College Cybersecurity Bachelor degree program offered online.
2. If the student has earned credits in the Cybersecurity Associate program, the qualifying credits may transfer to the Bachelor program.
3. Failure to graduate from the degree program will lead to forfeiture of scholarship.
4. When the student completes the Bachelor program, if the student has an outstanding balance for any previous attended Valley College program, the College will apply the scholarship monies to that outstanding balance first, and then will apply the remaining balance to student's account for the Bachelor program. If the student does not have any previous balance with Valley College, the scholarship funds will be applied to the balance due for the Bachelor program.

This Valley College scholarship will be applied to an account balance owed to the college and has no cash equivalency. It is institutional funding that is applied as a last dollar offset, up to the total amount specified in the award, to the student account balance after all eligible federal, state and local funding has been disbursed to the student's account.

#### **Application Procedure:**

1. Meet with the Financial Aid office to discuss financing options including completing a Free Application for Federal Student Aid (FAFSA) and any additional required documents.
2. All information requested on the application must be complete and legible. The application must be signed by the applicant.

#### **Submission Procedure**

The completed Scholarship Application must be submitted to the Financial Aid Department. Incomplete application packets will not be accepted. The Financial Aid Advisor will forward all completed applications to the Campus Director. Even though the Online programs are administrated through the Martinsburg campus, the Campus Director at the enrolling campus will review the scholarship application and recommend the applicant. The Director of Financial Aid will grant the final approval. The Director of Financial Aid will grant the final approval.

### **Valley College Business Administration or Health Services Administration Senior Scholarship (WV)**

This scholarship is intended for students who enroll in either the Valley College Health Services Administration (HSA) or Business Administration (BA) Bachelor degree program offered online and is not a Step-up Eligible graduate. The applicant is considered a candidate for the scholarship during his or her enrollment in the degree program. Online programs are administrated through Valley College – Martinsburg.

#### **Timing of award and award amounts are as follows:**

The award is up to \$5,000 per enrollment in either the HSA or BA Bachelor degree program.

This Valley College scholarship will be applied to an account balance owed to the college and has no cash equivalency. It is institutional funding that is applied as a last dollar offset, up to the total amount specified in the award, to the student account balance after all eligible federal, state and local funding has been disbursed to the student's account.

#### **Terms and Conditions:**

1. Enrollment in either the Valley College HSA or BA Bachelor degree program offered online
2. May not have graduated from either a Valley College diploma, (or qualifying certificate program), or Associate degree program
3. Complete the scholarship application
4. The Senior HSA or BA Bachelor Scholarship may not be combined with any other Valley College scholarship.
5. Failure to graduate from the degree program will lead to forfeiture of scholarship.

#### **Application Procedure:**

1. Meet with the Financial Aid office to discuss financing options including completing a Free Application for Federal Student Aid (FAFSA) and any additional required documents.
2. All information requested on the application must be complete and legible. The application must be signed by the applicant.

#### **Submission Procedure**

The completed Scholarship Application must be submitted to the Financial Aid Department. Incomplete application packets will not be accepted. The Financial Aid Advisor will forward all completed applications to the Campus Director. Even though the Online programs are administrated through the Martinsburg campus, the Campus Director at the enrolling campus will review the scholarship application and recommend the applicant. The Director of Financial Aid will grant the final approval.

### **Valley College CNA Continuing Education Scholarship (WV)**

This scholarship is intended for students who have graduated from a Valley College Nursing Assistant (CNA) Program and who enroll in a Valley College medical diploma or associate degree program. The applicant is considered a candidate for the scholarship during his or her enrollment in the diploma or degree program. This scholarship can only be awarded one time.

Timing of award and award amounts are as follows:

- \* The award is up to \$3,000 for a diploma program and is awarded as follows: up to \$3,000 scholarship is awarded upon successful completion of diploma program.
- \* The award is up to \$3,000 for an associate degree program and is awarded as follows: up to \$1,500 upon completion of the first academic year; up to \$1,500 upon successful completion of the total degree program.
- \* The award is up to \$3,000 for a Bachelor degree program and is awarded as follows: up to \$750 upon completion of each academic year.

This Valley College scholarship will be applied to an account balance owed to the College and has no cash equivalency. It is institutional funding that is applied as a last dollar offset, up to the total amount specified in the award, to the student account balance after all eligible federal, state and local funding has been disbursed to the student's account.

Terms and Conditions:

1. Enrollment in a Valley College medical diploma or degree program\*
  - Medical Clinical Assistant (Diploma) ground program taught at the Beckley and Martinsburg campuses
  - Medical Administrative Assistant (Diploma), Medical Front Office Billing and Coding (Diploma) and Health Services Administration (Associate (AAB) or Bachelor (BS) Degree) online programs administrated by the Martinsburg campus.
2. Must have completed (graduated) from the Valley College Nursing Assistant (CNA) program
3. Complete the scholarship application
4. Failure to graduate from the diploma or degree program will lead to forfeiture of scholarship
5. Failure to remain current on Tuition Options Private Loan Payments (if applicable) may lead to forfeiture of scholarship

Application Procedure:

1. Meet with the Financial Aid office to discuss financing options including completing a Free Application for Federal Student Aid (FAFSA) and any additional required documents.
2. The prospective students may obtain a scholarship application from the Valley College Financial Aid office during the admissions process.
3. Complete the Scholarship Application which includes an essay question. All information requested on the application must be complete and legible. The application must be signed by the applicant.

Submission Procedure:

The completed Scholarship Application must be submitted to the Financial Aid Department. Incomplete application packets will not be accepted. The Financial Aid Advisor will forward all completed applications to the Campus Director. The Campus Director at the enrolling campus will review the scholarship application and recommend the applicant. The Director of Financial Aid will grant the final approval.

**Valley College - UMWA/DMIW (Displaced Mining Industry Workers) Scholarship (WV)**

This scholarship is intended for persons who are displaced "mining industry" workers. The applicant must enroll in a Valley College diploma/degree program. The scholarship is not awarded until the student actually completes his or her program. The award amount is up to \$1,000 dollars and will be applied toward tuition, lab fees, and /or books.

Terms and Conditions:

1. Must meet all enrollment criteria the Valley College program he/she is enrolling in.
2. Must enroll in one of the Valley College programs/location:
  - Medical Clinical Assistant (MCA) @ Beckley or Martinsburg campuses.
  - Programs offered only online and are administrated by Valley College- Martinsburg:
  - Medical Administrative Assistant (MAA) and Medical Front Office Billing and Coding (MFOBC) diploma programs
  - Business Administration (BA), Health Services Administration (HSA) and Cybersecurity (CSY) Associate or Bachelor programs
3. Must be an approved recipient of a UMWA grant

Application Procedure:

1. Contact the Admissions Office at Valley College for a complementary Career Consultation.
2. If the student and the Admissions Representative agree that a Valley College program is right for the student, and the program can be completed prior to the scholarships completion deadline, the student will pay the registration fee and submit the required documents to complete enrollment.
3. Meet with the Financial Aid office to arrange for financing your education which will include the following:
  - a. Complete a UMWA/DMIW scholarship application which includes proof of UMWA Grant
  - b. Complete a Free Application for Federal Student Aid (FAFSA) and any additional required documents to complete financing for your education.

Submission Procedure:

The completed Scholarship Application must be submitted to the Financial Aid Department. Incomplete application packets will not be accepted. The Financial Aid Advisor will forward all completed applications to the Campus Director. Even though the Online programs are administrated through the Martinsburg campus, the Campus Director at the enrolling campus will review the scholarship application and recommend the applicant. The Director of Financial Aid will grant the final approval.

**Valley College Legacy Scholarship (WV)**

**Intent of Scholarship:** Valley College is proud of its graduates and would like to see their family members have the same opportunities to continue their education at Valley College. The applicant is considered a candidate for the scholarship during his or her enrollment in the diploma or degree program. This scholarship can only be awarded one time.

**Scholarship Award amounts and Timing of the Award are stipulated as follows:**

Credential	Amount of Award	Timing of the Award
Diploma	Up to \$1,000	The Diploma program's award will be applied upon successful completion of the program.
Associate Degree	Up to \$2,000	The Degree program will award awarded at the successful completion of each academic year.
Bachelor Degree	Up to \$2,000	The Degree program will award awarded at the successful completion of each academic year.

**Criteria:**

- The applicant must be an immediate family member of Valley College including: child, step-child, spouse, sibling or parent.
- The applicant must provide supporting documentation that shows their relationship to the Valley College Graduate.
- The applicant must enroll in a Valley College diploma or degree program.
- This scholarship cannot be combined with any other institutional scholarship
- This Valley College scholarship will be applied to an account balance owed to the College and has no cash equivalency. It is institutional funding that is applied as a last dollar offset, up to the total amount specified in the award, to the student account balance after all eligible federal, state and local funding has been disbursed to the student's account.
- Valley College must be able to verify that the applicant's family member was a graduate of Valley College.

**Application and Submission Procedure:**

1. The Applicant will meet with the Financial Aid Advisor (FAA) to discuss financing options including completing a Free Application for Federal Student Aid (FAFSA) and any additional required documents.
2. The applicant will complete the scholarship application during the admissions process.
3. The completed application must be submitted to the Financial Aid Advisor. Incomplete applications are not accepted. The FAA will forward the application to the Campus Director. The Director of Financial Aid will grant the final approval.

**The Military Personnel Appreciation Scholarship (WV)**

**Intent of Scholarship:** The Military Personnel Appreciation Scholarship is intended for qualified veterans and active military service personnel who enroll in a diploma or degree program at Valley College. This scholarship is designed to encourage veterans and active military service personnel to continue their education at Valley College and to build their career path.

**Scholarship Award amounts and Timing of the Award are stipulated as follows:**

Credential	Amount of Award	Timing of the Award
Diploma	\$500	The Diploma program's award will be applied upon successful completion of the program.
Associate Degree	Up to \$1,000	\$500 will be award at the successful completion of each academic year. There are two academic years in an Associate degree program.
Bachelor Degree	Up to \$2,000	\$500 will be award at the successful completion of each academic year. There are four academic years in a Bachelor degree program.

The funds can be applied to tuition, textbooks, uniforms, equipment, lab fees, and other fees that are associated with the specified program.

**Terms and Conditions:**

1. Provide the College with proof of their military service;
2. Enroll in a Valley College diploma or degree program;
3. Complete the scholarship application including the essay question;
4. Failure to graduate from the program for any reason will lead to forfeiture of the scholarship award;
5. This scholarship is not renewable. However, recipients of this scholarship may reapply for the Military Personnel Appreciation Scholarship if they progress to a higher credential at Valley College.
6. This scholarship cannot be combined with any other institutional scholarships or grants offered by Valley College.

**Application Procedure:**

1. Meet with the Financial Aid office to discuss financing options including completing a Free Application for Federal Student Aid (FAFSA) and any additional required documents.
2. All information requested on the application must be complete and legible. The application must be signed by the applicant.

**Submission Procedure**

The completed Scholarship Application must be submitted to the Financial Aid Department. Incomplete application packets will not be accepted. The Financial Aid Advisor will forward all completed applications to the Campus Director. Even though the Online programs are administrated through the Martinsburg campus, the Campus Director at the enrolling campus will review the scholarship application and recommend the applicant. The Director of Financial Aid will grant the final approval. The Director of Financial Aid will grant the final approval.

**Valley College High School Institutional Grant (Ohio)**

The Valley College High School Institutional Grant is awarded to qualified individuals who enroll in a Valley College- Cleveland's diploma or degree program on/or before the designated date found on the application that is available in the Financial Aid Office. The Valley College High School Institutional Grant is designed to encourage individuals to continue their education and to build their career path at a career school.

Timing of award and award amount is as follows:

- \*The award \$2,000 toward tuition for a Valley College-Cleveland degree or diploma program and is awarded upon successful completion of the program.

The Valley College High School Institutional Grant will be applied to an account balance owed to the College and has no cash equivalency. It is institutional funding that is applied as a last dollar offset, up to the total amount specified in the award, to the student account balance after all eligible federal, state and local funding has been disbursed to the student's account. The funds can be applied to tuition, textbooks, uniforms, equipment, lab fees, and other fees that are associated with the specified program.

Terms and Conditions:

1. The Applicant (Student) must provide Valley College with a copy of his/her High School Transcript or GED/TASC Transcript.
2. The Applicant (Student) must meet one of the following four criteria:
  - (1) Graduated from high school (with a GPA of 2.0 or higher) in 2019 or up to June 2020; or
  - (2) Passed the GED /TASC test in 2019 or 2020; or
  - (3) Score at least a 12 on the Wonderlic Assessment
  - (4) Have a 2.0 GPA at the end of six weeks in the program.
3. If the student is approved for the grant by the fourth criterion, and does not earn a 2.0 GPA (firm limit, without rounding) at the end of six weeks, he/she will not qualify for the grant.
4. The Applicant (Student) must complete the grant application including the essay question.
5. Failure to graduate from the program for any reason will lead to forfeiture of the grant award.
6. The Valley College High School Institutional Grant is not renewable and may not be combined with other institutional grants.

Application Procedure:

1. Meet with the Financial Aid office to discuss financing options including completing a Free Application for Federal Student Aid (FAFSA) and any additional required documents.
2. The prospective students may obtain a grant application from the Valley College Financial Aid office during the admissions process.
3. Complete the Grant Application which includes an essay question. All information requested on the application must be complete and legible. The application must be signed by the applicant.

Submission Procedure:

The completed Grant Application must be submitted to the Financial Aid Department. Incomplete application packets will not be accepted. The Financial Aid Advisor will forward all completed applications to the Campus Director. The Campus Director at the enrolling campus will review the grant application and recommend the applicant. The Director of Financial Aid will grant the final approval.

**Valley College Step-Up Institutional Grant (Ohio)**

The Valley College Step-Up Institutional Grant is intended for graduates of a Valley College - Cleveland diploma program who enroll in a Valley College Associate degree program offered through Valley College – Cleveland. The applicant is considered a candidate for the grant during his or her enrollment in the Associate degree program.

Timing of award and award amounts are as follows:

The award is \$2,000 per enrollment in an Associate degree program.

The Valley College Step-Up Institutional Grant will be applied to an account balance owed to Valley College and has no cash equivalency. It is institutional funding that is applied as a last dollar offset, up to the total amount specified in the award, to the student account balance after all eligible federal, state and local funding has been disbursed to the student's account. The funds can be applied to tuition, textbooks, uniforms, equipment, lab fees, and other fees that are associated with the specified program.

For students receiving this grant who have balances on multiple programs at Valley College, the funds will be applied in the following order:

1. Institutional grant funds will be applied to previous program balance(s) first.
2. Any remaining institutional grant funds will be applied to the current program balance with no cash equivalency.

Terms and Conditions:

1. Enrollment in a Valley College Associates degree program offered by Valley College – Cleveland;
2. Must have graduated from a Valley College diploma program (or qualifying certificate program);
3. Complete the grant application;
4. Failure to complete/graduate from the degree program will lead to forfeiture of grant; and.
5. The Valley College Step-Up Institutional Grant is not renewable and may not be combined with other institutional grants.

Application Procedure:

1. Meet with the Financial Aid office to discuss financing options including completing a Free Application for Federal Student Aid (FAFSA) and any additional required documents.
2. The prospective students may obtain a grant application from the Valley College Financial Aid office during the admissions process.
3. Complete the Grant Application which includes an essay question. All information requested on the application must be complete and legible. The application must be signed by the applicant.

Submission Procedure:

The completed Grant Application must be submitted to the Financial Aid Department. Incomplete application packets will not be accepted. The Financial Aid Advisor will forward all completed applications to the Campus Director. The Campus Director at the enrolling campus will review the grant application and recommend the applicant. The Director of Financial Aid will grant the final approval.



### **Valley College Community Enhancement Grant (Ohio)**

The Valley College Community Enhancement Grant is designed to encourage individuals that reside in Northern Ohio to continue their education and build their career path at a career school. The Valley College Community Enhancement Grant is awarded to qualified individuals who reside in the following Ohio counties: Cuyahoga, Medina, Summit, and Lorain.

The qualified individual must be enrolled in a Valley College diploma or degree program before July 1, 2020.

#### **Timing of award and award amounts are as follows:**

\* \$1,000 per academic year (applied at the completion of each academic year)

The funds can be applied to tuition, textbooks, uniforms, equipment, lab fees, and other fees that are associated with the specified program.

#### **Terms and Conditions:**

1. The Applicant (Student) must provide Valley College with proof of residency in the Ohio counties of Cuyahoga, Medina, Summit and Lorain.

\*Acceptable documentation includes a valid picture ID, utility bill, lease, or written statement.

2. The Applicant (Student) must complete the grant application including the essay question.
3. Failure to graduate from the program for any reason will lead to forfeiture of the grant award.
4. The Valley College Community Enhancement Grant is not renewable and may not be combined with other institutional grants.

#### **Application Procedure:**

1. Meet with the Financial Aid office to discuss financing options including completing a Free Application for Federal Student Aid (FAFSA) and any additional required documents.
2. The prospective students may obtain a grant application from the Valley College Financial Aid office during the admissions process.
3. Complete the Grant Application which includes an essay question. All information requested on the application must be complete and legible. The application must be signed by the applicant.

#### **Submission Procedure:**

The completed Grant Application must be submitted to the Financial Aid Department. Incomplete application packets will not be accepted. The Financial Aid Advisor will forward all completed applications to the Campus Director. The Campus Director at the enrolling campus will review the grant application and recommend the applicant. The Director of Financial Aid will grant the final approval.

### **The Military Personnel Appreciation Grant (Ohio)**

The Military Personnel Appreciation Grant is intended for qualified veterans and active military service personnel who enroll in a diploma or degree program at Valley College. This grant is designed to encourage veterans and active military service personnel to continue their education at Valley College and to build their career path.

#### **Grand Award amounts and Timing of the Award are stipulated as follows:**

<b>Credential</b>	<b>Amount of Award</b>	<b>Timing of the Award</b>
Diploma	\$500	The Diploma program's award will be applied upon successful completion of the program.
Associate Degree	Up to \$1,000	\$500 will be award at the successful completion of each academic year. There are two academic years in an Associate degree program.

The funds can be applied to tuition, textbooks, uniforms, equipment, lab fees, and other fees that are associated with the specified program.

#### **Terms and Conditions:**

1. Provide the College with proof of their military service;
2. Enroll in a Valley College diploma or degree program;
3. Complete the grant application including the essay question;
4. Failure to graduate from the program for any reason will lead to forfeiture of the grant award;
5. This grant is not renewable. However, recipients of this grant may reapply for the Military Personnel Appreciation Grant if they progress to a higher credential at Valley College.
6. This grant cannot be combined with any other institutional grants offered by Valley College.

#### **Application Procedure:**

1. Meet with the Financial Aid office to discuss financing options including completing a Free Application for Federal Student Aid (FAFSA) and any additional required documents.
2. All information requested on the application must be complete and legible. The application must be signed by the applicant.

#### **Submission Procedure**

The completed Grant Application must be submitted to the Financial Aid Department. Incomplete application packets will not be accepted.

The Financial Aid Advisor will forward all completed applications to the Campus Director.

Even though the Online programs are administrated through the Martinsburg campus, the Campus Director at the enrolling campus will review the grant application and recommend the applicant. The Director of Financial Aid will grant the final approval. The Director of Financial Aid will grant the final approval.



## **Valley Veterinary Grant (Ohio)**

The Valley Veterinary Grant is designed to encourage individuals to continue their education and build their career path at Valley College.

### **Timing of award and award amount is as follows:**

\* \$1,500 per academic year (applied at the completion of the program.)

The funds can be applied to tuition, textbooks, uniforms, equipment, lab fees, and other fees that are associated with the specified program.

### **Terms and Conditions:**

1. The Applicant (Student) must complete the grant application including the essay question.
2. The Applicant must be enrolled in the Veterinary Assistant program.
3. Failure to graduate from the program for any reason will lead to forfeiture of the grant award.
4. The Valley Veterinary Grant is not renewable and may not be combined with other institutional grants.

### **Application Procedure:**

1. Meet with the Financial Aid office to discuss financing options including completing a Free Application for Federal Student Aid (FAFSA) and any additional required documents.
2. The prospective students may obtain a grant application from the Valley College Financial Aid office during the admissions process.
3. Complete the Grant Application which includes an essay question. All information requested on the application must be complete and legible. The application must be signed by the applicant.

### **Submission Process:**

The completed Grant Application must be submitted to the Financial Aid Department. Incomplete application packets will not be accepted. The Financial Aid Advisor will forward all completed applications to the Campus Director. The Director of Financial Aid will grant the final approval.

## **STUDENT SERVICES**

### **Academic and Financial Advising**

If any problems or questions arise during the course of study, students may bring them to the attention of the College's staff. The instructional staff is ready to assist students with problems stemming from classroom experiences, the school program, or related areas. The Financial Aid Department personnel are prepared to advise students on questions regarding fees, tuition, scholarships, FA eligibility, or other related topics within the knowledge of their department. Academic and financial advising is based on individual student's needs.

### **Placement Assistance**

The College maintains a Career Service Office for eligible students and graduates. The Career Service Office provides students with a centralized service to assist them in their employment search. **Valley College does not guarantee employment to its graduates.** Although the College provides assistance, the student must assume ultimate responsibility for securing employment in his or her field of study and is expected to make independent efforts to obtain employment.

Career development is an ongoing process that occurs throughout the student's tenure. The Career Services Advisors (Director) meet with students during their program and are available to answer questions and assist students/graduates during their job search. Students are expected to complete additional activities that may not be part of any class, mock interviews, write/revise resumes, contact potential employers, follow up on job leads, and schedule and go to actual interviews. These are all essential to the job search process. Failure to follow up with job leads (etc.) may result in loss of eligibility to further utilize this assistance. No fee is charged to graduates or employers for use of this service. Students electing to use the placement assistance service will be required to read and sign the Placement Disclaimer form that will be provided to them by the Admissions Representative. The College's placement statistics as previously reported to the accrediting agency are available upon request from the Admissions Office and are also posted on the College's website. Students should not base their decision to enroll at Valley College on placement statistics or information alone because prior performance is no guarantee of future results.

Due to the nature of the trade careers that Valley College offers, students need to be aware that some employers may choose not to hire graduates who do not pass (their) drug screenings and/or criminal background checks. Valley College requires a state background check for its Medical Clinical Assistant and Nursing Assistant (CNA) programs. Graduates need to be aware that some employers require a national background check that goes beyond the scope of West Virginia or Ohio. A criminal conviction may prevent the student from obtaining an externship site and/or gaining employment. In addition, students with criminal histories may not be eligible for professional certification after graduation, depending on the requirements of the student's chosen program at the time of completion.

### **Library/Resource Center**

The student and staff Resource Center provide access to text materials, reference books, trade journals, periodicals, and Internet research, which may be used as supplemental reading for course work and for general background information. Students are requested to comply with the Resource Center rules on book checkouts and return. Students and staff/faculty also have access to an Internet Library service. The College subscribes to the Gale Internet Library. Log on information is provided to the student at Orientation. All students, faculty and staff have free access to the library. Online training is available for users. Students who have suggestions for additions to the Resource Center or comments on its operation should address their comments to the Campus Director.

### **Housing Assistance**

The College has no facilities for student housing; however, the school may be aware of available housing in the area and will make a reasonable effort to assist students upon request. The College does not inspect such housing and makes no recommendations regarding its desirability.

### **Emergency**

Students are expected to become familiar with all fire and other emergency evacuation routes and procedures. Evacuation routes are diagramed and posted in each classroom. The locations of fire extinguishers are also shown. A discussion of emergency procedures is conducted during class orientation.

All cases of illness or injury should be reported promptly to the Instructor. The college reserves the right to call for emergency medical assistance or refer the student for medical assistance if an emergency, accident, or illness occurs during class hours. Any expense incurred shall be the sole responsibility of the student and/or parent or guardian.

### **Food Service**

Students may use the Break Room during class breaks and before and after classes. Cooperation in keeping this area clean is essential. Beverages and food are not permitted in lab classes. Beverages are allowed in lecture rooms as long as they are in a container with a lid.

### **Student Activities**

Valley College provides students with a variety of activities throughout the year. Field trips to local employers provide students with an opportunity to learn more about career opportunities they are being trained for. Guest speakers are invited to the campus to speak to the student body about a variety of topics that may include career opportunities and self-development. Other events include such things as contests, college sponsored pot-lucks, holiday parties, food drives, community service activities, career fairs, fund raising for neighborhood agencies.

## **STUDENT POLICIES**

### **Satisfactory Academic Progress**

Students are required to meet Satisfactory Academic Progress (SAP) standards in order to continue as a regular student and to remain eligible for federal student aid, agency funding, including Veterans' and Military Service personnel benefits, and most grants and scholarships. A regular student is one who is enrolled for the purpose of receiving a degree or diploma. The Satisfactory Academic Progress evaluation process is followed for all students, even if a student is not receiving federal student aid. The Nursing Assistant (CNA) program standards are defined by the WV DHHR. The student must maintain a minimum GPA of 2.0 and complete 120 hours of supervised training (65 classroom and 55 clinicals).

SAP is measured by two standards:

- a) Qualitative - a minimum grade point average (GPA) of 2.0 on a 4.0 scale.
- b) Quantitative – the minimum percentage or amount of work which allows the student to complete the program within the maximum time frame. The maximum time frame is not to exceed 1.5 times (150%) of the published length of the program.

The student must have a cumulative GPA of 2.00 and a cumulative completion rate of 66.67% of his or her calculated credits at the end of each term. A term is a payment period. A term is defined as Midpoint and Completion for programs that are one (year) or less in program length (diploma programs). Associate degree programs that are more than one year in length are divided into four terms: Year 1 Midpoint, Year 1 Completion, Year 2 Midpoint and Year 2 Completion. Bachelor degree programs that are more than two years are divided in eight terms: Year 1 Midpoint, Year 1 Completion; Year 2 Midpoint and Year 2 Completion; Year 3 Midpoint and Year 3 Completion; and Year 4 Midpoint and Year 4 Completion. Evaluation points include an assessment of the qualitative (GPA) and quantitative measure of the student's rate of progress (PACE).

### **Minimum Successful**

<u>Evaluation points:</u>	<u>Minimum GPA</u>	<u>Minimum Credit Completion %</u>
50% of standard program length	2.0	66.67
100% of standard program length	2.0	66.67
150% of standard program length	2.0	

Maximum time frame within which students may complete their program is 150% of the published length of the program. Students enrolled in diploma programs are limited to one probation appeal request while attending Valley College. Students enrolled in degree programs are limited to multiple probation appeals (one per academic year) while attending Valley College.

### **Financial Aid Warning**

Valley College checks SAP at the end of each payment period for students regardless of their financial aid funding sources. To meet Satisfactory Academic Progress, the student must have above a 2.0 cGPA and have earned at least 66.7% of the credits attempted. Students who do not meet or exceed SAP requirements at the end of the evaluation point will be notified in writing that they have been placed on financial aid warning. Students who are placed on financial aid warning will be notified in writing. Financial Aid Warning status lasts for one payment period only, during which the student may continue to receive financial aid from the funding source that they were packaged for (federal student Title IV financial aid, agency funding, Veterans' and Military Service personnel benefits, and/or any grants and scholarships funding).

SAP Coaching (Counseling)

Students who do not meet SAP at the end of the program's payment period must be counseled by the Academics department. The SAP coaching session(s) focuses on the impact of not meeting SAP plays on program completion and graduation. The Academics department will monitor the students' progress and will keep in contact with the students during the Financial Aid Warning period.

### **Financial Aid Loss of Eligibility**

If a student who has been placed on Financial Aid Warning does not meet SAP requirements by the end of the next payment, he or she will lose his or her financial aid eligibility from their financial aid funding source(s). The student will receive a Financial Aid Loss of Eligibility Notification. This notification letter will explain the Appeals Process available to students. If the student does not appeal, the student will be withdrawn from the program.

### **Appeals Process**

If a student receives a Financial Aid Loss of Eligibility Notification, he or she has seven (7) calendar days to appeal the decision. The appeal must be in writing (signed and dated) and state why the student was not able to meet SAP requirements. The student must also state what circumstances have changed in his or her situation that would allow him or her to be successful in school and meet the SAP requirements. The College may request additional documentation supporting the students' identified mitigating circumstances.

After the Appeals Letter is received by the College, the Director of Academic Affairs, Campus Director, and Vice President overseeing Academics will meet to discuss the student's appeal. The student will be notified in writing if the appeal has been approved or denied. If approved, the student will be eligible for financial aid funds. The student has from the date of the approved appeal until the next payment period to meet SAP requirements. All appeal decisions are final. In most cases, if the student's appeal is not approved, the student will be withdrawn from the program. Reasons for denying an appeal vary, including but not limited to the student's failure to follow the appeal process, or it has been deemed mathematically impossible for the student to meet the SAP and/or Graduation requirements.

### **Financial Aid Probation / Academic Plans**

When a student, who was placed on Financial Aid Warning and lost his or her financial aid eligibility for federal student aid, agency funding, including Veterans' and Military Service personnel benefits, and most grants and scholarships, has successfully appealed the loss of his or her financial aid eligibility, the school will place him or her on Financial Aid Probation. This status means that the student's eligibility to receive Financial Aid has been reinstated for one payment period. During this period of probation, Valley College will work with the student to create a written Academic Plan. The Academic Plan will describe a plan that will focus on measures the student must take to improve his or her grade point average and earn the designated credits needed to meet SAP. The student will be on Financial Aid Probation for one payment period. As long as the student is meeting the requirements of the Academic Plan, he or she is eligible for Financial Aid funds. If it is determined that the student is not on track to meet by or has not met SAP requirements at the end of the probation period, he or she will be withdrawn from the program.

### **Length of program**

The length of the student's program dictates what action Valley College may take in regard to Financial Aid Warning, Loss of Eligibility, Appeals Process, and Financial Aid Probation. At no time will Valley College permit a student to go beyond 150% of the published length of the program.

### **Reestablishing Financial Aid Eligibility**

A student can regain financial aid eligibility only by taking action that brings him or her into compliance with Valley College's satisfactory progress standards. A student who is following an Academic Plan may regain his or her financial aid eligibility after the probation (payment) period in which he or she meets Standards of Academic Progress (SAP), regains good standing status by having at least a 2.0 cumulative GPA, earns at least a 66.7% completion rate, and does not exceed 150 percent of his or her published program length.

### **Status of Student who is not eligible for Financial Aid**

If a student is not eligible for financial aid because he or she did not meet SAP requirements, the student will be placed on Financial Aid Warning (or Financial Probation) status. The student may pay cash for any class he or she has to retake while reestablishing their GPA or credit earned/credit attempted percentage, and he or she has time to complete their program within the 150 percent published program length. A Retake status is also used if a student has to retake a course for any reason. All students should speak to a Financial Aid Advisor before they retake any course as the Course Retake Fee might not be covered by financial aid. Students should expect to have to cover the Course Retake Fee on their own.

### **Treatment of Selected Grades**

For financial aid purposes, passing grades are "A," "B," "C," and "D." Grades of "F," "I," or "WF" indicate a failing grade or the course was not completed. Failing or Incomplete grades do count as credit hours attempted. Repeated coursework also counts in credit hours attempted. Grades of "I" are temporary grades and will be converted to a letter grade by the 5<sup>th</sup> (fifth) calendar day following a course completion date.

**Grade Warning:** Even though a grade of D is a passing grade, too many "D" grades may cause a student's cumulative GPA to drop below the required 2.0 level and may result in the student not meeting SAP requirements. Too many grades of "WF" or "F" may also cause the student's cumulative GPA to drop below the required 2.0, and the student may also not reach the expected 66.67% of credits earned/credits attempted. This may mean the student will not reach the requirements of SAP at a SAP Evaluation Point.

Courses dropped before or on the fifth calendar day after the start of a course (WP) or courses taken as an audit will not be counted in the credit hours attempted and do not impact the student's satisfactory academic progress status. (See additional information regarding special considerations in the Grading System section.)

### **Treatment of Transfer Credit**

Students transferring from another institution will be considered making satisfactory progress at the time of enrollment. A student's maximum timeframe for receiving financial aid may be reduced by the number of transferred credit hours applied towards his or her program of study at Valley College. Transfer credit hours accepted by Valley College will be included in calculating both cumulative attempted credit hours and cumulative earned credit hours.

### **Treatment of Repeat Course**

In accordance with Valley College policy, a student is permitted to repeat any course that they have received a letter grade of a “D” or “F”. There is a Course Retake fee. If a student retakes a class due to a low grade or they withdrew from the course and received a “WF” grade, the previous low grade of “D” or “F” or “WF” and the last grade earned are both calculated in the GPA. For financial aid purposes, the previous hours attempted and earned will continue to be counted in the student’s cumulative hours attempted and earned for the student’s current program.

### **Returning Students**

Returning students who enrolled under an earlier academic progress policy will be required to meet the standards of the current policy upon returning. Valley College follows an academic renewal procedure which allows the Director of Academic Affairs (or designated staff member) to conduct a thorough review of the returning student’s transcript and complete a credit transfer evaluation. During this process, any credit attempted and grades earned in a previous period of attendance must be included when evaluating the student’s satisfactory academic progress and the student’s grade point average. Valley College may make an exception and does not need to associate courses from the previous period of attendance if the courses are no longer taught in the same program or are not associated with the student’s new program.

### **Program Changes**

If a student transfers to another Valley College program, all relevant courses for which the student has earned a letter grade of “C” or better will transfer to the new program. Transfer of these credits will be reflected in the new program’s maximum time frame, count towards completion, and are calculated in the cumulative GPA. A transfer to another program request is not automatically approved.

Additionally, when a student changes programs, or seeks an additional credential, the student’s satisfactory academic progress determination will include the credits attempted and grade earned that count toward the student’s new program of study. The same rule applies when a student transfers credits (See Credit Evaluation).

### **Attendance Policies**

Students attending classes on campus are expected to be present and on time and maintain a high attendance rate. Students who are absent or tardy for an excused reason are expected to make up the scheduled academic work. Attendance is tracked and rounded to the nearest fifteen (15) minutes. Instructors take class attendance daily and record the attendance electronically in the student management system. The students’ attendance percentages are tracked by Valley College staff.

Students are requested to notify the College if they are to be absent and why and may be asked for documentation concerning the absence. Students absent for approximately two (2) consecutive class days without notification to the College will be contacted by the College to ascertain the reason for the absence. If the student does not return to school, the College will continue to attempt to contact the student via various means of communication which may include, but are not limited to, text messaging, email, phone, written letter or social media. Additionally, Valley College may contact the references (contact people) that the student provided the College. If the College is unable to reach the student, or the student does not return to class, the student is subject to termination from his/her program. New students who do not attend class regularly during the Start Period (the first twelve calendar days from the class start date) may be reclassified as a No-Start status and withdrawn from the program at any point during the Start Period.

**14 Day-Out Policy:** Valley College takes attendance and has a procedure in place for routinely monitoring attendance records and can determine in a timely manner when a student withdraws. Except in unusual instances, the date of the institution’s determination that the student withdrew should be no later than 14 days after the student’s last date of attendance or educational activity for online students as determined by the institution from its attendance records. The on-campus student’s attendance percentage and the online student’s educational activity are recorded electronically and tracked by Valley College staff.

Blended\* (Hybrid programs): Some Valley College programs contain both Ground and Online courses. This is called a Hybrid\* Program. Students are expected to adhere to the 14-day out policy. The 14 days can be in any one class, or a combination of two classes regardless of the delivery method.

#### **Program Specific Attendance Requirements:**

In addition to the general Attendance Policy outlined above, students are required to follow additional program specific attendance requirements:

The following attendance rates are required for Graduation:

- Medical Clinical Assistant - 80%.
- Veterinary Assistant\* – 75%
- Veterinary Technician\* – 75.55%

**Consequences of Excessive Absenteeism:** Valley College realizes that illness or personal situations may compel a student to be absent from class occasionally. However, if a student misses excessive class time, and his or her attendance drops below his or her program required attendance rates, he or she will be counseled and monitored closely until the attendance percentage reaches or exceeds the expected attendance rate. If the student does not reach the expected attendance rate, he or she will be termed from the program. A student who is excessively absent during a course may not acquire the knowledge and skills to ensure satisfactory completion of that course. Too many low grades will adversely impact the student’s ability to meet the Satisfactory Academic Progress (SAP) requirement. Students who are terminated due to excessive absenteeism shall receive a refund of tuition in accordance with the College’s published Refund Policy. Students who are terminated from the program and wish to return to finish their program must follow the Re-entry/Returning Student process discussed in the Admission section of this Valley College Student Catalog.

**Make-Up Time:** Students who attend classes on campus are accountable for all work missed during periods of absence and are responsible for contacting their instructors about any make-up of class work missed. Make up time is dependent on faculty availability. A student must schedule

make-up time with the campus designated academic lead. Make-up of missed classes does not erase an absence from a student's record.

#### **How Missed Class Time Affects Grades for On Campus Diploma Programs:**

A student who misses class will have points deducted from their Classroom Participation Grade regardless of the reason the student is absent. The instructor also has the discretion whether to allow a student to make up any and all missed tests, quizzes, in class assignments, and/or competencies within three school days of the student's return. The instructor has the right to impose point deductions on the missed class assignment/tests. The maximum deductions will be 10% for any missed work/tests. In the rare incidents that the instructor imposes penalties for missed work, and the student can show that he/she missed class due to an extenuating circumstance such as, but not limited to, a death in the family or hospitalization, the student may submit an appeal to the Campus Director. The student may be asked to give supporting documentation.

#### **Attendance Policy for Practical Nursing students during clinical courses:**

First, during the mandatory Practical Nursing student orientation, students will be instructed that if they feel like they are becoming ill at any time while on campus or at a clinical site, they should inform their instructor or other supervisor (preceptors included when no Valley College staff member is present). The goal of Valley staff shall be to facilitate access to support that keeps students out of harm's way, whether by calling a family member or friend to pick up the student or by calling for qualified emergency medical assistance (911, for example) if the situation warrants in the judgment of the Valley staff member. Site preceptors shall follow the same rules. Further, the Valley staff member will notify the Program Administrator. At the conclusion of the process and once a student has been medically taken care of, the student will request arrangements for makeup time (as applicable and when permitted) with the faculty member.

During Clinicals, the student is expected to have 100% attendance. **There are only three make up days for Clinicals.** The student must make up any missed hour during Clinicals, regardless of the reason. A student must contact their clinical site and their instructor prior to their expected time of arrival if they absolutely must be absent (written excuse may be required). Failure to meet the attendance requirements may result in course failure and ultimately program withdrawal.

**Attendance Policy for Medical Clinical Assistant students during Externship courses:** During the Externship course, the student is expected to have 100% attendance. The student must make up any missed hour during their externship regardless of the reason. A student must contact their externship site and their instructor prior to their expected time of arrival if they absolutely must be absent (written excuse may be required). Failure to meet the attendance requirements may result in course failure and ultimately program withdrawal.

