



VALLEY  
COLLEGE

2022-2023



# VALLEY COLLEGE

## Student Catalog

2022-2023

### **Beckley**

120 New River Town Center, Suite C  
Beckley, WV 25801  
(304) 252-9547  
fax (304) 254-8372

### **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)

### **Fairlawn School of Nursing**

2955 West Market Street, Suite R  
Fairlawn, Ohio 44333  
Phone Number – (330) 997 -8900  
Fax – (330) 983-4764  
Satellite Location of Valley College- Cleveland

### **Fairlawn School of Nursing Satellite #2**

77 North Miller Road, Suite H  
Fairlawn, Ohio 44333  
Phone Number – (330) 997 -8900  
Fax – (330) 983-4764  
Satellite Location of Valley College- Cleveland

# Contents

|   |    |
|---|----|
| About Us .....  | 6  |
| Administration .....  | 6  |
| History, Mission and Philosophy .....   | 6  |
| Accreditations, Approvals, Memberships and Licensure .....                      | 7  |
| Admissions Requirements .....   | 9  |
| General Admissions Requirements and Procedures .....                            | 9  |
| Acceptance.....   | 10 |
| Additional Information (Requirements/Recommendations) by programs.....          | 10 |
| Re-entries / Returning Students - Diploma and Degree Programs .....             | 18 |
| Credit Evaluation .....   | 20 |
| Credit Hours.....   | 22 |
| Tuition and Fees.....   | 26 |
| Refund Policy .....   | 26 |
| Published Return of Title IV Funds Policy– (34-CFR668.22) .....                 | 27 |
| Withdrawals .....   | 28 |
| Financial Aid Programs .....  | 29 |
| Procedures for Applying for Financial Aid .....                                 | 33 |
| Equal Opportunity, Non-Discrimination, and ADA .....                            | 39 |
| Privacy of Educational Records.....   | 40 |
| Student Privacy Protected.....  | 40 |
| Copyright Infringement Policy .....   | 41 |
| Crime Awareness and Campus Security.....  | 41 |
| Drug, Alcohol and Tobacco Free Environment .....                                | 42 |
| Health Related Policy Emergency and Illness .....                               | 42 |
| Vaccination Policy .....  | 42 |
| Title IX Notice of Non-Discrimination and Policy.....                           | 43 |
| Non-Fraternization Policy.....  | 43 |
| Student Complaint Procedure .....   | 43 |
| Anti-Hazing Policy .....  | 45 |
| STUDENT SERVICES .....  | 47 |
| Academic Coaching / Tutoring Availability.....                                  | 47 |
| Financial Aid .....   | 47 |
| Placement Assistance.....   | 47 |
| Library/Resource Center.....  | 47 |
| Housing Assistance.....   | 47 |
| Food Service .....  | 48 |
| Childcare.....  | 48 |
| Student Activities.....   | 48 |
| STUDENT POLICIES.....   | 49 |
| Attendance Policies.....  | 49 |
| Make-up Policy.....   | 49 |
| Leave of Absence.....   | 53 |
| Withdrawal Policies.....  | 54 |
| Satisfactory Academic Progress .....  | 55 |
| Student Code of Conduct /Code of Conduct Policies/Social Media Policy.....      | 59 |
| Consequences for Conduct Violations (All Programs).....                         | 66 |
| ACADEMIC INFORMATION .....  | 67 |
| Curriculum.....   | 67 |
| Class Size.....   | 68 |
| Graduation Requirements .....   | 71 |
| Academic Honors at Graduation.....  | 71 |
| Student Grade Transcripts .....   | 72 |
| Campus Hours / Class Start Schedules / School Calendar / Holiday Schedule ..... | 73 |
| Holiday Schedule.....   | 73 |

|  |     |
|--|-----|
| Program Time Extension .....   | 73  |
| PROGRAM DESCRIPTIONS AND OUTLINES .....                                    | 76  |
| Medical Clinical Assistant Diploma .....                                   | 77  |
| Nursing Associate Degree .....   | 82  |
| Practical Nursing Diploma.....   | 85  |
| Veterinary Assistant - Diploma.....  | 90  |
| Veterinary Technician – AAS .....  | 91  |
| Commercial Driver License (CDL) Class A.....                               | 99  |
| Business Administration-DE -AAB.....                                       | 101 |
| Business Administration -DE - Bachelor.....                                | 103 |
| Cybersecurity -DE - AAS .....  | 106 |
| Cybersecurity -DE - Bachelor.....  | 108 |
| Health Services Administration– DE - AAB .....                             | 110 |
| Health Services Administration– DE - Bachelor .....                        | 112 |
| Information Technology (IT) and Network Administration – DE Diploma.....   | 115 |
| Information Technology (IT) and Security Administration – DE Diploma ..... | 116 |
| Medical Administrative Assistant – DE Diploma .....                        | 118 |
| Medical Front Office, Billing and Coding -DE Diploma .....                 | 120 |
| Course Descriptions .....  | 122 |
| Catalog Addendum   |     |
| Tuition and Fees Information   |     |
| Catalog Supplement   |     |
| Staff and Faculty Listing  |     |

**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 based on 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.

# 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.

## About Us

### Administration

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. TPDK Holdings, LLC is a Florida Limited Liability company that owns 100% of the stocks of Valley Training Centers, Inc.

Valley College's campuses offer hybrid (blended) programs located in Martinsburg and Beckley, West Virginia and Cleveland, Ohio. Valley College has a satellite location in Fairlawn, Ohio. The Martinsburg campus has 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 the 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 academic Associate and Bachelor degree programs in Business Administration, Health Services Administration, Cybersecurity. In 2022, the Martinsburg campus released two new diploma online programs in the Information Technology (IT) field. The online programs are administrated by Valley College – Martinsburg. In 2020, Valley College found it necessary to transition its Medical Clinical Assistant program to an online learning environment. The program is now approved as a blended (hybrid) program. In 2019 Valley College – Martinsburg opened an Information Center for its online programs in Princeton, WV. In 2022, Valley College was approved to offer the Nursing Associate degree program at our West Virginia campuses in Martinsburg and Beckley.

In 2018, Valley College was approved to open a branch campus in Cleveland, OH (Valley College Martinsburg is the main campus). The branch campus is approved to offer its Medical Clinical Assistant diploma, Practical Nursing diploma, Veterinary Assistant diploma, and Veterinary Technician academic associate program using the blended (hybrid) delivery method. Classes are designated as either taught on campus or online. The campus also offers a Commercial Driver License (CDL) Class A (credential is a certificate) ground program. In 2021, Valley College was approved for and opened its satellite location in Fairlawn, Ohio. Valley College – Fairlawn offers the Practical Nursing 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.

### **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 were both recognized as School of Distinction for 2017-2018. Valley College – Fairlawn is approved by ACCSC as a satellite location.

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-Beckley offers diploma and associate degree programs. Valley College-Martinsburg offers certificate, diploma, and degree programs.

Valley College – Beckley and Valley College-Martinsburg are provisionally approved by the WV Board of Examiners for Registered Professional Nurses (Board) to offer the Nursing Associate Degree program.

Valley College – Martinsburg is also 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.

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 <https://www.nc-sara.org/>

Valley College – Cleveland and Valley College- Fairlawn are approved by the Ohio Board of Career Colleges and Schools. Valley College- Cleveland's 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 approved by the Ohio Board of Nursing to offer Practical Nursing. Contact Information: Ohio Board of Nursing, 17 South High Street, Suite 660, Columbus OH 43215

Valley College – Cleveland has the following license: Ohio Department of Public Safety CDL A Training School License. The student may contact OOPS Driver Training Program Office, 1970 West Broad Street, Columbus, Ohio 43223

Valley College - Cleveland is accredited from the CVTEA (Committee on Veterinary Technician Education and Activities) for its Veterinary Technician degree program. Contact Information: AVMA CVTEA Staff Division of Education and Research 1931 N. Meacham Road Schaumburg, IL 60173

Valley College – Cleveland is approved by the Ohio Department of Higher Education to offer the Veterinary Technician AAS program. Contact information: ODHE 25 South Front Street Columbus, OH 43215

In addition, the College is approved by the Ohio Department of Higher Education to offer the Cybersecurity Associate and Bachelor programs, Business Administration Associate and Bachelor programs, and Health Services Administration programs. These programs are delivered online through the main campus Valley College – Martinsburg.

Valley College programs are approved for students to use veterans' benefits. Check with the Financial Aid Department for the most up-to-date approval status of a program.



## 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 warning or formal notification at their own expense.

Each of our campuses are well maintained and periodically are updated to meet the changing educational requirements of the programs they offer. The campuses contain classrooms for lectures, labs that are designed to allow the students to complete competency-based assignments, resource center, restrooms, student break area(s), and administrative offices. 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.

The Valley College – Beckley and Martinsburg campuses maintain various types of medical instruments/equipment in their medical assisting labs and have classrooms/labs dedicated to the Nursing Associate degree program. Valley College – Cleveland and Fairlawn have veterinary labs (CL)<sup>1</sup>, and nursing labs (CL/F) for the clinical and lab training of medical assisting, veterinary, practical nursing programs. The equipment may include but is not limited to: Examination table with stool, supply storage cabinets, examination tools of various kinds, blood pressure cuffs, stethoscopes, sterile processing supplies, various types of minor surgery equipment and CPR materials. The veterinary department (CL) also has facilities that will hold dogs, cats, and other animals. Valley College – Cleveland campus maintains a CDL driving yard. It has a small fleet of trucks and other equipment used for the CDL program.

The College maintains computer labs which normally contain at least twenty computers and other devices (hardware) and software that is applicable to the specific needs of its educational programs. The institution updates or changes its hardware and software, as needed.

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

Valley College has an Information Centers for its Martinsburg Campus’ Online Division in Princeton, WV. Our Information Center Manager is available to greet prospective students and provide information about Valley’s Online programs administered by our campus in Martinsburg, WV. The Information Center Manager also serves as an admissions representative and can assist students in completing electronic enrollment forms (which are processed in Martinsburg). 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.

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<sup>1</sup> (CL)denotes Valley College-Cleveland and (F) denotes Valley College -Fairlawn

## Admissions Requirements

### General Admissions Requirements and Procedures

Students applying for admission for diploma and degree programs 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 high school 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. All home school study credentials will be evaluated by the Administrative Office prior to final acceptance to the College.
  - d. If a Commercial Driver License (CDL) Class A applicant does not have proof of high school graduation or a GED or TASC certificate or a home school transcript, the applicant must pass an Ability To Benefit (ATB) Test that is proctored at Valley College - Cleveland.
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. Age Requirements:
  - The minimum age for the Medical Clinical Assistant program is 17 years and 6 months old. Some externships may require the student be at least 18 years old.
  - Veterinary Technician students must be at least 18 years old to participate in the program’s required Externship.
  - The minimum age for the Practical Nursing and Nursing programs is 18 years old.
  - The minimum age for the CDL program is 18 years old.
  - The minimum age for students who enroll in 100% online programs is 16 years old.

Students who plan on sitting for certification/licensure: 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.  
The photo ID for the CDL program applicants must be an unexpired (Ohio) Driver’s License photo.
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

### Assessment Test for all programs except Practical Nursing and Commercial Driver License (CDL) Class A

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 Diploma, AAS and BS programs  | 15              | 10.0       | 17        | 1050      |
| All other programs except Practical Nursing, Nursing, and Commercial Driver License (CDL) | 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 they can retake a Wonderlic assessment.

Applicants who are unable to come to the campus to take their Wonderlic assessment test may take it remotely. The applicant will receive notification via email from Wonderlic when the assessment is available.

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.

#### **Assessment Test for 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.

#### **Assessment Test for Nursing:**

Applicants enrolling in the Nursing program must pass the HESI with at least a minimum • HESI score of 78%.

- a. All individual HESI English and Math scores must be at least 75%.
- b. Passing HESI scores are eligible for 24 months prior to submission.

#### **Assessment Test for Commercial Driver License (CDL) Class A:**

Applicants enrolling in the CDL program who do not have proof of high school graduation or that they obtained a General Education Development (GED) /Test Assessing Secondary Completion (“TASC”) certificate must take the Wonderlic Ability to Benefit (ATB) English test. The Wonderlic ATB Assessment is approved by the U.S. Department of Education. This test a proctored assessment that is administered at the Cleveland campus. **A passing score for the English is 150.**

The Wonderlic ATB Assessment may be taken no more than three times. The prospective student must wait at least fifteen (15) minutes before they can retake a Wonderlic assessment. Applicants who fail the test in three (3) attempts must wait 6 months before they can retest.

#### **Online Readiness Assessments for Online and Blended programs.**

Applicants enrolling in an online/blended 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.

#### **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.

#### **Appealing an Admissions Decision**

Within seven (7) calendar days of the initial admissions decision, if a prospective student feels that they have 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 they would do well at Valley College. The Director of Academic Affairs (and/or authorized staff member<sup>2</sup>) 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, they may appeal, a second time, addressing the issue with the Vice President overseeing Academic Operations. The student will be notified in writing of the final decision.

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

##### **Additional Requirements - Practical Nursing Program**

(Offered at Valley College – Cleveland and Fairlawn)

In addition to the admissions requirements for all students, the Practical Nursing students must also meet the following requirements (at a minimum) to participate in clinical experiences in actual medical settings before they start their

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<sup>2</sup> References to the designated staff member is generally refer to the program administrator (or academic lead).

clinical experiences. Clinical sites do not always have the same requirements and recommendations. 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.

1. Valid photo identification demonstrating United States citizenship or permanent residency status of the United States.
2. The student is also required to hold a CPR certification prior to their first clinical class. Valley College hosts the workshops periodically throughout the year. The classes are held outside of normal class hours.
3. Age Requirement: A student must be 18 years old or older to participate in the program.
4. Criminal Background Check: Students in the Practical Nursing (PN) program are required to submit to an Ohio Bureau of Criminal Investigation (BCI) and/or FBI national criminal background check. Since some sites may require both the BCI and FBI background checks. On a best-effort basis, Valley College will have a designated time the student can complete the required initial paperwork and be fingerprinted for the BCI/FBI background check that must be submitted. If the school does not provide a designated time or the student cannot be on campus at that time, the student is responsible for completing the initial BCI/FBI background checks through an approved third-party company by the 12<sup>th</sup> calendar day following the student's first day of class. Failure to do so could result in the student not being able to continue in the program. The results of the BCI/FBI checks must be sent directly to the school. If the background comes back with a record that will disqualify the enrollee from participating in the clinical portion of the program, the enrollee will not be able to continue in the program. The student must be aware that even if the initial paperwork has been submitted to an approved third-party background company, the student cannot be placed in a clinical course until the school has received an acceptable background report for the student. This most likely will result the student's graduation date being extended. The estimated cost of the criminal background checks is noted on the Enrollment Agreement.
5. Observed drug screen: All enrollees in the Practical Nursing program are required to submit to an Observed rapid 10-panel drug screen. On a best-effort basis, Valley College will have a designated time the student can complete the drug screen. If the school does not provide a designated time or the student cannot be on campus at that time, the student is responsible for completing the initial drug screen through an approved third-party company by the 12<sup>th</sup> calendar day following the student's first day of class. Failure to do so could result in the student not being able to continue in the program. The results are returned to the school. Valley College must receive an acceptable report prior to the enrollee starting the clinical portion of the program. If the report results disqualify the enrollee from participating in the clinicals, the enrollee will not be able to continue in the program. Valley College may refer to the Observed 10-panel rapid drug screen<sup>as</sup> drug screen or urinalysis in the Student Catalog and other documents. The estimated cost of the criminal background checks and drug screen is noted on the Enrollment Agreement.
6. Physical and Common Communicable Disease Immunization Record: All students in the Practical Nursing program are required to provide documentation that they have had a recent physical and met the requirements for common communicable disease immunizations. The physical may be performed by the students' healthcare provider. Information about the physical will be given to the student during the enrollment process or at orientation. Students must be able to demonstrate they have initiated the process for obtaining the physical and immunizations, titers, and/or boosters before the end of the first class. If the student fails to provide the necessary documentation, the student might not be able to continue in the program. The student must provide written documentation from their healthcare provider that all requirements are met prior to start of the first clinical course that the student is scheduled to take. The student is responsible for all necessary fees associated with the physical and any immunization and other health related requirements.
  - 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 they finish the program, the student must repeat the test.
  - Proof of (a) a complete (3 injection series) Hepatitis B Vaccination/Booster or (b) a serum titer confirming immunity. Hepatitis B series: **Dose 1:** The student is strongly advised to start the series by the program's start date. The student is to show proof that they have initiated the series. **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 they 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/or) Proof of boosters if no immunity is shown.
- 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 if no immunity is shown.
- Proof of Tetanus vaccination within the last 10 years.
- 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).