#### **Attendance Policy for the Nursing Assistant (CNA) Certificate Program:**

The attendance policy for the Nursing Assistant program is written in accordance with the State's attendance requirements and is strictly enforced. The schedule for each class, including make-up time, is preapproved by the WV State DHHR's OHFLAC Office. Orientation is required. If a student misses Orientation, the student will be reclassified as a No-Start Status and may be able to re-enroll for a later start. The students are expected to contact Valley College if he or she must be absent from class. Students are required to make up time during the pre-scheduled make up times. Students must have an attendance rate of 100% at the end of the classroom portion of the class to proceed to the clinicals. Any student who does not meet this requirement will be dropped from the program. The students must maintain 100% attendance throughout clinicals. If a student does not have 100% attendance before the pinning ceremony, he/she will be dropped from the program. The students in this program may not request a Leave of Absence. Students who drop from the program voluntarily or involuntarily shall receive a refund of tuition in accordance with the College's published Refund Policy. Students who do not complete their program and return must complete the whole course again.

#### **Attendance for Online Students:**

Online students are expected to log on to the student learning platform (Moodlerooms) every two or three days and participate in class (have educational activity). Simply logging on to Moodle will not count as attendance. "Academic attendance" and "attendance at an academically-related activity" in a distance education program include, but are not limited to:

- (1) Student submission of an academic assignment;
- (2) Student submission of an exam;
- (3) Documented student participation in an interactive tutorial or computer-assisted instruction;
- (4) A posting by the student showing the student's participation in an online study group that is assigned by the institution;
- (5) A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters; and
- (6) An e-mail from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course.

When an online student completes educational activity in Moodlerooms, attendance is automatically "pushed" (transferred) and recorded in CampusVue, the Student Management System. The designated online staff member will monitor the attendance. A daily report is run by the Administrative Office to check for any issues with integration and the data push.

Students are requested to notify the College if they are to be absent and why and may be asked for documentation concerning the absence. Students absent for approximately two (2) consecutive class days without notification to the College will be contacted by the College to ascertain the reason for the absence. If the student does not return to school, the College will continue to attempt to contact the student via various means of communication which may include, but are not limited to, text messaging, email, phone, written letter or social media. Additionally, Valley College may contact the references (contact people) that the student provided the College during the enrollment period. If the College is unable to reach the student, or the student does not return to class, the student is subject to termination from his/her program. New students who do not attend class regularly during the Start Period (the first twelve calendar days from the class start date) may be reclassified as a No-Start status and withdrawn from the program at any point during the Start Period.

Valley College takes attendance and has a procedure in place for routinely monitoring attendance records and can determine in a timely manner when a student withdraws. Except in unusual instances, the date of the institution's determination that the student withdrew should be no later than 14 days after the student's last date of attendance or educational activity for online students as determined by the institution from its attendance

records. The on-campus student's attendance percentage and the online student's educational activity are recorded electronically and tracked by Valley College staff.

### **How Late Submissions of Work Affects Grades for Online Programs:**

Online instructors may use a Rubric scorecard when grading discussion questions, assignments, homework, tests, and quizzes that includes on time submission in the grade formula. Unless the student has made arrangements with the instructor, discussion questions will not be awarded points if they are posted after their submission date. The instructor also has the discretion to allow a student to make up any and all missed tests, quizzes, class assignments, and/or competencies as long as all work is submitted by the end of the incomplete period. The instructor has the right to impose point deductions on the missed class work. The maximum deductions will be 10% for any missed work/tests. In the rare incidents that the instructor imposes penalties for missed work, and the student can show that he/she did not submit work (etc.) due to an extenuating circumstance such as, but not limited to, a death in the family or hospitalization, the student may submit an appeal to the Director, Online Division. The student may be asked to give supporting documentation.

### **Leave of Absence**

A leave of absence (LOA) may be granted to accommodate a temporary situation beyond the student's control. A Leave of Absence must be in writing stating the reason for the LOA, it must be signed and dated by the student and be submitted to the Campus Director (ground students) and Vice President overseeing Academics. Title IV recipients will also need to meet with the Financial Aid Administrator (FAA) to discuss the impact to their repayment of student loans and "grace period." The request must be submitted in advance of the beginning date of the LOA, unless unforeseen circumstances prevent the student from doing so. The request must be documented on Valley College form ED-19, Student Leave of Absence Request. It is the College's policy to grant leaves of absence upon recommendation of the Director of Academic Affairs (or designated staff member) and approval of the Campus Director for ground programs. For Valley College Online, the LOA must be submitted to the Director, Online Division. Leaves of absence are not granted for periods shorter than five class days. Tuition shall not be charged against time covered by an approved leave of absence. A leave of absence extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence. The student's expected midpoint and/or graduation date will be adjusted; however, the total course time excluding leave time must not exceed 1.5 times, or 150%, the total program length for which the student has enrolled. LOA can occur at any time; however, students are urged to arrange LOAs at the beginning of a course, during the drop period.

The total number of days of all leaves of absence cannot exceed 180 days in any 12-month period. It will impact his or her class schedule when he or she returns. A Leave of Absence may affect a student's financial aid and scheduled graduation date. Failure to return to class from an LOA on the scheduled date or requesting an extension or additional LOA may result in the termination of the student's enrollment.

Pursuant to Department of Veterans' Affairs Guidelines, students receiving veteran's benefits will not be eligible for veteran's educational benefits while on Leave of Absence.

### **Military Service LOA/ Readmissions**

If a student who is either a service member or reservist is temporarily unable to attend class or has to suspend his or her studies due to military service requirements, he or she may either request a Leave of Absence (LOA) or withdraw from the program. An LOA may be granted if the student's service requirements can be served in 180 calendar days or less. If the student cannot return within 180 calendar days, the student will need to withdraw from the program. He or she will be eligible to return as a re-entry student, if he or she is able to return within three years. If the service requirements will result in the student being out of school for more than 180 days, and the student has expressed either verbally or in writing that it is his or her intention to return to school within three years, the student will be able to return to class and resume his or her program. Valley College will evaluate the student's educational program when the student returns to school and will work with the student to resolve any scheduling difficulties. If for some reason, Valley College is no longer offering the program or has dramatically altered the program, Valley College will work with the student to find an alternative program option and educational plan. The College will evaluate the student's completed courses and transfer credits as it sees appropriate to ensure that the student is able to resume his or her program with the same number of credits as when he or she left the program. The student will be considered a re-entry student, and tuition rules for reentry will be applied.

## **ACADEMIC POLICIES**

### **Academic Advising (Coaching) / Academic Warning/ Academic Probation**

Valley College uses Academic advising, academic warning and academic probation as warnings to notify a student that his/her academic performance (cGPA) falls below the graduation or programmatic requirements. Students are reminded that even if they are past their last Title IV payment period, they still must meet the academic standards of maintaining a 2.0 GPA or higher in order to remain eligible for certain agency funding, including Veterans' and Military Service personnel benefits, and most grants and scholarships. Many of Valley College's institutional scholarships/grants are awarded upon program completion.

**Academic Advising (Coaching):** Valley College monitors each student's cumulative GPA (cGPA) after each course. Valley College strives to contact students if their cGPA drops below 2.0 prior to the student's SAP evaluation point. The purpose of these points of contact is to help the student refocus their attention on his/her academic goals and/or to determine if additional academic advising/coaching is needed.

**Academic Warning:** The purpose of Academic Warning is to inform the student of Valley College's Consecutive Failed Courses policy. **Consecutive Failed Courses:** Any student, enrolled in a diploma program who receives a grade of "F" or "WF" for three consecutive courses, will be involuntarily (administratively) removed from his or her program. Likewise, any student enrolled in a degree program who receives a grade of "F" or "WF" for four consecutive courses will be involuntarily (administratively) removed from his or her program.

**Appeal Process:** Students who are terminated from the program for failing too many consecutive courses may appeal by submitting a written appeal for reconsideration to the Campus Director within seven (7) consecutive calendar days of termination. Students will be notified in writing of the decision.

**Reinstatement:** If it is determined that the circumstances presented by the student were mitigating, the student may be allowed to be reinstated in their program. The student will be notified when he or she may return to class. The student should arrange to meet with the Financial Aid Advisor to determine the status of his or her financial aid award and continued eligibility.

The student will remain in Academic Warning status until he/or she has met the academic requirements of their program. The student's progress will be monitored closely. If during this monitoring period, it is determined that the student will not be able to mathematically achieve the graduation requirements for their program, he or she will be administratively removed from the program. At this point, the student will not be able to appeal the decision. However, he or she may reapply for admission 181 calendar days after the student's last day of attendance.

**Academic Probation:** Academic Probation is monitored and issued solely by the College's Academics Department. Academic Probation is not Financial Academic Probation. A student may be placed on Academic Probation if the student's cGPA drops below 2.0 after their last payment period. The purpose of Academic Probation is to alert the student that they are not meeting programmatic graduation requirement and he/she must take immediate steps to improve their cGPA. It is also to inform the student that if he/she does not meet the academic requirement, the student will be terminated from the program.

A student on Academic Probation is required to meet with a faculty advisor/DOAA for additional guidance and to create an Academic Plan. This plan may include participating in tutoring sessions, attending study skills workshops, and/or completing extra homework. Repeating courses is an option at the discretion of the student; however, the student must be able to complete these courses within their 150% maximum SAP date. Furthermore, the student will need to cover the cost of extra tuition.

Appeals Process: Students who are terminated from the program for not meeting Satisfactory Academic Progress (SAP) may appeal by submitting a written appeal for reconsideration to the Campus Director within seven (7) consecutive calendar days of termination. Students will be notified in writing of the decision.

**Reinstatement:** If it is determined that the circumstances presented by the student were mitigating, the student may be allowed to be reinstated in their program. The student will be notified when he or she may return to class. The student should arrange to meet with the Financial Aid Advisor to determine the status of his or her financial aid award and continued eligibility.

The student will remain in Academic Probation status until he/or she has met the academic requirements of their program. This student should arrange for a financial aid interview to determine the status of his or her financial aid award. The student's progress will be monitored closely. If during this monitoring period, it is determined that the student will not be able to mathematically achieve the graduation requirements for their program, he or she will be administratively removed from the program. At this point, the student will not be able to appeal the decision. However, he or she may reapply for admission 181 calendar days after the student's last day of attendance.

### **Academic Integrity Policy (Honor Code)**

At Valley College, we are committed to honest practices, communications and relationships that honor each other and our students. Students are given a copy of the Valley College Academic Integrity Policy during the Admission process. We expect academic honesty from our students. Academic honesty means to neither give nor receive unauthorized aid on tests and graded assignments. It is the responsibility of the students to avoid all forms of cheating and plagiarism. Plagiarism is defined as "the unauthorized use of the language and thoughts of another author and the presentation of them as one's own". Academic dishonesty of any kind is not allowed. Any offense will be taken seriously.

**Consequences for a First offense:** If a student who is caught (or the instructor suspects the student of) cheating or plagiarizing on an assignment, the student will be formally counseled. The instructor will give the student a second chance and allow him/her to resubmit the assignment. **Cheating on a test will result in the student receiving a zero on the test.**

**Consequences for a Second offense:** A student who is caught cheating or plagiarizing a second time in the same class or a different class will be counseled by the Director of Academic Affairs. The student will receive a zero for the class. **Cheating on a test, in the same or a different class will result in the student receiving a zero in that class.** If the student fails a class, the student will have to retake the course again when it is offered.

**Consequences for a Third offense:** A student who is caught cheating or plagiarizing a third time (in any class) will be terminated from the program.

If a student feels like he/she has been unjustly accused of academic dishonesty he/she has the right to appeal the instructor's decision by appealing to the Vice President overseeing Academics. After the Vice President has investigated the circumstances, the student will be notified of the results of the investigation in writing.

### **Withdrawal Policies**

**From a course:** A student may drop without penalty from a course within the first five (5) calendar days of a course. However, a student may not register for another course during this time. The on-campus student needs to contact the Director of Academic Affairs or Campus Director and put his or her request in writing. The student will receive a "WP" for the course. The student will not be penalized for withdrawing from a course; however, too many "WP" grades may affect the student's ability to meet Satisfactory Academic Progress requirements for credits earned. Online students will follow the same procedure but will either contact the Student Success Coach or Online Director of Academic Affairs or Director, Online Division.

If a student, who attends classes on campus, wants to drop a course after the fifth (5th) calendar day, the student needs to contact the Director of Academic Affairs or Campus Director and put his or her request in writing. The student will receive a "WF" for the course. The student will be reminded that the "WF" grade may affect the student's ability to meet Satisfactory Academic Progress requirements for both credits earned and GPA. Online students will follow the same procedure but will either contact the Student Success Coach, Online Director of Academic Affairs or Director, Online Division.



**Voluntary (Official) Withdrawal:** Withdrawal from the College must be initiated by mailing or delivering to the school a written notice of withdrawal to the Campus Director. Students may also notify the Campus Director in person. Failure to officially withdraw may result in the assignment of failing grades that become part of the student's permanent record. Merely stopping class attendance does not constitute official withdrawal.

**Involuntary Withdrawal:** A student may be administratively withdrawn from the College if he or she fails to make specific arrangements for prolonged absenteeism. The student's withdrawal date will never be longer than fourteen (14) calendar days after the student's last date of attendance/educational activity. A student who fails to return from the Leave of Absence (LOA) on his or her scheduled return date will be withdrawn from their program unless the student requested a LOA extension or additional LOA. A student may also be terminated if he or she does not attend the first day of class for one of the following reasons: was not scheduled for the previous class (SPNE), retook the previous class or audited the previous class. In addition, a student may be terminated from his or her for not meeting the programmatic attendance requirement and/ or poor academic performance which includes not meeting Satisfactory Academic Progress requirements.

Students may also be administratively withdrawn from the college for inappropriate behavior on campus, at their Medical Clinical Assistant externship, or their Nursing Assistant (CNA) clinic site, or while on a campus sponsored event (field trip or student activity).

### **Conduct Administrative Withdrawal**

Valley College strives to provide the best learning environment possible. In addition to being termed from a program because of poor attendance and/ or academic performance, students may be administratively withdrawn, suspended, or temporarily blocked from their course(s)/program based on any one or more of the following issues.

- Failure to meet and maintain the programmatic requirements (academic or attendance)
- Failure to meet Satisfactory Academic Progress (SAP) Requirements
- Failing three consecutive classes in a diploma program
- Failing four consecutive classes in a degree program
- Practical Nursing Program Only: receiving three (3) F's (grades) during a clinical rotation
- Failure to follow safety rules in the lab environment
- Excessive absenteeism
- Falsification, misrepresentation, or omission of significant facts at the time of enrollment
- Failure to meet financial obligations related to the college
- Failure to submit documents required for Admissions, Financial Aid or Academics
- Failure to comply with the college's Code of Conduct or classroom rules
- Failure to comply to the college's Academic Integrity policy
- Failure to comply with the college's dress code upon warning
- Possession, use or distribution of illicit drugs or alcohol
- Possession of weapons on campus
- Failure to meet the specific program requirements to be placed in a clinical or externship experience (such as providing documentation necessary for clinical or externship experience)
- Suspension or dismissal from or refusal of Externship or Clinical experience site for any reason
- Any other actions that the College may deem to be in violation of its policies and procedures.

Students who are terminated will be notified in writing and are refunded prepaid tuition in accordance with the refund policy. Students who are terminated from the program and wish to return to finish their program must follow the Re-entry/Returning Student process discussed in the Admission section of this Valley College Student Catalog.

### **Code of Conduct Policies**

The College expects mature behavior. Regulations governing student conduct and activities are based on the premise that attending class in an environment conducive to learning is the right of each student. A student is subject to suspension or termination for conduct that disrupts the teaching or administrative activities of the College or interferes with the rights of the campus community. Examples of conduct considered unsatisfactory under these standards include but not limited to dishonesty, failure to comply with College policies, procedures and regulations, or with the directions of College officials acting in performance of their duties, harassment, physical or verbal abuse of any person on campus or at College functions, and theft of or damage to College property or to property on campus belonging to any member of the campus community.

Valley College aims to provide students with comprehensive training and education necessary for entry into professional employment. In accordance with the Valley College Values of Integrity, Effectiveness, Leadership, Teamwork, and Growth, students are expected to adhere to the following code of conduct to ensure a professional atmosphere and positive learning experience.

Rules and regulations governing student conduct are based on the premise that attending class in an environment conducive to learning is the right of each student. The Student Code of Conduct is the set expectations regarding professionalism, attitude, appearance, academic integrity, attendance, classroom conduct, and course expectations. Students have the right to a professional, non-discriminatory, non-violent, harassment free, and drug, alcohol, and tobacco free environment. Adherence to the Student Code of Conduct is expected of all students, and any violation will be subject to disciplinary action.



Individuals engaged in professional employment or professional training are expected to interact with colleagues and peers in a polite and respectful manner. Students are expected to display characteristics such as respect, organization, prioritization, efficiency, and positivity. Abiding by the following rules and meeting the required expectations will result in the professional appearance and conduct required at Valley College.

### **Practical Nursing Student Code of Conduct**

In addition to the Valley College Code of Conduct, students in the Practical Nursing Program will be expected to comply with the Valley College Practical Nursing Code of Conduct in accordance with [Rule 4723-5-12\(C\)\(1-26\)](#), OAC as follows:

(C) In addition to the policies required in paragraph (A) of the rule, the program administrator and faculty shall implement policies related to student conduct that incorporate the standards for safe nursing care set forth in Chapter 4723. of the Revised Code and the rules adopted under that chapter, including, but not limited to the following:

- (1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
- (2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
- (3) A student shall not falsify any patient record, or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
- (4) A student shall implement measures to promote a safe environment for each patient.
- (5) A student shall delineate, establish, and maintain professional boundaries with each patient.
- (6) At all times when a student is providing direct nursing care to a patient the student shall:
  - (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
  - (b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
- (7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section [4723.01](#) and division (B)(20) of section [4723.28](#) of the Revised Code for a registered nurse, and division (F) of section [4723.01](#) and division (B)(21) of section [4723.28](#) of the Revised Code for a practical nurse;
- (8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;
- (9) A student shall not:
  - (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;
  - (b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
- (10) A student shall not misappropriate a patient's property or:
  - (a) Engage in behavior to seek or obtain personal gain at the patient's expense;
  - (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;
  - (c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
  - (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

- (11) A student shall not:
  - (a) Engage in sexual conduct with a patient;
  - (b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
  - (c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
  - (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.
- (12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
  - (a) Sexual contact, as defined in section [2907.01](#) of the Revised Code;
  - (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
- (13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section [4729.01](#) of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.
- (14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

- (15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.
- (16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.
- (17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.
- (18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.
- (19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
- (20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
- (21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.
- (22) A student shall not assist suicide as defined in section [3795.01](#) of the Revised Code.
- (23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.
- (24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.
- (25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
- (26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non- health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

## **Student Code of Conduct Policies**

### **Classroom Rules**

In addition to the statements above, each instructor will distribute specific class rules and expectations for their class. Lab Safety documents are distributed at the appropriate time to Medical Clinical Assistant, Veterinary Assistant, and Veterinary Technician programs that specifically addresses the Code of Conduct and/or Classroom Rules that apply to those programs. Students in the Medical Clinical Assistant and Nursing Assistant (CNA) programs also receive Handbooks specific to their programs' off-site clinical experience. The MCA Student Externship Handbook and a Nursing Assistant Handbook discuss the Code of Conduct and expectations for those programs.

Classroom Rules and Expectations that are commonly observed in all Valley College campus' programs include:

Students are expected to:

- Be present for the entire class.
- Keep cell phones off or on vibrate.
- Beverages and food are not permitted in any lab classes.
- Beverages may be allowed in lecture rooms as long as they are in a container with a lid.
- Tobacco usage is restricted in the classrooms and at all school events except for in designated smoking areas at each campus..
- Take all personal, valuable items when leaving the room.
- Refrain from profane or obscene language and any unprofessional verbiage in the classroom, lab or clinical setting.
- Follow verbal and written instructions in the classroom, lab and clinical settings.
- Communicate and exhibit a positive attitude, good judgment, and respect for faculty, staff, and peers.
- Display professional behavior and demeanor when offsite on school sponsored functions such as field trips, community service activities or other school functions.
- 

### **Practice Labs Code of Conduct**

Valley College employs Practice Labs in the Cybersecurity programs. Students, staff and faculty members who use Practice Labs shall not introduce any software virus or other malware (including any bugs, worms, logic bombs, Trojan horses or any other self-propagating or other such program) that may infect or cause damage to the Practice Labs platform or the Service Provider's system or otherwise disrupt the provisions of the Practice Labs platform or the Training Partner Services. In addition, any unauthorized use of Practice Labs intellectual property is prohibited

by law. Failing to comply with the Code of Conduct may result in disciplinary action such as the suspension of using Practice Labs or termination from the student's program.

### **Internet Usage Policy**

The Internet Usage Policy applies to all students of Valley College who have access to computers and the Internet to be used in the performance of their collegiate activities. Use of the Internet by students of Valley College is permitted and encouraged where such use supports the goals and objectives of the college. However, access to the Internet through Valley College is a privilege and all students must adhere to the policies concerning computer, email and Internet usage. Violation of these policies could result in disciplinary and/or legal action such as suspension of the use of the Internet at Valley College and lead up to and include suspension or termination from the student's program. Students may also be held personally liable for damages caused by any violations of this policy. All students are required to abide to the rules hereunder.

### **Computer, Email and Internet Usage**

- \* Valley College students are expected to use the Internet responsibly and productively. Internet access is limited to College and/or job search activities only and personal use is not permitted.
- \* Job-related activities include research and educational tasks that may be found via the Internet that would assist in a student's career development.
- \* All Internet data that is composed, transmitted and/or received by Valley College computer systems is considered to belong to Valley College and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.
- \* The equipment, services and technology used to access the Internet are the property of Valley College, and the company reserves the right to monitor Internet traffic and monitor and access data that is composed, sent, or received through its online connections.
- \* Emails sent via the company email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing languages or images.
- \* All sites and downloads may be monitored and/or blocked by Valley College if they are deemed to be harmful and/or not productive to the academic environment.
- \* The installation of any software such as instant messaging, downloading music sites and/or personal pictures is strictly prohibited.

### **Unacceptable use of the internet by employees (Federal Work Study) includes, but is not limited to:**

- \* Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via Valley College email service.
- \* Using computers to perpetrate any form of fraud, and/or software, film or music piracy.
- \* Stealing, using, or disclosing someone else's password without authorization
- \* Downloading, copying or pirating software and electronic files that are copyrighted or without authorization
- \* Sharing confidential material, trade secrets, or proprietary information outside of the organization.
- \* Hacking into unauthorized websites.
- \* Sending or posting information that is defamatory to the college.
- \* Introducing malicious software onto the Valley College network and/or jeopardizing the security of the organization's electronic communications system.
- \* Sending or posting chain letters, solicitations, or advertisements not related to academic environment.
- \* Passing off personal views as representing those of Valley College.
- \* Unauthorized sharing of academic material, including but not limited to tests, and tests answers.
- \* Conducting a business using the Valley College network for personal business use.

If a student is unsure about what constituted acceptable Internet usage, then he/she should ask the Director of Academic Affairs or his/her Instructor for further guidance and clarification.

All terms and conditions as stated in this document are applicable to all students of Valley College network and Internet connections. All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to disciplinary actions deemed appropriate by Valley College, such as suspension of the use of the Internet at Valley College and lead up to and include suspension or termination from the student's program.

### **Dress Code Standards**

Valley College students are preparing for various careers in a workforce. Students are encouraged to reflect the proper image of their future careers by dressing appropriately and should also be aware that excessive visible body piercing and extreme hairstyles may inhibit their career opportunities. Students are expected to wear the appropriate Valley College Uniforms during normal class times. Failure to adhere to the Dress Code upon warning may be grounds for termination. Questions pertaining to the Dress Code should be addressed to the Campus Director.

Students are permitted to wear watches, engagement and wedding rings, and two discreet (pierced) earrings per ear. Any facial piercings must be removed and/or plugged while in the classroom, lab, clinical setting, and any other function organized through Valley College. The plugs must be removed from gauged ears while in the classroom, lab, clinical setting, and any other function organized through Valley College.

**Casual Days:** The Campus Director may allow students to have casual or theme dress days. Safety and professionalism is a consideration at all times. The wearing of torn or badly frayed jeans, shorts, t-shirts (or other shirts/sweatshirts) with messages, tank tops, and open-toed shoes are never permitted.

**Tattoos:** In accordance with professional workplace expectations, tattoos not covered by appropriate clothing will need to be covered with either a band aid or bandage material, so they are not visible in the classroom, lab, clinical setting, or any other function organized by Valley College.

### **Practical Nursing (PN) Standard of Dress (Uniform)**

Practical Nursing Program Standards of Dress: Students are required to wear the Valley College Practical Nursing program uniform to all classes. Lab coats are required only when performing lab procedures during clinical classes. The Valley College uniform (scrub top and bottom) is light blue in color with a white lab coat. The uniform is purchased through the College during the first weeks of classes. Shoe styles are not standardized but must be either black or white leather covered shoes (nursing shoes) or solid "Croc" style shoes (no holes). Stockings are to be

plain white, dark or tan (hose). A white tee shirt may be worn under the uniform shirt if desired. No other shirt styles are permissible. The student is provided with a Valley College issued photo ID name tag.

#### **Medical Clinical Assistant (MCA) Standard of Dress (Uniform)**

Medical Clinical Assistant Program Standards of Dress: Students are required to wear the Valley College Medical Clinical Assistant program uniform to all classes. Lab coats are required only when performing lab procedures during clinical classes. The Valley College uniform (scrub top and bottom) is hunter green in color with a white lab coat. The uniform is purchased through the College during the first weeks of classes. Shoe styles are not standardized but must be either black or white leather covered shoes (nursing shoes) or solid "Croc" style shoes (no holes). Stockings are to be plain white, dark or tan (hose). A white tee shirt may be worn under the uniform shirt if desired. No other shirt styles are permissible. The student is provided with a Valley College issued photo ID name tag.

#### **Veterinary Assistant and Veterinary Technician Standard of Dress (Uniform)**

Veterinary Assistant and Veterinary Technician Program Standards of Dress: Students are required to wear the appropriate Valley College program uniform to all classes. The uniform is purchased through the College during the first weeks of classes. Shoe styles are not standardized but must be solid style shoes (no holes). A white tee shirt may be worn under the uniform shirt if desired. No other shirt styles are permissible. The student is provided with a Valley College issued photo ID name tag.

##### **Program Uniform Description:**

Veterinary Assistant - The Valley College uniform (scrub top and bottom) is navy blue in color.

Veterinary Technician - The Valley College uniform (scrub top and bottom) is maroon in color.

#### **Nursing Assistant (CNA) Standard of Dress (Uniform)**

**Students must wear Valley College uniform/lab coat and name badge during classroom and clinical hours.** The Valley College uniform (scrub top/pants) is royal blue in color with white lab coat. The Valley College name is embroidered on the scrub top and lab coat. The uniform is purchased through the College during Orientation. Shoe styles are not standardized but must be either black or white walking style shoe, leather covered shoes (nursing shoes) or solid "Croc" style shoes. Shoes may not have holes, including those that may be the result of wear. Stockings are to be plain white, dark or tan (hose). A white tee shirt may be worn under the uniform shirt if desired. No other shirt styles are permissible. During clinicals, the student is also required to wear a Valley College issued photo ID name badge that will identify the student as a Valley College Nursing Assistant Student.

#### **Code of Conduct: Consequences and Appealing a Violation Decision:**

A student may be suspended for inappropriate behavior for a period of one hour to five calendar days. The student will be marked absent from class. Upon his or her return to class, the student will be allowed to make-up class hours (work) within the guidelines of Valley College Attendance Policy. If the student fails to successfully complete the class, the student will need to retake the course and will be charged a Course Retake Fee. Failing a course or receiving a grade lower than a "C" will negatively impact the student's cumulative GPA and satisfactory academic progress.

Within seven (7) calendar days of notification of a decision, if a student believes he or she was not guilty of a Code of Conduct violation, the student may submit an appeal, in writing, to the Director of Academic Affairs (or designated staff member). The Appeals Committee will review the appeal and any supporting documentation and make a determination. However, if the student finds the decision of the Appeals Committee unsatisfactory, he or she may submit appeal, in writing, to the Vice President overseeing Academics. The Vice President will review the necessary materials and make a determination. The student will be notified of the decision in writing. If, during the appeals process, the student is suspended from class, the student will be placed on a temporary out status. Attendance is not taken during this period of time.

## **ACADEMIC INFORMATION**

### **Curriculum**

Valley College's objectives are to provide quality educational programs that are career oriented. Valley College believes that their educational programs must be varied and challenging enough to maintain the interest of all students, yet flexible enough to address individual learning differences. Members of the teaching staff at Valley College have been carefully selected for their experience, technical competence, and ability to relate their experience and knowledge to their students in accordance with the accreditation requirements. Faculty background and Valley College's system of instruction encourages student interactions through hands-on training or computer interactive simulations and provides challenge and stimulation for students in an attentive and supportive learning environment. Students are assigned homework (out of class assignments) that enables them to develop and enhance their critical-thinking and problem-solving skills.

For each program, a course schedule and class syllabus, which reinforces the student's responsibility for timely completion of instructional material, is generally available to students on the first day of class. Instructors monitor student achievements and progression according to the schedule on an ongoing basis. Additional information such as the program outline and course descriptions are found in the Program Outlines and Course Descriptions section of this catalog.

The school also reserves the right to adjust the subject matter, course materials, curriculum, the instructional staff, equipment, and time scheduled for a program, to consolidate classes and to change locations with the approval of the approving agency or agencies, if applicable, as it may deem necessary. These adjustments shall not reduce the total program length or increase the total program price beyond the amount stated in the enrollment agreement.

### **Program Advisory Committees**

Each of Valley College's campuses has Program Advisory Committees comprised of local business people. The Program Advisory Committees meet with members of Valley College's staff and management during the year to review and advise on curricula and skill requirements for employees in the workplace. This is one of Valley College's ways to better prepare students for the local job market and maintain links with the business community. A list of Program Advisory Committee members is available upon request.

## Class Size

- Class sizes may vary. For degree and diploma programs, the student/instructor ratio would normally be less than 25:1 in traditional classroom and laboratory classes on campus and online.
- Practical Nursing program: In accordance with Ohio Board of Nursing Standards and to ensure an optimal learning environment, Valley will staff their faculty to ensure that we maintain a 10:1 student teacher ratio at the clinical site level and further, where applicable and based on the needs of the site, Valley also understands that it might need to reduce the student/teacher ratio. The ratio for student to preceptors is 1:1. (2:1 at the maximum) during preceptorship. .
- The Nursing Assistant (CNA) program's student/instructor ratio will not exceed 10:1 as per the requirements of the WV Office of Health Facility Licensure & Certification (OHFLAC).

## Grading System

All tests and assignments are graded against a 100% score. Sixty percent (60%) is the minimum passing grade. The instructor does have the option of offering the student who fails to obtain 60% score on a test or a major graded assignment the opportunity to complete extra credit work to show that he or she has a better understanding of the course material. All extra credit work must be submitted within two days after it is assigned. Students who fail to achieve a passing grade for the course will be required to repeat the entire course and will incur a Course Retake fee. (See Tuition)

Courses withdrawn from, or failed, must be repeated. Successful completion of each course is required for graduation.

Course grades are recorded on the grade transcript as follows:

<u>Grade</u>	<u>Qual.</u> <u>Pts.</u>	<u>Description</u>	<u>Counts in Calculation for GPA</u>
A	4.0	90 to 100%	Yes
B	3.0	80 to 89%	Yes
C	2.0	70 to 79%	Yes
D	1.0	60 to 69%	Yes
F*	0.0	59% or less	Yes
WF*	0.0	Withdraw Fail	Yes
WP*	0.0	Withdraw Pass	No
I*	0.0	Incomplete	Yes
AS*	0.0	Advanced Standing	No
CT*	0.0	Credit Transfer	No
AU*	0.0	Audit Grade	No

### Special Notation /Explanation of Grades:

**Unsatisfactory grades of “F” (Failure) and “WF” (Withdraw Fail)** do not count as completed courses but will count as attempted credits. In addition, repeated coursework is counted as attempted hours for financial aid eligibility. When these courses are repeated, the student will be charged a Course Retake fee. The “WF” grade is assigned when a student has withdrawn from a course after the fifth (5th) calendar day after the start of class. Both the “F” and “WF” grade will remain on the student's transcript as well as the letter grade the student earns after retaking the course.

**Grade of “I” (Incomplete) is a temporary grade.** The grade of “I” is recorded when a student has approval to submit class work after the course's scheduled completion date. At the end of five (5) calendar days extension period, the “I” will be replaced by the grade the student has earned. Exceptions for periods greater than five (5) calendar days are at the sole discretion of the Campus Director or the Vice President overseeing Academics.

**Grade of “WP” (Withdraw Passing)** does not count toward attempted credit. If a student withdraws from a course within the first week (5 Calendar Days), he or she will receive a “WP” (Withdraw Passing) grade and must take the course when it is offered again. The student is not charged a Course Retake fee when he or she has to take the course again. The grade “WP” remains on the student's transcript as well as the letter grade the student earns after retaking the course.

**Special Consideration:** If a student must request a Leave of Absence or an Emergency Leave of Absence at the end of the course, the Vice President overseeing Academics may approve an extension to the Incomplete grade period or grant the student a “WP” grade. In these rare occurrences 1) the reason for the LOA as written on the Leave of Absence form and any other supporting documentation, 2) the student's current grade in the course and 3) the student's attendance or class participation will be taken in consideration.

**Grades of “AS” or “CT” are awarded during the enrollment process.** Advanced Standing (AS) is awarded to a student if he or she passed Advanced Standing tests. Credit Transfers (CT) are awarded if the student has received credit for courses, he or she completed in other Valley College programs or from other institutions. The grades of “AS” or “CT” will appear on the student's transcript as applicable.

**Grade of “AU”** Valley College allows students to audit courses as long as auditing a course does not prevent the student from completing their program within 150% the published program length. The student must have prior approval to audit a course. The grade “AU” will appear on a returning student's transcript and will not count as credits attempted. The student is not charged a Course Retake Fee when auditing a course.

**Special Consideration for Military Service:** If a student is active military service personnel and reservist or an immediate family member and must withdraw from a class because he or she is called for active duty, he or she may take an LOA and will receive a “WP” for his or her current class regardless of when he or she withdrawals from the course.

**Grade Point Average:** A student's grade-point average is computed on all work that a student has attempted for college credit while attending Valley College. Courses with a grade of "WP" and "AU" are not considered courses attempted for college credit in the computation of a student's grade point average. Quality points are based on the point value per semester hour multiplied by the number of hours of course work attempted. A student taking a three-hour course and receiving a grade of "C" would earn 6 quality points. (C = 2 quality points times 3 hours.) To compute a grade point average, divide the total quality points accumulated by the total credit hours attempted for which college credit is given toward graduation (e.g., 99 quality points accumulated divided by 36 credit hours attempted for college credit =  $(99/36) = 2.75$  GPA).

**Appeal on a Final Course Grade:** Within seven (7) calendar days of the end of class, if a student feels that a mistake was made on his or her final grade, he or she should discuss the matter with the instructor. If the matter is not resolved, the student may discuss the matter with the Director of Academic Affairs (or designated staff member). The student must be prepared to provide reasonable arguments for requesting a change of grade. A grade may be appealed exclusively for the following reasons: error in calculation, an apparent error, or that the grade was awarded in an arbitrary or capricious manner. If matter is still not resolved, the student may appeal to the Vice President overseeing Academics. **After a complete investigation, the student will be notified in writing of that decision.**

**Retaking Courses:** Students are permitted to retake courses when the original grade is below the letter grade of "C" and retaking the course does not push the student to complete his or her program beyond the 150% maximum published program length. A Course Retake fee will be charged for any course that is retaken. Receiving grades of "D", "F" or "WF" for multiple courses places a student in jeopardy of not completing his or her program within the allowable time frame.

**Audit Courses:** If a student or graduate wants to audit a course, he or she needs to submit a completed Audit Class Request Form. No additional tuition or fees are charged for the audited class. The request is not automatically approved. An audited course cannot cause the student's program completion date to go beyond their SAP 150% maximum evaluation date. Also, courses may not be audited if the class' enrollment will exceed the 25 to 1 student/faculty ratio. To successfully complete an audit course, the student or graduate must meet all of the conditions that are outlined on the Audit Class Request Form. When the student successfully audits the course, the audited course name and grade of "AU" will be recorded on the student's transcript. Upon request, the College will provide the graduate, who has successfully completed an audit course, written acknowledgement that he or she completed the course.

**Practical Nursing Grading System Additional Information:** In order for a student to successfully complete a nursing course and progress to the next course, the student will need to achieve an average of 78% on all assessments (tests, quizzes) and homework. Each student will be provided with a syllabus that illustrates the different types of assessments for each course and they will include a series of activities that could include tests/quizzes, in-class assignments, out-of-class assignments, class participation, lab competencies, and clinical competencies.

In addition, students must pass all skills test-outs with a satisfactory rating within 3 attempts and must pass all Clinicals. The details regarding the grade scale for the clinical/preceptorship is discussed in the Practical Nursing Program Description section found later in the catalog.

**To successfully pass a class with a NUR prefix, the students will need to achieve a 70% or better.**

<u>Grade</u>	<u>Pts.</u>	<u>Description</u>	Counts in Calculation for GPA
A	4.0	93 to 100%	Yes
B	3.0	85 to 92%	Yes
C	2.0	78 to 84%	Yes
F	0.0	Less than 78%	Yes

All other courses follow the traditional grading scale

<u>Grade</u>	<u>Pts.</u>	<u>Description</u>	Counts in Calculation for GPA
A	4.0	90 to 100%	Yes
B	3.0	80 to 89%	Yes
C	2.0	70 to 79%	Yes
D	1.0	60 to 69%	Yes
F*	0.0	59% or less	Yes

**Veterinary Assistant and Veterinary Technician Grading System Additional Information:** To successfully pass a class with a VTA prefix, the students will need to achieve a 70% or better.

<u>Grade</u>	<u>Pts.</u>	<u>Description</u>	Counts in Calculation for GPA
A	4.0	90 to 100%	Yes
B	3.0	80 to 89%	Yes
C	2.0	70 to 79%	Yes
F	0.0	69% or Less	Yes

All other courses follow the traditional grading scale

<u>Grade</u>	<u>Pts.</u>	<u>Description</u>	Counts in Calculation for GPA
A	4.0	90 to 100%	Yes
B	3.0	80 to 89%	Yes
C	2.0	70 to 79%	Yes
D	1.0	60 to 69%	Yes
F*	0.0	59% or less	Yes

## Graduation Requirements

A Candidate for Graduation has achieved the following:

- 1) Passed all required courses in the student's program.
- 2) Earned an overall cumulative 2.0 GPA ("C" average) or better on a 4.0 scale
- 3) Met or surpassed the programmatic attendance requirement
- 4) Completed the program within the time frame as defined by Satisfactory Academic Progress (SAP)

If a student meets the requirements for graduation, but is delinquent in payments to the college, the student will be considered a graduate but may not be eligible to walk at his or her scheduled graduation ceremony, or will not receive their diploma or will not receive an official or unofficial transcript until their account is in good financial standing according to Valley College policies.