Furthermore, students who do not provide proof that they have the recommended vaccinations, titers and/or boosters may be required to follow different protocols or procedures while performing certain medical proficiency checkpoints in the classroom or at a clinical site. For example, if a student can't get the flu vaccine due to allergic reactions, then they may be required to wear a mask and or other PPE deemed necessary by the clinical site throughout their rotation. If a clinical site establishes additional specific requirements to participate at the site, including all requirements associated with the **COVID-19 virus**, failure to adhere to requirements may prevent the student from participating at the clinical site and thus the student may be withdrawn from the program.

The student is reminded that the physical and 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. Graduates from other Valley College programs will be required to complete the programmatic requirements listed above to be considered for entry into the PN program.

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

Valley College must receive all required results and documentation before the student can start their first clinical course. Delays in receiving the results of the background check, drug screening, physical and/or documentation for immunization, titers, or boosters will require Valley College to potentially change the student's rotation schedule. If no classes are available for the student to take, the student will have to sit out of rotation. This action will result in the student not completing their program by the scheduled contracted date. Valley College reserves the right to terminate the enrollment of any student who is non-responsive to Valley College's request to submit the required documentation during a specified timeframe.

If a student starts the Practical Nursing program and follows the Valley College recommendations for the submission of the Criminal Background Check/Federal Background Check, Drug Screening, Physical, Immunization, Titers, or Boosters and upon receipt of the results, Valley College determines that the results disqualify a student from continuing in the program, the student will be reclassified as an ineligible status and will not be able to continue in the program. Please see the Refund Policy.

Valley College may share the results of the background check, drug screening and immunization/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.

**Applicants should make an informed decision about whether to participate in a program that requires** state criminal background check (BCI) or an FBI national criminal background check, an Observed 10-panel rapid drug screen(s) or urinalysis, and immunizations/titers/boosters records. In addition, 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.

### **Additional Requirements- Nursing Associate Degree Program (Beckley and Martinsburg campuses)**

Many clinical sites may require students to be vaccinated against the COVID-19 virus. To ensure that students meet those requirements, Nursing students must show proof that they have received the Covid-19 vaccination. Complete Covid-19 vaccination mean as follows: Moderna or Pfizer- 2 doses and for Johnson and Johnson- 1 dose completed before the first day of class. Some sites may require a booster dose to meet COVID-19 vaccination requirement.

The Nursing Students must show that they have initiated the 10-panel rapid drug screen and the background check (BCI and FBI, State and National) process at the time of enrollment.

### **Required Background Checks, Drug Screens, and Physical and Immunizations Records Requirements<sup>3</sup>**

**Criminal Background Check:** Students in the Nursing Associate Degree program are required to submit to an West Virginia Bureau of Criminal Investigation (BCI) and FBI national criminal background check, since some sites may require both the BCI and FBI background checks. On a best-effort basis, Valley College will have a designated time the student can complete the required initial paperwork and be fingerprinted for the BCI/FBI background check that must be submitted to a third-party vendor approved by Valley College. If the school does not provide a designated time or the student cannot be on campus at that time, the student is responsible for completing the initial BCI/FBI background checks through an approved third-party company by the student's first day of class. Failure to do so could result in the student not being able to continue in the program. The results of the BCI/FBI checks must be sent directly to the school. If the background comes back with a record that will disqualify the enrollee from participating in the clinical portion of the program, the enrollee will not be able to continue in the program. The student must be aware that, even if the initial paperwork has been submitted to an approved third-party background company, the student cannot be placed in a clinical course until the school has received an acceptable background report for the student. This most likely will result the student's graduation date being extended. The estimated cost of the criminal background checks is noted on the Enrollment Agreement and is the responsibility of the student.

The student may be subject to dismissal from the program depending on the criminal offense in question. The West Virginia Board of Examiners for Registered Professional Nurses requires all nursing applicants for licensure to disclose and provide documentation related to any legal incident that occurred to the student as part of the application process.

**Observed drug screen:** All enrollees in the ADN program are required to submit to an Observed rapid 10-panel drug screen. On a best-effort basis, Valley College will have a designated time the student can complete the drug screen. If the school does not provide a designated time or the student cannot be on campus at that time, the student is responsible for completing the initial drug screen through an approved third-party company by the student's first day of class. Failure to do so could result in the student not being able to start the program. The results are returned to the school. If the report results disqualify the enrollee from participating in the clinicals, the enrollee will not be able continue in the program. Valley College may refer to the Observed 10-panel rapid drug screen as drug screen or urinalysis in the Student Catalog and other documents. The estimated cost of the drug screen is noted on the Enrollment Agreement and is the responsibility of the student.

**Physical and Common Communicable Disease Immunization Record:** All students in the ADN program are required to provide documentation that they have had a recent physical and met the requirements for common communicable disease immunizations. The physical may be performed by the students' healthcare provider. Detailed information about the physical will be given to the student during the enrollment process or at orientation. Students must be able to demonstrate they have initiated the process for obtaining the

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<sup>3</sup> In the rare incidence that a student may enroll in the program too close to the start date to complete the BCI/FBI background process or the Observed Drug Screen process or provide the College with the required documentation related to physical and common communicable diseases immunization records, the student may be allowed to conditionally enroll in the program, but they must complete the forementioned process prior to the 12<sup>th</sup> calendar day after the start date. Failure to do so will result in the student not being able to continue in the program. The same processes/procedures are followed as described in this section of the catalog.

physical and immunizations, titers, and/or boosters before the end of the first class. If the student fails to provide the necessary documentation, the student might not be able to continue in the program. The student must provide written documentation from their healthcare provider that all requirements are met prior to start of the first clinical course that the student is scheduled to take. The student is responsible for all necessary fees associated with the physical and any immunization and other health related requirements.

Nursing students must provide a copy of written documentation from a physician (or health care provider) concerning state vaccinations requirements. The list of the vaccinations follows:

- Proof of (a) a complete (3 injection series) Hepatitis B Vaccination **or** (b) a serum titer confirming immunity. Hepatitis B series is given in a three-part series. If the student does not have the complete HepB series, they must have proof of the first injection by the start of class and provide proof that the second injection is taken four weeks after the first. The third injection is completed 5 months after the second. If the student's HepB series is older than 10 years, the student will need to have a titer to confirm immunity. **AND**
- 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**
- Proof of 2-Step TB (PPD skin test or chest x-ray) with a negative reading.
- Proof of Tetanus vaccination within the last 10 years.
- Proof of Influenza immunization (This may be a seasonal requirement).

In addition:

- Due to the physical requirements ( to lift and/or carry over 50 pounds frequently), attendance and academic standards, 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, may be required to provide documentation from their healthcare provider that states that the individual can complete all of the required class procedures without restrictions.
- **Pregnancy:** Should a student become pregnant at any time while attending the Valley College Nursing Associate Program it is to be reported immediately to the Program Administrator and confirmed by the student's health care provider. A medical release, which confirms there are NO restrictions, from the student's provider will be needed if they are to remain in the program. There are physical responsibilities and hazards the student might, and very likely will encounter while attending the Nursing program. These duties should be shared with the student's health care provider, who must endorse the student's state of health.
- 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 students can't get the flu vaccine due to allergic reactions**, they may be required to wear a mask and or other PPE deemed necessary by the clinical site throughout their rotation.
- If a clinical facility recommends additional specific requirements to participate at the clinical site, including all requirements associated with the COVID-19 virus, failure to adhere to requirements may enable the student from participating at the clinical and thus student may be withdrawn from the program.
- The student must show proof of current American Heart Association Healthcare Provider BLS training prior to going to clinicals. More information will be provided to the student when the training will be provided by the school. AHA BLS online training does not meet this requirement.

Valley College may share the results of the background check, drug screening and immunizations and/or 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' Nursing Program Administrator.

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

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 as 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 Prerequisite 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 at least 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. Valley College reserves the right to determine the state of residency which a student should use for their 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 10 panel 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 an acceptable 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.

- Proof of (a) one (1) Measles, Mumps, and Rubella Vaccination (MMR) or (b) a serum titer confirming immunity to each disease.
- Proof of (a) a second Measles Vaccination (may be a part of a second MMR or (b) a serum titer confirming immunity.
- 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 be able to provide proof that they have 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.



- 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).
- Proof of COVID-19 vaccination(s). (Recommendation) An externship site may establish additional specific requirements associated with the COVID-19 virus, failure to adhere to requirements may prevent the student from participating at the externship site. If the College cannot place a student at an externship site, the student may be withdrawn from the program.

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.

### **Additional Requirements – Veterinary Programs**

Prior to enrolling, applicants need to be aware that the Veterinary programs' students are subject to certain requirements that are specific for the Veterinary Assistant or Veterinary Technician programs. The College is approved by the Committee on Veterinary Technician Education and Activities (CVTEA) and must adhere to their standards. The Committee on Veterinary Technician Education and Activities (CVTEA)'s Policies and Procedures of the AVMA CVTEA, Section VII: 4e. states that the safety of students, program personnel, and animals must be of prime consideration. Students must be educated on rabies risk prior to working with animals. Students must be **vaccinated against rabies** prior to working with live animals.

Students must provide supporting documentation to the school which includes either the dates of the inoculations or the dates that the titers were determined with results of the tests prior to the start of the program. For the convenience of the students, Valley College has contracted with a third-party company to administer the two-step inoculation process for students. The student is responsible for the cost of the inoculations, but it can be packaged with the student's financial aid.

The student is also reminded that, because of the natural risks associated with programs such as ours, Valley College is in no way liable for students being bitten or injured while handling animals within the program. This includes bites or injuries that occur at off-site locations.

### **Additional Requirements - Commercial Driver License (CDL) Class A program**

National Criminal Background Check: All students in the Commercial Driver License (CDL) Class A program are required to submit to a national criminal background check (CBC). The CBC is performed by a third-party company approved by Valley College. The College must receive and evaluate the CBC report for the student before they may enroll in the program. Valley College has the right to deny admission if the CBC is considered not acceptable.

All students must have a CDL Driving Permit prior to the first day of class. The cost of the CDL Driving Permit is not included in the tuition and is sole responsibility of the student.

Students in this program are required to demonstrate that they have met the following programmatic requirements by the end of the start period. Students who fail to meet these requirements will not be able to continue in the program. **A failed drug test will result in permanent dismissal from the program.**

1. An acceptable drug screen test, performed by the same approved DOT physician who provided the physical.
2. Possess an acceptable driving record in all states, including no disqualifying events per Ohio Department of Public Safety, Bureau of Motor Vehicles.
3. Have an unexpired valid (Ohio) driver's license with a minimum of 2-years driving experience.
4. Demonstrated in class that they can read and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, to respond to official inquiries, and to make entries on reports and records; and

5. A down payment is required at the time of enrollment. For more information on the down payment, please contact the Financial Aid Advisor (216.453.8201).

### **Additional Requirements – Information Technology (IT) and Security Administration Diploma program**

The Information Technology (IT) and Security Administration program is an advanced diploma program. Students must meet additional requirements that demonstrate that the student has the basic knowledge either through post-secondary education or prior/current work experience to be successful in this diploma program.

The student must either have graduated from Valley College's Information and Network Administration diploma program or the Cybersecurity Associate Degree program or another accredited post-secondary institution with a degree or diploma in Information Technology, Cybersecurity, or a related field.

To demonstrate that the student has met this requirement, Valley College will accept an unofficial transcript at the start of the student's first class. However, the student **must provide** the college with **an official transcript** showing the student has completed the program by the student's midpoint in the program. Failing to provide the college with an official transcript will result in termination from the program.

If the applicant does not have the required post-secondary education requirement, the applicant must meet the following requirements:

- Have a minimum of 2 years of professional experience in the Cybersecurity and/or Information Technology Field; and
- Holds an industry recognized certification in Networking or an equal-level Cybersecurity and/or Information Technology nationally recognized professional certification.

Valley College will accept the student's resume demonstrating their professional and educational credentials and a copy of their certification credential(s) as proof of meeting these requirements. The resume and certification credentials will be reviewed by Valley College. If the College determines that the student does not meet these requirements, the student will not be able to continue in the program. The student must provide the information to the College by the first day of class and the determination will be made by the end of the start period (12 consecutive days after the first day of class).

### **Online/Blended Programs**

Valley College uses Moodlerooms course management system. Valley College students and faculty will use the Moodle Learning Management System (LMS) as deployed by Moodlerooms (Moodle), 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 their 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.

### **Computer and Internet Requirements for Online Programs**

The student is responsible for their own computer equipment, broadband (high-speed) Internet connection, recommended speed of 4 Mbps or higher, and any online charges they incur. The online conferencing software and associated fees are included in the tuition.

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. Students using a macOS should contact the college for more information.

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

- Processor: 1 gigahertz (GHz) or faster processor or SoC
- RAM: 1 gigabyte (GB) for 32-bit or 2 GB for 64-bit
- Hard disk space: 16 GB for 32-bit OS or 20 GB for 64-bit OS
- Graphics card: DirectX 9 or later with WDDM 1.0 driver
- Display: 800 x 600

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

- Computer and processor: Windows OS: 1.6 GHz or faster, 2-core
- Memory: Windows OS: 4 GB RAM; 2 GB RAM (32-bit)
- Hard disk: Windows OS: 4 GB of available disk space
- Display: Windows OS: 1280 x 768 screen resolution (32-bit requires hardware acceleration for 4K and higher)
- Web apps require the same minimum resolution as the OS they are running on.
- Graphics: Windows OS: Graphics hardware acceleration requires DirectX 9 or later, with WDDM 2.0 or higher for Windows 10 (or WDDM 1.3 or higher for Windows 10 Fall Creators Update).
- Operating system: Windows OS: Windows 10, Windows 8.1, Windows Server 2019, Windows Server 2016
- For the best experience, use the most current build of any operating system specified above. Product functionality and feature availability may vary on older systems (Search Microsoft [Lifecycle Policy](#)).
- Browser: The current version of Microsoft Edge, Internet Explorer, Safari, Chrome, or Firefox.

Moodlerooms:

- Intel Core 2 Duo – or AMD – 3 GHz processor
- 3 GB of RAM (4 GB recommended)
- Hard drive: 160 GB minimum
- Graphics card and monitor capable of 1024×768 display
- Stereo sound card, speakers and/or headset, microphone
- A webcam may be required in courses in some programs.
- Any current standards-supporting browser. Recommended: Microsoft Edge, Safari, Chrome or Firefox.
- Some takeaway documents and other resources may be provided in the PDF format. If a student does not have a reader, they will need to install Adobe Reader to view these documents <http://get.adobe.com/reader/>.