### Summary of Graduation Requirements / Credential Earned

Program	Credentials	Minimum CGPA	Earned Credits	Attendance Percentage
Medical Clinical Assistant	Diploma	2.0	38	80%
Practical Nursing	Diploma	2.0	36	100%
Veterinary Assistant	Diploma	2.0	39	75%
Veterinary Technician	Associate Degree -AAS	2.0	76	75.55%
Medical Administrative Assistant	Diploma	2.0	30	N/A
Medical Front Office, Billing and Coding	Diploma	2.0	30	N/A
Health Services Administration	Associate Degree -AAB	2.0	63	N/A
Business Administration	Associate Degree -AAB	2.0	60	N/A
Cybersecurity	Associate Degree -OAS	2.0	62	N/A
Health Services Administration	Bachelor Degree -BS	2.0	126	N/A
Business Administration	Bachelor Degree -BS	2.0	125	N/A
Cybersecurity	Bachelor Degree -BS	2.0	126	N/A

(O.A.S. Degree: Occupational Associate of Science degree; AAB – Associate of Applied Business degree; AAS – Associate of Applied Science degree, and B.S Degree: Bachelor of Science)

### Academic Honors at Graduation

- a. Director's List
  1. An overall GPA of 4.0;
  2. Overall scheduled attendance of 95% or above, including make-up time; and
  3. Completion of the program by the scheduled completion date.
- b. Honor Roll
  1. An overall GPA of 3.5 to 3.99;
  2. Overall scheduled attendance of 95% or above, including make-up time; and
  3. Completion of the program by the scheduled completion date.
- c. Valedictorian and Salutatorian
  1. An overall GPA of 4.0. or if not a 4.0 is achieved, the highest GPA will be used;
  2. Overall scheduled attendance of 95% or above, including make-up time;
  3. Completion of the program by the scheduled completion date; and
  4. Must be eligible to participate in the Graduation Ceremony.

### Nursing Assistant (CNA) Pinning Ceremony

A Candidate for Pinning Ceremony has achieved the following:

- \* successfully completed a program earning a 70% or better
- \* met the 100% programmatic attendance requirement
- \* is considered, by the Campus Director, to be in good standing in regard to their financial obligation to the college at the time of the pinning ceremony.

The successful student will receive a Valley College Certificate of Completion and pin.

### Student Grade Transcripts

Valley College adheres to the Family Education Rights and Privacy Act, Federal Law 93380 and does not release grade information regarding any student without the student's signed authorization. A student must be in good financial standing at the time of the request before a transcript will be released. The official transcript request form is available on the Valley College web site, (search for *Request Transcript*). The form must be completely filled out and electronically signed before it will be processed. Valley College reminds students/graduates that some business and colleges may not consider transcripts that are released to the student/graduate as Official Transcripts.

After Valley College has verified that the request can be processed, the Student Finance Specialist will contact the requester to facilitate payment of transcript fees. The transcript fee is listed on the Transcript Request form and the Tuition and Fee Information Addendum. It may take up to ten business days to process the request. After processing the transcript request, Valley College's standard practice for sending Official Transcripts is to mail the transcript via US postal Service to the address on the Transcript Request form. For more information, please contact the Valley College Student Finance Specialist at [transcript@valley.edu](mailto:transcript@valley.edu)



## GENERAL INFORMATION

### Non-Discrimination, ADA, and Equal Opportunity

Students at Valley College can expect a campus free of discrimination based on race, color, religion, national origin, sex, sexual orientation, age, political affiliation or belief, veteran status, marital status, ethnic background, or disability. Valley College does not tolerate discrimination towards faculty, staff, students, or any other individuals associated with the company. Students are required to adhere to the campus nondiscrimination policy.

Valley College is committed to upholding the standards set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 (together, the "Disability Laws"), and similar state laws, which are designed to eliminate discrimination against qualified individuals with disabilities. Valley College provides equal opportunity for qualified persons with disabilities. Valley College will make reasonable accommodations for a qualifying student with a disability, as appropriate. Accommodations must be formally requested by the student in writing. Such requests, along with supporting documentation, should be directed to the Campus Director. Online students may contact the Director, Online Division.

Valley College does not discriminate against any student or applicant based on race, color, religion, national origin, sex, sexual orientation, age, political affiliation or belief, veteran status, marital status, ethnic background, or disability. The College abides by these policies in the administration of its student admissions, financial aid and scholarships, career placement programs, as well as in all other student-related services and educational programs and opportunities.

The Campus Director serves as the campus' Equal Opportunity Officer. Contact information is posted on the campus' Student Bulletin Board.

### Privacy of Educational Records

The Family Educational Rights and Privacy Act (FERPA) gives students the right to inspect their educational records upon reasonable notice. The Act also guarantees the privacy of student educational records and sets forth the conditions and circumstances under which a student's educational records may be shown to others.

Generally, the College must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA (34 CFR §99.31) allows schools to release student information without the student's written consent if the disclosure is to:

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

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, diplomas/degrees, enrollment status, and dates of attendance. However, the student may specifically request in writing that such directory information not be disclosed, in which case the information should not be released.

Students who feel that their rights under the Act have been violated are entitled to request a hearing before a school official who has no direct interest in the outcome of such hearing in an effort to resolve the problem. A copy of the school's policy and procedure on "Rights of Student Privacy" is posted on the student bulletin board.

### Safeguarding Data

It is the responsibility of every student to protect his or her personal electronic data from loss. From time to time, students are required or may elect to turn in assignments or provide documents to Valley College faculty or staff on electronic media (CDs, USB "thumb drives" or similar medium). Valley College expects this information to be a duplicate copy of information that is owned by the student, and assumes no responsibility for loss of same. All disposable media (including paper, artwork, CDs, etc.) become the sole property of Valley College and may not be returned. If a reusable media device (excluding Rewritable CD media) is provided to any staff member with the expectation that this device will be returned (as is the case with USB thumb drives, for example), the extent of Valley College liability will be for the return or replacement of the device only, and not the data contained therein.

### Student Privacy Protected

Valley College takes measures to protect an online student's privacy in their online classroom. Each student is given a unique User ID and temporary password that is used while the student is enrolled in the program. Instructors take care to send messages that are considered more private in nature, (feedback about course work, schedules and grades) to the student's private Moodle mailbox that only the student may access.

The institution does verify the student's identity at the time of enrollment by using either a **current (not expired) governmental issued photo ID or birth certificate**. Accessibility into the Moodle (online) classroom requires specific directions and the directions are provided in the Online Student Orientation Guide, which is only given to students who have completed our admissions process and are prepared to start in the online program. The identity verification is stated in writing in our Honor Code Pledge which students are required to sign during their enrollment. The institution currently verifies student identification in three (3) ways and ties it together with an Honor Code Pledge:

1. Students are issued a unique student ID number and password which they must use to log onto Moodle.



2. Instructors are able to “police” assignment submittals since they become familiar with students’ writing styles and levels of capability.
3. Students are required to read and sign an Honor Code Pledge which acknowledges their understanding that any breach of this pledge will likely result in termination from the program.

### **Drug, Alcohol and Tobacco Free Environment**

<http://www.valley.edu/consumer-information/> Click on [Drug and Alcohol Abuse Prevention Policy](#)

Valley College insists on a drug and alcohol free learning environment for both students and staff. Therefore, student’s or staff’s use of alcohol or the unlawful manufacture, distribution, dispensing or use of a controlled substance or alcohol anywhere on College property, or while participating in College related activities, is strictly prohibited. Students and employees who violate this policy are subject to disciplinary action up to and including drug testing, expulsion and termination respectively even for a first offense.

Valley College reserves the right to investigate any suspicious activity regarding nonprescription and illegal drugs, as well as alcohol. Investigation may include but is not limited to classroom inspection or request students to submit to drug screening in cases of strong suspicion of drug or alcohol use. Refusal to submit to these measures at time of request may be viewed as strong evidence of drug/or alcohol use which may result in student's termination from the program.

Students or employees may be referred to the outside counseling and treatment help centers or programs. The College will have a sole discretion to determine the exact conditions of continued enrollment or employment in such case. Valley College is also a tobacco free environment. Tobacco is restricted in the classrooms and at all school events except for in designated smoking areas at each campus.

### **Copyright Infringement Policy**

<http://www.valley.edu/consumer-information/> Click on [Copyright Infringement Policy](#)

Unauthorized copying or distribution of copyrighted material violates the [U.S. Copyright Act](#), as well as Valley College’s Copyright Compliance Policy. Copyrighted material should not be shared over the campus network via web pages, peer-to-peer file sharing software, emails, or in any other way that violates the law. The Campus Director or designated person serves as the copyright officer and assists staff, faculty and students in these matters. For more information regarding copyright law and related matters, please refer to Title 17 of the United States Code, available at [www.copyright.gov/title17/index.html](http://www.copyright.gov/title17/index.html), and the website of the United States Copyright Office: [www.copyright.gov](http://www.copyright.gov).

Valley College’s Copyright Compliance Policy informs students that the illegal distribution of copyrighted materials may subject them to criminal and civil penalties and describes the steps that Valley College will take to detect and punish illegal distribution of copyrighted materials. Specifically, the penalties and fines are discussed in Valley College’s Operational Memo 09-1, Copyright Compliance Policy that is posted on the student bulletin board and/or by the campus copier.

### **Crime Awareness and Campus Security**

Valley College encourages each student and staff member to be responsible for their own security, the security of others, and to be observant of any unusual circumstances or activity which may be illegal. Valley College requires that each student and staff member report crimes or potential illegal activity or behavior to the Campus Security Monitor identified on the student bulletin board and in the campus Catalog Supplement.

The Student Right To Know and Campus Security Act of 1990 requires all postsecondary institutions participating in federal student aid programs to disclose campus security policies and certain crime statistics. Statistical information regarding previously reported crimes is updated annually and made available to students and staff. This information is also available to potential students and employees upon request. The statistical information is posted on the College’s website at <http://www.valley.edu/consumer-information/> Click on [Valley College Campus Security Report and Crime Statistics](#)

### **Bullying and Harassment**

A bully is an aggressive, confrontational, overbearing individual who habitually harasses and intimidates others. Intimidating others based on race, color, religion, national origin, sex, sexual orientation, age, political affiliation or belief, veteran status, marital status, ethnic background, disability, academic performance, learning ability, or anything deemed inappropriate by Valley College faculty or staff will be dealt with appropriately. Valley College does not condone bullying nor will bullying be tolerated on Valley College Campuses. Students should report cases of bullying to a member of Valley College staff and/or faculty.

Harassment includes verbal or physical conduct that denigrates or shows hostility or aversion to another person because of characteristics and that has the purpose or effect of creating an intimidating, hostile, or offensive environment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and otherwise verbal or physical conduct of a sexual nature that creates a hostile environment. Students should report cases of sexual harassment to Valley College staff and/or faculty.

### **Title IX Compliance**

Title IX of the Education Amendments of 1972 protects people from discrimination based on sexual orientation in education programs or activities which receive Federal financial assistance. Valley College is committed to compliance in all areas addressed by Title IX including access to higher education, career education, standardized testing, education for pregnant and parenting students, learning environment, and technology, as well as sexual harassment.

If a student, staff or faculty member feels that he/she has experienced or witnessed sexual harassment or sexual violence, he/she should notify the Title IX Coordinator designated below. Valley College prohibits retaliation against any individual who in good faith makes a complaint or assists a complainant in the filing of sex discrimination, sexual harassment, or sexual misconduct or participates as a witness in a proceeding under this or any other College policy, it is also a violation of a federal law. Additional details on this policy can be found in the *Valley College’s Title IX and the Violence against Women Act Policy, Procedures and Notice of Petitioner’s Rights*, as well as at the following link <http://www.valley.edu/consumer-information/> Click on [Title IX Compliance](#)

**Contact: Campus level: Campus Director**

Beckley Campus	Martinsburg Campus	Cleveland Campus
<i>Beth Gardner</i> (304) 252-9547	<i>Marianela Alberto</i> (304) 263-0979	<i>Lynn Mizanin</i> (216) 453-8201

Valley College Title IX Coordinator: Margaret Stafford, Compliance Director, 287 Aikens Center, Martinsburg, WV, 25404.

**Non-Fraternization Policy**

Valley College desires to avoid situations where a romantic, personal or marital relationship exists between an employee and a student, since such personal relationships may create an actual conflict of interest, cause disruption, create a negative or unprofessional work environment, present problems regarding supervision, work performance, attitude, safety, security or morale or cause other work related problems. Employees with, or who develop, such relationships must immediately notify and disclose all relevant circumstances to their immediate supervisor. The management reserves the right to take appropriate action, on a case by case basis, according to the relevant circumstances. Any failure to disclose the nature of the relationship as described in this policy may result in disciplinary action up to and including termination.

**Student Complaint Procedure**

Valley College strives to ensure that its students are fully satisfied with their education program. However, in order to afford full consideration to students' complaints or concerns, this grievance procedure is set forth to create the framework for problem resolution. Should students have a concern, a discussion with the faculty member or campus staff member can resolve most issues.

All students' complaints will be handled in the following manner:

1. The student should first attempt to resolve the issue directly with the faculty member or the campus staff member involved.
2. If the student does not feel that the issue has been resolved, the student should present a written grievance to the Director of Academic Affairs (or designated staff member). The Director of Academic Affairs (or designated staff member) should promptly acknowledge the receipt of the complaint and may schedule a meeting in person with the student to discuss the issue. The Director of Academic Affairs (or designated staff member) will respond to the complaint in writing addressing the issue and describing any corrective action, if applicable.
3. If the issue remains unresolved, the student may discuss the matter with the Campus Director or Director, Online Division. If the student submits a written complaint, the student will receive an acknowledgement of receipt and the opportunity to meet with the appropriate Valley College management staff. After the school has the opportunity to respond to the complaint in writing that addresses the issue and describes any corrective action, as applicable, the student will receive a written response.
4. If the student feels that the complaint is still unresolved, the student should submit the complaint in writing to the College's President at the following address: 287 Aikens Center, Martinsburg WV 25404. The President will respond to the student in writing with the proposed resolution.
5. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: **Accrediting Commission of Career Schools & Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201 (703) 247-4212**. A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting (name/position) or online at [www.accsc.org](http://www.accsc.org).

West Virginia Students may contact West Virginia Community and Technical College Systems (WVCTCS), 1018 Kanawha Blvd, East, Suite 700, Charleston, WV 25301, (304) 558-0265.

Ohio Students may contact Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, OH 43215, Phone 614-466-2752 or toll free 877-275-4219.

Students taking courses online have the right to file a complaint in either their state of residence OR the state where the host campus is located using the following address <http://ncsara.org/content/state-portal-entity-contacts>. These procedures are optional.

Practical Nursing Students Only: The student may contact the Ohio Board of Nursing, 17 South High Street, Suite 660, Columbus OH 43215 ATTN: Complaints. Phone Number: (614) 466-3947. Web site: <https://nursing.ohio.gov/>.

Nursing Assistant (CNA) Students Only: Valley College is confident that students will be fully satisfied with their educational program. If a student has a concern, he or she should discuss the matter with the campus' Nursing Assistant Program Director or Campus Director. In accordance with the Long-Term Care Nurse Aid Training Program, any grievances/complaints that a student may have in regards to his or her training program, either in the classroom or at the clinic site, will be recorded and maintained in a Compliant File. Form CP-NA101 will be provided for a student to use to record his or her grievance/complaint in writing. The student should place the completed form in the Grievance Box. The campus' Nursing Assistant Program Director will follow up with all grievances. She will speak with a student directly if he or she identifies himself or herself on the form.

Some of the agencies that provide funding for Valley College students may have separate Grievance procedures. Students receiving Veterans Benefits or Military Personnel Benefits may visit <https://www.benefits.va.gov/GIBILL/Feedback.asp>.

## Campus Hours / Class Start Schedules / School Calendar / Holiday Schedule

### Campus Hours:

Valley College - Beckley and Valley College – Martinsburg operating hours are be 8am to 5pm Monday - Friday. To schedule after hours appointments on Monday-Thursday, please contact the school.

Valley College – Cleveland has extended hours for administration and is open 8am to 7pm Monday - Friday

### Consumer Information:

If you need a paper copy of any of the information found on our Consumer Information web page, <http://valley.edu/consumer-information>, contact the Campus Director. Requests for information by current and prospective students about the college should be directed to the Campus Director. The Campus Director is available during regular operating hours. Other Valley College staff members, such as Admissions Representatives and Financial Aid Advisors, are available during regular operating hours and may provide information regarding their specific areas of responsibility.

### Class Hours: MCA and Veterinary Assistant/Veterinary Technician Class Schedule

Monday – Thursday 9am to 2pm

Friday classes are held to make-up time for a scheduled holiday (January 10, 2020, May 29, 2020, September 11, 2020 and November 20, 2020)

Nursing Assistant (CNA) Class Schedule (WV only): Please contact the College for the next class session and end dates.

## School Calendar / Holiday Schedule

### 2020 Holiday Schedule – Campuses are closed on Holidays

January 1, 2020	New Year's Day	November 26, 2020	Thanksgiving
May 25, 2020	Memorial Day	November 27, 2020	Thanksgiving
July 3, 2020	Independence Day	December 24, 2020	Christmas
September 7, 2020	Labor Day	December 25, 2020	Christmas

### Student Break Days - Dates of Schedule Breaks may change.

December 20, 2019 to January 6, 2020	<b>November 30, 2020 to December 1, 2020</b>
March 9, 2020 to March 15, 2020	December 23, 2020 to January 5, 2021
June 29, 2020 to July 5, 2020	

Students in their externship are excluded from the long-scheduled breaks.

### Class Start Schedules

Diploma and Degree classes start approximately every three weeks. Valley College reserves the right to add or change class start dates based on enrollments. **Nursing Assistant (CNA) program start dates are less frequent. Please contact the campus for the next class start date.**

### On Campus Diploma Programs:

(Schedule subject to change based on enrollment)

#### Medical Clinical Assistant Start Schedule Beckley, Cleveland, and Martinsburg Campuses

Start Date	Projected Completion Date
1/7/2020	10/15/2020
1/27/2020	11/5/2020
2/17/2020	11/25/2020
3/16/2020	12/22/2020
4/6/2020	1/21/2021
4/27/2020	2/11/2021
5/18/2020	3/4/2021
6/8/2020	3/25/2021
7/6/2020	4/22/2021
7/27/2020	5/13/2021
8/17/2020	6/3/2021
9/8/2020	6/24/2021
9/28/2020	7/22/2021
10/19/2020	8/12/2021
11/9/2020	9/2/2021
12/2/2020	9/23/2021

The program completion date will vary depending on the dates/hours of the externship.  
Typically, externships run for six weeks (30 hours a week).

**Practical Nursing Start Schedule  
Cleveland Campus (Hybrid Program)**

Start Date	Projected Completion Date
3/16/2020	12/22/2020
4/6/2020	1/21/2021
4/27/2020	2/11/2021
5/18/2020	3/4/2021
6/8/2020	3/25/2021
7/6/2020	4/22/2021
7/27/2020	5/13/2021
8/17/2020	6/3/2021
9/8/2020	6/24/2021
9/28/2020	7/22/2021
10/19/2020	8/12/2021
11/9/2020	9/2/2021
12/2/2020	9/23/2021

**Veterinary Assistant Start Schedule  
Cleveland Campus (Hybrid Program)**

Start Date	Projected Completion Date
1/7/2020	9/24/2020
1/27/2020	10/15/2020
2/17/2020	11/5/2020
3/16/2020	11/25/2020
4/6/2020	12/22/2020
4/27/2020	1/21/2021
5/18/2020	2/11/2021
6/8/2020	3/4/2021
7/6/2020	3/25/2021
7/27/2020	4/22/2021
8/17/2020	5/13/2021
9/8/2020	6/3/2021
9/28/2020	6/24/2021
10/19/2020	7/22/2021
11/9/2020	8/12/2021
12/2/2020	9/2/2021

**Veterinary Technician Start Schedule  
Cleveland Campus (Hybrid Program)  
Associate degree (Occupational Associates of Applied Science- AAS)**

START DATE	COMPLETION
1/7/2020	8/26/2021
1/27/2020	9/16/2021
2/17/2020	10/7/2021
3/16/2020	10/28/2021
4/6/2020	11/18/2021
4/27/2020	12/9/2021
5/18/2020	12/30/2021
6/8/2020	1/20/2022
7/6/2020	2/10/2022
7/27/2020	3/3/2022
8/17/2020	3/24/2022
9/8/2020	4/14/2022
9/28/2020	5/5/2022
10/19/2020	5/26/2022
11/9/2020	6/16/2022
12/2/2020	7/7/2022

### Programs Delivered Online – Schedules

Online programs are currently offered and administered through the main campus, Valley College – Martinsburg and the branch campus, Valley College – Cleveland Campus. Valley College – Martinsburg is a member of the National Council for State Authorization Reciprocity Association (SARA). Valley College is authorized to deliver distance education to students who reside in states that are also members of NC-SARA. The following programs are only approved and administered by Valley College -Martinsburg: Cybersecurity Associate degree (OAS), Business Administration Bachelor degree (BS), Health Services Administration Bachelor degree (BS) and Cybersecurity Bachelor degree (BS)

While a class is in session, students may access their classes 24/7, unless there is a scheduled or unscheduled maintenance issue with Moodlerooms. Notices for scheduled maintenance will be posted to allow students to adjust their schedules accordingly.

### Online Diploma Program:

(Schedule subject to change based on enrollment)

#### Medical Front Office, Billing and Coding & Medical Administrative Assistant

Start Date	Projected Completion Date
1/7/2020	9/3/2020
1/27/2020	9/24/2020
2/17/2020	10/15/2020
3/16/2020	11/5/2020
4/6/2020	11/25/2020
4/27/2020	12/22/2020
5/18/2020	1/21/2021
6/8/2020	2/11/2021
7/6/2020	3/4/2021
7/27/2020	3/25/2021
8/17/2020	4/22/2021
9/8/2020	5/13/2021
9/28/2020	6/3/2021
10/19/2020	6/24/2021
11/9/2020	7/22/2021
12/2/2020	8/12/2021

### Associate Degree Program:

(Schedule subject to change based on enrollment)

#### Business Administration

#### Associate Degree Program (Associate of Applied Business – Occupational)

Start Date	Projected Completion Date
1/7/2020	3/25/2021
1/27/2020	4/22/2021
2/17/2020	5/13/2021
3/16/2020	6/3/2021
4/6/2020	6/24/2021
4/27/2020	7/22/2021
5/18/2020	8/12/2021
6/8/2020	9/2/2021
7/6/2020	9/23/2021
7/27/2020	10/14/2021
8/17/2020	11/4/2021
9/8/2020	11/24/2021
9/28/2020	12/16/2021
10/19/2020	1/20/2022
11/9/2020	2/10/2022
12/2/2020	3/3/2022

Health Services Administration  
**Associate Degree Program (Associate of Applied Business – Occupational)**

Start Date	Projected Completion Date
1/7/2020	4/22/2021
1/27/2020	5/13/2021
2/17/2020	6/3/2021
3/16/2020	6/24/2021
4/6/2020	7/22/2021
4/27/2020	8/12/2021
5/18/2020	9/2/2021
6/8/2020	9/23/2021
7/6/2020	10/14/2021
7/27/2020	11/4/2021
8/17/2020	11/24/2021
9/8/2020	12/16/2021
9/28/2020	1/20/2022
10/19/2020	2/10/2022
11/9/2020	3/3/2022
12/2/2020	3/24/2022

Cybersecurity  
**Associate Degree Program (Occupational Associate of Science)**  
**Administrated through Valley College – Martinsburg**

Start Date	Projected Completion Date
1/7/2020	3/25/2021
1/27/2020	4/22/2021
2/17/2020	5/13/2021
3/16/2020	6/3/2021
4/6/2020	6/24/2021
4/27/2020	7/22/2021
5/18/2020	8/12/2021
6/8/2020	9/2/2021
7/6/2020	9/23/2021
7/27/2020	10/14/2021
8/17/2020	11/4/2021
9/8/2020	11/24/2021
9/28/2020	12/16/2021
10/19/2020	1/20/2022
11/9/2020	2/10/2022
12/2/2020	3/3/2022

**Bachelor's Degree Programs:**  
(Schedule subject to change based on enrollment)

Business Administration  
**Bachelor of Science Degree**  
Administered through Valley College – Martinsburg

Start Date	Projected Completion Date
1/7/2020	6/23/2022
1/27/2020	7/21/2022
2/17/2020	8/11/2022
3/16/2020	9/1/2022
4/6/2020	9/22/2022
4/27/2020	10/13/2022
5/18/2020	11/3/2022
6/8/2020	11/30/2022
7/6/2020	12/22/2022
7/27/2020	1/26/2023
8/17/2020	2/16/2023
9/8/2020	3/9/2023
9/28/2020	3/30/2023
10/19/2020	4/20/2023
11/9/2020	5/11/2023
12/2/2020	6/1/2023

Cybersecurity  
**Bachelor of Science Degree Program**

Start Date	Projected Completion Date
1/7/2020	6/23/2022
1/27/2020	7/21/2022
2/17/2020	8/11/2022
3/16/2020	9/1/2022
4/6/2020	9/22/2022
4/27/2020	10/13/2022
5/18/2020	11/3/2022
6/8/2020	11/30/2022
7/6/2020	12/22/2022
7/27/2020	1/26/2023
8/17/2020	2/16/2023
9/8/2020	3/9/2023
9/28/2020	3/30/2023
10/19/2020	4/20/2023
11/9/2020	5/11/2023
12/2/2020	6/1/2023

Health Services Administration  
**Bachelor of Science Degree**

Start Date	Projected Completion Date
1/7/2020	7/21/2022
1/27/2020	8/11/2022
2/17/2020	9/1/2022
3/16/2020	9/22/2022
4/6/2020	10/13/2022
4/27/2020	11/3/2022
5/18/2020	11/30/2022
6/8/2020	12/22/2022
7/6/2020	1/26/2023
7/27/2020	2/16/2023
8/17/2020	3/9/2023
9/8/2020	3/30/2023
9/28/2020	4/20/2023
10/19/2020	5/11/2023
11/9/2020	6/1/2023
12/2/2020	6/22/2023

## PROGRAM DESCRIPTIONS AND OUTLINES

### Program Summary Chart

For regular attendance, standard completion times are expressed in full weeks/months. The week schedules are for instructional/contact hours. The range in estimated month schedules includes holidays and breaks and vary depending on time of year of the start date.

Campus and Program Name		Credential	Delivered	Credits	Hrs/Wk	Total Hrs	Weeks	Months
M	Business Administration	Bachelor (BS)	Online	125	20.0	2400	114	31
M	Cybersecurity	Bachelor (BS)	Online	126	20.0	2400	120	31
M	Health Services Administration	Bachelor (BS)	Online	126	20.0	2460	123	32
M	Business Administration	Associate (AAB)	Online	60	20.0	1200	60	16
M	Cybersecurity	Associate (OAS)	Online	62	20.0	1200	60	16
M	Health Services Administration	Associate (AAB)	Online	63	20.0	1260	63	17
M	Medical Administrative Assistant	Diploma	Online	30	20.0	660	33	9
B C M	Medical Clinical Assistant	Diploma	On Campus	38	20.0	825	39	10
M	Medical Front Office, Billing and Coding	Diploma	Online	30	20.0	660	33	9
C	Practical Nursing	Diploma	Hybrid	36	20.0	924	39	10
C	Veterinary Assistant	Diploma	Hybrid	39	20.0	720	36	10
C	Veterinary Technician	Associate (AAS)	Hybrid	76	20.0	1680	80	20
B M	Nursing Assistant (CNA)	Certificate	On Campus	0	20.0	120	6	2

The Occupational Applied Science (OAS), Associate of Applied Science (AAS), and Associate of Applied Business (AAB) degrees are Occupational Associate Degrees Students who enroll in Online program either in person at a campus or online through our web site are enrolling in the Valley College – Martinsburg programs.



## Medical Clinical Assistant (MCA)

[www.valley.edu/programs/medical-clinical-assistant-diploma](http://www.valley.edu/programs/medical-clinical-assistant-diploma)

Credential: Diploma

Approved to be offered at Valley College -Beckley, Valley College –Martinsburg, and Valley College –Cleveland.

### Program Description

The **Medical Clinical Assistant** diploma program is designed to equip graduates with a broad range of skills necessary to enter the health care profession. The program is intended for persons who desire a concentrated certificate/diploma in medical clinical assisting and wish to pursue a career on completion. On completion of their program, graduates of the Medical Clinical Assistant program may be qualified for entry-level positions in hospitals, clinics, physicians' offices, and other healthcare-related facilities.

The Medical Clinical Assistant program is conducted primarily in a traditional classroom environment and is comprised of both traditional lecture and lab classes. Material is presented by qualified instructors who follow structured lesson plans and utilize audio-visual techniques to enhance learning and facilitate note taking. Practical lab exercises and projects are assigned to reinforce what is learned. Students also use textbooks/workbooks and complete in-class and out-of-class assignments. Students are expected to study every day outside the classroom. Through an integrated curriculum that includes hands on activities/assignments and class discussions, students demonstrate mastery of the objectives which will be measured by graded assignments, discussion responses, quizzes, tests, and rubric-based assessment of projects. The assignments/activities/projects can transfer to the work environment.

### Program/Student Learning Outcomes

1. Describe and demonstrate compliance with, in the context of a healthcare facility front and back-office, HIPAA procedures and requirements for filing and maintaining accurate and complete electronic and paper medical records.
2. Develop clinical medical assisting skills required to prepare a patient for examination and to assist the physician during patient examination and treatment.
3. Demonstrate the ability, in accordance with written directions provided by the healthcare facility, to ensure that patients are taking their prescribed oral medication at designated times.
4. Identify commonly administered drugs along with their uses, side effects and interactions.
5. Learn phlebotomy techniques, glucose testing, gram staining procedures, urinalysis testing, urinary catheterization, blood typing, pregnancy testing, and other laboratory-testing procedures and drug administration techniques performed in a healthcare facility.
6. Learn how to obtain samples for testing and how to follow up patient test results.
7. Explain and demonstrate the ability to use medical instruments in order to measure vital signs and body measurements that include: temperature, pulse, respirations, vision/hearing screening, height, and weight while providing superior patient service skills.
8. Complete training and exhibit the ability to demonstrate fundamental procedures in electrocardiography, respiratory testing, and radiology.
9. Perform supportive and ongoing therapeutic care for patients using both their hands and/ supporting durable medical equipment in accordance with instructions provided by qualified medical personnel.
10. Demonstrate and describe the procedures used to clean, dress/bandage, and continually care for minor wounds that also include re-dressing/bandaging the wound and communicating progress to designated members of the healthcare facility.
11. Demonstrate the ability to provide an appropriate level of patient education that is focused on subjects that include personal hygiene, health and wellness behavior, and nutritional guidance.
12. Effectively use EHR software and/or fundamental paper filing systems in a healthcare facility in order to create, log, retrieve, maintain, and archive medical records.
13. Effectively read, prepare documentation, communicate, and act upon directions using proper medical terminology.
14. Exhibit an effective balance of soft skills with patients, co-workers, and vendors that accounts for communication, customer service, and professionalism.
15. Follow all safety, sanitation, and infection control procedures required in a medical environment.

### Program Outline

The schedules will vary. The student receives their initial rotation schedule (course schedule) during the admissions process.

Tier	Course Number	Course Name	Semester Credits	Contact Hours	Lecture Hours	Lab Hours	Externship Hours	Homework Hours
1	CPS121	Computer Applications-Medical	2.0	60	0	60	0	15
1	MED102	Medical Front Office Procedures	4.0	60	60	0	0	15
1	MED122	Medical Terminology	3.0	60	30	30	0	15
1	MED116	Anatomy & Physiology I	4.0	60	60	0	0	15
2	COM211	Career Development-MCA	2.0	45	15	30	0	11.25
2	MED118	Anatomy & Physiology II	4.0	60	60	0	0	15
2	MED222	Pharmacology	4.0	60	60	0	0	15
2	MED243	Medical Records Management	2.0	60	0	60	0	15
3	MED201	Medical Assisting-Clinical	3.0	60	30	30	0	15
3	MED206	Medical Assisting-Procedures	3.0	60	30	30	0	15
3	MED211	Medical Assisting-Laboratory	3.0	60	30	30	0	15
Last Class	MED251	Externship & Seminar	4.0	180	0	0	180	0
		Total	38.0	825.0	375.0	270.0	180.0	161.25

### Career Opportunities

CIP CODE 51.0801

On completion of their program, graduates of the Medical Clinical Assistant program may be qualified to work in hospitals, clinics, and physicians' offices. Examples of entry-level positions graduates may be qualified for include, but are not limited to:

\*Medical/Clinical Assistant  
\*Front Office Assistant  
\*Medical Office Assistant/Specialist

\*Medical Reception/Receptionist  
\*Patient Care Technician / Patient Care Assistant (PCA)  
\*Patient Registration/Service Representative/Registration Clerk

Students who graduate from the program are eligible to sit for the following National Healthcareer Association (NHA) certification tests:  
Certified Clinical Medical Assistant (CCMA)  
Certified Phlebotomy Technician (CPT)  
Certified EKG Technician (CET)

Valley College does not require students to sit for certification and therefore does not have a course designed solely for the purpose of preparing students to sit for certification. However, this program's curriculum has been aligned to NHA's *blue prints* which are available on the NHA web site, [www.nhanow.com](http://www.nhanow.com). Valley College cannot guarantee a candidate's eligibility to sit for or pass a certain certification. Students are not automatically certified upon graduation. All Valley College campuses are NHA Testing Sites.

#### **Medical Clinical Assistant Externship:**

MED251, Externship & Seminar is the final class in the Medical Clinical Assistant (MCA) program. Externship and Seminar will be delivered through the use of a suitable medical facility where students will be asked to complete various administrative and clinical competencies while simultaneously utilizing the professionalism skills taught to them at the campus. Students will be under the supervision of the Extern Site Preceptor. At the site, students will be asked to complete 180 hours of supervised activity. Externship sites may have different requirements. Information regarding Externship requirements are available in the Extern Coordinator's office and will be presented to students during Orientation.

The Valley College staff who place students in externships must consider the students' results for their criminal background check, Observed drug screen, immunization/vaccinations records, final grades, attendance, Externship Preparation Checklists, and feedback from faculty members. Instructor's approval is necessary before a student is allowed to begin their externship. Using the Externship Preparation Checklist and their professional judgement, instructors determine whether a student has met the requirements and is prepared to begin the externship. The student must have a 2.0 or 70% CGPA or higher and a 75% or higher attendance rate. The student must obtain Basic Life Support Training prior to starting their externship. Valley College hosts the BLS workshops periodically throughout the year.

Valley College will provide proof that professional liability insurance has been purchased for the student. Students are required to wear their Valley College Uniforms and provide their own transportation to the externship site. Students will sign a Confidentiality Statement before starting their externship. A confidentiality statement is necessary because in a clinical setting, students will be required to use health information and read patient records. **Students are not considered employees of the facility and shall not receive payment for the services provided.**

Students are instructed at the time of enrollment that they are required to submit to a criminal background check and drug screening or testing prior to participating in Externship Clinical placement. The results (forwarded to Valley College by the companies performing the tests) must be on file at the College before the student will be placed at a site. This is a cost incurred by the student and is not part of the Laboratory Fees on the Enrollment Agreement. The results may be shared with the designated person at the clinical site. Based on the guidelines of the site, the student may or may not be accepted to his or her site for their externship. Students are given the opportunity to make an informed decision about whether to participate in a program that requires background checks and/or drug screenings. If for some unforeseen reason the MCA student has completed all of the Medical Clinical Assistant course work, but cannot start his or her externship because the school does not have all of the prerequisite requirements for an externship, the student will have fourteen calendar days to show proof that they have taken the steps to meet the prerequisite requirements or they will be terminated from the program. The student may not start the externship until all prerequisites requirements are met. If the student is unable to complete the externship within his or her 150% SAP timeframe, the student will be terminated from the program.

**Selection of Externship Site:** The Valley College Extern Coordinator will work with the student to place the student in the best available externship site. If at the time the student is to start his or her externship and a site is not available or will not accept a student due to any factor that is not related to the Valley College student code of conduct or the student's ability to complete any pre-externship program requirement, Valley College will actively work with the student to place him or her at an externship site as soon as possible. Once a site has been identified, the student will be placed at the site and provided with an opportunity to finalize the program. The student will not be penalized in regard to attendance or academic progress.

If no site will accept the student due to factors related to Valley College student code of conduct or the student's ability to complete a pre-externship program requirement, the student will be terminated from the program. Students who are terminated will be notified in writing and are refunded prepaid tuition in accordance with the refund policy.

**Externship Attendance:** To successfully complete the externship, students will complete 180 hours of supervised activity at the site. Students should contact his or her externship site and the Valley College Extern Coordinator if he or she absolutely must be absent (written excuse may be required). The student must make up any missed hours during externship, regardless of the reason. Students who are habitually late or absent from their externship may be dismissed and as a result, fail their externship (course) because they may not meet the attendance requirement.

The student's externship schedule has been prepared in coordination with a scheduled 6-week (30 hours per week in order to complete the required 180 hours). In addition, the student will have reading assignments and may have additional assignments and/or activities as a means to review key points. The reading assignments, etc. are listed on the course syllabus and will be distributed to the student by the first day of class. The schedule may vary based on scheduling and the activities coordinated with the Site and/or Extern Coordinator. If a student needs additional time to complete his/her externship above and beyond the scheduled 6 weeks, the student must complete his/her externship within the Maximum Time-Frame established as an element of the SAP Policy.

**Supervision and Evaluation:** During the externship, the Preceptor is a selected staff member (employee of the clinic) who will serve as a mentor and will be available to explain procedures and policies and to give constructive feedback about the student's performance. The Preceptor will

provide most of the supervision, the majority of the instruction and will oversee and evaluate a student's progress while at the externship and submit evaluations to the Instructor at Valley College. The MCA Extern Coordinator will periodically make rounds at the externship facility.

Throughout externship training, the student will be evaluated informally by the Preceptor. (It is also possible that other staff and patients will provide feedback to the student.) Areas of strength and areas for development will also be brought to the student's attention as soon as identified. Students are expected to receive all feedback, including constructive criticism, in a professional manner, no matter how it is delivered by the Preceptor, Extern Coordinator, staff personnel, or patients. In the event of any problem related to clinical performance, the Preceptor shall notify the Extern Coordinator. If the Preceptor and Extern Coordinator agree that the student needs more practice on skills at the college, the student will be asked to return to their campus and based on feedback from the MCA Program Head, participate in a series of designated activities. This is not looked upon as a dismissal from the externship site or a failing grade but rather, a request for additional skill development.

**Student Evaluations at the Site:** Students will be evaluated by their externship Site Preceptor on two separate occasions. The first evaluation will be conducted at approximately the mid-point of the externship (90 hours). The second evaluation will be conducted at the conclusion of the student's externship. The results of the evaluations will be used to calculate the student's overall grade.

Scores on the site evaluation range from 2 to 5 with N/A to demonstrate "not applicable". All scores will be totaled and then, an average of all scores from the evaluation will be taken into account for the student's final grade for the evaluation using the following scale:

- 4.5 to 5.0 = A
- 4.0 to 4.4 = B
- 3.0 to 3.9 = C
- Below 3.0 = Failing Grade

Valley College Externship Checklists are provided to the Preceptor to complete and submit to the Extern Coordinator. The Extern Coordinator will coordinate a schedule that will ensure that the student is formally evaluated at least twice during the externship. The formal evaluations are written performance evaluations which will be completed using the school's performance standards that identify strengths and deficiencies that the student is exhibiting during their externship. Even though the Preceptor is providing much of the feedback to the Extern Coordinator, the Extern Coordinator will assign the grade for both the midpoint and final evaluation. The Evaluation grades are part of the overall final grade. *See Grading and Grade Scale*

**Weekly Review Sessions:** Externs will be required to complete a weekly review session at a mutually agreed upon time with the Extern Coordinator. The weekly review session can be conducted over the phone or in person but cannot be done via email or any other form of non-verbal communication. Students will be asked to review items that include their work on the text assignments, time-sheets, key learning outcomes, questions, progress on action items established from previous calls, journal entries and other items related to their ability to productively perform as an Extern.

Notes from the weekly review will be kept with the Extern's records and will be reviewed leading up to the final Weekly Review, student self-evaluation, and site evaluation. Students will be graded on timeliness of the communication, overall communication with the Extern Coordinator, and completing the action-items taken from the weekly review session. Please note, students will receive a deduction in points for this activity if they do not keep their weekly scheduled call and/or visit, or, pro-actively contact and work with the Extern Coordinator to reschedule at a mutually acceptable time.

**Weekly Journal Entries:** Students will complete daily journal entries based on their experiences at the externship site. These journal entries will include information specific to their experiences at the site, their ability to meet the stated course learning outcomes, progress with their textbook based activities and assignments, interaction with employees, patients, and other stakeholders at the site, and action items established by the Extern Coordinator based weekly communication. All written entries must comply with HIPAA and confidentiality rules and regulations.

Journal entries should be submitted to the Extern Coordinator via email, fax, or hand delivery on a weekly basis and should have entries for each day the student was at the site. Failure to submit on the stipulated day or in the manner described in this syllabus will result in a deduction in points for this graded activity.

**Grading and Grade Scale:** Evaluation Forms are part of the MCA Externship Resource Booklet and will be distributed prior to the student starting his or her externship. Students will be graded using a numeric grade that will then be transferred into the following alphabetic grading scale.

The following scale will also be used to determine the student's final grade:

Evaluations*	70%	90-100%	A
Weekly Review Sessions and Textbook Assignments	15%	80-89%	B
Journals	10%	70-79%	C
Student Evaluation of Clinical Setting	05%	60-69%	D
Total	100%	00-59%	F

\*Each evaluation, conducted at approximately the midpoint (90 hours) and conclusion of the externship (180 hours) will each count for 35% of the student's total grade.

**Student Evaluation of Clinical Setting:** At the conclusion of externship, the student will complete an evaluation of the clinical setting. This document should be turned in to the Extern Coordinator on the last day of their externship. The template for this evaluation is part of the Externship Resource Booklet.

**Dismissal from the Externship:** The student may not graduate from the program if he or she fails to successfully complete the externship course. The externship is a required component (course) of the program. A student cannot participate in the externship course if the student has not met satisfactory academic requirements, programmatic attendance requirements, or followed the code of conduct (followed classroom rules/regulations).

Reasons for suspension or dismissal from the externship may include, but are not limited to:

- *Clinic's Refusal of Student for Externship:* A clinic's refusal of a student for clinical externship participation or refusal to allow a student to return to the clinic's site to complete externship requirements
- *Demonstrated Inability to Provide Safe Medical Assisting Care:* A student who demonstrates repeated unsatisfactory medical assisting care, a significant unsafe event jeopardizing a patient's safety, repeated lack of or inappropriate preparation for patient care, and/or inadequate physical or mental abilities to provide safe medical assisting care
- *Any violation of Valley College's Policies as discussed in the Valley College Student Catalog*

The college respects the Preceptor's right to refuse to allow a student to participate at their site. This means that Valley College may immediately remove a student from an externship site based solely on the recommendation of the Preceptor. After the student has been removed, the Campus Director, Director of Academic Affairs (or designated staff member) and Extern Coordinator will investigate the situation and determine the best course of action. After the investigation, the following options may occur:

After the student is counseled and given a written corrective action plan and follow up plan:

1. The student will be allowed to return to the externship site. The student will sign an Externship Reinstatement Agreement. (OR)
2. If the student cannot return to the same site but will be allowed to continue in the program provided that an alternate site is available. The student will sign an Externship Reinstatement Agreement. If an alternative site is not immediately available, the student will be expected to audit a clinical class until an externship site is available. (OR)
3. The student will be suspended from the program with the opportunity to return to an alternative site after a period of time designated. The student will sign an Externship Reinstatement Agreement. Up to ten points will be deducted from the student's final grade.

If after the investigation, it is determined by the Campus Director, Director of Academic Affairs (or designated staff member) and Extern Coordinator that the student is no longer a candidate for an externship, the student will fail the externship course and be terminated from the program. The student may follow the re-entry or returning student process as described in the Valley College Student Catalog. The Campus Director with guidance from the Vice President overseeing Academics will make the final determination if a student will be accepted back in the program.

The process will be followed if a student is asked to be removed from a second site. A student will not be allowed to continue in the program if they are asked to be removed from a third site.

If a student voluntarily withdraws from their externship (MED251, Externship & Seminar) for personal circumstances, he or she will not be able to complete the Medical Clinical Assistant program. The student will receive a grade of "WP" or "WF" depending on the reason and how many hours the student has completed at the time he or she withdraws from the externship. Students who voluntarily withdraw from their externship and wish to return to finish the program must follow the Re-entry/ Returning Student process discussed in the Admissions section of this Valley College Student Catalog.

## Practical Nursing (PN)

[www.valley.edu/programs/practical-nursing-diploma](http://www.valley.edu/programs/practical-nursing-diploma)

Credential: Diploma

Approved to be offered as a Hybrid (blended) program Selected courses are taught online.

Approved to be offered at Valley College –Cleveland.

### Program Description

The Practical Nursing (PN) program has been designed to provide graduates with the core competencies and knowledge necessary to pass the National Council Licensure Examination for Practical Nursing (NCLEX-PN) and successfully enter the field of nursing. Students will utilize a combination of classroom instruction, practical hands on laboratory to reinforce classroom lessons, and clinical practice in adult health nursing, maternal and child health nursing, mental health, and geriatric health nursing facilities to master the essential skills required to be a Practical Nursing.

The Practical Nursing Program is delivered by qualified educators and nursing professionals through structured lessons, which will be delivered through a host of Active Learning/Learner-Centric activities that include the use of technology. Through a balanced approach of in-class instruction, lab, and clinical activities that are mapped out for a progressive learning, instructors will teach students each core element of the program while simultaneously, helping students fully comprehend the importance of communication and all of the steps involved in the Practical Nursing process.

In the Practical Nursing program, students will learn to collect and understand data as it relates to a patient's physical, mental, and spiritual well-being while accounting for factors that include a patient's background, environment, and culture. Students will learn how to safely administer prescribed medication, including IV therapy, provide accurate reporting and documentation on patient records, and demonstrate effective therapeutic communication with patients by working in supportive team environments both in a lab setting in the college and in various types of healthcare settings during the clinical portion of their program.

In each setting, the Practical Nursing program will also teach students to utilize Maslow's hierarchy of needs when working patients across the lifespan and to translate the knowledge and skills that they gain from the program in order to provide safe and quality nursing care to patients. Students will gain the skills necessary to work with a patient throughout their various life stages that range from Newborn to Geriatric patients.

Finally, throughout the Practical Nursing program, students will be provided with essential information to effectively prepare them for their NCLEX-PN. Students will have an opportunity to participate in various assessments throughout the program to help them and their instructors monitor the progress and overall educational development so as to ensure all students receive this one to one support to properly prepare for the NCLEX-PN.

### Specific Program/Learning Objectives

1. Incorporate Maslow's Hierarchy of Needs Theory to patients/families across the lifespan in the various health care settings.
  2. Demonstrate the ability to execute the nursing process, in order to attain, maintain, or reestablish an optimal level of health for patients at various stages of their life span.
  3. Demonstrate professional behavior based on ethical principles and the legal scope of practice for the license practical nurse.
  4. Accurately document observations involving patients as it relates to data collection and patient care, while maintaining HIPAA standards.
  5. Apply therapeutic communication skills to relate effectively with all patients/families, including culturally diverse patients/families, and other members of the health care team.
  6. Apply principles and concepts from natural, behavioral, social, and nursing sciences in order to deliver safe and quality nursing care to patients and families.
  7. Demonstrate clinical judgment, problem-solving skills, critical thinking, and demonstrate professional behavior based on ethical principles when providing patient/client/family care in the clinical setting.
  8. Utilize a combination of both laboratory and clinical experiences, in conjunction with related classroom theory instruction, in order to build confidence, skill, knowledge, and abilities, as the students work with diverse patient/families populations in various healthcare settings.
  9. Demonstrate and apply appropriate and approved level of medications, including IV therapy, in a safe manner that is consistent with the eight (8) rights of medications.
  10. Learn how to effectively communicate, contribute to, and work as a viable member of a healthcare team.
  11. Nursing student will demonstrate competency in performing basic nursing skills, such as, taking vital signs, dressing and wound care, inserting and monitoring urinary catheters, and collecting sputum, urine, and other specimens.
- Preceptorship

### Program Outline

The schedules will vary. The student receives their initial rotation schedule (course schedule) during the admissions process. \*Lab hours include classroom lab (l), Clinical (cl) and Preceptorship (pr)

Tier	Course Number	Course Name	Delivery Method	Semester Credits	Contact Hours	Lecture Hours	*Lab	Externship Hours	Out-of-Class Hours
1	NUR100	Introduction to Practical Nursing/Medical Terminology	Campus	2.5	60	30	30 (l)	0	15
1	MAT125-N	College Math	Hybrid/Campus	2.5	60	30	30 (l)	0	15
1	NUR119	Nursing Anatomy & Physiology	Campus	2.5	60	30	30 (l)	0	15
2	ENG 116-N	College Writing	Online	2.5	60	60	0	0	15
2	NUR115	Nursing Fundamentals - Adult Health & Patient Care	Campus	3.0	84	35	49 (l)	0	21
2	NUR105	Pharmacology/IV Therapy	Campus	2.5	60	30	30 (l)	0	15
3	NUR125	Nursing Leadership, Clinical Judgement & Decision Making	Campus/Clinical	2.5	60	30	30 (l)	0	15
3	NUR130	Medical-Surgical Nursing	Campus/Clinical	3.0	84	28	56 (cl)	0	21
3	ISD205-N	Ethics	Online	2.5	60	60	0	0	15
4	NUR110	Maternity and Child Nursing	Campus/Clinical	3.5	84	42	42 (l)	0	21
4	NUR120	Geriatric Nursing	Campus/Clinical	3.0	84	28	56 (cl)	0	21
4	NUR135	Mental Health/Geriatric Psychiatric Nursing	Campus/Clinical	3.0	84	35	49 (cl)	0	21
5	NUR140	Transition To Practical Nursing	Campus/Clinical	3.0	84	0	84 (cl/pr)	0	21
<b>Program Totals</b>				36	924	438	486	0	231

### Career Opportunities

CIP CODE: 51.3999

Upon program completion, graduates of the Practical Nursing program will be eligible to sit for the National Council Licensure Examination for Practical Nursing (NCLEX-PN). When a student successfully completes the coursework associated Practical Nursing program, and they fulfill the graduation requirements of the program, the graduate will be required to meet with the Program Administrator to finalize the coordination of all Board of Nursing licensure examination requirements. This meeting will be held on campus and further, will require the Program Administrator to work through a checklist of items that match Valley Graduation requirements and Board of Nursing examination eligibility requirements. After successful completion of the meeting, the Program Administrator will prepare a letter for the Ohio Board of Nursing that attests to the student's completion of the PN program and further, that documentation and additional requirements that are required

for a graduate to apply for the NCLEX examination have been fulfilled. The Program Administrator will then submit the letter in coordination with the applicant's documentation to apply to take the NCLEX licensing examination.

Based upon completion of the Practical Nursing program and NCLEX-PN, career entry-level employment opportunities for graduate include but are not limited to the following areas:

- Long Term Care Facilities, including skilled nursing homes and assisted living facilities
- Physician Offices
- Home Health Care Facilities
- Community care facilities for the elderly
- Hospitals

### **Clinicals/ Preceptorship**

The Ohio State Board of Nursing does not require any specific number of hours for lab or clinical work in a given PN program. Valley College has created a clinical component to their core nursing courses. This clinical component is comprised of 203 total scheduled hours where students will work under the supervision and direction of a Preceptor where they will perform a host of Practical Nursing competencies in accordance with their level of educational experience. Students will balance their clinical work with theoretical and lab work to review progress, continue to refine their skills, and ultimately master their skills in each core Practical Nursing subject area. A brief summary of the NUR courses below lecture/lab/clinical hours breakdown is shown below.

- NUR100 (30 lecture and 30 lab hours)
- NUR110 (30 lecture and 30 lab hours)
- NUR115 (35 lecture, 28 lab, 21 clinical hours)
- NUR105 (30 lecture and 30 lab hours)
- NUR125 (30 lecture and 30 lab hours)
- NUR130 (28 lecture, 28 lab, 28 clinical hours)
- NUR110 (42 lecture and 42 lab hours)
- NUR120 (28 lecture, 29 lab, 28 clinical hours)
- NUR135 (35 lecture, 28 lab, 21 clinical hours)
- NUR140 (84 preceptorship hours)

The focus of our faculty at clinical sites will be focused on a host of one to one and small group activities. Students will only be asked to complete clinical activities that they have been trained to complete and further, at the level of instruction that they have provided through their given place in the program. Building on this foundational element of clinical site instruction, students will be given a full description of the clinical activities that they will be expected to provide and further, briefed on a host of activities that the instructor has planned for the day and further, potential unplanned activities that could arise from the day. As part of this process, the instructor will clarify how they will assist the student as a part the overall process and what the student should do if they run into a situation that they are uncomfortable with as part of any clinical activities or activities with staff and personnel that work at the site. Building on these foundational strategies, the instructor will also employ a series of additional strategies.

First, instructors will focus on efforts to ensure that the students are actively involved in the communication, care, and medical support of all patients. This will entail including them into the process, asking questions of the student, and asking them to complete a series of activities. As part of this inclusion process, the instructor will also focus on asking detailed questions of both the patient and the student during this process. The methods deployed by the instructor will be based on several key elements. First, instructors will ask these questions in a positive and productive manner that helps the student build confidence and further, feel welcome and inclusive in the care of the patient. Based on the questions and subsequent discussion, instructors will also focus on providing positive, informative, and clear feedback that the student can use to learn from the situation, complete specific activities that are in line with their scope of practice, and help shape their clinical judgment and decision-making when working with a patient.

At the conclusion of the clinical activity, student(s) and the instructor will then meet to de-brief to ensure that the student fully understands the work that they completed and areas for improvement. Building on this feedback, students will be given an opportunity to ask questions and further delve into their performance and potential outcomes. At the conclusion of the activity, students will also be asked to participate in the documentation of the clinical activity, next steps, assist with patient questions, and close the activity by charting the activity in the patient file with the instructor. Finally, once the de-briefing session is complete, students will be asked to document their experience, areas to focus on for future clinical activities, positive outcomes, and areas for improvement.

### **Additional Information:**

**General:** The Valley College Practical Nursing Administrator selects clinical sites. Valley College will provide proof that professional liability insurance has been purchased for the student. Students are required to wear their Valley College Uniforms and provide their own transportation to the clinical site. Students may be required to sign a Confidentiality Statement before starting their clinical experience. Students are not considered employees of the facility and shall not receive payment for the services provided.

**Attendance:** During the mandatory Practical Nursing student orientation, students will be instructed that if they feel like they are becoming ill at any time while on campus or at a clinical site, they should inform their instructor or other supervisor (preceptors included when no Valley College staff member is present). The goal of Valley staff shall be to facilitate access to support that keeps students out of harm's way, whether by calling a family member or friend to pick up the student or by calling for qualified emergency medical assistance (911, for example) if the situation warrants in the judgment of the Valley staff member. Site preceptors shall follow the same rules. Further, the Valley staff member

will notify the Program Administrator. At the conclusion of the process and once a student has been medically taken care of, the student will request arrangements for makeup time (as applicable and when permitted) with the faculty member.

**PN Attendance:** The student is required to have 100% attendance (924 hours). The student must make up any missed hour during the program regardless of the reason. A student must contact their clinical site and their instructor prior to their expected time of arrival if they absolutely must be absent (written excuse may be required). Failure to do so may result in course failure. **There are only three make up days for the program.**

**Grading:** Course syllabi describe in detail the grading system for each individual course. All tests and assignments are graded against a 100% score. Sixty percent (60%) is the minimum passing grade for non-nursing classes, or general education classes. The instructor does have the option of offering the student who fails to obtain 60% score on a test or a major graded assignment the opportunity to complete extra credit work for the non-nursing classes to show that he or she has a better understanding of the course material. All extra credit work must be submitted within two days after it is assigned. Students who fail to achieve a passing grade for the course will be required to repeat the entire course and will incur a Course Retake fee.

In order for a student to successfully complete a nursing course and progress to the next course, the student will need to achieve an average of 78% on all assessments (tests, quizzes) and homework. Each student will be provided with a syllabus that illustrates the different types of assessments for each course and they will include a series of activities that could include tests/quizzes, in-class assignments, out-of-class assignments, class participation, lab competencies, and clinical competencies. In addition, students must pass all skills test-outs with a satisfactory rating within 3 attempts and must pass all Clinicals. The grading scale for graded assignments in all nursing courses is as follows:

- A: 93 – 100%
- B: 85 – 92%
- C: 78 – 84%
- F: <78%

#### **Supervision and Evaluation:**

**Instructors:** Valley College will staff clinical sites with adjunct instructors that possess the professional and educational requirements required by the Ohio Board of Nursing. The instructor are required to ensure that the student and clinical site is fully aware of and understands the course objectives, clinical objectives, expectations for patient interaction and staff interaction, and the methods that they will be assessed. This effort by PN instructors will be conducted through an initial Orientation for each course and will be complimented with a series of checks and balances throughout the course to ensure that both students and clinical staff both understand these objectives and are operating with these objectives and expectations in mind. Instructors will provide both a level of individual and group instruction and will bring a focus of professionalism, ethics, and sound nursing care within the scope of the Practical Nursing practice. introducing and then reviewing key concepts, principles, and procedures and then, on a regular and periodic basis, evaluating the students' academic growth, areas for development, level of achievement, and required focus areas that are aligned with NCLEX preparation.

**Preceptors:** Preceptors will be appointed in accordance with population needs during each student's final course at clinical sites and in compliance with the qualification criteria. The Preceptor is a registered nurse or licensed practical nurse who meets the relevant requirements of the Ohio Board of Nursing, who provides supervision of a nursing student's clinical experience at the clinical agency in which the preceptor is employed, to no more than two students at any one time, and who implements the clinical education plan at the direction of a faculty member responsible for the course in which the student is enrolled. The results of the evaluations will be used to calculate the student's overall grade. Even though the Preceptor is providing feedback to the instructor, the instructor will assign the grade for the course.

**Site Evaluations:** Students will be evaluated by their Clinical Site Preceptor throughout the extent of their work at the site. A final student and Preceptor evaluation will be conducted once the student has successfully completed 84 hours at the clinical site and has turned in all assignments and their final documentation. The results of the evaluations will be used to calculate the student's overall grade and will represent 60% of the students' total grade. Site Evaluations are graded: P+, P, I, and F.

Note: Receiving three (3) F's during a clinical rotation is grounds for dismissal.

**Grading:** Course syllabi describe in detail the grading system for each individual course.

- A: 93 – 100%
- B: 85– 92%
- C: 78– 84%
- F: < 78%

**Student Evaluation of Clinical Setting:** At the conclusion of courses that have clinical settings, the student will complete an evaluation of the clinical setting and the program. This document should be turned in to the Program Administrator during the last day of their course. This will be a graded assignment and failure to turn in at the stipulated due date will result in a deduction in points for this activity.

**Dismissal from a Clinical Site:** Clinical experiences which are listed as laboratory hours on the course syllabi are required component (course) of the program. The student may not graduate from the program if he or she fails to successfully complete the clinical section of each course.

Reasons for suspension or dismissal from the clinical experience may include, but are not limited to:

- **Clinic's Refusal of Student:** A clinic's refusal of a student for clinical participation or refusal to allow a student to return to the clinic's site to complete the course's requirements
- **Demonstrated Inability to Provide Safe Medical Assisting Care:** A student who demonstrates repeated unsatisfactory medical assisting care, a significant unsafe event jeopardizing a patient's safety, repeated lack of or inappropriate preparation for patient care, and/or inadequate physical or mental abilities to provide safe medical/veterinary assisting care



- **Policy Violation in the Student Catalog:** Any violation of Valley College's Policies as discussed in the Valley College Student Catalog

The college respects the Preceptor's right to refuse to allow a student to participate at their site. This means that Valley College may immediately remove a student from an externship site based solely on the recommendation of the Preceptor. After the student has been removed, the Practical Nursing Administrator, Campus Director, and the Director of Academic Affairs (or designated staff member) will investigate the situation and determine the best course of action. After the investigation, the following options may occur once the student is counseled and given a written corrective action plan and follow up plan:

1. The student will be allowed to return to the clinic site. The student may need to sign a Clinical Reinstatement Agreement. (OR)
2. If the student cannot return to the same site, but will be allowed to continue in the program provided that an alternate site is available. The student will sign a Clinical Reinstatement Agreement. If an alternate site is not immediately available, the student will be expected to audit a clinical class until an externship site is available. (OR)
3. The student will be suspended from the program with the opportunity to return to an alternative site after a period of time designated. The student will sign a Clinical Reinstatement Agreement. Up to ten points will be deducted from the student's final grade.

If after the investigation, it is determined by the Practical Nursing Administrator, Campus Director, and the Director of Academic Affairs (or designated staff member) that the student is no longer a candidate for the preceptorship, the student will fail the course and be terminated from the program. The student may follow the re-entry or returning student process as described in the Valley College Student Catalog. The Practical Nursing Administrator, with guidance from Campus Director, will make the final determination if a student will be accepted back in the program.

The process will be followed if a student is asked to be removed from a second site. A student will not be allowed to continue in the program if they are asked to be removed from a third site.

If a student voluntarily withdraws from the program for personal circumstances, he or she will receive a grade of "WP" or "WF" depending on the reason and how many hours the student has completed at the time he or she withdraws from the program. Students who voluntarily withdraw from and wish to return to finish the program must follow the Re-entry/ Returning Student process discussed in the Admissions section of this Valley College Student Catalog.

## Veterinary Assistant

<https://valley.edu/programs/veterinary-assistant-diploma/>

Credential: Diploma

Approved to be offered as a Hybrid (blended) program Selected courses are taught online.

Valley College – Cleveland (OH) branch campus

### Program Description

The Veterinary Assistant program has been designed to provide graduates with the skills, knowledge, and core competencies necessary to effectively work as an entry-level Veterinary Assistant in a wide range of veterinary- animal based medical facilities. Students will gain a strong foundation of fundamental skills required to function in a veterinary-animal related setting through a balanced approach of classroom instruction and practical hands on work in a laboratory setting that will enable the student to master the core competencies required to become a Veterinary Assistant. In correspondence with the core content of the program, the program has been designed to build and strengthen both critical thinking skills and hands-on skills to work professionally and safely in a veterinary related facility.

The Veterinary Assistant program is delivered by a team of qualified educators with industry experience. Faculty will deliver the program through a series of structured lessons, which is provided through a host of Active Learning/Learner-Centric activities. Students will learn a variety of topics that include fundamental animal care procedures and practices, collection and preparation of laboratory samples, how to administer medication, key office procedures and medical records management procedures, client communication, preventative animal health care, animal behavior and restraint, veterinary medical terminology, anatomy and physiology, and essential safety precautions and procedures in the veterinary workplace. Building on this program description, students will focus on the primary program learning objectives.

### Specific Program Objectives

1. Demonstrate the ability to participate in facility management practices aligned with the Veterinary Assistant's scope of practice while accounting for safety and sanitation.
2. Understand and use appropriate veterinary medical terminology and abbreviations.
3. Schedule appointments, admit, discharge and triage according to client, patient and facility needs.
4. Create and maintain individual client records, vaccination certificates, and other appropriate forms while accounting for client privacy and protection of information.
5. Perform basic filing of medical records, radiographs, and lab reports.
6. Manage inventory control for office and/or lab supplies and equipment.
7. Demonstrate an understanding of interpersonal skills and how to ensure effective forms of communication with all stakeholders and teamwork with staff members.
8. Provide client education in a clear, empathetic, and accurate manner.
9. Recognize and perform responsibilities in coordination with legal requirements and ethical standards of the veterinary-client-patient relationship.
10. Apply crisis intervention and/or grief management skills with clients.
11. Perform and/or assist with basic grooming of dogs and cats.
12. Provide safe and effective care for birds, reptiles, amphibians, guinea pigs, hamsters, gerbils, and ferrets.



### 13. Recognize and assess behavioral signs of animals.

#### Program Outline

The schedules will vary. The student receives their initial rotation schedule (course schedule) during the admissions process.

Tier	Course Number	Course Name	Delivery Method	Semester Credits	Contact Hours	Lecture Hours	Lab Hours	Externship Hours	Out-of-Class Hrs
1	MED123	Veterinary Terminology	Campus	3.0	60	30	30	0	60
1	CPS121	Computer Applications - Medical	Campus	2.0	60	0	60	0	15
1	MED113	Biology	Campus	3.0	60	30	30	0	60
1	VTA105	Veterinary Medical Office Procedures	Campus	3.0	60	30	30	0	60
2	ENG116	College Writing	Online	4.0	60	60	0	0	120
2	VTA110	Veterinary Anatomy & Physiology I	Campus	4.0	60	60	0	0	120
2	COM110	Foundations of Communication	Online	4.0	60	60	0	0	120
2	VTA115	Avian, Exotic & Small Mammal Procedures	Campus	3.0	60	30	30	0	60
3	COM220	Veterinary Career Development	Online	3.0	60	30	30	0	60
3	VTA111	Veterinary Anatomy & Physiology II	Campus	4.0	60	60	0	0	120
3	VTA200	Small Animal Theory	Campus	3.0	60	30	30	0	60
3	VTA205	Large Animal Theory	Campus	3.0	60	30	30	0	60
<b>Program Totals</b>				<b>39.0</b>	<b>720</b>	<b>450</b>	<b>270</b>	<b>0</b>	<b>915</b>

#### Career Opportunities

CIP CODE: 51.0808

On completion of their program, graduates will be prepared for entry-level positions such as, but not limited to:

- \*Veterinary Assistant
- \*Small Animal Veterinary Assistant
- \*Veterinary Front Office Personnel
- \*Large Animal Veterinary Assistant
- \*Veterinary Receptionist
- \*Laboratory Animal Caretakers

### Veterinary Technician

<https://valley.edu/programs/veterinary-technician/>

Credential: Associate of Applied Science Degree

Approved to be offered as a Hybrid (blended) program Selected courses are taught online.

Valley College – Cleveland (OH) branch campus

Valley College has applied for programmatic accreditation by the Committee on Veterinary Technician Education and Activities (CVTEA). Pre-accreditation status of affiliation with the CVTEA means the program is progressing toward accreditation. Holding pre-accreditation status does not guarantee that initial accreditation by CVTEA will be received.

Students are hereby advised that in order to be eligible to sit for the Veterinary Technician licensure examination, they must graduate from an AVMA approved veterinary technology program. While the process to secure programmatic accreditation is designed to run concurrent with the first cohort of students to progress through the program and, if all criteria are met by the college, to be complete on or about the time the first students graduate, Valley College cannot make a guarantee that it will obtain approval by that time.

#### Program Description

The Veterinary Technician Associate program has been designed to provide graduates with the skills, knowledge, and core competencies that are essential to work as a Registered Veterinary Technician in a variety of animal based medical facilities. Students will learn through a balanced approach of classroom instruction and practical hands on laboratory work, which will culminate with an off-site Externship in order to master the core competencies required to become a Registered Veterinary Technician. In correspondence with the core content of the program, the program has been designed to build and strengthen both critical thinking skills and hands-on skills to work professionally and safely in an entry-level position at a veterinary related facility.

The Veterinary Technician program is delivered by a team of qualified educators with industry experience. Faculty will deliver the program through a series of structured lessons, which is provided through a host of Active Learning/Learner-Centric activities. Students will learn a variety of topics that begin with fundamental animal care procedures and practices, collection and preparation of laboratory samples, how to administer medication, key office procedures and medical records management procedures, client communication, preventative animal health care, animal behavior and restraint, veterinary medical terminology, anatomy and physiology, and essential safety precautions and procedures in the veterinary workplace. Building on these topics, students will also learn the essentials of animal welfare and how to complete a range of laboratory procedures that include venipuncture, anesthesia monitoring, pharmacy animal nursing, surgical and recovery room assistance, dental prophylaxis, radiology, emergency response, and other essential daily laboratory activities.

Once a student's on-campus/hybrid course work is complete, students will culminate their educational experience with an off-site Externship in an animal based medical facility.

#### Specific Program Objectives

1. Perform basic front-office duties and computer applications.
2. Obtain a thorough and complete patient history and document in the patient record.
3. Recognize and assess behavioral signs of animals.
4. Perform physical examinations on a patient and document vital signs.
5. Humanely restrain all animals using AVMA procedures in various clinical situations.

6. Prepare the surgical suite and recognize needs for sterile fields.
7. Accurately calculate, prepare, dispense and explain prescribed drugs to clients and/or administer anesthetic drugs and medications prescribed by a veterinarian.
8. Prepare patients for anesthetic procedures, induce, monitor and recognize complications during a surgical procedure.
9. Demonstrate the ability to properly collect and process diagnostic specimens.
10. Execute the steps in order to safely and effectively provide routine dental prophylaxis.
11. Educate clients and advocate for the animal's health, nutrition, behavior, and follow-up care after treatment.
12. Demonstrate nursing skills in correspondence with the scope of practice for a Veterinary Technician for small, large, and exotic species.
13. Safely and effectively produce diagnostic radiographs for small or large animals.

## Program Outline

The schedules will vary. The student receives their initial rotation schedule (course schedule) during the admissions process.

Tier	Course Number	Course Name	Delivery Method	Semester Credits	Contact Hours	Lecture Hours	Lab Hours	Externship Hours	Out-of-Class Hrs
1	MED123	Veterinary Terminology	Campus	3.0	60	30	30	0	60
1	CPS121	Computer Applications - Medical	Campus	2.0	60	0	60	0	15
1	MED113	Biology	Campus	3.0	60	30	30	0	60
1	VT105	Veterinary Medical Office Procedures	Campus	3.0	60	30	30	0	60
2	ENG116	College Writing	Online	4.0	60	60	0	0	120
2	VT110	Veterinary Anatomy & Physiology I	Campus	4.0	60	60	0	0	120
2	COM110	Foundations of Communication	Online	4.0	60	60	0	0	120
2	VT115	Avian, Exotic & Small Mammal Procedures	Campus	3.0	60	30	30	0	60
3	COM220	Veterinary Career Development	Online	3.0	60	30	30	0	60
3	VT111	Veterinary Anatomy & Physiology II	Campus	4.0	60	60	0	0	120
3	VT200	Small Animal Theory	Campus	3.0	60	30	30	0	60
3	VT205	Large Animal Theory	Campus	3.0	60	30	30	0	60
4	MAT125	College Math	Online	3.0	60	30	30	0	60
4	VT215	Large Animal Clinical Applications	Campus	2.0	60	0	60	0	15
4	VT230	Animal Anesthesia	Campus	2.0	60	0	60	0	15
4	VT210	Veterinary Clinical Pathology	Campus	3.0	60	30	30	0	60
5	VT225	Animal Laboratory & Techniques I	Campus	2.0	60	0	60	0	15
5	ISD210	Advanced Ethical Standards & Dilemmas	Online	4.0	60	60	0	0	120
5	VT220	Principles of Veterinary Pharmacology	Campus	3.0	60	30	30	0	60
5	PSY102	General Psychology	Online	4.0	60	60	0	0	120
6	VT226	Animal Laboratory & Techniques II	Campus	2.0	60	0	60	0	15
6	VT235	Principles of Veterinary Radiology	Campus	3.0	60	30	30	0	60
6	VT240	Surgical Procedures & Asepsis	Campus	2.0	60	0	60	0	15
6	VT245	Surgical & Dental Procedure	Campus	2.0	60	0	60	0	15
7	VT250	Veterinary Technician Externship	Campus	5.0	240	0	0	240	0
<b>Program Totals</b>				76.0	1680	690	750	240	1485

## Career Opportunities

CIP CODE: 51.0808

On completion of their program, graduates will be prepared for entry-level positions in a wide range of veterinary- animal based medical facilities. Positions may include, but not limited to:

- Veterinary Technician
- Veterinary Technologist

## Certification

Upon completion, graduates of the Veterinary Technician program will be eligible to sit for the Veterinary Technician National Exam (VTNE). In order to properly prepare students for this exam, all students will be presented with the AVMA Student Essential and Recommended Skills list throughout the program as well as the American Associations Veterinary State Boards VTNE practice domains, task statements, and examination specification.

Students are not automatically certified as Registered Veterinary Technicians upon graduation from the Valley College's Veterinary Technician Program. The State of Ohio law requires all new applicants for licensure as a Veterinary Technician to complete both an Ohio criminal

background check and an FBI criminal background check, conducted by the Bureau of Criminal Identification and Investigation (BCI&I). The Ohio Veterinary Medical Licensing Board ("OVMLB") may at its sole discretion at time of application deny a graduate the opportunity to sit for a licensure/certification examination, even if the graduate has completed all applicable program course work, based on that individual's criminal history. For more information on the Board's requirements, please visit the Background Check Requirements page on their website (<http://ovmlb.ohio.gov/bkchk.stm>).

Furthermore, a criminal background check and/or drug screening, among other requirements, are required by many employers before accepting graduates as employees and having a criminal background may limit employment opportunities. Background check/drug screening requirements may vary by employer site.

#### **VTNE (AAVSB) requirements:**

1. The AAVSB reviews and determines VTNE eligibility for AVMA or CVMA accredited veterinary technology graduates.
  - **To be eligible**, a final transcript (with graduation date and degree conferred) must be sent **directly** from the school to the AAVSB by the application deadline. Student copies are NOT accepted. Here are the complete **transcript requirements**.
2. The AAVSB will review all accommodations requests per the ADA, Amendment Act of 2008. If you need accommodations, submit the **Accommodations application** and required documents by the application deadline.
3. The selected jurisdiction will automatically receive an official score report.

#### **The OVMLB's Registered Veterinary Technician Licensing Requirements**

You must meet the following requirements to receive an Ohio veterinary license. If you do not meet the following requirements within six (6) months of the Board receiving your application, your application will be considered incomplete. Please note: your application fee still remains non-refundable. You will be required to resubmit your application and application fee once you have met all requirements.

- You must be a graduate from an AVMA approved veterinary technology program. Please visit the web site at: <https://www.avma.org/ProfessionalDevelopment/Education/Pages/default.aspx> .
  - You must request an official copy of your transcripts be sent to the Ohio Board.
  - You must pass the Veterinary Technician National Exam (VTNE) and have your passing scores transferred to the Ohio Board. If you took the test in Ohio within the last 3 years the board will already have a copy of your score. • Submit a fee: even numbered years = \$25.00; odd numbered years = \$35.00. All applications will be charged a \$3.50 transaction fee as well.
  - You must provide a picture of yourself. Any picture where your face can be clearly seen is acceptable.
  - You must complete both an Ohio criminal background check and an FBI criminal background check, conducted by the Bureau of Criminal Investigation (BCI). The results must be forwarded to the Ohio Board directly from BCI.
  - For more information on the Board's requirements, please visit the Background Check Requirements page on their website (<http://ovmlb.ohio.gov/bkchk.stm>). • You must provide official court documentation and a written statement explaining criminal charges if applicable.

#### **Veterinary Technician Externship:**

VTA250, Veterinary Technician Externship is the final class in the Veterinary Technician program. Veterinary Technician Externship (referred to VTA250) provides students with an opportunity to be assigned to a suitable veterinary hospital, clinic, or other animal facility where they will demonstrate the core competencies that they learned throughout the Veterinary Technician program. Students will be under the supervision of the Extern Site Preceptor. At the site, students will be asked to complete 240 hours of supervised activity. Externship sites may have different requirements. Information regarding externship requirements are available in the Program Head office and will be presented to students during Orientation.

**Externship Requirements:** The Valley College staff who place students in externships must consider the students' final grades, attendance, AVMA recommended Essential Skills List (ESL), and feedback from faculty members. Instructor's approval is necessary before a student is allowed to begin their externship. Using the ESL and their professional judgement, instructors determine whether a student has met the requirements and is prepared to begin the externship. The student must have a 2.0 or 70% CGPA or higher and a 76% or higher attendance rate. The student must be 18 years of age to participate in the externship. The class schedule has been prepared in coordination with a scheduled 8-week externship. The student will be scheduled 30 hours per week to complete the 240 in eight weeks.

Valley College will provide proof that professional liability insurance has been purchased for the student. Students are required to wear their Valley College Uniforms and provide their own transportation to the externship site. Students may be required to sign a Confidentiality Statement before starting their externship. Students are not considered employees of the facility and shall not receive payment for the services provided.

**Selecting an Externship Site:** The Valley College Extern Coordinator will work with the student to place the student in the best available externship site. If at the time the student is to start his or her externship and a site is not available, or the site will not accept a student due to any factor that is not related to the Valley College student code of conduct or the student's ability to complete any pre-externship program requirement, Valley College will actively work with the student to place him or her at an externship site as soon as possible. Once a site has been identified, the student will be placed at the site and provided with an opportunity to finalize the program. The student will not be penalized in regard to attendance or academic progress.

If no site will accept the student due to factors related to Valley College student code of conduct or the student's ability to complete a pre-externship program requirement, the student will be terminated from the program. Students who are terminated will be notified in writing and are refunded prepaid tuition in accordance with the refund policy.

**Externship Attendance Requirements:** To successfully complete the externship, students will complete 240 hours of supervised activity at the site. Students should contact his or her externship site and the Valley College Extern Coordinator if he or she absolutely must be absent (written excuse may be required). The student must make up any missed hours during externship, regardless of the reason. Students who are habitually late or absent from their externship may be dismissed and as a result, fail their externship (course) because they may not meet the attendance requirement.

This student's externship schedule has been prepared to run for a period of 8-weeks (30 hours per week in order to complete the required 240 hours). If a student needs additional time to complete their externship above and beyond the scheduled 8 weeks, the student must complete their externship within the Maximum Time-Frame established as an element of the SAP Policy.

**Textbook Activities, Assignments, and Licensure Test Prep:** Students will be provided with a weekly assignment from the textbook illustrated in this syllabus. These activities will be a combination of reading assignments, in-book exercises, and web-based activities.

In addition, the student will have reading assignments and may have additional assignments and/or activities as a means to review key points. The reading assignments, etc. are listed on the course syllabus and will be distributed to the student by the first day of class. The schedule may vary based on scheduling and the activities coordinated with the Site and/or Extern Coordinator.