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

### **Re-entry Status**

If a student has withdrawn, either voluntarily or involuntarily, from one of Valley College's diploma or degree programs and wants to return to the same program within 180 days from the student's last day of attendance (LDA), they do 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 authorized staff member)
3. The student must agree to the terms of an approved Academic Plan that is in writing.
4. 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.
5. The student will be required to repeat courses for which the student received a failing grade of "WF" or "F"
6. The student will be required to repeat courses for which they student received a grade of "WP"
7. Meet with a Financial Aid Advisor and agree to the terms as written on the Reentry Form.
8. 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).
9. Courses that the student retakes because of a "D" grade are subject to a Course Retake fee.
10. Be in good financial standing with the College.
11. 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 if 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**

A student who has withdrawn, either voluntarily or involuntarily, from a degree or diploma program and returns to the same program after 180 days from their last day of attendance, will enter under a new contract and 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 tuition/fees increases. The student may be required to submit a written statement that explains what has changed in the student's life circumstance that will allow the student to be successful this time.

Valley College follows an academic renewal procedure which allows the Director of Academic Affairs (or authorized 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.

This student is only required to take the Admissions Assessment test if proof of the score is unavailable, or the student's HESI exam score is dated over 24 months. The student will also need to take the Online Readiness Assessment.

A student's request to return to school is not automatically approved. The Campus Director, and when appropriate the Director, Online Division, reviews the documentation and approve or deny the applicants' acceptance back in their program.

#### **Criteria:**

1. The Director of Academic Affairs (or authorized staff member) will complete a credit transfer evaluation and a review of the programmatic requirements supporting documentation, as applicable. The DOAA or DSM may schedule a meeting with the student to discuss results of the transcript/documentation 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. If the student is returning to school with a GPA of less than 2.0, a student may retake or be required to retake a course that they earned a "D". The student may also be provided with an academic plan that they are expected to follow.
  - c. A returning student may be required to audit a pre-selected course prior to starting their externship or practicum.
  - d. If the student is missing documentation for programmatic requirements, the DOAA/DSM will provide the student with a list of the missing documentation with due dates.
2. 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 because of "F" or "WF" grades are subject to a Course Retake fee.
  - c. Courses that are retaken because of a "D" grade are subject to a Course Retake fee.
  - d. Courses that are retaken because of a "WP" grade are considered a new class.
  - e. Courses that must be audited will not incur additional tuition.

3. Have final approval of the Campus Director as demonstrated by a signed enrollment agreement. (Online: With guidance from the Director, Online Program)

### **Returning Student to a Commercial Driver License (CDL) Class A Non-Credit, Certificate program**

A student who is withdrawn from the Commercial Driver License (CDL) Class A program, and wants to return, may be required to retake the entire CDL program. If a student is re-entering the program within 60 days, a CDL Training Manager may permit them to continue in the program at the place they left the program.

The CDL Training Manager will assess the student's skills and knowledge prior to re-entry and will make the determination as to the student's ability to re-enter at the place they left the program. The CDL Training Manager will provide a written assessment to the student and Director of Academic Affairs to support their determination. All re-entering students are subject to all of the program's Admissions and/or programmatic requirements.

### **Credit Evaluation**

Students interested in receiving advanced standing, credit transfers for courses taken at another college or post-secondary institution, service schools and/or in Military Occupational Specialties (MOS) should contact the Admissions Representative during the enrollment process. No fees are assessed for evaluating or granting transfer of credit.

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:

- Advanced Standing test results.
- Unofficial Transcript(s) from the college and/or university. The Director of Academic Affairs may complete a preliminary credit evaluation for the transfer of credits using an unofficial transcript(s), but the official transcripts must be received by the school to validate the transfer<sup>4</sup>.
- Official Transcripts from the college and/or university. If the student's college transcript(s) is not in English, the transcript must be translated and evaluated by a Valley College approved agency, and any associated costs will be incurred by the student.
- 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 Test**

Valley College has preselected a limited number of 100-level courses that an incoming student may test out of and earn an Advanced Standing (AS) grade. A list of the courses that are eligible for Advanced Standing test is available from the Admissions Department. Advanced Standing tests are similar to the tests that are administered during each of the courses. There is a minimal fee of twenty-five dollars per test (\$25.00) that is collected prior to when the student takes the test. The fee is nonrefundable. Students must take the test(s) at Valley College. Students are granted Advanced Standing for the most advanced test if they earn a minimum grade of 70 percent on the test. A student who takes the advanced standing test for a core NUR course that is eligible for an Advanced Standing Test must earn a score of 78% or higher on this test to receive the AS status for that course. All NUR courses that contain a clinical component to the course are not eligible for Advanced Standing Tests.

### **Credit Transfer**

Credit for prior education at an accredited institution acceptable to Valley College may be granted to incoming students based on an official transcript when a "C" or better course grade(s) has been earned at the previous school. The acceptance of credit transfers is at the discretion of Valley College. For courses with the NUR prefix: The student's transcript, from the previous college, must show that the student earned a grade of 78% or better or a letter grade of "B" or higher to be qualify for a credit transfer to an NUR course taught at Valley College.

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<sup>4</sup> 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 decide if they would like to continue in the program. The granting of credit transfers is entirely at the discretion of Valley College. All credit transfers must be completed prior to the first day of class unless otherwise authorized later by the Vice President overseeing Academics Operations..

Acceptance and/or denial of academic credit earned at another institution of higher education is not based solely on the source of accreditation of a sending institution, provided that the sending institution is accredited by an agency or association that is recognized by the Secretary pursuant to Section 496 (of the current Higher Education Act) to be a reliable authority as to the quality of the education or training offered.)

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, have more restrictions 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.

**Technical and Occupationally Related Courses** - Post-secondary credits earned for qualifying technical and occupationally related courses must be earned within five years prior to the new enrollment date at Valley College. Valley College graduates who return to Valley College to complete another program are exempt from the five-year rule on credit transfers for most technical courses.

**Applied General Education and General Education courses** - Credits from Applied and General Education courses that focus on developing the student's analytical skills, critical thinking, and problem-solving skills will be evaluated at the applicant's request, regardless of when the credits were earned from another institution.

**Bachelor/Associate Degree programs** – General Education (or Applied General Education) credits: Valley College recognizes that many traditional college's general education courses are three credits. Valley College will allow a student who has attended another institution to transfer a 3-credit course for the Valley College 4-credit class.

**Career Readiness** - Courses that are considered the program's career readiness course (example Career Development) must be earned within one year prior to the *new* enrollment date at Valley College. Valley College graduates are not excluded from this rule. (Valley College graduates or returning students must have completed the course within one year of their new start date.)

**Prerequisites or Procedural courses** -Some courses are not eligible for credit transfer because they require Prerequisites, or the student must be able to show mastery of specific skills or procedures. The Nursing Associate program has a very strict credit transfer evaluation policy. Other colleges' credits will not be accepted for any NUR course. It may be possible for a student who had Anatomy and Physiology at the Associate level or higher to take an Advanced Standing test and test out of Anatomy and Physiology courses.

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

Valley College will grant credit for qualified courses that were completed in service schools and in Military Occupational Specialties (MOS) based on 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 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 authorized staff member).

If the student is transferring to same program at another Valley College campus, the credits earned will transfer to the same program at another Valley College campus, as long as the student earned a course grade of “D” or higher and the student’s Cumulative Grade Point Average (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 they have mastered the basic concepts taught in that course.

**Practical Nursing:** Students who wish to transfer from the Cleveland campus to the Satellite location at Fairlawn (or vice versa) may request the change from the PN Nursing Administrator. The student’s attendance, grades, financial aid package, SAP progress dates will remain unchanged. Due to the structure of CVue, the transfer will result in the student’s records being moved from one location to the other.

If the student is transferring to the same discipline but a lower credential at a Valley College, the credits earned will transfer to the same discipline but a lower credential program (example: Business Administration Bachelor to Business Administration Associate degree) if the student earned a course grade of “D” or higher and the student’s c GPA 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 they have mastered the basic concepts taught in that course.

If the student is transferring to another program at the same Valley College campus, the credits will transfer if the course’s descriptions are an exact 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.

### **Student Appeals Process**

A prospective student may appeal the results of the transfer credit evaluation within seven (7) calendar days. 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 explained 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 does not have any current articulation agreements with other schools.