Beginning in week four of the externship, students will be given a schedule for all practice exam and certification prep materials that accompany their textbook from the Extern Coordinator. Students will be graded on their ability to complete the test prep activities within the stipulated time-frame established by the Extern Coordinator.

Students will be asked to review the results of their certification test prep materials with the Extern Coordinator, and then continue with any suggested review of key topics and continue to focus on key subject areas in their textbooks. Finally, student journal entries should contain a notation on the progress they are making on a weekly basis with all textbook readings and activities.

**Recommended Essential Skills List (ESL):** The students will receive a copy of the AVMA recommended Essential Skills List (ESL) along with the course syllabus. The ESL contains a list of essential practical based skills that students will be taught and assessed on at various points of the Veterinary Technology curriculum. All lessons will be presented using the Methods of Instruction as noted in the syllabus and will also include a series of processes and/or procedures.

Students will be assessed on their ability to demonstrate their mastery of the processes and procedures associated with each Required Essential skill. In addition, students will be expected to be familiar with most CVTEA Essential Skills performed throughout your curriculum. An ESL has been attached and is focused on 50 of the most applicable and common skills needed in a veterinary clinical setting.

The student is expected to have an RVT or a DVM sign off on 45/50 skills to successfully pass your Veterinary Technology Site Evaluation. The student will have a mid-point evaluation and a final evaluation to turn in at the completion of the 240 hours. This document will be signed by the RVT / DVM evaluator on site.

**Supervision and Evaluation:** During the externship, the Preceptor is a selected staff member (employee of the externship site) who will serve as a mentor and will be available to explain procedures and policies and to give constructive feedback about the student's performance. The Preceptor will provide most of the supervision, the majority of the instruction and will oversee and evaluate a student's progress while at the externship and submit evaluations to the Instructor at Valley College. The Veterinary Technician Extern Coordinator will periodically make rounds at the externship facility.

Throughout externship training, the student will be evaluated informally by the Preceptor. (It is also possible that other staff and customers will provide feedback to the student.) Areas of strength and areas for development will also be brought to the student's attention as soon as identified. Students are expected to receive all feedback, including constructive criticism, in a professional manner, no matter how it is delivered by the Preceptor, Extern Coordinator, staff personnel, or customers. In the event of any problem related to clinical performance, the Preceptor shall notify the Extern Coordinator. If the Preceptor and Extern Coordinator agree that the student needs more practice on skills at the college, the student will be asked to return to their campus and based on feedback from the Veterinary Program Head, participate in a series of designated activities. This is not looked upon as a dismissal from the externship site or a failing grade but rather, a request for additional skill development.

**Site Evaluations:** Valley College Externship checklists are provided to the Externship Site Preceptor to complete and submit to the Extern Coordinator. Students will be evaluated by their Preceptor on two separate occasions. The first evaluation will be conducted at approximately the mid-point of the externship (120 hours). The second evaluation will be conducted at the conclusion of the student's externship. The formal evaluations are written performance evaluations, which will be completed using the school's performance standards that identify strengths and deficiencies that the student is exhibiting during their externship. The results of the evaluations will be used to calculate the student's overall grade. Even though the Preceptor is providing much of the feedback to the Extern Coordinator, the Extern Coordinator will assign the grade for both the midpoint and final evaluation. The Evaluation grades are part of the overall final grade.

Scores on the site evaluation range from 2 to 5 with N/A to demonstrate "not applicable". All scores will be totaled and then, an average of all scores from the evaluation will be taken into account for the student's final grade for the evaluation using the following scale:

- 4.5 to 5.0 = A
- 4.0 to 4.4 = B
- 3.0 to 3.9 = C
- Below 3.0 = Failing Grade

**Weekly Review Sessions:** Externs will be required to complete a weekly review session at a mutually agreed up time with the Extern Coordinator. The weekly review session can be conducted over the phone or in person but cannot be done via email or any other form of non-verbal communication. Students will be asked to review items that include their work on the text assignments illustrated above, Timesheets, key learning outcomes, questions, progress on action items established from previous calls, journal entries and other items related to their ability to productively perform as an Extern.

Notes from the weekly review will be kept with the Extern's records and will be reviewed leading up to the final Weekly Review, student self-evaluation, and site evaluation. Students will be graded on timeliness of the communication, overall communication with the Extern Coordinator, and completing the action-items taken from the weekly review session.

Please note, students will receive a deduction in points for this activity if they do not keep their weekly scheduled call and/or visit, or, pro-actively contact and work with the Extern Coordinator to reschedule at a mutually acceptable time.

**Weekly Journal Entries:** Students will complete daily journal entries based on their experiences at the externship site. These journal entries will include information specific to their experiences at the site, their ability to meet the stated course learning outcomes, progress with their textbook based activities and assignments, interaction with employees, patients, and other stakeholders at the site, and action items established by the Extern Coordinator based weekly communication.

Students should also consult the Externship Resource Booklet for additional information that should be included in the journal entries. Journal entries should be submitted to the Extern Coordinator via email, fax, or hand delivery on a weekly basis and should have entries for each day the student was at the site. Failure to submit on the stipulated day or in the manner described in this syllabus will result in a deduction in points for this graded activity.

**Grading:** The Externship Handbook, Externship Site, and Extern Coordinator will establish grading criteria for each journal, weekly review session, and site/self-evaluation. Each applicable individual will explain the grading criteria as part of each assignment and/or evaluation. Students will be graded using a numeric grade that will then be transferred into the following alphabetic grading scale.

**Grading Scale:** The following scale will also be used to determine the student's final grade:

- Evaluations: 75%
  - (Each evaluation, conducted at approximately the midpoint (120 hours) and conclusion (240 hours) of the externship will each count for 30% of the student's total grade.)
- Journals: 10%
- Weekly Review Sessions: 10%
- Student Evaluation of Clinical Setting: 5%

**Student Evaluation of Clinical Setting:** At the conclusion of the externship, the student will complete an evaluation of the clinical setting. This document should be turned in to the Extern Coordinator on the last day of their externship. The template for this evaluation is part of the Externship Resource Booklet.

**Dismissal from the Externship:** The student may not graduate from the program if he or she fails to successfully complete the externship course. The externship is a required component (course) of the program. A student cannot participate in the externship course if the student has not met satisfactory academic requirements, programmatic attendance requirements, or followed the code of conduct (followed classroom rules/regulations).

Reasons for suspension or dismissal from the externship may include, but are not limited to:

- **Clinic's Refusal of Student for Externship:** A clinic's refusal of a student for clinical externship participation or refusal to allow a student to return to the clinic's site to complete externship requirements
- **Demonstrated Inability to Provide Safe Medical/Veterinary Assisting Care:** A student who demonstrates repeated unsatisfactory medical/veterinary assisting care, a significant unsafe event jeopardizing a patient's safety, repeated lack of or inappropriate preparation for patient care, and/or inadequate physical or mental abilities to provide safe medical/veterinary assisting care
- **Policy Violation in the Student Catalog:** Any violation of Valley College's Policies as discussed in the Valley College Student Catalog

The college respects the Preceptor's right to refuse to allow a student to participate at their site. This means that Valley College may immediately remove a student from an externship site based solely on the recommendation of the Preceptor. After the student has been removed, the Campus Director, Director of Academic Affairs (or designated staff member) and Extern Coordinator will investigate the situation and determine the best course of action. After the investigation, the following options may occur once the student is counseled and given a written corrective action plan and follow up plan:

4. The student will be allowed to return to the externship site. The student will sign an Externship Reinstatement Agreement. (OR)
5. If the student cannot return to the same site but will be allowed to continue in the program provided that an alternate site is available. The student will sign an Externship Reinstatement Agreement. If an alternative site is not immediately available, the student will be expected to audit a clinical class until an externship site is available. (OR)
6. The student will be suspended from the program with the opportunity to return to an alternative site after a period of time designated. The student will sign an Externship Reinstatement Agreement. Up to ten points will be deducted from the student's final grade.

If after the investigation, it is determined by the Campus Director, Program Head (or designated staff member) and Extern Coordinator that the student is no longer a candidate for an externship, the student will fail the externship course and be terminated from the program. The student may follow the re-entry or returning student process as described in the Valley College Student Catalog. The Campus Director, with guidance from The Vice President overseeing Academics, will make the final determination if a student will be accepted back in the program.

The process will be followed if a student is asked to be removed from a second site. A student will not be allowed to continue in the program if they are asked to be removed from a third site.

If a student voluntarily withdraws from their externship (VTA250, Veterinary Technician Externship) for personal circumstances, he or she will not be able to complete the Veterinary Technician program. The student will receive a grade of “WP” or “WF” depending on the reason and how many hours the student has completed at the time he or she withdraws from the externship. Students who voluntarily withdraw from their externship and wish to return to finish the program must follow the Re-entry/ Returning Student process discussed in the Admissions section of this Valley College Student Catalog.

## Nursing Assistant (CNA)

[www.valley.edu/programs/certified-nursing-assistant](http://www.valley.edu/programs/certified-nursing-assistant)

Credential: Certificate Non-credit program WV DHHR Approved

Approved to be offered at the Beckley and Martinsburg (WV) campuses

**For information on the next start date, please contact the campus.**

### Program Description

The **Nursing Assistant (CNA)** program is designed to train students in all of the vital medical skills needed to deliver quality care. Students are also taught the importance of soft skills and communication. Course content includes (but is not limited to) basic nursing skills, standards of care, infection control, nutrition, and restorative care. On completion of their program, graduates of the Nursing Assistant certificate level program may be qualified for entry-level positions in long-term care facilities, hospitals and home health care.

The **Nursing Assistant (CNA)** program is conducted primarily in a traditional classroom environment. The classroom portion of the program is 65 hours and taught by a qualified instructor who follows structured lesson plans and includes demonstrations to enhance learning. The clinicals portion of the program is 55 hours and takes place in long-term care nursing facilities. It is supervised by a qualified instructor. Students use a textbook/workbook and complete in-class and out-of-class assignments. The assignments/activities/projects can transfer to the work environment. Students are expected to study everyday outside the classroom. The Nursing Assistant (CNA) program's student/instructor ratio will be no more than 10:1 in the classroom and 10:1 during clinicals.

### Program/Student Learning Outcomes

1. Identify the job responsibilities and personal qualifications of the nursing assistant.
2. Understand ethical and legal issues affecting the nursing assistant.
3. Demonstrate how to effectively communicate with patients, coworkers, and management.
4. Understand the risks of infection and practice proper infection control.
5. Measure and record vital signs, height, and weight.
6. Provide quality care in basic and comfort needs.
7. Describe the body systems, their common disorders, and related care procedures.
8. Demonstrate how to respond to emergency situations.

### Program Outline

Course Number and Name	Semester Credits	Clock Hours
NUR101 Nursing Assistant	0.0	65 hours Lecture (classroom) 55 hours Clinicals Lab (supervised at clinicals site) Expected Out-of-Class Activities (Homework): 12 hours

Program Totals: 120 Clock Hours: 65 Lecture and 55 Clinicals

**GPA and Attendance Requirements to qualify for Clinical experience:** The classroom instructor will use tests, quizzes, and skill proficiency checklists to gauge the student's success in the course. A Nursing Assistant (CNA) student must maintain a cumulative GPA of 70% or higher in the classroom section of the course and have completed 65 classroom hours (100% attendance) to **participate** in the clinical experience. In addition, instructor approval is required before the student may start the clinical experience.

Attendance is taken every day and students are required to have completed 120 hours (65 classroom/55 clinical) Make up days are pre-scheduled; exceptions must be approved. There are only three make up days for the classroom sessions and three make up days for the clinicals. Class schedules are subject to change. **A class schedule will be provided for students during Orientation.**

**Test eligible for the West Virginia Nursing Assistant Certification Exam:** Students who complete the program will be test eligible for the West Virginia Nursing Assistant Certification Exam. Valley College cannot guarantee a candidate's eligibility to sit for or pass a certain certification. It is the responsibility of the student to understand the certification application to his or her field of study. Students are responsible for researching the requirements that may affect their eligibility with the appropriate agencies prior to enrollment, as well as during the course of a program and if a student's circumstances change. Students are not automatically certified upon graduation.

### Career Opportunities

#### CIP CODE 51.3902

On completion of their program, graduates of the Nursing Assistant (CNA) program may be qualified to work in long-term care facilities (nursing homes) and home health care. Examples of entry-level positions graduates may be qualified for include, but are not limited to:

- \*Certified Nursing Assistant (or Orderly or Nurse Aide) – Long Term Care
- \*Certified Nursing Assistant (or Orderly or Nurse Aide) – Hospital
- \*Certified Nursing Assistant (or Orderly or Nurse Aide) – Clinic
- \*Home Health Aide



## Business Administration Associate

<https://valley.edu/programs/business-administration-training/>

Credential: Associate of Applied Business Degree

Delivered online and approved to be administrated through Valley College - Martinsburg (WV) & Valley College - Cleveland (OH)

### Program Description

The Business Administration Associate degree program is designed to equip graduates with the skills associated with operating a business or managing a department for a business. This program is intended for persons who desire a concentrated program in business and prepares graduates for entry-level positions in various business settings. The emphasis of the program focuses on small business management or management of a department in an organization.

Business specific courses (Accounting/Bookkeeping, Principles of Management, Human Resource Management, Business Management, Business Law and Ethics, Introduction to Economics, Strategic Business Planning, Marketing and Sales, and Customer Service) are designed to provide the student with a solid foundation in the basic concepts and theories that are necessary when managing a business. Computer Software Application courses, (Computer Operations & Applications, Document Processing, Spreadsheet Applications and Presentation Software Applications) allow the students to perform various computer application skills. The Career Development course provides the student with the opportunity to learn work force readiness skills. In addition to creating employment related documents including a resume, students learn interview techniques and participate in a mock interview. Students also complete general education courses to ensure that they have a well-rounded education.

Through an integrated curriculum that includes hands on assignments/activities/projects and computer-mediated discussions, students demonstrate mastery of the objectives which will be measured by graded assignments, discussion responses, quizzes, tests, and rubrics-based assessment of projects. The skills and concepts learned can transfer to the work environment.

### Program/Student Learning Outcomes

1. Effectively utilizes oral and written communication skills necessary to communicate with all levels of internal and external team members, customers and organizational departments.
2. Performs various work-related activities using Word, Spreadsheets, Email and/or presentations such as Power Point.
3. Plans, organizes and composes clear, concise and effective business messages, emails and memos to internal team members or different forms of external stakeholders.
4. Effectively analyzes information, identifies root causes and develops/implements approved solutions.
5. Exhibits professionalism and work ethic in all business operations and customer service.
6. Executes business process and functions in either a staff or management role that demonstrates the ability to understand or apply management functions and decisions in relation to the daily operations of a business while promoting a positive experience for customers and staff.
7. Provides management or staff with fact-based, real-time feedback on the product lifecycle including assortment, pricing, inventory flow, and transition/exit strategies.
8. Utilizes basic mathematical skills, basic accounting or payroll principles to create, complete, prepare or assist financial reports as it relates to the profitability of the company.
9. Demonstrates understanding of marketing strategies in an effort to best introduce, position and/or sell a product or service such as creating displays, moving products or utilizing sales skills to promote the product to a customer.
10. Understands Human Resource concepts and applies that understanding in typical business activities.
11. Executes various parts of organization's goals to be productive and profitable which may include meeting sales quotas/budget and managing the compliance with accounting, and operations.

### Program Outline

The schedules will vary. The student receives their initial rotation schedule (course schedule) during the admissions process.

Tier	Course Number	Course Name	Semester Credits	Contact Hours	Lecture Hours	Lab Hours	Externship Hours	Homework Hours
1	COM112	Business English	3.0	60	30	30	0	60
1	CPS135	Computer Operations & Applications	3.0	60	30	30	0	60
1	CPS143	Spreadsheet Applications	2.0	60	0	60	0	15
1	CPS148	Document Processing	3.0	60	30	30	0	60
2	ENG122*	Effective Writing	3.0	60	30	30	0	60
2	CPS205	Presentation Software Applications	3.0	60	30	30	0	60
2	MAT122	Business Math	3.0	60	30	30	0	60
2	MGT103	Principles of Management	3.0	60	30	30	0	60
3	ACC122	Accounting/Bookkeeping	3.0	60	30	30	0	60
3	COM215	Career Development	2.0	60	10	50	0	20
3	MKT122	Marketing and Sales	3.0	60	30	30	0	60
3	PSY102*	General Psychology	4.0	60	60	0	0	120
4	BUS105	Business Law and Ethics	3.0	60	30	30	0	60
4	MGT104	Human Resource Management	3.0	60	30	30	0	60
4	MGT212	Business Management	3.0	60	30	30	0	60
4	MKT202	Customer Service	3.0	60	30	30	0	60
5	HIS200*	US History	3.0	60	30	30	0	60
5	BUS202	Introduction to Economics	3.0	60	30	30	0	60
5	BUS275	Strategic Business Planning	4.0	60	60	0	0	120
5	MAT140*	College Algebra	3.0	60	30	30	0	60
*Denotes General Education courses			Totals	60	1200	610	590	1235



## Career Opportunities

CIP CODE: 52.0201/52.0207

This program is intended for persons who desire a concentrated program in business and who wish to pursue a career. Graduates may be qualified for entry-level positions and/or may find advancement opportunities including, but are not limited to:

**Business Administration and Management** –Office Manager, Administrative Assistant, Administrative Coordinator, Administrative Officer, Administrative Manager, Administrative Specialist, Business Manager, Team Leader,

**Selling Skills and Sales Operations:** Manager, Store Manager, Assistant Manager, Department Manager, Shift Manager, Assistant Store Manager, Branch Manager, Sales Manager, Sales Supervisor, Sales Representative

**Entrepreneurial and Small Business Operations/Small Business Administration/Management** –Self-employed, Business Owner

**Payroll and Timekeeping Clerks:** Accounting Assistant, Human Resources Assistant (HR Assistant), Payroll Assistant, Payroll Clerk

**Customer Service Representative:** Customer/Client Service Representative, Customer Service Associate, Account Representative, Member Services Representative, Account Service Representative, Call Center Representative

**Insurance Representative:** Insurance Claims Clerks, Claims Representative, Customer Service Representative (CSR), Claims Service Representative, Claims Processor, Insurance Specialist, Claims Adjuster, or Processing Clerk

**Administrative Assistant and Secretarial:** Administrative Assistant, Executive Assistant/Secretary, Office Manager, Administrative Coordinator, Administrative Associate, Assistant, Secretary, Community Liaison

**Receptionist and Information Clerk:** Receptionist, Clerk Specialist, Office Assistant, Clerk, or Registration Clerk

**Banking and Financial Support Services:** Collector, Patient Account Representative, Debt Collector, Account Representative, Collections Manager, Credit Clerk, Patient Access Specialist, Accounts Receivable Specialist, Customer Service Representative (CSR), Bank Teller, Member Services Representative, Account Representative, Customer Relationship Specialist, Customer Service Associate (CSA), Personal Banking Representative, Member Service Representative, New Accounts Representative, Financial Services Representative, Loan Processor, Retail Service Representative

**Meeting, Convention, and Event Planners:** Convention/Conference Services Assistant Manager, Conference Planning/Services Assistant Manager, Conference Services Manager, Conference Planner, Event Planner, Wedding Planner

## Business Administration Bachelor

<https://valley.edu/programs/business-administration-training/>

Credential: Bachelor of Science Degree

Delivered online and approved to be administrated through Valley College - Martinsburg (WV)

## Program Description

Business Administration, Bachelor of Science degree program, is designed to prepare graduates with the ability to enter an industry or advance in their current position within various professional industries, while demonstrating the knowledge, professional behavior, critical thinking, and problem-solving skills that are essential for effective outcomes in today's evolving business world. This program is intended for individuals that are seeking a multi-layered business based education that ultimately, will allow the student to move into a variety of industries and professions at an entry-level, mid-level, management, and/or leadership role.

The Business Administration Bachelor of Science degree program contains an assortment of Business courses that include Production and Service Operations Management, Advertising and Promotions, Customer Service, Finance, Managerial and Cost Accounting, Sales and Sales Management, Change Management and other forms of management along with Human Resources Development and Management. In addition, the Business Administration program also includes an assortment of courses essential for today and tomorrow's professionals that include an assortment of technology based courses, written, verbal, and market based communications, business strategy and policy, leadership, money and banking, and working with multiple cultures in coordination with social innovation and change.

This wide-ranging collection of courses are designed to provide the student with a solid foundation of fundamental and advanced concepts and theories that today's professionals need to employ on a day to day basis in an assortment of positions. The emphasis of the program focuses on providing a graduate with the ability to then extend these concepts and theories in a variety of industries, occupations, and professional settings.

Finally, Valley College offers an integrated curriculum that is supported by an Active Learning environment where students are provided with an assortment of hands on assignments/activities/projects and computer-mediated discussions that place the student in a variety of hypothetical situations that they can expect to face as a professional in today and tomorrow's marketplace. Students are assessed based on their ability to master program and learning objectives, which will be measured by graded assignments, activities, discussion responses, quizzes, tests, and rubrics based assessment of projects. Students will also complete general education courses to ensure that they have a well-rounded education.

## Program/Student Learning Outcomes

1. Effectively utilizes oral and written communication skills necessary to communicate with all levels of internal and external team members, customers and organizational departments.
2. Performs various work-related activities using Word, Spreadsheets, Email and/or presentations such as Power Point.
3. Exhibits professionalism and work ethic in all business operations and customer service.
4. Executes business process and functions in either a staff or management role that demonstrates the ability to understand or apply management functions and decisions in relation to the daily operations of a business.
5. Utilizes basic mathematical skills, basic accounting or payroll principles to create, complete, prepare or assist financial reports as it relates to the profitability of the company.
6. Develops marketing strategies in an effort to introduce, position or sell a product or service such as creating displays, moving products or utilizing sales skills to promote the product to a customer.

7. Understands and applies Human Resource concepts in daily activities such as demonstrating the company's values, respect, honesty, integrity, diversity and inclusion and safety of others.
8. Executes various parts of an organizations efforts to be productive and profitable which may include meeting sales quotas/budget and managing the compliance with accounting and operations.
9. Establishes and communicates job responsibilities and performance expectations to the team to assure mutual understanding of desired results; resolves internal or external barriers that prohibit successful goal achievement.
10. Interviews, hires, trains, directs, rewards and disciplines employee; appraises employee performance and resolves complaints.
11. Executes fundamental and/or advanced accounting practices that include the preparation of different forms of financial statements or reports.
12. Performs various forms of sales or sales management techniques to effectively position, provide and sell products or services to the personal or business marketplace.
13. Creates or participates in the creation of a marketing strategy that includes effective advertising or promotional efforts to support a product or service such as creating flyers, promotional media or suggestive selling techniques.
14. Uses problem solving and critical thinking techniques to address a customer, business partner or employees needs and when appropriate link that need to a solution where there is an opportunity to expand or retain a relationship.
15. Applies different forms of management or leadership principles to effectively manage people, processes, systems or change for an organization.
16. Provides input on business regulatory requirements, business policies, standards and procedures and how they may relate to profitability.

### Program Outline (Revised 12/2019)

The schedules will vary. The student receives their initial rotation schedule (course schedule) during the admissions process.

Tier	Course Number	Course Name	Semester Credits	Contact Hours	Lecture Hours	Lab Hours	Externship Hours	Homework Hours
1	COM112	Business English	3.0	60	30	30	0	60
1	CPS135	Computer Operations & Applications	3.0	60	30	30	0	60
1	CPS143	Spreadsheet Applications	2.0	60	0	60	0	15
1	CPS148	Document Processing	3.0	60	30	30	0	60
2	ENG122*	Effective Writing	3.0	60	30	30	0	60
2	CPS205	Presentation Software Applications	3.0	60	30	30	0	60
2	MAT122	Business Math	3.0	60	30	30	0	60
2	MGT103	Principles of Management	3.0	60	30	30	0	60
3	ACC122	Accounting/Bookkeeping	3.0	60	30	30	0	60
3	COM215	Career Development	2.0	60	10	50	0	20
3	MKT122	Marketing and Sales	3.0	60	30	30	0	60
3	PSY102*	General Psychology	4.0	60	60	0	0	120
4	BUS105	Business Law and Ethics	3.0	60	30	30	0	60
4	MGT104	Human Resource Management	3.0	60	30	30	0	60
4	MGT212	Business Management	3.0	60	30	30	0	60
4	MKT202	Customer Service	3.0	60	30	30	0	60
5	HIS200*	US History	3.0	60	30	30	0	60
5	BUS202	Introduction to Economics	3.0	60	30	30	0	60
5	BUS275	Strategic Business Planning	4.0	60	60	0	0	120
5	MAT140*	College Algebra	3.0	60	30	30	0	60
6	MGT300	Production & Service Operation Management	3.0	60	30	30	0	60
6	PHI300*	Philosophy of the Mind and Knowledge	3.0	60	30	30	0	60
6	MKT300	Advertising and Promotion	3.0	60	30	30	0	60
7	FIN300	Principles of Finance	3.0	60	30	30	0	60
7	ANT400*	Cultural Appreciation	4.0	60	60	0	0	120
7	MKT325	Professional Sales and Sales Management	3.0	60	30	30	0	60
8	ACC315	Managerial Accounting	3.0	60	30	30	0	60
8	ENG320*	Advanced Effective Writing	3.0	60	30	30	0	60
8	MGT310	Change Management	4.0	60	60	0	0	120
9	INC305*	Environmental Science and Sustainability	3.0	60	30	30	0	60
9	INC300*	Social Innovation and Change	4.0	60	60	0	0	120
9	MGT400	Human Resource Development	3.0	60	30	30	0	60
10	BUS400	Money and Banking	3.0	60	30	30	0	60
10	COM400*	Communications	4.0	60	60	0	0	120
10	MGT405	Collaborative Leadership	4.0	60	60	0	0	120
11	MKT400	Integrated Marketing Communications	3.0	60	30	30	0	60
11	BUS420	Entrepreneurship	3.0	60	30	30	0	60
11	COM445	Professional Research and Writing	4.0	60	60	0	0	120
12	BUS450	Business Administration Capstone	5.0	120	30	90	0	60
	*Denotes General Education Courses		Totals	125	2400	1360	1040	2735

## Career Opportunities

CIP CODE: 52.0201/52.0207

This program is intended for persons who desire a concentrated program in business and who wish to pursue a career. Examples of positions graduates may be qualified for entry-level positions and/or may find advancement opportunities for include, but are not limited to:

**Business Administration and Management – General and Operations Manager:** Business Manager, Facilities Manager, Facility Manager, General Manager (GM), Operations Director, Operations Manager, Production Manager, Store Manager

**Credit Analysts:** Analyst, Credit Administrator, Credit Analyst, Credit and Collections Analyst, Credit Manager, Credit Representative, Credit Risk Analyst, Risk Analyst, Underwriter

**Administrative Service Managers:** Administrative Coordinator, Administrative Director, Administrative Manager, Administrative Officer, Administrative Specialist, Administrator, Business Administrator, Business Manager, Facilities Manager, Office Manager

**Selling Skills and Sales Operations:** Manager, Store Manager, Assistant Manager, Department Manager, Shift Manager, Assistant Store Manager, Office Manager, Branch Manager, Sales Manager, Sales Supervisor, Sales Representative

**Entrepreneurial and Small Business Operations/Small Business Administration/Management:** Self-employed, Business Owner, Chief Executive Officer (CEO), President

**Accounting Technology, Technician and Bookkeeping:** Bookkeeping, Accounting and Auditing Clerks- other job titles: Accounting Clerk, Accounting Assistant, Accounts Payables Clerk, Bookkeeper, Account Clerk, Accounts Payable Clerk, Accounts Receivable Clerk, Accounts Payable Specialist, or Accounting Associate

**Customer Service Management:** Office Manager, Team Leader, Customer Service Manager, Director, or Office Coordinator

**Financial Support Services:** Client Manager, Financial Consultant, Financial Services Representative, Financial Specialist, Investment Officer, Personal Banker, Registered Representative, Relationship Banker, Relationship Manager

**Financial Counselors:** Financial Aid Counselor, Financial Aid Director, Financial Aid Administrator, Financial Assistance Advisor, Financial Aid Advisor, Financial Aid Officer, Loan Counselor, Pell Coordinator

**Meeting, Convention, and Event Planners:** Convention/Conference Services Assistant Manager, Conference Planning/Services Assistant Manager, Conference Services Manager, Conference Planner, Event Planner, Wedding Planner

## Cybersecurity Associate

<https://valley.edu/programs/cybersecurity-training/>

Credential: Occupational Associate of Science Degree

Delivered online and approved to be administrated through Valley College - Martinsburg (WV)

### Program Description

Cybersecurity Occupational Associate of Science program is designed to equip graduates with the skills to assess the security needs of computer and network systems, recommend safeguard solutions, and manage the implementation and maintenance of security devices, systems, and procedures. The program also includes instruction in computer concepts, information systems, networking operating systems, computer hardware, the Internet, software applications, help desk concepts and problem solving, and principles of customer service.

Through an integrated curriculum that includes hands on assignments/activities/projects and computer-mediated discussions, students will demonstrate mastery of the objectives which will be measured by graded assignments, discussion responses, quizzes, tests, and rubric-based assessment of projects. The skills and concepts learned can transfer to the work environment. The Cybersecurity program prepares students for entry-level positions in the Information Technology/Cybersecurity industry.

Cybersecurity students receive a license to use Practice Labs. Due to software license restrictions, the plan is only valid for current students. The College must deactivate the student's access to Practice Labs when he or she graduates or withdrawals from the program. The student must abide by additional requirements as described in the Student Code of Conduct to be able to use Practice Labs.

### Program/Student Learning Outcomes

1. Learn to effectively manage the setup, use, maintenance, and upgrading of a PC.
2. Demonstrate an understanding of concepts, skills, and tips necessary to become a proficient computer user.
3. Learn the basic components, features, and technologies needed to set up and support a network.
4. Demonstrate troubleshooting techniques that can be used to solve hardware problems.
5. Learn deployment practices for TCP/IP concepts.
6. Demonstrate an understanding of network protocols and how they are used.
7. Demonstrate the ability to identify and evaluate information systems options.
8. Learn how operating systems function.
9. Demonstrate the ability to differentiate between the major operating systems and their features.
10. Learn how to secure, monitor, and defend a network.
11. Demonstrate the ability to assess evolving network security needs.
12. Learn how to utilize tools and resources to protect and secure computer systems.
13. Demonstrate the ability to resolve incidents effectively, promptly, and professionally.
14. Learn how to install, operate, and troubleshoot network equipment.
15. Demonstrate a sound knowledge of key network fundamentals.
16. Learn to differentiate between fundamentals of IPv4 and IPv6.
17. Demonstrate the ability to read, write, and interpret basic code.
18. Demonstrate the ability to plan, analyze, lead, and evaluate an IT project.
19. Demonstrate the ability to explain cloud technologies, concepts, mechanisms, and models.
20. Demonstrate the ability to explain intrusion detection technologies and prevention systems.
21. Demonstrate an understanding of wireless concepts and technologies.
22. Demonstrate an understanding of intrusion detection and response.

## Career Opportunities

### CIP CODE: 11.1006

This program is intended for persons who desire a concentrated program in the Information Technology/ Cybersecurity industry and who wish to pursue a career. Examples of positions graduates may be qualified for entry-level positions and/or may find advancement opportunities into include, but are not limited to:

- \*Network Security Specialist
- \*IT Security Specialist
- \*Information Assurance Security Specialist
- \*Operating Systems Security Specialist
- \*Help Desk Specialist
- \*Application Security Specialist
- \*Information Systems Security Specialist

Valley College is a proud partner of CompTIA. The Cybersecurity OAS program will help prepare you for both the:

Networking + certification exam

Security + certification exam

Please go to the CompTIA web site <https://certification.comptia.org/certifications> for more information regarding the requirements for each of these exams or contact your Career Service Advisor.

## Program Outline (Revised 10/2019)

The schedules will vary. The student receives their initial rotation schedule (course schedule) during the admissions process.

Tier	Course Number	Course Name	Semester Credits	Contact Hours	Lecture Hours	Lab Hours	Externship Hours	Homework Hours
1	CSY100	Computer Applications	3.0	60	30	30	0	60
1	CSY105	Introduction to Networking	3.0	60	30	30	0	60
1	CSY235	IT Project Management	3.0	60	30	30	0	60
2	CSY110	Networking Hardware	3.0	60	30	30	0	60
2	CSY115	Routing & Security Protocols	3.0	60	30	30	0	60
2	CSY125	Operating Systems	3.0	60	30	30	0	60
2	CSY130	Network Security	3.0	60	30	30	0	60
3	CSY200	Introduction to Programming	3.0	60	30	30	0	60
3	MAT140*	College Algebra	3.0	60	30	30	0	60
3	CSY140	Network & Security Fundamentals	3.0	60	30	30	0	60
4	CSY145	Advanced Network & Security Fundamentals	3.0	60	30	30	0	60
4	CSY120	Network Application Support	3.0	60	30	30	0	60
4	ENG115*	English Composition	4.0	60	60	0	0	120
5	CSY210	Cloud Computing with Security	3.0	60	30	30	0	60
5	CSY215	Information Security	3.0	60	30	30	0	60
5	PSY102*	General Psychology	4.0	60	60	0	0	120
6	CSY240	Ethical Hacking and System Security	4.0	60	60	0	0	120
6	MAT165*	Statistics	3.0	60	30	30	0	60
6	CSY220	Secure Wireless Networks	3.0	60	30	30	0	60
6	COM215	Career Development	2.0	60	10	50	0	20
*Denotes General Education courses			Totals	62	1200	670	530	1340

## Cybersecurity Bachelor

<https://valley.edu/programs/cybersecurity-training/>

Credential: Bachelor of Science Degree

Delivered online and approved to be administrated through Valley College - Martinsburg (WV)

## Program Description

Cybersecurity Bachelor of Science program is designed to provide graduates with the ability to analyze, evaluate, and create solutions for the security, networking, and administration needs of organizations in various forms of industry. Graduates will gain the skills to create and recommend pro-active safeguards for computer and network systems and manage the design, coordination of efforts, implementation, and ongoing service of security devices, systems, networks, and procedures. The program also includes instruction in digital forensics, help desk practices, database management, security countermeasures, cyber-crime and law, emerging technologies, scripting, biometric systems, communication, and strategic thinking and decision- making.

Through an integrated curriculum that is based on the introduction of theory, concepts, and principles that are synthesized with a series of practical hands on assignments/activities/projects and computer-mediated discussions, students will have an opportunity to comprehend essential learning objectives in each course and ultimately, demonstrate mastery of these objectives. Learning objectives will be measured through a balanced assortment of graded assignments, discussion responses, quizzes, tests, and rubric-based assessment of projects. The skills and knowledge gained from these assessments are based on practical examples the graduate will face in the work environment and can directly transfer to their work as a Cybersecurity professional. The Cybersecurity program prepares students for entry-level and higher positions in the Information Technology/Cybersecurity industry.

## Program/Student Learning Outcomes

1. Discuss and demonstrate the components, features, technologies, and process to setup and monitor the performance and security of a wired and/or wireless network infrastructure.
2. Understand, analyze, and discuss the impact of technologies that may include; the internet, email, instant messaging, information management systems, social media, and other digital technology, and the impact each has on an organization.
3. Explain and demonstrate security needs and solutions for wired or wireless networking devices (end-user equipment).
4. Describe and analyze the methods for intrusion detection and how a cybersecurity professional can establish pro-active security prevention measures and systems to protect data and other forms of key information.
2. Effectively communicate through written, verbal, and listening skills with various levels of an organization, end-users, and/or external stakeholders to deliver effective customer service.
3. Demonstrate data management and security services associated with a database management system.
4. Understand the network and/or security needs of an organization and tailor solutions that fit the needs of the organization.
5. Demonstrate effective data and/or network security techniques that can be used to protect and secure electronic data.
6. Describe the key elements and processes associated with initiating a project and then ensuring the overall research, analysis, execution, quality control, and completion of the project.
7. Explain and demonstrate the methods and processes of working within an IT department to manage ongoing technology innovation and management of security and/or networking needs.
8. Perform the various steps associated with creating and/or executing scripts.
9. Learn how to gather important information, assess and analyze data, and identify key data points and/or trends to solve problems.
10. Understand how to identify and evaluate the best possible solution, communicate to key members involved in the process and how to use adaptive techniques when applying ethical and sound solutions.

## Program Outline (Revised 12/2019)

The schedules will vary. The student receives their initial rotation schedule (course schedule) during the admissions process.

Tier	Course Number	Course Name	Semester Credits	Contact Hours	Lecture Hours	Lab Hours	Externship Hours	Homework Hours
1	CSY100	Computer Applications	3.0	60	30	30	0	60
2	CSY105	Introduction to Networking	3.0	60	30	30	0	60
2	CSY235	IT Project Management	3.0	60	30	30	0	60
3	CSY110	Networking Hardware	3.0	60	30	30	0	60
3	CSY115	Routing & Security Protocols	3.0	60	30	30	0	60
3	CSY125	Operating Systems	3.0	60	30	30	0	60
3	CSY130	Network Security	3.0	60	30	30	0	60
4	CSY200	Introduction to Programming	3.0	60	30	30	0	60
4	MAT140*	College Algebra	3.0	60	30	30	0	60
4	CSY140	Network & Security Fundamentals	3.0	60	30	30	0	60
5	CSY145	Advanced Network & Security Fundamentals	3.0	60	30	30	0	60
5	CSY120	Network Application Support	3.0	60	30	30	0	60
5	ENG115*	English Composition	4.0	60	60	0	0	120
6	CSY210	Cloud Computing with Security	3.0	60	30	30	0	60
6	CSY215	Information Security	3.0	60	30	30	0	60
6	PSY102*	General Psychology	4.0	60	60	0	0	120
6	COM215	Career Development	2.0	60	10	50	0	20
7	CSY240	Ethical Hacking and System Security	4.0	60	60	0	0	120
7	MAT165*	Statistics	3.0	60	30	30	0	60
7	CSY220	Secure Wireless Networks	3.0	60	30	30	0	60
8	BUS212	Business Ethics	3.0	60	30	30	0	60
8	CSY320	Digital Forensics	3.0	60	30	30	0	60
8	PHI300*	Philosophy of the Mind and Knowledge	3.0	60	30	30	0	60
9	ENG320*	Advanced Effective Writing	3.0	60	30	30	0	60
9	CSY340	Security Countermeasures	3.0	60	0	60	0	60
9	CSY330	IT Help Desk	3.0	60	30	30	0	120
10	INC300*	Social Innovation and Change	4.0	60	60	0	0	120
10	CSY360	Introduction to Cyber Crime and Homeland Security	3.0	60	30	30	0	60
10	CSY350	Database Management	3.0	60	30	30	0	60
11	COM400*	Communications	4.0	60	60	0	0	120
11	CSY410	Evaluating Emerging Technologies	3.0	60	30	30	0	60
11	CSY400	System Analysis and Design	3.0	60	30	30	0	60
12	SOC300*	Sociology	4.0	60	60	0	0	120
12	CSY420	Cyber Law	3.0	60	30	30	0	60
12	CSY430	Introduction to Scripting	3.0	60	30	30	0	60
13	CSY440	Biometric Systems	3.0	60	30	30	0	60
13	ANT400*	Cultural Appreciation	4.0	60	60	0	0	120
14	COM445	Professional Research and Writing	4.0	60	60	0	0	120
15	CSY450	Cybersecurity Capstone	5.0	120	30	90	0	60
	*Denotes General Education courses		Totals	126	2400	1360	1040	2840



## Career Opportunities

### CIP CODE: 11.1003

This program is intended for persons who desire a concentrated program in the Information Technology/ Cybersecurity industry and who wish to pursue a career. Examples of positions graduates may be qualified for entry-level positions and/or may find advancement opportunities into include, but are not limited to:

- |  |                                 |
|--|---------------------------------|
| *Application Developer                   | *Information Assurance Engineer |
| *Computer Network Security Administrator | *Information Technology Auditor |
| *IT Security Consultant                  | *Information Security Analyst   |
| *Network Security Consultant             |                                 |

Valley College is a proud partner of CompTIA. The Cybersecurity OAS program will help prepare you for both the:

Networking + certification exam

Security + certification exam

Please go to the CompTIA web site <https://certification.comptia.org/certifications> for more information regarding the requirements for each of these exams or contact your Career Service Advisor.

## Health Services Administration (HSA) Associate

<https://valley.edu/programs/health-services-administration-training/>

Credential: Associate of Applied Business Degree

Delivered online and approved to be administrated through Valley College - Martinsburg (WV) & Valley College - Cleveland (OH)

### Program Description

**The Health Services Administration** Associate degree program that is designed to equip graduates with the skills associated with an administrative professional position in the healthcare field. The Health Service Administration program is designed to provide students with a broad foundation of general medical administrative skills and prepares students to develop, plan and manage health care operations within health care facilities and across health care systems. The Health Services Administration program prepares students for entry-level positions in the healthcare industry including in hospitals, clinics, physicians' offices, community service organizations and insurance companies.

The Health Services Administration student attends class via the Internet. Material is presented by qualified instructors who follow the structured lesson plans and utilize a variety of techniques to enhance learning. Valley College uses the learning platform Moodlerooms.

Through an integrated curriculum that includes hands on activities/assignments and computer-mediated discussions students demonstrate mastery of the objectives which will be measured by graded assignments, discussion responses, quizzes, tests, and rubric-based assessment of projects. The assignments/activities/projects can transfer to the work environment. Although not mentioned in this section, the student also completes general education courses to ensure that the student has a well-rounded education.

### Program/Student Learning Outcomes

1. Utilizes communication skills to actively listen in conversations, provide ideas to others, give and receive critical feedback, speak, observe and empathize with patients and/or staff.
2. Plans, organizes and composes effective business messages, emails and memos that are sent to other staff members or patients.
3. Enters, transcribes, records, stores or maintains information in written or electronic form.
4. Demonstrates compliance with HIPPA regulations, procedures or requirements for filing and maintaining accurate and complete electronic or written medical records.
5. Executes different tasks such as scheduling appointments and meetings using computer medical applications, software such as EHR or Microsoft Office programs.
6. Acts as an intermediary between provider and patient by processing forms, transferring medical records, copying, faxing, sending correspondence and generating letters as directed by the providers for continuity of care.
7. Uses spreadsheets for a variety of numerical and mathematical business functions including payments, processing transactions or tracking inventory and supplies.
8. Utilizes a billing process which may include follow up on unpaid claims and assigning accounts to a collections agency, working collection of past due accounts and following up on payment arrangements.
9. Audits medical notes and uses CPT and ICD codes and modifiers. This could include submitting claims and working rejects, verifying proper coding and post charges, assisting staff when coding is required and conducting audits on patient charges.
10. Provides support to patients and office by effectively communicating with insurance providers, performs insurance claims preparation, transmission and follow up.
11. Effectively reads, prepares documentation, communicates and act upon directions using proper medical terminology.
12. Documents all communication and activities in billing and financial notes into a billing system to assist with clear, concise and accurate information to all who work with patients billing ledgers and processes.
13. Demonstrates skills in team building and organizational development by partnering with other clinics, physicians or businesses to create compliance plans, training programs or other functional plans for a healthcare organization.
14. Proactively uses strategic thinking, problem solving and conflict management when dealing with staff members, patients or other businesses.
15. Demonstrates skills that indicate a broad understanding of organization design, management and regulation in healthcare by integrating systems and services to maximize service and to support the facilities missions and goals.
16. Shows a broad understanding of the laws, regulations, agencies and accreditations that govern a health care facility by maintaining confidentiality according to policy when interacting with patients, physicians, families, co-workers and the public regarding demographic/clinical/financial information.

## Program Outline (Revised 10/2019)

The schedules will vary. The student receives their initial rotation schedule (course schedule) during the admissions process.

Tier	Diploma Track	Course Number	Course Name	Semester Credits	Contact Hours	Lecture Hours	Lab Hours	Externship Hours	Homework Hours
1	Both	COM112	Business English	3.0	60	30	30	0	60
1	Both	MED122	Medical Terminology	3.0	60	30	30	0	60
1	Both	MED132	Basic Medical Office Procedures	3.0	60	30	30	0	60
1	Both	CPS121	Computer Applications-Medical	2.0	60	0	60	0	15
2	Both	MED111	Basic Anatomy	3.0	60	30	30	0	60
2	Both	MAT122	Business Math	3.0	60	30	30	0	60
2	MFOBC	MED243	Medical Records Management	2.0	60	0	60	0	15
2	MAA	CPS143	Spreadsheet Applications	2.0	60	0	60	0	15
2	MFOBC	MED244	Basic Coding – Diagnostic	3.0	60	30	30	0	60
2	MAA	MED255	Patient Service and Communication	3.0	60	30	30	0	60
3	Both	COM215	Career Development	2.0	60	10	50	0	20
3	MFOBC	MED238	Medical Insurance Administration & Billing	3.0	60	30	30	0	60
3	MAA	MED240	Introduction to Medical Insurance, Administration & Coding	3.0	60	30	30	0	60
3	MAA	MED237	Fundamentals of Electronic Health Records	3.0	60	30	30	0	60
3	MFOBC	MED247	Basic Coding-Procedural	3.0	60	30	30	0	60
3	Both	MED101	Medical Assisting-Front Office	4.0	60	60	0	0	120
4	Both	ISD205	Ethics	3.0	60	30	30	0	60
4	Both	ENG122*	Effective Writing	3.0	60	30	30	0	60
4	Both	HSA210	Healthcare Delivery in the United States	3.0	60	30	30	0	60
5	Both	PSY102*	General Psychology	4.0	60	60	0	0	120
5	Both	HSA220	Principles of Healthcare Management	4.0	60	60	0	0	120
5	Both	MAT140*	College Algebra	3.0	60	30	30	0	60
6	Both	HSA205	Health Information Technology Management	3.0	60	30	30	0	60
6	Both	HSA230	Essentials of Healthcare Compliance	3.0	60	30	30	0	60
6	Both	HSA250	Healthcare Customer Relations and Outcomes	3.0	60	30	30	0	60
*Denotes General Education courses				Totals for MAA Track	63	1260	640	620	1310
				Totals for MFOBC Track	63	1260	640	620	1310

## Career Opportunities

**CIP CODE:** 51.0706/51.0705/51.0707

This program is intended for persons who desire a concentrated program in health service administration and may be qualified for entry-level positions and/or may find advancement opportunities into career opportunities found in hospitals, clinics, physicians' offices, community service organizations, insurance companies and other healthcare related facilities. Graduates may be qualified for such positions as, but are not limited to:

- \*Medical Administrative Assistants
- \*Medical Office Managers
- \*Hospitals Admissions Coordinators
- \*Medical Records Coordinator/Supervisor
- \*Medical Assistant Front/Office
- \*Patient Service Representative

Students who graduate from the program are eligible to sit for the following National Healthcareer Association (NHA) certification tests:

- Certified Medical Administrative Assistant (CMAA) (Tracks- MAA and MFOBC)
- Certified Billing and Coding Specialist (CBCS) (Track MFOBC)
- Certified Electronic Health Records Specialist (CEHRS) (Tracks- MAA and MFOBC)

Valley College does not require students to sit for certification and therefore does not have a course designed solely for the purpose of preparing students to sit for certification. However, this program's curriculum has been aligned to NHA's *blue prints* which are available on the NHA web site, [www.nhanow.com](http://www.nhanow.com). Valley College cannot guarantee a candidate's eligibility to sit for or pass a certain certification. Students are not automatically certified upon graduation. All Valley College campuses are NHA Testing Sites.

## Health Services Administration (HSA) Bachelor

<https://valley.edu/programs/health-services-administration-training/>

Credential: Bachelor of Science Degree

Delivered online and approved to be administrated through Valley College - Martinsburg (WV)

## Program Description

The Health Services Administration Bachelor of Science degree program is designed to prepare graduates with the ability to enter the health industry or advance to new levels based on their current position in the health industry. This program provides students with a balanced combination of skills and knowledge that are predicated on a variety of topics that provide the framework for a Health Services professional along with a complimentary focus on the critical thinking and problem-solving skills that are essential to achieve the goals, objectives, and requirements of the organization that the Health Services professional will support.

The Health Services Administration Bachelor Science degree contains a variety of courses that include Front Office Procedures, Patient Service and Administration, Customer Outcomes, Regulation and Affairs, Operations Management, Law, Legislation, Ethics, Finance, Management, and

Leadership. In addition, the Bachelor of Science program provides additional depth in Human Resource Development and Management, Rural and Health Trends, Change Management, Marketing and Strategy, and Quality Improvement. The program culminates with a Capstone where each student will have an opportunity to synthesize the key ingredients of their program into a self-directed field based study with staff and faculty support and guidance.

This comprehensive collection of courses have been designed to provide the student with the framework to perform at various levels of a health services organization while simultaneously, giving the student a multitude of career choices. Finally, Valley offers an integrated curriculum that is supported by an Active Learning environment where students are provided with an assortment of hands on assignments/activities/projects and computer-mediated discussions that place the student in a variety of hypothetical situations that they can expect to face as a professional in today and tomorrow's marketplace. Students are assessed based on their ability to master program and learning objectives, which will be measured by graded assignments, activities, discussion responses, quizzes, tests, and rubric-based assessment of projects. Finally, not mentioned in this section, students will also complete general education courses to ensure that they have a well-rounded education.

### Program/Student Learning Outcomes

1. Utilizes communication skills to actively listen in conversations, provide ideas to others, give and receive critical feedback, speak, observe and empathize with patients and/or staff.
2. Plans, organizes and composes effective business messages, emails and memos that are sent to other staff members or patients.
3. Enters, transcribes, records, stores or maintains information in written or electronic form.
4. Demonstrates compliance with HIPPA regulations, procedures or requirements for filing and maintaining accurate and complete electronic or written medical records.
5. Executes different tasks such as scheduling appointments and meetings using computer medical applications, software such as EHR or Microsoft Office programs.
6. Acts as an intermediary between provider and patient by processing forms, transferring medical records, copying, faxing, sending correspondence and generating letters as directed by the providers for continuity of care.
7. Uses spreadsheets for a variety of numerical and mathematical business functions including payments, processing transactions or tracking inventory and supplies.
8. Utilizes a billing process which may include follow up on unpaid claims and assigning accounts to a collections agency, working collection of past due accounts and following up on payment arrangements.
9. Audits medical notes and uses CPT and ICD codes and modifiers. This could include submitting claims and working rejects, verifying proper coding and post charges, assisting staff when coding is required and conducting audits on patient charges.
10. Uses proper medical terminology in reading, preparing documentation, and communicating directions.
11. Documents all communications and activities in billing and financial notes into a billing system to assist with clear, concise and accurate information to all who work with patients billing ledgers and processes.
12. Demonstrates skills in team building and organizational development by partnering with other clinics, physicians or businesses to create compliance plans, training programs or other functional plans for a healthcare organization.
13. Demonstrates skills of a broad understanding of organization design, management and regulation in healthcare by integrating systems and services to maximize service and to support the facilities missions and goals.
14. Shows a broad understanding of the laws, regulations, agencies and accreditations that govern a health care facility by maintaining confidentiality according to policy when interacting with patients, physicians, families, co-workers and the public regarding demographic/clinical/financial information.
15. Effectively applies critical thinking in order to create solutions, solve problems and improve the overall quality of the health services delivered to the marketplace.
16. Coordinates or supports the processes and activities associated with Human Resources including following internal organization policies, processes, and safety requirements.
17. Understands the financial components that make up a successful business model and can analyze financial reports, scorecards, customer satisfaction surveys and outlier reports which impact staffing, initiatives or strategic decisions relating to delivering effective healthcare services.
18. in order to achieve optimal patient or vendor satisfaction for a variety of healthcare organizations and patient populations.

### Program Outline (Revised 12/2019)

The schedules will vary. The student receives their initial rotation schedule (course schedule) during the admissions process.

Tier	Diploma Track	Course Number	Course Name	Semester Credits	Contact Hours	Lecture Hours	Lab Hours	Externship Hours	Homework Hours
1	Both	COM112	Business English	3.0	60	30	30	0	60
1	Both	MED122	Medical Terminology	3.0	60	30	30	0	60
1	Both	MED132	Basic Medical Office Procedures	3.0	60	30	30	0	60
1	Both	CPS121	Computer Applications-Medical	2.0	60	0	60	0	15
2	Both	MED111	Basic Anatomy	3.0	60	30	30	0	60
2	Both	MAT122	Business Math	3.0	60	30	30	0	60
2	MFOBC	MED243	Medical Records Management	2.0	60	0	60	0	15
2	MAA	CPS143	Spreadsheet Applications	2.0	60	0	60	0	15
2	MFOBC	MED244	Basic Coding – Diagnostic	3.0	60	30	30	0	60
2	MAA	MED255	Patient Service and Communication	3.0	60	30	30	0	60
3	Both	COM215	Career Development	2.0	60	10	50	0	20
3	MFOBC	MED238	Medical Insurance Administration & Billing	3.0	60	30	30	0	60
3	MAA	MED240	Introduction to Medical Insurance, Administration & Coding	3.0	60	30	30	0	60
3	MAA	MED237	Fundamentals of Electronic Health Records	3.0	60	30	30	0	60
3	MFOBC	MED247	Basic Coding-Procedural	3.0	60	30	30	0	60



3	Both	MED101	Medical Assisting-Front Office	4.0	60	60	0	0	120	
4	Both	ISD205	Ethics	3.0	60	30	30	0	60	
4	Both	ENG122*	Effective Writing	3.0	60	30	30	0	60	
4	Both	HSA205	Health Information Technology Management	3.0	60	30	30	0	60	
4	Both	HSA210	Healthcare Delivery in the United States	3.0	60	30	30	0	60	
5	Both	PSY102*	General Psychology	4.0	60	60	0	0	120	
5	Both	HSA220	Principles of Healthcare Management	4.0	60	60	0	0	120	
5	Both	MAT140*	College Algebra	3.0	60	30	30	0	60	
5	Both	HSA230	Essentials of Healthcare Compliance	3.0	60	30	30	0	60	
5	Both	HSA250	Healthcare Customer Relations and Outcomes	3.0	60	30	30	0	60	
6	Both	HSA300	Healthcare Regulation and Affairs	3.0	60	30	30	0	60	
6	Both	PHI300*	Philosophy of the Mind and Knowledge	3.0	60	30	30	0	60	
6	Both	HSA305	Healthcare Operations, Planning, & Administration	3.0	60	30	30	0	60	
7	Both	HSA310	Healthcare Law and Legislation	3.0	60	30	30	0	60	
7	Both	ANT400*	Cultural Appreciation	4.0	60	60	0	0	120	
7	Both	HSA315	Principles of Healthcare Finance	3.0	60	30	30	0	60	
8	Both	INC305*	Environmental Science and Sustainability	3.0	60	30	30	0	60	
8	Both	ENG320	Advanced Effective Writing	3.0	60	30	30	0	60	
8	Both	MGT310	Change Management	4.0	60	60	0	0	120	
9	Both	HSA325	Healthcare Human Resource Development	3.0	60	30	30	0	60	
9	Both	INC300*	Social Innovation and Change	4.0	60	60	0	0	120	
9	Both	HSA400	Health Services Marketing & Strategy	3.0	60	30	30	0	60	
10	Both	HSA405	Health Services Leadership	3.0	60	30	30	0	60	
10	Both	COM400*	Communications	4.0	60	60	0	0	120	
10	Both	HSA410	Issues and Theory in Rural and Urban Health	3.0	60	30	30	0	60	
11	Both	HSA415	Health Services Quality Improvement	3.0	60	30	30	0	60	
11	Both	HSA420	Health Informatics	2.0	60	0	60	0	15	
11	Both	COM445	Professional Research and Writing	4.0	60	60	0	0	120	
12	Both	HSA450	Health Services Capstone	5.0	120	30	90	0	60	
*Denotes General Education courses for ACCSC				Totals for MAA Track	126	2460	1330	1130	0	2705
				Totals for MFOBC Track	126	2460	1330	1130	0	2705

### Career Opportunities

**CIP CODE:** 51.0705/51.0707

This program is intended for persons who desire a concentrated program in health service administration and may be qualified for entry-level positions and/or may find advancement opportunities into career opportunities found in hospitals, clinics, physicians' offices, community service organizations, insurance companies and other healthcare related facilities. Graduates may be qualified for such positions as, but are not limited to:

- |  |  |
|--|--|
| *Health Information Director                     | *Medical Office Managers                           |
| *Administrator or Manager in an Insurance Office | *Medical Records Coordinator/Supervisor or Manager |
| *Health Manager                                  | *Practice Administrator                            |
| *Mental Health Program Manager                   | *Program Manager                                   |

Students who graduate from the program are eligible to sit for the following National Healthcareer Association (NHA) certification tests:

- Certified Medical Administrative Assistant (CMAA) (Tracks- MAA and MFOBC)
- Certified Billing and Coding Specialist (CBCS) (Track MFOBC)
- Certified Electronic Health Records Specialist (CEHRS) (Tracks- MAA and MFOBC)

Valley College does not require students to sit for certification and therefore does not have a course designed solely for the purpose of preparing students to sit for certification. However, this program's curriculum has been aligned to NHA's *blue prints* which are available on the NHA web site, [www.nhanow.com](http://www.nhanow.com). Valley College cannot guarantee a candidate's eligibility to sit for or pass a certain certification. Students are not automatically certified upon graduation. All Valley College campuses are NHA Testing Sites.

## Medical Administrative Assistant (MAA)

<https://valley.edu/programs/medical-administrative-assistant-diploma/>

Credential: Diploma

Delivered online and approved to be administrated through Valley College - Martinsburg (WV) & Valley College - Cleveland (OH)

### Program Description

The Medical Administrative Assistant program is designed to provide students the skills necessary to obtain an entry-level position where they may perform administrative duties and provide customer service for visitor reception, patient intake and/or discharge services. The program includes instruction in medical office procedures, medical terminology, interpersonal skills, record-keeping, customer service, telephone skills, data entry, interpersonal communications skills, and applicable policies and regulation.

The Medical Administrative Assistant program's curriculum integrates assignments, projects and computer-mediated discussions that are used to help the students develop skills and understand concepts that can transfer to the work environment. The Medical Administrative Assistant student attends class via the Internet. Material is presented by qualified instructors who follow the structured lesson plans and utilize a variety of techniques to enhance learning. Valley College uses the learning platform Moodlerooms. Students are expected to participate in weekly computer-mediated

discussions. Students use textbooks to complete in-class and out-of-class assignments, such as practical lab exercises and research projects. Assignments and tests are submitted electronically via Moodlerooms.

### Program/Student Learning Outcomes

1. Utilize verbal and listening skills to effectively work with patients, physicians, co-workers, and/or additional organizational stakeholders.
2. Plan, organize and compose effective business messages, emails and memos that may be sent to other staff members or patients.
3. Enters, transcribes, records, stores or maintains information in written or electronic form.
4. Demonstrate compliance with HIPPA regulations, procedures and requirements for filing and maintaining accurate and complete electronic or written medical records.
5. Execute administrative activities that include taking incoming calls, scheduling patient and/or other appointments and using computer medical applications, software that include but may not be limited to EHR or Microsoft Office programs or through direct contact with other providers.
6. Acts as an intermediary between provider and patient by processing forms, transferring medical records, copying, faxing, and sending/coordinating the preparation of correspondence as directed by the providers for continuity of care.
7. Uses spreadsheets for a variety of numerical and mathematical business functions that includes but may not be limited to the handling of money, tracking accounts, and processing patient/vendor transactions accurately, or tracking inventory and supplies.
8. Provides support to patients and office by effectively communicating with insurance providers, perform insurance claims preparation, transmission and follow-up.
9. Effectively read, prepare documentation, communicate and act upon directions using proper medical terminology.
10. Makes decisions and solves problems through recognition and adherence to internal processes and procedures and through the assessment and analysis of information and evaluation of potential results in order to select the best solution to a given situation.
11. Provide applicable documentation, which could include but is not limited to: Summary forms, School/Work Note, Medical Record copies to patient or guardian of patient, and provide patient education on physician and/or medication instructions.

### Career Opportunities

CIP CODE 51.0712/51.0707

Graduates may find employment in hospitals, clinics, physicians' offices and other medical-related office settings. Examples of positions graduates may be qualified for include, but are not limited to:

- \* Admissions Coordinator
- \* Medical Administrative Assistant
- \* Medical Receptionist
- \* Medical Secretary
- \* Office Specialist
- \* Patient Coordinator
- \* Scheduler
- \* Unit Support Representative

Graduates are eligible to sit for the following National Healthcareer Association (NHA) certification test:

- Certified Medical Administrative Assistant (CMAA)
- Certified Electronic Health Records Specialist (CEHRS)

Valley College does not require students to sit for certification and therefore does not have a course designed solely for the purpose of preparing students to sit for certification. However, this program's curriculum has been aligned to NHA's *blue prints* which are available on the NHA web site, [www.nhanow.com](http://www.nhanow.com). Valley College cannot guarantee a candidate's eligibility to sit for or pass a certain certification. Students are not automatically certified upon graduation. All Valley College campuses are NHA Testing Sites.

### Program Outline

The schedules will vary. The student receives their initial rotation schedule (course schedule) during the admissions process.

Tier	Course Number	Course Name	Semester Credits	Contact Hours	Lecture Hours	Lab Hours	Externship Hours	Homework Hours
1	COM112	Business English	3.0	60	30	30	0	60
1	MED122	Medical Terminology	3.0	60	30	30	0	60
1	MED132	Basic Medical Office Procedures	3.0	60	30	30	0	60
1	CPS121	Computer Applications-Medical	2.0	60	0	60	0	15
2	MED111	Basic Anatomy	3.0	60	30	30	0	60
2	MAT122	Business Math	3.0	60	30	30	0	60
2	CPS143	Spreadsheet Applications	2.0	60	0	60	0	15
2	MED255	Patient Service and Communication	3.0	60	30	30	0	60
3	COM215	Career Development	2.0	60	10	50	0	20
3	MED240	Introduction to Medical Insurance, Administration & Coding	3.0	60	30	30	0	60
3	MED237	Fundamentals of Electronic Health Records	3.0	60	30	30	0	60
Totals			30	660	250	410	0	530

## Medical Front Office, Billing and Coding (MFOBC)

<https://valley.edu/programs/medical-front-office-billing-and-coding-diploma/>

Credential: Diploma

Delivered online and approved to be administrated through Valley College - Martinsburg (WV) & Valley College - Cleveland (OH)

### Program Description

The Medical Front Office, Billing and Coding program is designed to provide students with the skills necessary to obtain and maintain entry-level positions in the Medical Administrative Assistant career field. The Medical Front Office, Billing and Coding program is designed to prepare students to perform medical administrative procedures for the front office with a focus on the expanded functions of insurance, patient billing, and coding for health care claims.

The Medical Front Office, Billing and Coding program's curriculum integrates assignments, projects and computer-mediated discussions that are used to help the students develop skills and understand concepts that can transfer to the work environment. The Medical Front Office, Billing and Coding student attends class via the Internet. Material is presented by qualified instructors who follow the structured lesson plans and utilize a variety of techniques to enhance learning. Valley College uses the learning platform Moodlerooms. Students are expected to participate in weekly computer-mediated discussions. Students use textbooks to complete in-class and out-of-class assignments, such as practical lab exercises and research projects. Assignments and tests are submitted electronically via Moodlerooms.

### Program/Student Learning Outcomes

1. Utilize verbal and listening skills to effectively work with patients, physicians, co-workers, and/or additional organizational stakeholders.
2. Plan, organize and compose effective business messages, emails and memos that may be sent to other staff members or patients.
3. Enter, transcribe, record, store and/or maintain information in written or electronic form.
4. Demonstrate compliance with HIPAA regulations, procedures and requirements for filing and maintaining accurate and complete electronic or written medical records.
5. Execute administrative activities that include taking incoming calls, scheduling patient and/or other appointments and using computer medical applications software that include but may not be limited to EHR or Microsoft Office programs or through direct contact with other providers.
6. Act as an intermediary between provider and patient by processing forms, transferring medical records, copying, faxing, and sending/coordinating the preparation of correspondence as directed by the providers for continuity of care.
7. Complete a variety of numerical and mathematical business functions that includes but may not be limited to the handling of money, tracking accounts, and processing patient/vendor transactions accurately, or tracking inventory and supplies via spreadsheet applications and/or additional software packages.
8. Demonstrate a familiarity with the process of coding when preparing medical statements.
9. Utilize a billing process and mail patient statements. This may also include follow up on unpaid claims and assigning delinquent accounts to a collection agency, working collection of past due accounts and following up on payment arrangements.
10. Provide support to patients and office by effectively communicating with insurance providers, perform insurance claims preparation, transmission and follow up.
11. Assist patients with questions regarding insurance and/or account balances and working with patients who have insurance claim difficulties.
12. Document all communications and/or activities whether with billing and financial notes or patient information into a billing system or EMR system with clear, concise, and accurate information.
13. Effectively read, prepare documentation, communicate and act upon directions using proper medical terminology.

### Career Opportunities

CIP CODE 51.0712 /51.0714/51.0707

Medical Front Office, Billing and Coding graduates may find employment in hospitals, clinics, physicians' offices and other medical-related office settings. Examples of positions graduates may be qualified for include, but are not limited to:

\*Administrative Assistant  
\*Billing Coordinator  
\*Customer Service Representative  
\*Health Information Clerk  
\*Health Unit Coordinator

\*Medical Administrative Assistant  
\*Medical Records Clerk  
\*Medical Secretary  
\*Patient Coordinator  
\*Records Clerk

Graduates from this program are eligible to sit for the following National Healthcareer Association (NHA) certification tests:

Certified Billing and Coding Specialist (CBCS)  
Certified Medical Administrative Assistant (CMAA)  
Certified Electronic Health Records Specialist (CEHRS)

Valley College does not require students to sit for certification and therefore does not have a course designed solely for the purpose of preparing students to sit for certification. However, this program's curriculum has been aligned to NHA's *blue prints* which are available on the NHA web site, [www.nhanow.com](http://www.nhanow.com). Valley College cannot guarantee a candidate's eligibility to sit for or pass a certain certification. Students are not automatically certified upon graduation. All Valley College campuses are NHA Testing Sites.

## Program Outline

The schedules will vary. The student receives their initial rotation schedule (course schedule) during the admissions process.

Tier	Diploma Track	Course Number	Course Name	Semester Credits	Contact Hours	Lecture Hours	Lab Hours	Externship Hours	Homework Hours
1	Both	COM112	Business English	3.0	60	30	30	0	60
1	Both	MED122	Medical Terminology	3.0	60	30	30	0	60
1	Both	MED132	Basic Medical Office Procedures	3.0	60	30	30	0	60
1	Both	CPS121	Computer Applications-Medical	2.0	60	0	60	0	15
2	Both	MED111	Basic Anatomy	3.0	60	30	30	0	60
2	Both	MAT122	Business Math	3.0	60	30	30	0	60
2	MFOBC	MED243	Medical Records Management	2.0	60	0	60	0	15
2	MFOBC	MED244	Basic Coding – Diagnostic	3.0	60	30	30	0	60
3	Both	COM215	Career Development	2.0	60	10	50	0	20
3	MFOBC	MED238	Medical Insurance Administration & Billing	3.0	60	30	30	0	60
3	MFOBC	MED247	Basic Coding-Procedural	3.0	60	30	30	0	60
Totals				30	660	250	410	0	530

## Course Numbering System

The following course number system is used:

100 - 199 First level courses

200 - 299 Second level courses

300 - 399 Third level courses

400 - 499 Fourth level courses

General Education course descriptions contain a statement identifying them as such. Pre-requisites are contained in a notation identifying them as such with the course descriptions.

**Rotation Schedules:** Programs are divided in to “Tiers.” Each program courses are scheduled in specific tiers. The tiers are built to consider any pre-requisites. Most students will complete or have received credit transfers/advanced standing in one tier before they are scheduled for a course in the subsequent tier of classes. If a student has to have a modified rotation schedule, the Valley College Registrar determines the best schedule after considering all pre-requisites and course availability. A modified schedule may alter the number of weeks/months a student attends school. The Registrar may also change a student’s schedule for optimization due to class size. The College reserves the right to teach the online hybrid courses on campus.

If you have a question regarding a course that is no longer listed in this catalog, please contact the Campus Director or the Director, Online Division.

## Course Descriptions

### ACC122 - Accounting/Bookkeeping

**3.0 semester credits**

**Pre-requisite: MAT122**

Accounting/Bookkeeping has been designed to provide students with a solid foundation of accounting. Students will gain an understanding of key accounting principles, concepts, and techniques used in the US businesses. Accounting/Bookkeeping will provide students with a balanced approach of theory and practical application of the principles, concepts, and techniques through various practical activities.

Students will focus on The Accounting Cycle, analysis of business events and the impact on accounting activities, and efficient and effective methods to both accumulate and control accounting data. Students will also gain instruction and complete practical activities associated with the application of procedures that relate to financial statements, petty cash, and payroll.

### ACC315 - Managerial Accounting

**3.0 semester credits**

**Pre-requisite: ACC122**

Managerial Accounting will build on previous accounting courses with a thorough presentation of concepts that allow students to assist organizational leadership to identify and evaluate performance in order to plan, forecast, organize, and deploy corporate resources. The concepts presented in this course will include forecast reports, various budgeting options, cost systems, variance analysis, and performance management. Building on the presentation of these concepts, students will be provided with an opportunity to apply each concept in a series of activities that allow them to conduct a detailed and systematic decision-making process whereby they can create and communicate recommendations to various stakeholder that account for known and potential risks and benefits associated with project and/or organizational short and long-term goals.

### ANT400- Cultural Appreciation

**4.0 semester credits**

**Course: Non-technical – General Education for Degree Program**

Cultural Appreciation will provide students with the various elements of a society and how the culture of a society directly and indirectly impacts behavior, beliefs, social hierarchies, and economic growth. Students will be presented with concepts that deal with the social and cultural construction of a society and the impact of this construction on the individual, social hierarchy, economic development, family patterns, and conflict.

Students will apply the theoretical concepts presented in this course to a series of activities where they will assess and analyze various scenarios and situations in multiple cultures. Students will evaluate behaviors and patterns and ultimately, provide conclusions on the impact of those behaviors and beliefs on various situations. Finally, students will also compare and contrast the different cultural elements presented in this course to those of the US culture in order to better understand the various elements of US culture, beliefs, and behaviors.

### **BUS105 – Business Law and Ethics**

#### **3.0 semester credits**

#### **Course: Non-technical – Applied General Education for Degree Program**

Business Law and Ethics will provide students with the ability to understand, integrate, and apply ethical considerations in the workplace while simultaneously, accounting for various laws, rules, and regulations. Students will learn a variety of laws, regulations, and essential business rules along with a host of ethical principles and concepts. Students will also examine the impact on product and service offerings to the market along with environmental and safety considerations. Ultimately, students will then be asked to synthesize these topics with a host of business considerations that impact decisions, day to day business activities, strategic decisions, and short and long-term development needs and goals.

### **BUS202 – Introduction to Economics**

#### **3.0 semester credits**

#### **Course: Non-technical –General Education for Degree Program**

Introduction to Economics provides students with a fundamental introduction to economics. This course introduces essential concepts and principles with specific focus on how these concepts and principles relate to small businesses in the United States. Specific topics that are presented in this class include: Supply, Demand, Competition, Inflation, Interest Rates, Opportunity Costs, and Consumer Spending.

Students will apply the economical concepts presented in class to a series of discussions and case studies that center on the impact of a small business on both consumers and the economy. The course will culminate with a study on the current economic climate of the US and several suggested initiatives to help sustain small business in the US.

### **BUS212 – Business Ethics**

#### **3.0 semester credits**

This course is designed to provide students with a thorough understanding of the various business ethical considerations, theories, and concepts in the United States and foreign countries. This course will examine a variety of topics that organizations, leaders, and individuals face in today's marketplace.

Students will apply the ethical concepts presented in class to a series of discussions and case studies that illustrate ethical challenges that include but are not limited to work with stakeholders, employee privacy, rights, responsibility, diversity, discrimination, whistleblowing, organizational behavior, sexual harassment, and workplace safety, and organizational behavior. Students will also apply ethical concepts to challenges that face organizations and individuals in foreign countries.

### **BUS275 - Strategic Business Planning**

#### **4.0 semester credits**

#### **Pre-requisite: MKT122 and MGT212**

Strategic Business Planning will require students to demonstrate their ability to think critically and utilize effective strategic business planning techniques. In order to demonstrate these strategic planning techniques, students will create, develop, and ultimately present a Strategic Business Plan with minimal instruction.

Students will utilize the skills presented throughout their program and specifically in MKT122 and MGT212 to create a well-rounded business plan that accounts for items that include effective marketing strategies, organizational planning, staffing, resource allocation, and financial planning.

### **BUS400 – Money and Banking**

#### **3.0 semester credits**

Money and Banking will provide students with a series of concepts and principles that relate to the US Monetary System along with the policies that govern the US Monetary system. Building on this subject, students will conduct a thorough study on alternative values of money along with a functional analysis of the Federal Reserve System, the Treasury, and the US banking industry. Students will also conduct an in-depth analysis of credit, interest rates, the money supply, and the impact of international economics from the perspective of individual consumers, small business, and larger organizations. Finally, students will be asked to apply the concepts in the course with a financial analysis using a series of analytical tools to present their findings on the current state of affairs specific to US Monetary policy along with a series of recommendations for continued growth.

### **BUS420 – Entrepreneurship**

#### **3.0 semester credits**

Entrepreneurship will provide students with the founding principles related to creating and developing the ideas that lead to a business. Students will learn the essential elements of a business plan, which include the development, launch, and distribution of a product or service, account for e-marketing and the internet as a tool in product and service development, and how to use an analysis of market conditions to form conclusions that will drive the creation of the business. In coordination with the development of a business idea, students will also learn how to identify and evaluate the different financing options and further, how to use financing to support the overall development and growth of the business. Students will also learn how to build a team that accounts for all major functions of the organization to ensure optimal delivery and service of products and/or services.

Finally, students will be introduced to a series of examples and case studies that demonstrate both successful and non-successful entrepreneurial ventures. Based on these practical examples, students will be asked to apply course principles and concepts to assess, analyze, evaluate, and form recommendations to launch a new organization in the local community in which they reside.

### **BUS450– Business Capstone**

#### **5.0 semester credits**

Students will culminate their studies in the Business Administration Bachelor degree program by consolidating what they have learned in order to create strategies and potential solutions for challenges and problems that they will face as a future Business professional. Students will be asked to apply the skills that they have learned in the program through a hands-on experience in a business setting that enables them to work towards the identification, assessment, analysis and evaluation of a current problem in a segment of the business industry.

Students will synthesize various concepts, skills, and knowledge gained in the program through a series of critical thinking activities, while also accounting for ethical considerations in order to create a detailed account of the problem, previous efforts to solve the problem, challenges associated with these efforts, and other key considerations that account for the short and/or long-term solution. Based on their efforts, students will present a suggested course of action to solve a problem, or, create a solution for an area of need.

### **COM110: Foundations of Communication**

#### **4.0 Semester Credits**

##### **Delivered Online (Hybrid) for the Veterinary programs**

Foundations of Communication provides students with an examination of human communication. This course will focus on verbal, non-verbal, and written forms of communication. Students will be introduced to the impact that one's generation, gender, nationality, and other core human beliefs have on communication. In addition, students will be presented an in-depth look and corresponding results of technology and Social Media on how individuals communicate today. This course will be delivered through a combination of concept, theory, and historical examples through current day use of technologies. Students will culminate the course with an assessment of current communication challenges and methods to ensure clear, concise, and positive forms of communication.

### **COM112 – Business English**

#### **3.0 semester credits**

Business English provides students with instruction in basic and fundamental English topics. The English topics that will be introduced will be directly linked to essential business communication practices that include specific emphasis on editing various forms of business communications to ensure that each form of communication is accurate, complete, clear, concise, and speaks to the person/group reading the communication.

Based on the concepts presented in Business English, the student will develop skills in areas that include grammar, punctuation, spelling, sentence structure, word choices, written communication, and verbal communication.

### **COM211 – Career Development – MCA**

#### **2.0 semester credits**

Career Development - MCA is designed to assist Medical Clinical Assistant “MCA” students develop the career development skills necessary to search for, find, and retain employment as a professional in their chosen field in the medical industry. The student will learn specific professional skills such as an Independent Job Search, Punctuality, Attendance, Professional Attire, and Attitude.

In addition, the student will learn such skills to effectively prepare a Cover Letter, Professional Resume, Employment Application, Follow-up Letter, and Thank You Letter. Finally, students will also be presented with the skills required to effectively network using Social Media, prepare for and complete the Interview Process, and agree to the terms of your employment.

### **COM215 – Career Development**

#### **2.0 semester credits**

Career Development is designed to assist students develop the career skills necessary to search for, find, and retain employment as a professional in their chosen field. The student will learn specific professional skills such as an Independent Job Search, Punctuality, Attendance, Professional Attire, and Attitude.

In addition, the student will learn such skills to effectively prepare a Cover Letter, Professional Resume, Employment Application, Follow-up Letter, and Thank You Letter. Finally, students will also be presented with the skills required to effectively network using Social Media, prepare for and complete the Interview Process, and agree to the terms of their employment.

### **COM220- Veterinary Career Development**

#### **3.0 Semester Credits**

##### **Delivered Online (Hybrid) for the Veterinary programs**

Veterinary Career Development is designed to assist Veterinary Assistants and Veterinary Technicians develop the skills necessary to search for, find, and retain employment as a professional in their chosen field within the veterinary industry. The student will learn specific professional skills such as an Independent Job Search, Punctuality, Attendance, Professional Attire, and Attitude.

In addition, the student will learn such skills to effectively prepare a Cover Letter, Professional Resume, Employment Application, Follow-up Letter, and Thank You Letter. Finally, students will also be presented with the skills required to effectively network using Social Media, prepare for and complete the Interview Process, and agree to the terms of your employment.