### **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 criteria for most courses as demonstrated on the course’s syllabus. Valley College uses the same standard for programs that allows credit transfers into our degree programs. 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.

**ACCSC definition of a Credit Hour for a non-degree program that does not transfer fully into a degree program.**

A credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement for academic activities as established by the institution comprised of the following units: didactic learning environment; supervised laboratory setting of instruction; externship; and out-of-class work/preparation.

The following are the measures of these units for establishing credit hour awards:

**1 Semester Credit Hours (SCH) = 45 Units**

1 Clock Hour Didactic = 2 units

1 Clock Hour Supervised Lab = 1.5 units

1 Clock Hour Externship = 1 unit

1 Clock Hour Outside Work = 0.5 units

**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 programs: the institution utilizes the USDEs guideline that “A semester hour must include at least 30 clock hours of instruction”.

**Dispute Resolution Procedure Notice<sup>5</sup>**

Valley College strives to ensure that its students are fully satisfied with their educational experience. However, in order to afford full consideration to students’ complaints or concerns and resolve disputes quickly, fairly, and in good faith, Valley College set forth the following framework for the amicable problem resolution. By enrolling, students agree to follow each step of this procedure.

1. DISPUTE- If a dispute or concern arises, the student should first attempt to resolve the issue directly with the faculty member or the campus staff member involved.

2. GRIEVANCE- If the dispute is not informally resolved at Step 1 above, you must follow Valley College’s Student Complaint Procedure listed in the Catalog and file a written grievance with the Director of Academic Affairs or the Campus President or the Director, Online Division describing the dispute in detail and the requested solution. A written response and proposed resolution will be provided to you by the College. If the student feels that the complaint is still unresolved, the student should submit the complaint in writing to the College’s President. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the school’s accrediting agency or a state agency whose contact information is provided in the school’s Catalog.

3. ARBITRATION- If you are still not satisfied with the college’s response at step 2 above, you are required to arbitrate the dispute. See Valley College’s arbitration agreement provision in the Valley College’s Enrollment Agreement (also listed below for quick reference) for details on your obligation to arbitrate. Students are not required to participate in arbitration or any internal dispute resolution process offered by the institution prior to filing borrower defense to repayment application with the Department pursuant to §685.206(e); the school cannot, in any way, require students to limit, relinquish, or waive their ability to pursue filing a borrower defense claim, pursuant to §685.206(e) at any time; and any arbitration, required by

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<sup>5</sup> Effective July 1, 2020



a pre-dispute arbitration agreement, tolls the limitations period for filing a borrower defense to repayment application pursuant to §685.206(e)(6)(ii). Except for the borrower defense claims, both the College and students explicitly waive any right to a jury trial. The decision of the Arbitrator will be legally binding, and not merely advisory.

#### Arbitration Agreement and Waiver of Jury Trial

i. Any dispute I may bring against the College, or any of its parents, subsidiaries, officers, directors, or employees, with the sole exception of any Borrower Defense Claims described in Paragraph ii below, or which the College may bring against me, no matter how characterized, pleaded or styled, shall be resolved by binding arbitration conducted by the American Arbitration Association (the “AAA”), under its Consumer Arbitration Rules (“Consumer Rules”), and decided by a single Arbitrator. The arbitration hearing will be conducted in the city in which the campus is located.

ii. Notice Regarding Borrower Defense Claims: The following provisions are included pursuant to U.S. Department of Education regulations at 34 C.F.R. § 685.300(e) and (f) and shall apply to this Agreement for any period during which regulations requiring such notices are in effect: (1) The College agrees that neither it nor anyone else who later becomes a party to this pre-dispute arbitration agreement will use it to stop you from bringing a lawsuit concerning the College’s acts or omissions regarding the making of the Federal Direct Loan or the provision by the College of educational services for which the Federal Direct Loan was obtained. You may file a lawsuit for such a claim, or you may be a member of a class action lawsuit for such a claim even if you do not file it. This provision does not apply to other claims. We agree that only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained. (2) The College agrees that neither it nor anyone else who later becomes a party to this agreement will use it to stop you from being part of a class action lawsuit in court. You may file a class action lawsuit in court, or you may be a member of a class action lawsuit even if you do not file it. This provision applies only to class action claims concerning the College’s acts or omissions regarding the making of the Federal Direct Loan or the provision by us of educational services for which the Federal Direct Loan was obtained. We agree that only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained.

iii. The Federal Arbitration Act (“FAA”) shall govern the interpretation, scope, and enforcement of this Agreement. Any and all disputes concerning the interpretation, scope, and enforcement of this Agreement shall be decided exclusively by a court of competent jurisdiction, and not by the Arbitrator. Except as set forth in Paragraph ii above, both the College and I explicitly waive any right to a jury trial. I understand that the decision of the Arbitrator will be binding, and not merely advisory. The award of the Arbitrator may be entered as a judgment in any court having jurisdiction. This Agreement does not affect either party’s right to seek relief in small claims court for disputes or claims within the scope of the small claims court’s jurisdiction. The costs of the arbitration filing fee, Arbitrator’s compensation, and facilities fees that exceed the applicable court filing fee will be paid by the College. Except as set forth in Paragraph ii above, I agree that any dispute or claim I may bring shall be brought solely in my individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action, consolidated or joint action. Any remedy available from a court under the law shall be available in the arbitration. I may, but need not, be represented by an attorney at arbitration. Except as specifically required by the laws of the State of West Virginia, the fact of and all aspects of this arbitration and the underlying dispute shall remain strictly confidential by the parties, their representatives, and the AAA. I agree that any actual or threatened violation of this provision would result in irreparable harm and will be subject to being immediately enjoined. I understand the information about the AAA arbitration process and the AAA Consumer Rules can be obtained at [www.adr.org](http://www.adr.org). I shall disclose this Agreement to the AAA if I file an arbitration. If any part of this Agreement is declared unenforceable or invalid, it shall be severable, and the remainder of this Agreement shall continue to be valid and enforceable. I acknowledge and give my consent to use an electronic signature

to bind me to this Agreement. I further acknowledge that this electronic signature attached to this document was created by me as a voluntary and knowing act that represents my intent to be legally bound.

## 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

- A. If an applicant is not accepted for admission, all monies received by the school prior to the denial of admission will be refunded.
- 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 and before student attends any class.
- C. Students who cancel their enrollment **after** midnight of the 5th day (as described in Paragraph B), but before Orientation, or who never attend class and did not notify the college in writing shall be refunded all monies paid to Valley College except the registration fee.
- D-1. Students who withdraw after the first day of instruction in diploma or degree programs shall be refunded based on the total contract price, according to the following percentages:

For Diploma and Degree programs other than Practical Nursing and Nursing Associate

|  |  |
|--|--|
| Within the five-day window, per Paragraph B  | All but kit/book expense (for physical and electronic books), as applicable                          |
| Outside of the five-day window, per Paragraph B, but within 12 calendar days or less attendance time | All but the registration fee and kit/book expense (for physical and electronic books), as applicable |
| *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                                   |

- D-2 Students who withdraw after the first day of instruction of the Practical Nursing and Nursing programs shall be refunded based on the total contract price, according to the following percentages:

|  |  |
|--|--|
| Within the five-day window, per Paragraph B  | All but non-refundable fees (Entrance Exam and Background and Drug Screening), uniform and kit/book expense (for physical and electronic books), as applicable                       |
| No-Start for Nursing -Outside of the five-day window, per Paragraph B, but within 12 calendar days or less attendance time.  | All but the registration fee, non-refundable fees (Entrance Exam and Background and Drug Screening), uniform and kit/book expense (for physical and electronic books), as applicable |
| Extended No-Start for Nursing -If the student starts the program and the Ohio BCI or FBI background check comes back with a disqualifier and the student cannot continue in the program. | All but the registration fee, non-refundable fees (Entrance Exam and Background and Drug Screening), uniform and kit/book expense (for physical and electronic books), as applicable |
| *more than 12 calendar days through 60% completion of current payment period   | **Pro rata refund of tuition of current payment period plus graduation fee   |
| *more than 60% completion of the current payment period:   | **No Pro rata 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-3. The Commercial Driver License (CDL) Class A program is offered in Ohio

Students who withdraw after the first day of instruction from the CDL program shall be refunded based on the total contract price, according to the following percentages:

| Time Frame Hours   | Refund                     |
|--|----------------------------|
| Student completes up to 40% of the program (up to 64 hours)        | Refund 100% of the tuition |
| Student completes greater than (>) 40% of the program (> 64 hours) | No refund                  |

The CDL program is not eligible for Federal Student Financial Aid grants/loans programs.