## **COM400 – Communications**

### **4.0 semester credits**

#### **Course: Non-technical –General Education for Degree Program**

The Communications course has been designed to assist students develop the communication skills that are required to interact with a wide range of individuals from different generations, social backgrounds, ethnicities, and cultures. In this course, students will be presented with and asked to analyze and then evaluate a series of studies, data points, and characteristics of a wide range of individuals that they will interact with on a daily basis.

Building on this information, students will also be presented with and asked to form positive practices in a variety of simulations and scenarios that they can support using the concepts presented in the course. In coordination with these efforts, students will be asked to explain and then demonstrate effective writing, reading, listening, and/or verbal skills in a variety of situations.

## **COM445 –Professional Research and Writing**

### **4.0 semester credits**

As a pre-cursor to the Capstone, Professional Research and Writing will introduce students to the purpose and process surrounding professional based research and writing. Students learn how to develop a research topic, how to plan and initiate their data collection process, and construct the framework of their document. Students will be introduced to a series of quantitative and qualitative research strategies and how to effectively execute these strategies in an effort to assemble a balanced collection of data and information. Based on this initial research collection process, students will then be presented with a series of concepts to organize, assess, analyze, and evaluate the overall scope of their research.

Students will then be presented with a series of concepts and practices that are designed to help them draw conclusions on the problem or topic being researched. In addition, students will then learn how to prepare their conclusions and proposed solution in a clear and concise manner. Finally, students will be asked to exercise these steps through a series of hands on activities that will require them to work through each of the research steps noted above in order to form a conclusion or recommended action.

## **CPS121- Computer Applications – Medical**

### **2.0 Semester Credits**

Computer Applications - Medical will provide students with the fundamental computer skills that they will need to perform in a medical facility. The student will be introduced to fundamental technology skills that focus on application software that includes: word processing, spreadsheets, presentations, and email.

Students will also be introduced to typing and asked to complete daily typing exercises to develop typing skills. Finally, Computer Applications Medical will also provide students with the fundamental elements of an operating system and the skills to complete Internet-based professional research.

## **CPS135 – Computer Operations & Applications**

### **3.0 Semester Credits**

Computer Operations & Applications will provide students with the fundamental knowledge and corresponding skills to operate a personal computer in a professional setting. Students will be presented concepts and principles that will enable them to understand the relationship between the operating system and application software.

Computer Operations & Applications will provide students with a balanced approach to instruction that includes both basic instruction and hands-on practical activities that are focused on the various functions of both an operating system and a desktop information management program.

## **CPS143 - Spreadsheet Applications**

### **2.0 Semester Credits**

Spreadsheet Applications provides students with a thorough introduction to various elements of spreadsheet applications using the Microsoft® Excel software package. Students will be introduced to a series of topics that include creating and modifying worksheets, charts, formulas, and functions. Students will first be presented with the concepts for each of these topics and then, will be asked to execute the steps associated with each topic through a series of practical activities.

## **CPS148 – Document Processing**

### **3.0 Semester Credits**

Document Processing has been designed to provide students with a thorough understanding of beginning, intermediate, and advanced features in word processing. This course will provide the students with the ability to create, format, edit, print, and save documents.

Students will utilize Microsoft Word and will conduct hands-on practical activities in order to utilize a host of functions and features that correspond with various types of documents.

## **CPS205 - Presentation Software Applications**

### **3.0 Semester Credits**

Presentation Software Applications provide students with a thorough introduction to presentation software most commonly used in business. Students are provided with an opportunity to learn concepts, guidelines, and best practices for the software package and supporting applications.

Based on the concepts provided in this course students are then given instruction on how to create and alter the presentation using the various elements of the software package. Ultimately, students will create a final presentation using all of the concepts provided in the course.

## **CSY100 - Computer Applications**

### **3.0 Semester Credits**

Computer Applications is designed to introduce the student to basic computer terminology, file management, and PC system components. This course will provide an overview of the Internet, the Web, email, and application software, including word processing, spreadsheets, databases, and presentation graphics software.

## **CSY105 - Introduction to Networking**

### **3.0 Semester Credits**

Introduction to Networking offers an introduction to computer networks and related technologies. Students will develop a solid foundation in basic networking fundamentals, including design, configuration, backup, and recovery. Students will also be introduced to additional topics that revolve around LANs, VLANs, Wireless Networks, TCP/IP, and Ethernet. In addition, students will also be presented with a series of practices that they can use to proactively protect networks from internal and external intrusion.

Students will also gain an understanding of protocols, topologies, hardware, and troubleshooting. Finally, students will apply the concepts presented in this course to a host of activities and case projects that explore various networking activities that cybersecurity professionals face in industry settings.

## **CSY110 --Networking Hardware**

### **3.0 Semester Credits**

Networking Hardware will introduce students to a host of fundamental topics. Students will be introduced to networking fundamentals and additional supporting topics that include the OSI Reference Model and TCP/IP. Students will also be exposed to topics that include network components, Ethernet, IPv4, IPv6, and Routing IP Packets. Building on these subjects, students will then gain an understanding of WAN's, Wireless LAN's, Network Optimization, Management, and Security.

As an element of these of these activities, students will also work with the different network topologies, hubs, bridges, switches, routers, and modems will all be explored. Students will also learn about Ethernet technology and network design. Finally, students will apply these concepts to a host of practical based activities to help them understand how to effectively and proactively troubleshoot and protect networks from internal and external intrusions.

## **CSY115 - Routing & Security Protocols**

### **3.0 Semester Credits**

Routing & Security Protocols offers an introduction to the different levels of network protocols. The course will cover topics such as: IP addressing, IP packet structures, IP address auto-configuration, name resolution, and interoperation.

## **CSY120 - Network Application Support**

### **3.0 Semester Credits**

Network Application Support provides an overview of common network applications from both user and administrator perspectives. Typical support issues and troubleshooting techniques for electronic mail, the Internet, and business information systems are presented.

## **CSY125 - Operating Systems**

### **3.0 Semester Credits**

Operating Systems is designed to offer students an introduction to computer operating systems. Students will learn about the different theories, concepts, and technologies that go into the functionality of the major operating systems. Building on the theories and concepts of each major operating system, students will be placed into a series of labs that will require them to install and manage various systems. Further, students will also troubleshoot various operating system issues through a host of simulated scenarios that will enable the student to create problem-solving strategies for protecting each type of operating system.

## **CSY130 - Network Security**

### **3.0 Semester Credits**

Network Security provides an introduction to network security and cryptography. Students will learn about core computer system security, OS hardening and virtualization, application security, network design elements and corresponding threats, security network media, encryption levels, hardware and software components, and forensic techniques.

Troubleshooting techniques will also be emphasized as an element of teach topic. Finally, students will be presented with an opportunity to practically apply the concepts and theories throughout the course with a host of labs and simulations specific to key course content.

## **CSY140 - Network & Security Fundamentals**

### **3.0 Semester Credits**

Network & Security Fundamentals will cover key network fundamentals, such as LANS, WANs, Ipv4 addressing and sub-netting, and configuring and verifying host connectivity. Students will also learn the processes involved in network analysis and troubleshooting. Students will develop problem-solving skills and additional means to proactively configure, secure, and consistently analyze each of these systems through a variety of labs and simulations.

## **CSY145 - Advanced Network & Security Fundamentals**

### **3.0 Semester Credits**

#### **Pre-requisite: CSY140**

Advanced Network & Security Fundamentals will cover key network fundamentals, such as LANS, WANs, Ipv4 addressing and sub-netting, and configuring and verifying host connectivity. Students will also learn the processes involved in network analysis and troubleshooting. Students will



build on previous coursework with advanced work specific to proactively assessing and analyzing networks and systems in order to proactively configure, secure, and consistently analyze each of these systems through a variety of labs and simulations.

### **CSY200 -Introduction to Programming**

#### **3.0 Semester Credits**

Introduction to Programming provides an introduction to fundamental programming skills. Students will learn to follow the problem-solving process when coding. Students will be introduced to concepts that include control statements, strings, lists, dictionaries, and how to design using functions. In addition, students will also be introduced to simple graphics, image processing, and instructed on how to design with classes. Finally, students will also be introduced to graphical user interfaces, multithreading, client/server programming, and the principles of searching, sorting, and complexity analysis.

### **CSY210 -Cloud Computing with Security**

#### **3.0 Semester Credits**

Cloud Computing with Security is designed to provide students with an overview of the concepts, technology, and architecture of cloud computing. Students will be introduced to the material from an industry-centric and vendor-neutral point of view.

### **CSY215- Information Security**

#### **3.0 Semester Credits**

Information Security is designed to offer students a broad perspective of the entire field of information security. Students will learn key information security terms, the history of information security, and an overview of how to properly manage information security.

### **CSY220 - Secure Wireless Networks**

#### **3.0 Semester Credits**

Secure Wireless Networks provides an introduction to wireless data communications. Students will learn the fundamentals of wireless communication, including protocols, transmissions, and standards that make the communication possible and secure. Technologies for wireless network capabilities will also be discussed.

### **CSY235 - IT Project Management**

#### **3.0 Semester Credits**

##### **Pre-requisite: CSY100**

IT Project Management will introduce students to the concepts of project management from an IT perspective. Students will learn how to effectively manage project scope, time, cost, quality, and risk for IT projects

### **CSY240 - Ethical Hacking and System Security**

#### **4.0 Semester Credits**

Ethical Hacking and System Security provides students with a balanced approach of ethical hacking procedures and guidelines and the corresponding practical skills that will enable students to utilize tools and resources to protect and secure their system. Students will be presented with essential concepts that illustrate ethical and hacking principles. Building on these concepts and principles, students will then be introduced to countermeasures that can be taken from both a pre-emptive perspective and in response to system attacks. Ultimately, students will use this balanced approach to minimize the risk and impact of cyber-attacks from both potential internal and external sources.

### **CSY320 - Digital Forensics**

#### **3.0 Semester Credits**

In Digital Forensics, students will be presented with a thorough understanding of the techniques and practices associated with gathering, preparing, and analyzing evidence in an effort to perform root cause analysis of crimes involving computers and other technological devices and resources. This course will provide students with a combination of the theoretical concepts, practical tools, and techniques through each of the essential steps of computer and digital based forensic investigation and analysis.

Students will apply these concepts, tools, and techniques through a host of case studies and hands-on projects. Finally, Students will be asked to illustrate the process, procedures, ethical considerations, legal/compliance requirements, and reporting associated with the various computer forensic investigations presented in this course.

### **CSY330 - IT Help Desk**

#### **3.0 Semester Credits**

IT Help Desk will prepare students for working with customers in the role of an IT Help Desk professional. Students will gain important customer service skills that focus on active listening, written and verbal communication, problem-solving, decision-making, managing stress, time management, and teamwork.

Throughout the course, students will learn how to relate these customer service skills to the current and emerging trends of the information technology industry, which includes supporting; personal computers/laptops, operating systems, cloud and mobile computing, virtualization, network communication setup and troubleshooting, as well as Linux and Apple Mac OS. Students will apply the skills they have learned in this class to complete case studies, projects, and practical on-the-job activities. Finally, students will need to utilize these skills to create solutions in an IT Help Desk environment.

### **CSY340 - Security Countermeasures**

#### **3.0 Semester Credits**

This course will provide students with the fundamental concepts associated with intrusion detection, prevention systems (IDS/IPS) concepts, and the corresponding skills associated with developing a security policy to apply to an IDS/IPS. In coordination with the security policy, students will also learn how to implement the security policy by establishing packet filtering, installing proxy servers, firewalls, and Virtual Private

Networks (VPN). In addition, students will also be introduced to the concepts associated with cryptography, perimeter defense and security counter-measures in networks.

### **CSY350 - Database Management**

#### **3.0 Semester Credits**

Database Management introduces students to the knowledge and skills that Cybersecurity professionals need as it pertains to database design, data integrity, concurrent updates, and data security. Students will learn the concepts and techniques that correspond with SQL and further, includes additional focus on core topics that include Entity Relationship (E-R) diagrams, normalization, database administration, and management. Building on these concepts, students will also learn concepts that relate to distributed databases, data warehouses, stored procedures, triggers, data macros, and web-based applications.

Students will apply the concepts and techniques presented in this course to various types of case studies and organizational examples presented in the course. The labs will enable the students to demonstrate critical thinking skills and the application of the concepts presented in each chapter in order to create a solution for various sorts of security and intrusion threats to multiple forms of databases.

### **CSY360 - Introduction to Cyber Crime and Homeland Security**

#### **3.0 Semester Credits**

This course provides students with a comprehensive foundation of concepts and drivers behind the evolving world of cybercrime and how it could impact their personal lives and the organization that they represent. Students will learn the various elements of cybercrime including its history, types, forms, sources, current and evolving trends, and frequency. In addition, students will also be exposed to the domestic and global responses to cybercrime.

Building on these topics, students will be presented with a host of challenges and issues that they could expect to see as a cybersecurity professional when responding to or pro-actively preparing for the various forms of cybercrime. Utilizing the concepts and techniques presented in this course, student will then be asked to create a solution to either solve the immediate problem, provide a long-term solution, or create a pro-active countermeasure to potential threats.

### **CSY400 - System Analysis and Design**

#### **3.0 Semester Credits**

Systems Analysis and Design presents students with a thorough understanding of systems analysis and design. This course will provide essential concepts and techniques that will enable the students to learn how to analyze business needs and then, manage systems, projects, utilize various modeling plans, and design data and the overall system architecture. Further, students will also learn to manage the implementation of a new system in a business environment and then, create and execute the steps associated with managing systems support and security efforts for the organization.

Students will have an opportunity to apply these concepts to a series of real-world examples and case studies throughout the course. These examples and case studies will require the student to apply critical thinking skills to assess, analyze, and evaluate the overall situation. Based on the evaluation of these situations, students will be asked to apply the concepts and techniques introduced in this course to create a solution that meets the needs and requirements of the organization.

### **CSY410 - Evaluating Emerging Technologies**

#### **3.0 Semester Credits**

Evaluating Emerging Technologies provides the student with an understanding of linking business strategy, innovation, and technology into one cohesive and coordinated effort. Students will learn how these three core functions are inter-related and further, how these three roles impact process layout, systems, structural design, product development, security management, and risk management.

Based on the concepts presented in this course, students will have an opportunity to apply what they have learned through web-based and text-based case studies and practical situations that have faced organizations in the past. Students will combine the concepts presented in this course with project management concepts, critical thinking, the identification of trends and the latest research in their organization and industry, and strategic decision-making.

### **CSY420 - Cyber Law**

#### **3.0 Semester Credits**

Cyber Law presents students with the complex legal issues that are related to today's business environment and more specifically based elements of business today. Students will be presented with presented with essential topics and concepts that deal with; privacy, patents, antitrust, copyright, trademarks, domain names, biotechnology, tort liability, contracts, and conduct.

Students will also be presented with a series of historical and landmark cases and judicial decisions that will enable the student to associate the topics and concepts with practical real-life examples. Students will then have the opportunity to apply the topics and concepts presented in this course, along with the cases and decisions presented in the text, through various exercises and case studies in order to understand the impact of practices on potential legal issues and considerations that are related to technology and corresponding business practices.

### **CSY430 - Introduction to Scripting**

#### **3.0 Semester Credits**

Introduction to Scripting presents students with a comprehensive understanding of the concepts and principles associated with programming and scripting. This course will provide students with an opportunity to learn the fundamental step in interacting with software to create the scripts and further, to focus on scripting functions that include; object-based scripting, power shell, the relationship of .NET, implementing conditional logic, setting up and using loops, locating and debugging errors and using software to effectively interact with Windows Management Instrumentation.

Students will also be provided with an opportunity to apply the concepts and principles presented in this course with a series of hands-on activities where they will develop their own scripts. Students will create a computer games based on the concepts presented in this class and through each hands-on activity, students will gain the foundation of knowledge and practical skills that will prepare them for the challenges they will face as a Cybersecurity professional.

#### **CSY440 - Biometric Systems**

##### **3.0 Semester Credits**

Biometric Systems presents students with a fundamental introduction to biometrics. The student will learn to recognize individuals based on their specific physical and behavioral characteristics as they relate to computer security. Students will be presented with essential concepts and principles that deal with biometric technologies and will explore why biometric systems are becoming more prevalent in information security.

Specifically, students will be introduced to; authentication, authorization, identification, access control, security management techniques, and additional techniques used to provide control and over access and security for computers, networks, and other digital equipment. Students will apply the concepts and principles presented in this course to a series of practical hands-on activities, questions, and projects that will help prepare the student for a career in the field of Cybersecurity.

#### **CSY450 – Cybersecurity Capstone**

##### **5.0 Semester Credits**

Students will culminate their studies in the Business Administration Bachelor degree program by consolidating what they have learned in order to create strategies and potential solutions for challenges and problems that they will face as a future Business professional. Students will be asked to apply the skills that they have learned in the program through a hands-on experience in a business setting that enables them to work towards the identification, assessment, analysis and evaluation of a current problem in a segment of the business industry.

Students will synthesize various concepts, skills, and knowledge gained in the program through a series of critical thinking activities, while also accounting for ethical considerations in order to create a detailed account of the problem, previous efforts to solve the problem, challenges associated with these efforts, and other key considerations that account for the short and/or long-term solution. Based on their efforts, students will present a suggested course of action to solve a problem, or, create a solution for an area of need.

#### **ENG115 – English Composition**

##### **4.0 Semester Credits**

##### **Course: Non-technical – General Education for Degree Program**

English Composition will provide students an introduction to the essential elements of effective college-level writing. Students will learn a host of structural, grammatical, and organizational concepts that will that will enable them to develop their skills, style, and tone in accordance with various forms of papers.

Students will be taken through a series of exercises where they are asked to fully develop their ideas in accordance with the requirements of the assignment while simultaneously, accounting for the creation of a central them or idea, preparing a detailed outline, completing effective research, accurate inclusion of citations, and preparation of a progressive collection of drafts as the project evolves. Students will also learn how to proof, edit, and ensure that their final draft meets the requirements of the assignment and further, contains effective use of grammar, punctuation, organization.

#### **ENG116: College Writing**

##### **4.0 Semester Credits**

##### **Course: Non-technical – General Education for Degree Program**

##### **Delivered Online (Hybrid) for the Veterinary programs**

College Writing will enable students to write at the college level by introducing them to core writing principles, practices, and requirements associated with college writing. Students will be introduced to topics that include structural, grammatical, and organizational concepts that will enable them to write in accordance with a required format, style, and tone for a variety of types of papers and projects throughout their college career. Students will provided a series of exercises where they are asked to create and then, fully develop their ideas in accordance with the requirements associated with the assignment while also accounting for the creation or identification of a central theme or idea, a detailed outline, executing the steps for basic research, and accurate inclusion of citations. Students will also learn how to proof, edit, and take steps to ensure their final draft meets the requirements associated with the assignment and contains effective use of grammar, punctuation, and organization.

#### **ENG116-N: College Writing**

##### **2.5 Semester Credits**

##### **Delivered Online (Hybrid) for the Practical Nursing program**

College Writing will enable students to write at the college level by introducing them to core writing principles, practices, and requirements associated with college writing. Students will be introduced to topics that include structural, grammatical, and organizational concepts that will enable them to write in accordance with a required format, style, and tone for a variety of types of papers and projects throughout their college career.

Students will provided a series of exercises where they are asked to create and then, fully develop their ideas in accordance with the requirements associated with the assignment while also accounting for the creation or identification of a central theme or idea, a detailed outline, executing the steps for basic research, and accurate inclusion of citations. Students will also learn how to proof, edit, and take steps to ensure their final draft meets the requirements associated with the assignment and contains effective use of grammar, punctuation, and organization.

## **ENG122 – Effective Writing**

### **3.0 Semester Credits**

#### **Course: Non-technical – General Education for Degree Program**

Effective Writing provides students with the fundamental concepts and principles that will enable them to understand and apply effective reading and writing techniques. Effective Writing will also provide the primary rules and guidelines for effective writing.

Effective Writing will provide students with the ability to organize their thoughts, research, and work in order to generate a clear, concise, accurate, and interesting presentation of ideas and information. Finally, students will also learn to shape the overall message of their writing to speak directly to the audience reading the information.

## **ENG320 – Advanced Effective Writing**

### **3.0 Semester Credits**

#### **Pre-requisite: ENG122**

#### **Course: Non-technical – General Education for Degree Program**

Advanced Effective Writing will enable students to build on previous writing courses with a focus on academic based writing. Students will be provided a series of topics that will require them to read, critically analyze, and then through a series of activities provide an academic paper that focuses on concepts that range from definition, classification, processes, comparing/contrasting, cause/effect, analysis, and evaluation.

In order to prepare these academic papers, this course will provide students with an overview of the writing process, while maintaining an understanding of the rhetorical situation. In addition, students will be presented with concepts that demonstrate how to start, build, refine, and proof their work. Finally, students will learn multiple forms of research, while accounting for plagiarism, in order to build a credible academic document.

## **FIN300 - Principles of Finance**

### **3.0 Semester Credits**

Principles of Finance begins by examining the fundamental theories and concepts associated with finance. Building on these theories and concepts, students will learn how to use financial and market data, accounting statements, logistics, human resource information, and the evolution of organizational and industry dynamics in order to analyze and evaluate financial and organizational development goals and questions in an objective, factual, and logical manner. Through a series of examples and case studies, students will then learn how to interpret the depth of these financial questions or problems in order to form various conclusions and recommendations to maximize an organization's value, industry placement, and short- and long-term growth.

## **HIS200 – U.S. History**

### **3.0 Semester Credits**

#### **Course: Non-technical – General Education for Degree Program**

This course, U.S. History, presents students with an in-depth look at the political, social, and cultural history of the United States since the 1940s. Students will be presented with an array of topics that focus on how the US evolved coming out of World War II, the beginning of the Cold War, the political evolution of the country, and the emergence of Civil Rights movement, the Vietnam Era, and the evolution of the nuclear threat.

Building on the political concepts, students will also review the corresponding cultural and social evolution of the United States. In coordination with cultural and social factors, this course will also present the student with the economic development of the country and a detailed review of the diverse people and social movements that have influenced the history of the United State through current day.

## **HSA205 - Health Information Technology Management**

### **3.0 Semester Credits**

Health Information Technology Management builds on a series of Electronic Health Record (EHR) concepts by taking the students through the emerging health information issues facing the Health Services industry. These topics will include a focus on the systems management and oversight, clinical and administrative classifications, state and federal governance, data input, updates, and quality control, and the generation of electronic health records. Students will also focus on additional topics that include revenue cycles and data, ongoing compliance related issues with EHR's and risk management. Finally, students will use these concepts and principles to apply their knowledge to link the work of physicians, administrators, and other medical professionals in the continued process of patient care.

## **HSA210 - Healthcare Delivery in the United States**

### **3.0 Semester Credits**

Healthcare Delivery in the United States will provide students with a comprehensive account of the history of healthcare in the United States. This course will also describe the roles, functions, and accountabilities of the various types of healthcare professionals.

Students will also develop a solid foundation of the internal environments of various healthcare delivery systems and further, the impact it has on external stakeholders. Finally, students will analyze and evaluate the strengths and weaknesses of healthcare delivery and information management across the country.

## **HSA220 -Principles of Healthcare Management**

### **4.0 Semester Credits**

Principles of Healthcare Management provides students an in-depth introduction to the various elements of healthcare administration. This course will provide students with instruction on corresponding topics that include organized delivery systems, legal implications of business, and project management. Students will also be introduced to labor employment laws and management skills that correspond with healthcare administration. Based on the topics presented in this course, students will be asked to assess and analyze the various forms of policy, regulations, systems, ethical decisions, consumer behavior, and the impact of globalization. In accordance with the assessment and analysis, students will use strategic thinking and conflict management to recommend and direct effective, legal, and efficient decisions and actions.

## **HSA230 – Essentials of Healthcare Compliance**

### **3.0 Semester Credits**

Essentials of Healthcare Compliance is designed to provide students with a deep foundation of knowledge in the laws, regulations, agencies, and accreditations that govern various types of healthcare organizations. Students will assess and analyze various compliance-based requirements and challenges faced by the Healthcare industry.

Based on the concepts presented in this course, students will work through a variety of activities that will enable them to create effective compliance plans and training program for healthcare organizations.

## **HSA250 - Healthcare Customer Relations and Outcomes**

### **3.0 Semester Credits**

Healthcare Customer Relations & Outcomes introduces students to essential customer service principles and concepts that will enable students to create solutions to customer service needs in the medical industry. Through the analysis of several different industries, students will be presented with a host of tools that will enable them to understand the needs of, communicate with, and create solutions for their customers.

Ultimately, students will have a thorough understanding of determining and measuring customer satisfaction and based on their findings, creating methods to both improve and achieve optimal customer satisfaction. Finally, students will be introduced to essential communication skills that are required to work with a wide range of individuals that incorporate organizational culture, teamwork, relationships, and understanding your customer.

## **HSA300 - Healthcare Regulations and Affairs**

### **3.0 Semester Credits**

Healthcare Regulations and Affairs provide students with an in-depth analysis of the various regulations that apply to the healthcare industry along with the overall role, focus, and impact of the regulatory agencies that govern and oversee the healthcare industry. Students will assess and analyze the daily and long-term impact on the healthcare industry of these regulations by focusing on various required activities, best-practices, patient and staff safety, and compliance requirements. Based on federal, state, local, and other regulatory body requirements, students will analyze and evaluate various performance measures, communication tools and approaches, and training methods to ensure accreditation and compliance with regulatory requirements while ensuring a high level of quality.

## **HSA305 - Healthcare Operations, Planning, & Administration**

### **3.0 Semester Credits**

Healthcare Operations, Planning, & Administration provides students with the skills and techniques required to effectively perform in a functional management role in various forms of healthcare organizations. Students will analyze and evaluate multiple methods behind the process of planning, organizing, and managing various functions in a dynamic healthcare environment.

Students will also develop the ability to work through the various steps associated with strategic planning of various programs, initiatives, and daily organizational activities. Specially, students will learn how the concepts associated with design, implementation options, training, administrative oversight, quality control, staff management, and ongoing service. As part of this process, students will also identify essential ethical considerations, how to control costs, communicate results with stakeholders, and problem-solve through various challenges, and create solutions so as to ensure the continued success and execution of different healthcare-based programs, initiatives, and organizational activities.

## **HSA310 - Healthcare Law and Legislation**

### **3.0 Semester Credits**

Healthcare Law and Legislation provides students with the legal and legislative concepts, topics, and challenges that face healthcare organizations today. Topics that are analyzed include payment and reimbursement issues, Medicare and Medicaid, state and federal requirements and regulations, and the corresponding working relationship between different forms of healthcare institutions, providers, and federal and state legislative bodies. Students will also analyze various legal and ethical positions specific to quality, patient access, healthcare costs, and the selection of medical benefits. Finally, students will also focus on the challenges specific to fraud and abuse, privacy, and disclosure and will be asked to form supportable conclusions on various professional scenarios faced by healthcare administrators and leaders using concepts, law, and ethical concepts.

## **HSA315 - Principles of Healthcare Finance**

### **3.0 Semester Credits**

Principles of Healthcare Finance focuses on the synthesized relationship between managing and controlling revenue and expenses along with short and long-term investment in a healthcare organization. Students will be presented with a variety of concepts specific to finance, budgeting, planning, and investing.

Building on these concepts, students will be presented with an opportunity to learn how collect, organize, analyze and evaluate various forms of financial data in correspondence with the processes and methods using by various healthcare organizations today. Finally, students will be provided with essential terminology, accounting concepts, communication practices, and decision-making processes used by healthcare finance professionals in today's market in order to learn how to create and deliver various financial based recommendations.

## **HSA325 - Healthcare Human Resource Development**

### **3.0 Semester Credits**

Healthcare Human Resource Development will enable students to understand how to effectively acquire, develop, deploy, support, manage, motivate, and lead human capital in the healthcare industry. Students will take a practical view and approach that incorporates the impact of various behavioral tendencies and sciences in coordination with the technical, legal, and compliant components of creating, implementing, and managing the Human Resources function in today's healthcare environment. Specifically, students will learn how to account for each of these

topics while accounting for the leadership, values, and mission/vision of the healthcare organization while also accounting for market conditions and the evolving dynamics of the healthcare industry that their healthcare organization is placed.

### **HSA400 - Health Services Marketing & Strategy**

#### **3.0 Semester Credits**

Health Services Marketing & Strategy will provide students with the skills and knowledge to create effective messaging for patient centered health information and in-demand intervention programs for various forms of patient populations.

Students will learn how to communicate information and programs via various forms of media that incorporate the effective use of research, education, and medical strategies to reach and motivate patient participation. In order to effectively communicate with diverse groups of patient populations, students will learn essential marketing mix concepts and techniques along with other key promotional activities while considering budgeting, legal and ethical considerations, market reaction, and the ability to deliver a program in correspondence with organizational focus and capabilities.

### **HSA405 - Health Services Leadership**

#### **3.0 Semester Credits**

Health Services Leadership will provide students with the critical concepts associated with leading and developing various healthcare organizations in today's market. Students will focus creating and leading the visionary development of the organization, account for regulation, oversight, political impact, teambuilding, problem-solving and conflict resolution, negotiating, and forming new professional relationships. Students will also learn how to organize and develop both internal and external communication in coordination with mission and focus of the healthcare organization. Finally, students will be placed in various current hypothetical situations faced by healthcare organization leaders where they will learn how analyze and evaluate different problems, challenges, and situations and then, form a positive and supportable course of action in line with organizational goals using the concepts presented in this course.

### **HSA410 - Issues and Theory in Rural and Urban Health**

#### **3.0 Semester Credits**

Issues and Theory in Rural and Urban Health Development will explore the differences and consistencies that reside in communicating with and treating the health needs of rural and urban patient populations. Students will focus on considerations that include economics, employment, demographics, family history, behavioral tendencies, social considerations, historical and trending chronic conditions, insurance coverage, and provider access. In coordination with these topics, students will also analyze and evaluate the impact of federal and state regulations along with the methods and practices employed by various members of the healthcare industry. Finally, students will be asked to synthesize each of the topics presented this course with current practices employed by healthcare organizations today in order to form substantiated strategies for enhanced medical treatment and intervention programs for each patient population.

### **HSA415 - Health Services Quality Improvement**

#### **3.0 Semester Credits**

Health Services Quality Improvement provides students with the concepts, skills, and methods necessary to conduct a thorough and meaningful assessment, analysis, and evaluation of various healthcare programs, services, and initiatives. Students will focus on subjects that include effective use of various tools and techniques necessary to conduct personnel, performance, and program improvement activities, coordinated efforts with multiple departments and teams, collaborate and communicate with various departmental members of an organization, operational efficiency and effectiveness, incorporation of legal, ethical, and compliance based requirements, and patient and staff safety. Ultimately, students will synthesize these concepts to identify, implement, track, manage, and support opportunities for improvement and enhancements to the overall level of quality and service delivered to various groups of patient populations.

### **HSA420 – Health Informatics**

#### **2.0 Semester Credits**

Health Informatics will provide students with the ability to effectively communicate with a wide range of individuals, departments, and information in an effort to improve the quality and safety of patient care. This course will demonstrate the ability to retrieve, acquire, organize, store, and use information to establish a more comprehensive understanding of various patient and organizational situations that ultimately can lead to improved processes and activities along with healthcare reform.

Students will be presented with concepts, theories, and principle along with emerging trends and security concerns that also includes a focus on data protection. These topics will enable students to gain an understanding on the current uses of Informatics and further, how to assess, analyze, and evaluate this information to form conclusions or recommended to solutions that will improve the patient service experience and/or the functionality of the medical organization that they are supporting. Finally, students will also use these concepts, theories, and principles to learn how to facilitate ongoing feedback, coordination of efforts, and the quality control review of decisions and the corresponding processes, procedures and reform activities.

### **HSA450 - Health Services Capstone**

#### **4.0 Semester Credits**

##### **Pre-requisite: COM445**

Students will culminate their studies in the Health Services Administration Bachelor degree program by consolidating what they have learned throughout the program in order to create strategies and potential solutions for challenges and problems that they will face in the healthcare industry. Students will be asked to apply the skills that they have learned in the program through a hands-on experience in a healthcare setting that enables them to work towards the identification, assessment, analysis and evaluation of a current problem in the healthcare industry.

Students will synthesize various concepts, skills, and knowledge gained in the program through a series of critical thinking activities, while also accounting for ethical considerations in order to create a detailed account of the problem, previous efforts to solve the problem, challenges

associated with these efforts, and other key considerations that account for the short and/or long-term solution. Based on their efforts, students will present a suggested course of action to solve the problem that incorporates their experiences at the healthcare site.

### **INC300 - Social Innovation and Change**

#### **4.0 Semester Credits**

##### **Course: Non-technical – General Education for Degree Program**

Social Innovation and Change will provide students with an opportunity to analyze, evaluate, and form conclusions on creating positive social, economic and environmental change. Students will be provided with a variety of social, economic, and environmental concepts and theories throughout world. Building on this knowledge, students will analyze various perspectives on these concepts and then, draw conclusions that will enable them to create solutions that will lead to a meaningful and sustained impact on various segments of populations.

Students will develop a foundation in social innovation and change along with the steps necessary to create positive and sustentative action. Finally, in order to create these solutions, students will learn about the history of social innovation and emerging definitions; actively explore local and global issues, current thought processes and the tools, processes, and practices required to effect meaningful social innovation and change.

### **INC305 - Environmental Science and Sustainability**

#### **3.0 Semester Credits**

##### **Course: Non-technical – General Education for Degree Program**

This course focuses on the relationship between environmental sustainability, economic development, and government policy. Student will analyze the principles of sustainability through each of these disciplines and then synthesize the relationship of each along with the corresponding challenges each discipline imposes on one another. In order to synthesize this relationship, students will analyze and evaluate the various components of environmental science, biodiversity, population growth, infrastructure, extinction and resources, and U.S. environmental policy.

Based on the various components of these topics, students will analyze and then evaluate existing measures taken to in order to prepare a sustainable and equitable relationship. This course will then provide students with the ability to develop strategies and recommendations for a sustainable future environmental future that accounts for economic growth and evolving government policy.

### **ISD205 – Ethics**

#### **3.0 Semester Credits**

##### **Course: Non-technical – General Education for Degree Program**

Ethics will provide students with the essential historical context surrounding the various practices associated with professional and personal ethical conduct. Students will be presented with essential terminology, concepts, and theories that have shaped ethical behavior and further, will include perspectives from both a professional and personal context. Building on the concepts and historical context presented in the course, students will be presented with and asked to assess, analyze, and evaluate an assortment of personal and professional ethical dilemmas. Based on this process, students will be asked to form a series of positions that can be supported with historical context, ethical principles, and various concepts presented in the course.

### **ISD205-N – Ethics**

#### **2.5 Semester Credits**

##### **Course: Non-technical – General Education for Degree Program**

Ethics will begin with a review on historical ethical concepts and how these concepts have shaped the behaviors associated with professional and personal ethical conduct. Students will then look to current day challenges and they will be asked assess, analyze and evaluate current ethical standards and further, the dilemmas and challenges that arise in everyday life and ultimately, form ethical behavior.

Students will be asked to assess and analyze the impact of technology and further, account for perspectives from multiple cultures, generations, and account for differences in standards, beliefs, and personal evolution. Building on these considerations, students will be presented with and asked to assess, analyze, and evaluate an assortment of personal and professional ethical dilemmas and then, form a conclusion that they can substantiate using core concepts from the course.

### **ISD210: Advanced Ethical Standards and Dilemma**

#### **4.0 Semester Credit**

##### **Course: Non-technical – General Education for Degree Program**

##### **Delivered Online (Hybrid) for the Veterinary Technician program**

Advanced Ethical Standards and Dilemmas will begin with a review on historical ethical concepts and how these concepts have shaped the behaviors associated with professional and personal ethical conduct. Students will then look to current day challenges and they will be asked to assess, analyze and evaluate current ethical standards and further, the dilemmas and challenges that arise in everyday life and ultimately, form ethical behavior. Students will be asked to assess and analyze the impact of technology and further, account for perspectives from multiple cultures, generations, and account for differences in standards, beliefs, and personal evolution. Building on these considerations, students will be presented with and asked to assess, analyze, and evaluate an assortment of personal and professional ethical dilemmas and then, form a conclusion that they can substantiate using core concepts from the course.

### **MAT122 – Business Math**

#### **3.0 Semester Credits**

##### **Course: Non-technical – Applied General Education for Degree Program**

Business Math has been designed to provide students with fundamental math-related skills that are required to solve business problems. The topics that are covered include basic math operations, fractions, decimals, and percentages.

Students will gain the fundamental skills associated with each operation and further, learn to solve various forms of business problems in the form of both equations and word problems. Finally, students will also be introduced to two additional essential business topics, payroll and the various forms insurance used to protect a business.

### **MAT125: College Math**

#### **3.0 Semester Credits**

**Course: Non-technical – General Education for Degree Program**

**Delivered Online (Hybrid) for the Veterinary Technician program**

College Math has been designed to provide students with fundamental math-related and analytical skills that are required to solve problems and answer questions that require the application of mathematical concepts. The student will be introduced to topics that entail basic math operations that include fractions, decimals, and percentages. Students will learn a series of basic skills for each operation and how to solve problems both in equation and word problem format.

### **MAT125-N: College Math**

#### **2.5 Semester Credits**

**Approved to be delivered Online (Hybrid) for the Practical Nursing program**

College Math has been designed to provide students with fundamental math-related and analytical skills that are required to solve problems and answer questions that require the application of mathematical concepts. The student will be introduced to topics that entail basic math operations that include fractions, decimals, and percentages. Students will learn a series of basic skills for each operation and how to solve problems both in equation and word problem format.

### **MAT140 – College Algebra**

#### **3.0 Semester Credits**

**Course: Non-technical – General Education for Degree Program**

College Algebra provides students with a study and focus of the properties of algebraic, exponential and logarithmic functions. Students will learn about algebraic and graphical techniques used for solving problems that involve linear, quadratic, piece-wise defined, rational, polynomial, exponential, and logarithmic functions.

Finally, students will be asked to apply each of these concepts to a series of problems and exercises to demonstrate their ability to execute and describe each concept.

### **MAT165 – Statistics**

#### **3.0 Semester Credits**

**Course: Non-technical – General Education for Degree Program**

Statistics offers a broad overview of statistical methods from a real-world business perspective. Students will gain a conceptual knowledge of statistical analysis by using a problem-scenario approach enhanced by the use of Microsoft Excel. Topics covered will include probability, distributions, and comparisons.

### **MED101 – Medical Assisting – Front Office**

#### **4.0 Semester Credits**

Medical Assisting – Front Office provides students with an introduction to the field of healthcare and more specifically, being a Medical Assistant in the front office of a medical facility. This course also provides students with a comprehensive history of medical assisting and other related health care professions. In addition, students will learn about job responsibilities, employment opportunities, and career ladder as a member of the medical field.

Further, this course will introduce the student to essential concepts that include; communication, professionalism, legal/ethical standards, patient interaction, records/documentation, and scheduling. Students will apply these concepts through a host of scenarios that will place them in the role of a Medical Assistant functioning in a medical front office.

### **MED102 – Medical Front Office Procedures**

#### **4.0 Semester Credits**

Medical Front Office Procedures provides students with an introduction to the field of healthcare and what encompasses being a Medical Assistant in the front office of a medical facility. This course will introduce the student to essential concepts that include; communication, professionalism, legal/ethical standards, patient interaction, records/documentation, scheduling, insurance, and coding.

Students will apply the concepts gained in the class through a host of scenarios that will place them in the role of a Medical Assistant functioning in a medical front office.

### **MED111 - Basic Anatomy**

#### **3.0 semester credits**

Basic Anatomy provides students with essential principles and concepts that focus on human anatomy and physiology. The focus of this course will include basic chemistry, cell and tissue studies, and a synopsis of several body systems that will include specific attention to structure, function, and the related conditions of each system.

The student will focus on the Skeletal, Nervous, Muscular, Respiratory, Circulatory, Digestive, Endocrine, Urinary, Reproductive, Lymphatic, and Immune Systems and the Special Senses.



### **MED113 - Biology**

#### **3.0 Semester Credits**

Biology is a foundational course that introduces the student to cell structure and function, metabolism, cell division, energy production, reproduction, growth and development, basic genetics, and DNA structure and function. This course prepares the student for courses in anatomy and physiology and is comprised of a classroom/lecture and corresponding lab component. Practical examples in both the lecture and lab will enable students to develop the ability to integrate scientific concepts throughout future medical based activities.

### **MED116 – Anatomy & Physiology I**

#### **4.0 Semester Credits**

Anatomy & Physiology I provides students with essential principles and concepts that focus on human anatomy and physiology. The focus of this course will include basic chemistry, cell and tissue studies, and a synopsis of several body systems that will include specific attention to structure, function, and the related conditions of each system. Anatomy & Physiology I will focus on the integumentary, skeletal, muscular, circulatory (to include the heart, blood, and lymphatic), immune, and special senses.

### **MED118 – Anatomy & Physiology II**

#### **4.0 Semester Credits**

##### **Pre-requisite: MED116**

Anatomy & Physiology II provides students with essential principles and concepts that focus on human anatomy and physiology. The focus of this course will include basic chemistry, cell and tissue studies, and a synopsis of several body systems that will include specific attention to structure, function, and the related conditions of each system. Specifically, Anatomy & Physiology II will focus on the special senses, nervous, urinary, reproductive, digestive, and endocrine systems.

### **MED122 - Medical Terminology**

#### **3.0 semester credits**

Medical Terminology provides students with the essential principles and concepts for medical terminology. This course establishes a foundation for students to apply these principles and concepts in order to accurately define, spell, pronounce, and transcribe medical terms used throughout the medical industry.

Based on the various activities in Medical Terminology, students will have the ability to expand their medical vocabulary, gain practical hands-on experience that will benefit them in the medical industry, and complete/interpret various medical documents, forms, and reports that contain medical terminology.

### **MED123 - Veterinary Terminology**

#### **3.0 Semester Credits**

Students will be presented with an introduction to common veterinary-related terminology that includes body structure and physiology, organ systems, diseases, surgical and emergency procedures, and medical abbreviations. Students will focus on word parts by breaking down and defining medical terms into their root, prefix, and suffix form. In order to properly prepare for work in the field, students will also work on terminology spelling, pronunciation, and usage in various office-based scenarios. Finally, students will be asked to identify and apply correct medical terminology when describing clinical signs, symptoms, and medical conditions.

### **MED132 – Basic Medical Office Procedures**

#### **3.0 semester credits**

Basic Medical Office Procedures provides students with an introduction to what encompasses managing a medical office and key elements of the office that include the facility, equipment, and office security.

This course will introduce the student to essential concepts that will enable them manage the office that include basic bookkeeping, human resource management, OSHA, billing, coding, patient and facility filing, communication (verbal and non-verbal), professionalism, legal/ethical standards, patient interaction, medical reporting and other medical office procedures.

### **MED201 - Medical Assisting – Clinical**

#### **3.0 semester credits**

Medical Assisting - Clinical focuses on the medical assisting skills that are required to prepare the patient for examination and assist the physician during the patient examination and corresponding treatment. Students will work in a competency based environment where they will obtain hands-on instruction on procedures and techniques that include vital signs, positioning the patient for procedures, ensuring accurate and complete medical documentation, obtaining infant weight and measurement, and performing patient education in coordination with the physician's efforts.

As a compliment to each concept introduced in Medical Assisting - Clinical, students will also learn how to communicate with the physician and various types of patients, problem-solving, and utilize patient service skills. Further, students will also receive instruction on risk management, HIPAA, infection control, safety, and AIDS-related precautions as part of each procedure.

### **MED211 - Medical Assisting – Laboratory**

#### **3.0 semester credits**

Medical Assisting - Laboratory focuses on developing the skills necessary for students to perform selected laboratory procedures that they will be required to complete in a physician's office. Student will work in a competency-based environment where they will obtain hands-on instruction on procedures and techniques that include phlebotomy, glucose testing, microscopic examination skills, gram staining, urinalysis testing, urinary catheterization, blood typing, pregnancy testing, and other various laboratory procedures and techniques that will arise in a physician's office.

As a compliment to each procedure reviewed in Medical Assisting - Laboratory, students will also learn how to obtain results for each of the laboratory procedures introduced in this course and how-to follow-up on patient results by utilizing communication, professionalism, and customer service skills. Further, students will also receive instruction on risk management, HIPAA, infection control, safety, and AIDS-related precautions as part of each procedure. Finally, this course will also provide students with additional training on working with various types of patients in a host of different practical scenarios.

### **MED222 – Pharmacology**

#### **4.0 semester credits**

Pharmacology introduces the student to the calculation, identification, and distribution of medication. Students will begin with a fundamental introduction to key mathematical concepts that they will use to perform the preparation and delivery of medication to patients.

Building on the mathematical concepts, students will then apply Medical Terminology to Pharmacology concepts, routes and techniques of administration and safety of administration. In addition, students will be presented with ethical standards of administration and dosage calculations and further, students will be introduced to essential communication concepts with both the patient and their medical team.

### **MED237 – Fundamentals of Electronic Health Records**

#### **3.0 semester credits**

Fundamentals of Electronic Health Records provides students with essential principles and concepts that focus on Electronic Health Records “EHR” through a technology-based representation of a medical facility. Students will be introduced to the overall flow of medical information, fundamental computer operations, privacy requirements, patient interaction, registration, and billing.

Students will have an opportunity to apply these principals and concepts through a series of practical activities in a systematic manner. Ultimately, this class will bring the student through the process that they will complete in a medical facility when working with patients and their corresponding patient records.

### **MED238 – Medical Insurance Administration & Billing**

#### **3.0 semester credits**

Medical Insurance Administration & Billing provides students with the concepts and principles necessary to understand the 10-step billing cycle. Students will begin with an introduction to the Health Insurance field and further, the background associated with Managed Health Care, Processing Insurance Claims, and Legal/Regulatory issues.

Students will then transition to the fundamental concepts associated with ICD-10, CPT, HCPCS, and other key coding concepts. Finally, students will also be introduced to additional medical insurance, billing, claim coding, and follow-up essential in the Health Care industry.

### **MED240 – Introduction to Medical Insurance Administration and Coding**

#### **3.0 semester credits**

Introduction to Medical Insurance Administration and Coding provides students with an introduction to the concepts and principles associated with medical insurance administration and coding. Students will begin with an introduction to the Health Insurance field and further, the background associated with Managed Health Care, Processing Insurance Claims, and Legal/Regulatory issues.

Students will also be provided with the fundamental concepts associated with coding and specifically, key concepts and principles that relate to ICD-9 and ICD-10.

### **MED243 – Medical Records Management**

#### **2.0 semester credits**

Medical Records Management provides students with an introduction to the various elements of medical software used in a medical facility. Students will be introduced to several elements of the cycle for a patient that include; registration, on-going Electronic Medical Record “EHR” development, future appointments, patient correspondence, billing, and claims.

Students will have an opportunity to apply these principals and concepts through a series of practical activities using medical software. Based on the use of the medical software, students are expected to understand each step of the medical records management process.

### **MED244 – Basic Coding – Diagnostic**

#### **3.0 semester credits**

Basic Coding - Diagnostic provides students with the fundamental concepts and principles that they will need to become proficient at medical coding. In order to prepare the student to become proficient at medical coding, this course will introduce the student to Diagnostic Coding that will then lead to an introduction to ICD-9 and ICD-10 concepts that include; coding conventions, guidelines, hospital inpatient coding, and physician office coding. Students will have an opportunity to apply these principals and concepts through a series of practical coding-based lessons and activities.

### **MED247 – Basic Coding – Procedural**

#### **3.0 semester credits**

Basic Coding - Procedural will give students an opportunity to continue to build the concepts and principles that they will need to become proficient at medical coding. This course will give students the opportunity to apply ICD-9 and ICD-10 coding concepts and principles to Procedural Coding (CPT) with specific focus on HIPAA requirements for coding guidelines. Students will have an opportunity to apply these principals and concepts through a series of practical coding-based lessons and activities.

## **MED251 – Externship & Seminar**

### **4.0 semester credits**

**Pre-requisite:** All other courses in the Medical Clinical Assistant program. The student must be maintaining 2.0 or higher GPA and 75% or greater attendance rate. Students must be at least 17 years old when they start their externship.

Externship and Seminar provides students with an opportunity to be assigned to a suitable medical facility where they will be asked to demonstrate the administrative and clinical applications that they learned during their on-campus educational experience in the Medical Clinical Assistant (MCA) program. Students will be under the supervision of the campus Extern Coordinator and the Extern Site Preceptor. To successfully complete the externship, students will complete 180 hours of supervised activity at the site and further, will not receive any remuneration while completing the 180 hours.

During Externship, students will also be asked to complete various activities that focus on an assortment of topics related to healthcare. Further, students will also be required to conduct a weekly review session with their Extern Coordinator to discuss their overall progress and associated activities at the site. Students will also be asked to maintain and submit a journal documenting their experiences and key learning outcomes while performing Externship activities at the site along with their weekly textbook activities and assignments.

Finally, students will also focus on the development of their professionalism skills. Students will be assessed on their self-directed work habits that include attendance, preparedness, communication, timeliness of assignments, and (where appropriate) professional vocabulary and overall professional behavior with both the campus and the site.

## **MED255 - Patient Service and Communication**

### **3.0 semester credits**

Patient Service and Communication provides students with essential patient service and communication concepts that they will need in order to effectively provide superior patient support in various types of medical organizations. Students will apply these concepts to a host of situations that will require them to utilize different techniques that focus on customer service, all forms of communication, and professionalism.

Students will also learn to assess and analyze organizational goals as part of their technique in order to achieve patient service satisfaction. Finally, students will also focus on the importance of ethics and privacy as important elements to their overall patient service and communication activities.

## **MGT103 – Principles of Management**

### **3.0 Semester Credits**

Principles of Management will provide students with the opportunity to explore, assess, and analyze the fundamental elements of basic management principles and processes. Building on the principles and processes presented in this course, students will gain an understanding of the management process for various professional environments.

Students will also focus on specific business-related concepts that focus on the different forms of business, management information, the use of IT and other technological tools and resources, financial management, risk management, and multiple forms of insurance.

## **MGT104 – Human Resources Management**

### **3.0 Semester Credits**

**Course: Non-technical – Applied General Education for Degree Program**

Human Resource Management provides students with a comprehensive understanding of the principles of human resources management concepts, philosophies, and practices. Students will gain the skills and knowledge required to develop and successfully execute supervisory skills. In order to gain these skills, students are presented with a wide range of relevant topics that focus on personnel management.

Focus will be applied to employee evaluation, motivating employees, leadership principles, managing conflict towards a successful resolution, effective discipline methods, and ultimately, employee safety and productive labor relations. Finally, as part of this focus, students will be presented with various scenarios and activities that deal with those unique to supervisors, which include motivation, productivity, and legal challenges.

## **MGT212 – Business Management**

### **3.0 Semester Credits**

Business Management will provide students with a deep foundation in the theoretical concepts and corresponding practical techniques that are associated with starting, operating, and managing a small business. Students will be presented with a host of practical and realistic assortment of topics, challenges, and activities that relate to those of a small business and small business owner.

The topics, challenges, and activities presented to the student will include business planning, initial and ongoing financial requirements and resources, managing and coordinating daily business operations, and financial and administrative controls.

## **MGT300 – Production & Service Operation Management**

### **3.0 Semester Credits**

Production and Service Operations Management provides students with an in-depth presentation of concepts, processes, and procedures that underlie the effective and efficient operation, management, and control of manufacturing and service operations-based organizations. Students will be presented with opportunities to apply these concepts to a series of case studies and current day scenarios. In these activities, students will assess, analyze, and evaluate various operational based situations in order to create a series of strategies to effectively address manufacturing and service operations options, questions, improvements, safety, and overall efficiency.

In order to make these decisions, students will learn how to effectively plan for and manage individuals/teams, create quality management standards, production control, establishing an inventory policy, facilities planning and oversight, processes and procedures improvement, and the use of automation and other forms of technological support.

### **MGT310 – Change Management**

#### **4.0 Semester Credits**

Change Management will teach students how to navigate planned and identifiable stages of development along with unforeseen and unplanned changes. Students will learn how to identify, assess, analyze, and evaluate the risks, benefits, and trends associated with their organization, industry, and the market in which they have a presence. Students will learn how to understand the impact and meaning of change in the workplace, skills to support and nurture innovation, how to plan for changes, introduce changes to team members and the market, implement, and monitor change to determine how effective along with any necessary updates and changes.

Finally, students will practically apply these skills through a series of case studies and hands-on activities that will include an opportunity to research, recommend, design, and implement a major initiative that will enable them to manage the process of change in an organization.

### **MGT400 – Human Resource Development**

#### **3.0 Semester Credits**

Human Resource Development will enable students to understand how to effectively acquire, develop, deploy, support, manage, motivate, and lead human capital in an organization. Students will take a practical view and approach that incorporates the impact of various behavioral tendencies and sciences in coordination with the technical, legal, and compliant components of creating, implementing, and managing the Human Resources function in today's business environment. Finally, students will learn how to account for each of these topics while accounting for the leadership, values, and mission/vision of the organization while also accounting for market conditions and the evolving dynamics of the industry that their organization is placed.

### **MGT405 – Collaborative Leadership**

#### **4.0 Semester Credits**

Collaborative Leadership will provide students with the process that encompasses how to effectively bring the appropriate people together using a series of constructive and ethical methods with good and accurate information in order to address shared concerns goals and objectives. Further, students will first assess and then, analyze and evaluate a series of concepts, theories, and practices to help ignite the process of collaboration.

Students will then learn how to generate buy-in from those directly and/or indirectly involved, spur involvement during implementation, build trust, enhance communication, and build a sense of team during the process. Finally, students will learn how to create an environment that encourages and enables the group to work through a dedicated process to work through the creation of a viable and sensible solution, create something new, or execute an organizational initiative

### **MKT122 – Marketing and Sales**

#### **3.0 Semester Credits**

Marketing and Sales is designed to provide students with essential fundamental marketing concepts and a thorough understanding of the sales process. Students are presented with marketing concepts in correspondence with the marketing mix, which is comprised of: product, place, price, and promotion along with additional topics that include the marketing environment, ethics/social responsibility, target markets, the product-life cycle, branding, pricing, packaging, and delivery.

Building on the marketing concepts presented in this course, students will also focus on specific processes and topics that include: the skills and traits of successful sales people, the factors involved in the consumer decision-making process, the elements of and delivery of a sales presentation, qualifying sales opportunities, closing a sale, and following up sales opportunities in an effective manner. Finally, in correspondence with each marketing and sales topic presented in this course, students will also learn different methods for conduct marketing research.

### **MKT202 – Customer Service**

#### **3.0 Semester Credits**

#### **Non-technical – Applied General Education for Degree Program**

Customer Service will provide students with an introduction to the various customer service skills and concepts that are used in various types of industries in the United States. Students will also receive an emphasis on developing and maintaining a positive one-to-one relationship in a professional setting.

Further, students will also be introduced to the relationship and nuances of establishing and maintaining good customer relations and establishing and conducting productive business practices. Finally, students will also learn key verbal and non-verbal cues that contribute to developing and maintain positive and productive customer language and relationships.

### **MKT300 – Advertising and Promotion**

#### **3.0 Semester Credits**

Advertising and Promotional Strategy will provide students with a detailed presentation of advertising and corresponding promotional practices that will enable them to learn how to effectively introduce, position, and stimulate market interest, need, and demand for a given product or service. Students will learn essential planning practices to build strategies and further, will learn essential terminology, concepts, and theories that relate to effective advertising and promotional practices.

This course also presents a series of print, media, and interest based advertising and promotional case studies and examples of that allow students to take a hands-on approach to assess, analyze, and evaluate the effectiveness of different strategies. Based on their evaluation, students will form

conclusions on optimal product and/or service advertising and promotional placement in coordination with short and long-term organizational goals.

### **MKT325 - Professional Sales and Sales Management**

#### **3.0 Semester Credits**

Professional Sales and Sales Management provides students with a thorough knowledge of essential sales principles and concepts that are delivered through a series of selling strategies. These strategies will incorporate practices in market knowledge, identification of a target market, initiating contact, communication, identifying and assessing needs and demand, effective product/service placement, continual client relationship building activities, and referral based prospecting efforts.

Building on these sales professional sales practices, students will then examine the elements of managing sales in alignment with the marketing, operational, and service capabilities of an organization. Students will learn how to understand and measure sales processes and goals and ultimately, find new methods, processes, and technology to improve the effectiveness of their sales force.

Students will learn how to recruit, select, hire, train, motivate, and manage new sales force personnel in coordination with corporate goals while accounting for compensating and retailing sales force personnel. Finally, students will conclude this course by building a formal sales strategy and further, a recommendation for managing this sales strategy.

### **MKT400 - Integrated Marketing Communications**

#### **3.0 Semester Credits**

Integrated Marketing Communications will enable students to build on previous coursework where they will create an integrated campaign that begins with the concepts and principles associated with an effective Marketing Mix. Building on these fundamental concepts, students will delve into the various strategies that lead to the creation, implementation, and ongoing evolution of marketing communications to a given target market. Students will integrate advertising, promotion, positive publicity opportunities, consumer behavior, market trends, various methods to communicate, media outlets, sales, service, budgetary variables, production, ethics, and legal considerations. Finally, students will be given an opportunity to apply these concepts through the study of different integrated marketing cases that will ultimately enable them to create the driving strategy behind a new integrated marketing communication for a given product or service.

### **NUR100 – Introduction to Practical Nursing/Medical Terminology**

#### **2.5 Semester Credits**

Introduction to Practical Nursing/Medical Terminology provides the students with an overview of medical terminology and foundational nursing principles and concepts that the student will utilize in clinical practice. Students will begin with the history and development of nursing and move into the practical and vocational nursing field of current day. This course will also provide a review of health care delivery systems, wellness-illness continuum, and theory with emphasis on the Maslow's Hierarchy of Needs Model across the life span. Students will also focus on the legal and ethical aspects of nursing, documentation used in the field, communication, nursing process, critical thinking, growth and development through the life span, and cultural and ethnic considerations that need to be accounted for in the nursing field.

The medical terminology component to the course will focus on the definition, spelling, pronunciation, and methods to transcribe medical terms that are used in the healthcare field, building on the lessons associated with medical terminology. The course has a computer lab component, to introduce the student to electronic medical record systems, which they will be exposed to in the healthcare setting. Emphasis will be on understanding health information systems and how the application relates to health records and protecting health care information in order to be in compliance with HIPAA regulations.

#### **Medical Terminology Component:**

NUR100 also contains medical terminology content. This content will be covered in the lab portion of the course in an online format. Students will complete the medical terminology exercises in the assigned lab hours as well as outside learning activities. Students will use a variety of learning and assessment tools, such as case studies, Elsevier Adaptive Learning (EAL), module section quizzes and exams, to master the medical terminology content.

### **NUR101 – Nursing Assistant (CNA)**

#### **0 Semester Credits**

**Approved by WV DHHR (OHFLAC)**

**This course/program is a non-credit program/Module**

The Nursing Assistant (CNA) course trains students in all of the vital medical skills needed to deliver quality care. Students are also taught the importance of soft skills and communication. Course content includes (but is not limited to) basic nursing skills, standards of care, infection control, nutrition, and restorative care.

### **NUR105 – Pharmacology/IV Therapy**

#### **2.5 Semester Credits**

Pharmacology/IV Therapy is a lecture and lab-based course that will introduce the student to the study of drugs and corresponding medical terminology. The study of drugs will include a focus on; pharmacology math, drug classification, basic principles of drug actions and interaction, and drug actions across the life span. Building on these topics, students will continue to learn the nursing process as it relates to pharmacology and how to provide patient education in order to promote health and wellness. The emphasis will be on the student providing safe and accurate medication administration and IV therapy, which includes gaining an understanding of the principles of medication preparation and administration.

The lab component of this course provides students with the hands-on activities of medications and IV therapy and will focus on providing safe medication administration, and IV Therapy. In the lab, students will also learn: the law and rules related to the role, accountability, and responsibility of the licensed practical nursing in IV therapy, policies and procedures to both IV therapy and at facility sites, the sciences related

to IV therapy, proper documentation, selection of site, solutions, equipment, starting an IV and maintenance, site care, assessing for complication related to peripheral IV therapy, and parenteral nutrition.

## **NUR110 – Maternity and Childhood Nursing**

### **3.5 Semester Credits**

#### **Course contains Clinical Hours**

Maternity and Childhood Nursing is a lecture, simulated lab, and clinical based course that will enable students to learn and apply the nursing process to the maternal cycle. Students will develop an understanding of the complications and deviations from the normal maternity cycle, holistic care of mother and infant, pain management during labor and delivery, and the nurse's role throughout the labor and delivery process. The course will look at the growth and development of the newborn to adolescent, including normal growth and deviations from normal growth, including gender identity and sexuality.

In order to provide a safe and effective care environment for the mother, newborn, and family, the course will address the psychosocial aspects, adaptation, and physiological integrity for patient, newborn, and significant others. Students will also focus on medication administration/pharmacology, diet and nutrition, cultural and religious diversity, health teaching, and education related to maternal and pediatric care will also be explored. Building on these subjects, students will apply what they have learned in a simulation lab and / or clinical setting under the supervision of their instructor where they will perform nursing services in community agencies or doctor office settings.

## **NUR115 – Nursing Fundamentals – Adult Health & Patient Care I**

### **3.0 Semester Credits**

#### **Course contains Clinical Hours**

Nursing Fundamentals – Adult Health & Patient Care I is a lecture, lab, and clinical based course, that emphasis the basic nursing skills linked with the nursing process to ensure safe and competent nursing care to the adult patient. The students will learn and apply the nursing process to adult patients. This course focuses on; asepsis, infection control, body mechanics and patient mobility, hygiene, safety, and nursing intervention for individuals at the adult stage of their life cycle.

In addition, students will also learn how to perform; vital signs, complete first aid measures, oxygen therapy, skills and management related to elimination and gastric intubation, understand conditions related to fluids and electrolytes, pain management, comfort, rest, sleep, nutritional needs, complementary and alternative therapies, and care to the post- surgical patients. Finally, students will also learn each of these basic nursing skills in the classroom, develop their skills in the lab, and later demonstrate their abilities in a clinical setting under the supervision of their instructor.

## **NUR119 – Nursing Anatomy & Physiology**

### **2.5 Semester Credits**

Nursing Anatomy & Physiology is comprised of a classroom/lecture and lab component. This course will provide the student with an understanding of the essential principles and concepts of the human anatomy, and how the parts in the living body work together. The focus of the course will include a review of basic chemistry and biology, starting at the cell and tissue levels and conclude with a description of and the corresponding structure, function, related conditions, and interaction of each body system functioning as one holistic system. The body systems that will gain specific emphasis include the integumentary, skeletal, muscular, nervous, endocrine, reproductive, special senses, blood, cardiovascular, lymphatic, respiratory, digestive, and urinary systems. The discussion and lecture will be taught in the classroom and building on the concepts and topics covered in the lecture, students will then have the opportunity to practically apply these lessons in structured hands on activities in the corresponding lab.

## **NUR120 – Geriatric Nursing**

### **3.0 Semester Credits**

#### **Course contains Clinical Hours**

Geriatric Nursing has a classroom, simulated lab, and clinical component. The classroom will focus on current trends and issues related to the aging adult. Students will learn critical thinking skills, recognize and utilize resources, and research biological, sociological, and psychological theories, and recognize diversity as they provide care to the elderly patient–The student will learn about specific concerns regarding this population including; health maintenance, health promotion, and home health consideration, medication, nutritional, and fluid balance needs.

There is also a focus on oxygen therapy, skills and management related to elimination and gastric intubation, specimen collection, diagnostic testing, and psychosocial as well as physical care of the geriatric population. The clinical part of the course will have sites at various long -term facilities where students will develop their critical thinking skill, apply Maslow's Need Theory, and other theories to the elderly patient, and observe the family unit interacts.

## **NUR125 – Nursing Leadership, Clinical Judgement & Decision-Making**

### **2.5 Semester Credits**

Nursing Leadership, Clinical Judgement, & Decision Making has a classroom, lab, and clinical component. Classroom work will focus on concepts and techniques gained in the program and places the student in a lab-based simulation where they are asked to assess, analyze, and evaluate various scenarios that are based on patient care, within the scope of an LPN. These simulations will include communication with other staff, supervisors, and physicians. Students will be asked to focus on the effective use of terminology, standards of care, legal, and ethical considerations. Students will be asked to role play and work in a lab-based setting to demonstrate their understanding of these concepts and carry out various key activities.

The leadership component will build on the students' ability to work as a team player, handle conflict management, learn and demonstrate effective forms of; active listening, written, verbal, and non-verbal forms of communication, and applying their critical thinking skills in a clinical setting under the supervision of their instructor. Finally, through each component of this course, students will also learn positive coping skills and

techniques to manage their own stress levels in order to function at their optimal physical, mental, and emotional level of wellness, so as to provide the best care to patients and others.

### **NUR130 – Nursing Fundamentals – Adult Health & Patient Care II**

#### **3.0 Semester Credits**

**Pre-requisite:** NUR115

#### **Course contains Clinical Hours**

Nursing Fundamentals – Adult Health & Patient Care II builds on Nursing Fundamentals I and provides students with a series of lessons that will enable them to develop a more advanced nursing skills mix that also includes a critical thinking skills component and how these skills can be used in the nursing process. The student will view the patient as a holistic individual with basic human needs and consider patient's needs based on Maslow Theory Model.

The course will begin with lecture hours and move from lab to the clinical setting where students will work with the adult patient in a medical/surgical sub-acute setting. In this course, students will develop the skills required to perform nursing services specific to the cardiovascular, respiratory, perioperative, circulatory, endocrine integumentary, reproductive, gastro – intestinal, neurological systems, and special senses. The student will also apply the principles of IV therapy in the clinical site.

### **NUR135 – Mental Health/Geriatric Psychiatric**

#### **3.0 Semester Credits**

#### **Course contains Clinical Hours**

Mental Health/Geriatric Psychiatric Nursing is a lecture, simulated lab, and clinical based course that will focus on mental health and illness throughout the life span, with emphasis on the geriatric population and understanding psychopharmacology. In the classroom setting the student will learn importance of therapeutic communication, relationships, therapy, and caring for patients with psychiatric disorders. The student will learn about specific concerns of the geriatric population regarding; health maintenance, health promotion, and home health consideration, medication, nutritional, and fluid balance needs and legal and ethical concerns related to elder law and abuse.

The mental disorders that will be discussed are; stress and stress related disorders, anxiety disorders, personality disorders, eating disorders, and multiple mood disorders that include depression, bipolar, schizophrenia, and addictive disorders. The student will also learn how to care for a patient experiencing a psychiatric emergency, child, partner, and elder violence, suicidal thoughts and behaviors, anger, aggression, violence, and care for the dying patient. Building on these principles, students will apply what they have learned in a clinical setting under the supervision of their instructor where they will work with the psychiatric patient population. Working with their instructor, students will observe the milieu, offer individual and group conversation to patients.

### **NUR140 – Transition to Practical Nursing**

#### **3.0 Semester Credits**

#### **Course contains Clinical Hours**

**Pre-requisite: Must of successfully completed all other Practical Nursing courses with a minimum 75% grade in each and, together with any approved credit transfers and grades on non-nursing courses achieve a minimum cumulative grade percentage of 75% or higher in the program.**

Transition to Practical Nursing is a clinical based course that builds-on the full scope of the LPN program and provides the students with an opportunity to culminate their program in a variety of clinical settings. At the clinical site, and under the supervision of an instructor, students will hone their skills and nursing techniques by performing all of the requirements under the Practical Nurse Scope of Practice.

The focus on nursing skills will be complimented with a deeper focus on how critical thinking skills, health promotion, reducing the risk for illness, working with a wide range of patients with different needs, and accounting for different forms of mental illnesses. Students will focus on skills that include nursing care of the adult and geriatric patient with emphasis on problems associated with Cardiovascular, Respiratory, Neurological, Special Senses, and the Integumentary systems. Finally, students will also apply the principles of IV therapy in the clinical site.

### **PHI300 - Philosophy of the Mind and Knowledge**

#### **3.0 Semester Credits**

#### **Course: Non-technical – General Education for Degree Program**

Philosophy of Knowledge and the Mind is an analysis of the human mind and how various types of knowledge is formed. Topics that will be analyzed include sense perception, environment and family, beliefs, need, experience, and self-truth.

Based on these topics, students will be asked to evaluate the impact on the conscious and the sub-conscious and how individuals use their knowledge to approach various forms of problems. Students will be asked to evaluate the various problems of the mind and then form and present conclusions as to how those problems impact an individual's actions, decision-making, communication, and problem-solving capabilities.

### **PSY102 - General Psychology**

#### **4.0 Semester Credits**

#### **Course: Non-technical – General Education for Degree Program**

#### **Delivered Online (Hybrid) for the Veterinary Technician program**

Psychology provides students with the foundational elements, concepts, and theories. This course will provide students with a balance of practical activities to apply the theories and concepts presented in this course.

Students will focus on topics that include a through introduction to psychology, sensation and preparation, learning, memory, thinking, language, intelligence, motivation and emotion, personality, stress, and social behavior. Ultimately, this course will culminate with students having an opportunity to assess analyze and evaluate the elements, layers, and background of a topic related to Psychology.

## **SOC300 – Sociology**

### **4.0 Semester Credits**

#### **Course: Non-technical – General Education for Degree Program**

Sociology will provide students with the ability to analyze and evaluate various forms of society, culture, and social interactions in both the United States (US) and abroad. Students will assess and analyze the impact of diversity, the composition, beliefs, and norms of different social classes, and how these differences shape the behaviors and development of various people throughout the world.

Students will also analyze and compare the impact of recent social change that have been shaped by economic, political, and social powers in both the US and abroad. Building on these topics, students will be asked to evaluate the overall impact of these recent changes and form conclusions that they can substantiate on future challenges and opportunities in different societies throughout the world.

## **VT A105 - Veterinary Medical Office Procedures**

### **3.0 Semester Credits**

Veterinary Medical Office Procedures provides students with the skills required to execute a host of essential administrative and front office procedures. In this course, students will be presented with the core competencies required to manage medical records, schedule and prepare clients for office visits, comprehend and process pet insurance, conduct inventory, and complete basic client billing activities. An in-depth look at bereavement, grief and euthanasia in addition to compassion fatigue will be covered in this course. This course will place a heavy emphasis on all form of communication and professionalism skills through a series of role plays and practical based scenarios to effectively prepare the student for working with all forms of organizational stakeholders.

## **VT A110 - Veterinary Anatomy and Physiology I**

### **4.0 Semester Credits**

Veterinary Anatomy and Physiology I provides students with essential principles and concepts that focus on animal anatomy and physiology. This course will include topics that relate to veterinary medicine. Students will also be introduced to major body systems that will include specific attention to the structure, function, and the related conditions of each system. Body systems that will be covered include integumentary system, skeletal system, muscular system, immune system, blood and lymph, and the reproductive system.

## **VT A111 - Veterinary Anatomy and Physiology II**

### **4.0 Semester Credits**

#### **Pre-requisite: VT A110**

Veterinary Anatomy and Physiology II builds on concepts in VT A110 and provides students with essential principles and concepts that focus on animal anatomy and physiology and other key topics related to veterinary medicine. Students will be introduced to major body systems that will include specific attention to the structure, function, and related pathology of each system. Body systems that will be covered include the nervous system, cardiovascular system, respiratory system, urinary system, endocrine system and digestive system.

## **VT A115 - Avian, Exotics & Small Mammal Procedures**

### **3.0 Semester Credits**

This course is designed to introduce students to the regulations and protocols used in a laboratory setting in research facilities. The focus will be on husbandry, nutrition, physical examination, and the care of avian, exotics and small mammals. Guest speakers and field trips will be included in this course. Students will be presented with a combination of both theoretical concepts and principles and further, will have an opportunity to apply these concepts through a series of lab-based activities with a variety of avian, exotic, and small animals.

## **VT A200 - Small Animal Theory**

### **3.0 Semester Credits**

Small Animal Theory provides students with the essential concepts associated with the different life stages of companion animals. In coordination with each life stage, students will study common diseases and treatments along with animal behavior, dietary needs, and preventative health care. Companion animal breeds will be introduced in this course. Finally, the students will be introduced to educating the client and zoonotic potential.

## **VT A205 - Large Animal Theory**

### **3.0 Semester Credits**

Large Animal Theory provides students with the essential concepts associated with the different life stages of large animals. In coordination with each life stage, students will study common diseases and treatments along with animal behavior, dietary needs, and preventative healthcare. Large animal breeds will be introduced in this course. Finally, the students will be introduced to educating the client and zoonotic potential.

## **VT A 210: Veterinary Clinical Pathology**

### **3.0 Semester Credits**

Veterinary Clinical Pathology will provide students with fundamental introduction and analysis of microscopic organisms. Students will focus on identification of internal and external parasites in companion and farm animals. Building on these different types of organisms, students will learn common animal pathogens and how each can cause and/or contribute to disease. Microbiology techniques such as collection, culture, stain, and identification will be performed. Students will learn the various treatments for microbial and parasitic infections in companion animals and farm animals.

## **VT A215: Large Animal Clinical Applications**

### **2.0 Semester Credits**

This course focuses on restraint, handling and common veterinary procedures utilized in large animal management and treatment of common clinical conditions. The student will perform physical exams and administer medications during a variety of large animal field trips. The large animal field trips will provide the student with the acquisition of the recommended essential skills.



## **VT A220: Principles of Veterinary Pharmacology**

### **3.0 Semester Credits**

Principles of Veterinary Pharmacology has been designed to teach students the various types of medications, indications and contraindications, abbreviations, classifications, routes of administration, and the various effects on body systems. Students will also learn and execute different mathematical calculations to determine dosage sizes. Finally, students will learn how to prepare medication, go-home instructions, and provide clear and concise education to clients on proper storage and application.

## **VT A225: Animal Laboratory Techniques I**

### **2.0 Semester Credits**

Animal Laboratory Techniques I enable the student to conduct an in-depth study of urinalysis, hematology and chemistries. Students will focus on laboratory procedures that include urinalysis, Gram Stains, CBC and chemistries. In addition, students will also learn how maintain and utilize a variety of laboratory equipment utilized in the field. Students will also learn proper documentation of specimens, completion of requisition forms, and storage of collected specimens. Finally, students will learn necropsy preparation and procedure.

## **VT A226: Animal Laboratory Techniques II**

### **2.0 Semester Credits**

#### **Pre-requisite: VTAA225**

Building on the skills provided in Animal Laboratory Techniques I, students will continue to learn additional and more technically advanced hands-on clinical procedures. Students will learn clinical procedures that include restraint techniques, administration and routes of a variety of medications with an emphasis on subcutaneous, intramuscular and intravascular methods. In addition, students will learn bandaging and wound care. Basic grooming, ear and eye care will be performed in this course.

## **VT A230: Animal Anesthesia**

### **2.0 Semester Credits**

This course introduces the principles of general and local anesthesia of small and large animals. This course provides the knowledge necessary to monitor the effects of various pre-intra- and post-operative anesthetic agents to safely assist in all anesthetic procedures. The focus will be to effectively manage the patient through all phases of anesthesia. This course includes basic properties and actions of various types of anesthetic protocols and anesthetic agents, administration of drugs including the recognition, treatment and prevention of drug emergencies. Students will become familiar with OSHA rules and regulations, maintaining controlled substance logs and anesthetic equipment, patient monitoring, CPR, and post-anesthetic client education.

## **VT A235: Principles of Veterinary Radiology**

### **3.0 Semester Credits**

Principles of Veterinary Radiology places an emphasis on teaching animal positioning and key safety practices for both animals and lab personnel. Students will also learn essential techniques that include taking and processing diagnostic radiographs, using stationary and portable X-ray machines, labeling, filing, and storing radiographs. Students will have hands-on experience producing diagnostic quality films in a lab setting.

## **VT A240: Surgical Procedures & Asepsis**

### **2.0 Semester Credits**

This course focuses on surgical procedures and aseptic techniques in the veterinary clinic. Students will learn about pre-intra- and post-operative care of the patient. This course has an emphasis on cleaning and management of animal cages and runs and also includes information on safety and sanitation of these areas. The care and inventory of surgical instruments and surgical packs, suture and suture patterns will be discussed, and students will apply in a clinical setting. Operation and the care of anesthetic machines, EKG and monitoring equipment and fluid therapy will be included. Finally, emergency and critical care considerations, including CPR will be taught in the classroom as well as in the laboratory.

## **VT A245: Surgical and Dental Procedures**

### **2.0 Semester Credits**

#### **Pre-requisite: VTA 116 and VTA 202**

Surgical and Dental Procedures will provide students with the ability to combine their foundational knowledge of anesthetics and surgical procedures. The focus will be on anesthetic protocols, calculations, indication and contraindications of anesthetic agents and evaluation of blood work. The student will learn how to present the patient case to the Veterinarian for final approval prior to surgery. Students will learn how to conduct surgical rounds with an emphasis on patient safety in a lab-based setting. The student will be the lead monitor on patient's pre-intra- and post-operatively in all surgical and dental cases. The student will perform Dental Prophylaxis on canines and felines with a focus on dental procedures and dental radiographs. In addition, students will learn how to educate patients on proper go-home instructions. CPR and emergency care for companion animals will be included in this course.

## **VT A250: Veterinary Technician Externship**

### **5.0 Semester Credits**

(240 Externship Hours)

Veterinary Technician Externship provides students with an opportunity to be assigned to a suitable veterinary hospital, clinic, or other animal facility where they will demonstrate the core competencies that they learned throughout the Veterinary Technician program. Students will be under the supervision of the Extern Site Preceptor. At the site, students will be asked to complete 240 hours of supervised activity.

This externship experience allows the student to build on the clinical and practical experiences learned in the classroom. This course is completed when all other courses are completed within the veterinary program. Students will be required to conduct a weekly review session with designated faculty to discuss their overall progress and associated activities at the site. Students will also be asked to maintain and submit a weekly journal documenting their experiences and key learning outcomes while performing Externship activities at the site.

Finally, students will also focus on the development of their professionalism skills and this will include their self-directed work habits that include attendance, preparedness, communication, timeliness of assignments, and (where appropriate) professional vocabulary and overall professional behavior with both the campus and the site.