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. Refunds for students funded by third parties will be returned to the appropriate funding party per applicable regulatory or contractual requirements.

F. If the institution cancels a program subsequent to a student's enrollment and prior to student completion, 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 because of a student's 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 they withdraw 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).

## **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 they fail 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 their 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 they do 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 their program 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, Practical Nursing clinic or practicum site or behind the wheel (of the truck) in Commercial Driver License (CDL) Class A, Veterinary Technician Externship 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 their behalf) less assistance than the amount that they earned, they may be able to receive those additional funds; this is called a Post withdrawal disbursement. If a student received more assistance than they 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 their payment period, the student would earn 30% of the assistance they were originally scheduled to receive. Once the student completed more than 60% of the payment period, the student would earn all the assistance that they were 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.)

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

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 permission before it can disburse them (or parent's permission in the case of a PLUS Loan). 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 did not 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 a student must return is called an *overpayment*. The maximum amount of a grant overpayment that the student must repay is half of the grant funds received. A student does not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. The student must decide 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 a student 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 Card 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 Programs**

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 childcare (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, they are 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 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 be 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 their program, and be in good financial aid standing with Valley College. The students will need to complete a specific number of credits to qualify for the Federal Work Study program. The number 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.



## **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 a 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

Ohio College Opportunity Grant (OCOG): The Ohio Department of Higher Education administers the Ohio College Opportunity Grant (OCOG) program, which provide grant money to Ohio residents who demonstrate the highest levels of financial need (as determined by the results of the Free Application for Federal Student Aid (FAFSA) that should be completed at the time of enrollment who are enrolled at Ohio public colleges or universities, Ohio private, non-profit colleges and universities, and Ohio private, for-profit institutions. Valley College is a private, for-profit institutions. For more information on who is eligible, and the award amounts please click on this link. <https://www.ohiohighered.org/ocog>



Valley College is a private, for-profit institution. Programs that qualify are: Veterinary Technician (Cleveland Campus), Business Administration -AAB and BS (100% online), Cybersecurity - AAS and BS (100% online) and Health Services Administration - AAB and BS (100% online)

**Military and Veterans Administration Education Assistance:** The Veterans Administration provides 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 their 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 (COE) 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 WV Division of Rehabilitation Services or the State of Ohio Bureau of Vocational Rehabilitation (BVR) 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 their agreement to the terms of the payment plan. The maximum time frame for payment plans extends no longer than twelve (12) months.

### **Valley College Interest-free Extended Payment Plans**

As stated in the Valley College Student Catalog, when financial obligations are better served and managed by a longer payment term, Valley College offers an extended payment plan which extends beyond graduation. The alternative payment plans are administered with the support of a third-party service firm, Tuition Options or UNISA. The student must complete an application. The student will be provided with a detailed explanation of all financial obligations regarding Tuition Options or UNISA payment plans. The explanation will include the amount

owed to the institution, the student's payment amount, and payment schedule. The student has the option of using autopayments. Valley College cannot guarantee that all extended payment plans will be approved.

Students who become delinquent in their tuition payment may risk suspension of services, suspension or termination from their program and shall be subject to all legal collection procedures. Students with delinquent accounts that have been sent to a collection agency will be responsible for all collection fees, including reasonable attorney fees, skip tracing fees and court costs. The College also reserves the right to withhold 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**

<https://valley.edu/federal-student-aid-links/>

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

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.

### **NSLDS Disclosure**

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. Valley College currently operates with the U.S. Department of Education (USDOE) as its only Title IV, Federal Student Aid lender. Valley College has partnered with private education lenders; more information on these lenders can be obtained from the financial aid department upon request.

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 Financial Aid Advisor 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, they 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 on-line 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 their 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<sup>6</sup>. Questions about a Valley College grant or scholarship that does not appear in the catalog should be directed to a Financial Aid Advisor. An applicant must meet the requirements of the relevant scholarship, complete and submit an application, and may 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).

#### Application Procedures for all Valley College Institutional Scholarships and Grants:

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 the appropriate application from the Valley College Financial Aid office during the admissions process.
3. Complete the 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 Procedures for all Valley College Institutional Scholarships and Grants:

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<sup>6</sup> There are times when a scholarship or grant may be offered for a limited time or may be discontinued, announcements will be posted in a catalog addendum. If the discontinuation of the scholarship/grant coincides with the publication of a new catalog, it will be removed from the Student Catalog without other notification.

The completed 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 award. The final approval is granted by the Director of Financial Aid.

### **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 their enrollment in the degree program. Online programs are administrated through Valley College – Martinsburg. The award may be applied toward tuition, lab fees, and/or books.

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

| Credential       | Amount of Award | Timing of the Award   |
|------------------|-----------------|---|
| Associate Degree | Up to \$1,000   | Up to \$1,000.00 will be 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. 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 including the essay question and submit it to the Financial Aid Department.
4. Failure to graduate from the degree program will lead to forfeiture of scholarship.

### **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) or Associate degree program and who enroll in either the Valley College Business Administration or Health Services Administration degree program offered online. The applicant is considered a candidate for the scholarship during their enrollment in the degree program. Online programs are administrated through Valley College – Martinsburg. The award may be applied toward tuition, lab fees, and/or books.

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

| Credential to Bachelor Degree       | Amount of Award | Timing of the Award  |
|-------------------------------------|-----------------|--|
| Diploma to Bachelor Degree          | Up to \$2,000   | Up to \$2,000 will be awarded upon successful completion of the program. |
| Associate Degree to Bachelor Degree | Up to \$1,000   | Up to \$1,000 will be 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. 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. The scholarship will be applied to any previous Valley College balances including those balances that were written off as uncollectible.
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 and submit it to the Financial Aid Department
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.

### **Valley College Legacy Scholarship (WV)**

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 their enrollment in the diploma or degree program. This scholarship can only be awarded one time. The award may be applied toward tuition, lab fees, and /or books.

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

| Credential       | Amount of Award | Timing of the Award   |
|------------------|-----------------|---|
| Diploma          | Up to \$1,000   | Up to \$1000 will be awarded upon successful completion of the program.   |
| Associate Degree | Up to \$12,000  | Up to \$1000 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 \$4,000   | Up to \$1000 will be award at the successful completion of each academic year. There are four academic years in a bachelor degree program.  |

#### **Criteria:**

- The applicant must be an immediate family member of Valley College including child, stepchild, 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.
- The applicant must complete and submit the application to the Financial Aid Department
- This scholarship cannot be combined with any other institutional scholarship
- Valley College must be able to verify that the applicant's family member was a graduate of Valley College.

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. The scholarship will be applied to any previous Valley College balances including those balances that were written off as uncollectible.
2. Any remaining institutional scholarship funds will be applied to the current program balance with no cash equivalency.

### **CDL Needs Based Grant (Ohio)**

The CDL Needs Based Grant is intended for qualified individuals who have hit a financial barrier when applying for a loan to cover the cost of tuition for the CDL program. This grant is designed to encourage the applicant to find a co-signer who shares the applicant's vision to embark on the journey as a Valley College student in the Commercial Driving License (CDL) Class A program.

#### **Grant Award amount and Timing of the Award are stipulated as follows:**

- **\$500 which is applied to the award at the time of enrollment.**

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

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

1. Enroll in a Valley College CDL program and to show need, the applicant must show that they have been denied approval of the loan to cover the cost of tuition for the CDL program
2. Reapply for the loan with a co-signer and be declined or approved for a loan to cover the cost of tuition for the CDL program. The applicant must show proof that they have been declined or approved for the loan with a co-signer.
3. This grant cannot be combined with any other institutional grants offered by Valley College.
4. The grant cannot be used in place of weekly payments.

### **No Debt Maximus CDL Grant (Ohio)**

The No Debt Maximus CDL Grant is for qualified individuals who are approved for Vocational Funding through PROPEL CUYAHOGA operated by Maximus and enroll in the CDL program. The grant is designed to encourage the student to complete their program and embark on a new career or build on their skills at an existing job. The student is considered a candidate for the grant during their enrollment in the certificate program and upon final approval of the Maximus Vocational ITA. The award may be applied toward tuition, lab fees, and/or books.

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

For the Commercial Driver License (CDL) Class A (CDL) program: The grant is last dollar, and it will cover any remaining balance after Maximus funding is applied to the student's account. Timing of award will be upon the successful completion of the program.

The Maximus grant will be applied to a current account balance owed to the 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.

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

1. Approved Maximus Vocational Training ITA
2. Enrollment in a Valley College CDL certificate program.
3. Complete the grant application including an essay question.
4. This grant cannot be combined with any other Valley College grants.
5. Failure to complete/graduate from the certificate program for any reason will lead to forfeiture of the grant award.

### **No Debt Central Transport CDL Grant (Ohio)**

The No Debt Central Transport CDL Grant is for qualified individuals who are approved for Vocational Funding through Central Transport and enroll in the CDL program. The grant is designed to encourage the student to complete their program and embark on a new career or build on their skills at an existing job. The student is considered a candidate for the grant during their enrollment in the certificate program and upon final approval of the Central Transport Voucher.

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

For the Commercial Driver License (CDL) Class A (CDL) program: The grant is last dollar, and it will cover any remaining balance, up to \$1,050.00 (one thousand fifty dollars) after Central Transport funding is applied to the student's account. Timing of award will be upon the successful completion of the program.

The Central Transport grant will be applied to a current account balance owed to the 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.

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

1. Approved Central Transport Voucher.
2. Enrollment in a Valley College CDL certificate program.
3. Complete the grant application including an essay question.
4. This grant cannot be combined with any other Valley College grants.
5. Failure to complete/graduate from the certificate program for any reason will lead to forfeiture of the grant award.

### **Practical Nursing Needs Based Grant (OHIO)**

**Purpose:** The Practical Nursing Needs Based Grant is intended for qualified individuals who have hit a financial barrier when applying for private loan funding. This grant is designed to encourage the applicant to find a co-signer who shares the applicant's vision to embark on the journey as a Valley College student in the Practical Nursing Program.

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

- **\$500 which is applied to the award at the time of enrollment.** The funds can be applied to tuition, textbooks, uniforms, equipment, lab fees, and other fees that are associated with the specified program. The grant is non-refundable and has no cash value.

Terms and Conditions:

1. Enroll in a Valley College Practical Nursing program and to show need, the applicant must show that they have been denied approval of the private loan funding.
2. Reapply for the loan with a co-signer.
3. This grant cannot be combined with any other institutional grants offered by Valley College.

## **GENERAL INFORMATION**

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

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.

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.

#### Reasonable Accommodation

A "reasonable accommodation" is an adjustment that allows a student with a disability to participate fully in the College educational experience. Reasonable accommodations are determined on a case-by-case basis through an interactive process. An accommodation is reasonable when undertaking it would not cause the College to provide an academic adjustment that would alter or waive essential academic requirements, or fundamentally alter the nature of a service, program or activity, or result in incurring undue financial or administrative burdens in considering the institution's resources as a whole.

#### Procedures for Requesting Accommodations

Student requests for accommodations must be made in writing to the Campus Director/Director, Online Division. The student must also provide supporting documentation to the College to establish what nature of the disability and to help the College work interactively with the student to identify appropriate services. A student who has had special education services in high school will not necessarily be eligible for accommodations. Each student's eligibility to receive accommodations is determined by the postsecondary program on a case-by-case basis. The college determines what reasonable accommodations it can offer to the student.

The primary purpose of the documentation is to identify a disability to help the College work interactively with the student to identify appropriate accommodations. It is appropriate for the College to request current documentation to establish the validity of the student's request and to determine reasonable accommodations, especially for hidden disabilities such as learning disabilities, mental disorders, or chronic health conditions.

Valley College will also consider documentation that is completed and signed by a professional familiar with the student and their disability such as a healthcare provider, psychologist, special education evaluator, or rehabilitation counselor. The documentation should verify the disability and suggest appropriate accommodations. Valley College will accept a student's High School level Individualized Education Plan (IEP) as supporting documentation. Valley College is not required to follow any recommendations/requirements and is not obligated to provide the same services that are included in the plan that was provided.

The College may require further testing or evaluation by qualified healthcare professionals of their choosing to verify or further establish the impairment/disability and the need for accommodation or to assist it in determining the appropriate response to a request for accommodation. The student is responsible for any associated costs.



The College may also require written supporting documentation of disability from appropriate medical professional(s) which includes: (a) a diagnosis of the disability and any accompanying testing results; (b) detailed description of the specific impairment, the activities limited by the impairment(s)/disability, functional need, and the medical justification for such need; (c) a recommendation for the type and duration of the accommodation(s) needed; and (d) the professional credentials (specialty; licensure, etc.), contact information, and signature of the health care provider.

Additional information regarding the Student with Disabilities Policy is available at <https://valley.edu/wp-content/uploads/2022/04/Students-with-Disabilities-Policy-v2.pdf>

### **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:

1. Other schools to which a student is transferring
2. Specified officials for audit or evaluation purpose
3. Appropriate parties in connection with financial aid to a student
4. Organizations conducting certain studies for or on behalf of the school
5. Accrediting organizations
6. To comply with a judicial order or lawfully issued subpoena
7. Appropriate officials in cases of health and safety emergencies (and)
8. 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 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 their 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. The student also has a responsibility to ensure that their privacy is also protected. Each student is given a unique User ID and temporary password that is used while the student is enrolled in the program. Instructors and online administrators/staff 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.

If the school believes that the student's privacy has been or is at risk of being compromised, the student will be notified immediately. The school will take the appropriate action as needed to reestablish security. It is the student's

responsibility to not share their credentials with anyone. If the student believes that credentials have been compromised, they should notify the Help Desk Specialist immediately so that the credentials may be reset. If the student intentionally shares their credentials, they have violated the Academic Integrity policy and may be terminated from the program.

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. The directions for accessing the Moodle classroom 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 unique student ID number and password helps to ensure that the student's work is their own. Also, the school feels that the instructors can review the students' work and determine if the student may have received unauthorized aid on submitted exams or assignments based on discussion board posts, email conversations, and other assignments.

### **Electronic Communication Disclosure Notice**

To reduce paper waste and help our environment, Valley College communicates with the campus community by email and other electronic means for most correspondence. Upon enrollment at this campus, students will be assigned an Institution email account. Students will be able to retrieve letters and notices quickly and easily by accessing their assigned email account. Students will be given detailed instructions on how to access their campus email account during the orientation session. In addition, by enrolling, students give the campus permission to contact them by text message, fax, telephone, or any other electronic or customary means. It will be the student's responsibility to access their account regularly to retrieve important email messages from the institution. In many cases, the institution's ability to receive Financial Aid on the student's behalf depends on communication and cooperation with the student. The U.S. Department of Education requires the institution to provide information to students on a regular basis regarding a variety of topics. This information is available on the Valley College website. Valley College sends students an email notice that informs them where this information can be obtained. Students can access this website from the convenience of their home if they have internet access or in one of the computer labs on campus or in the Resource Center. Students have the right to continue to receive all notices and letters by paper and can request copies at any time by contacting the financial aid office.

### **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 authorized 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.

- 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 [Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Annual Report](#)

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

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

Valley College insists on a drug and alcohol-free learning environment for both students and staff. Therefore, students' 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 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.

If the instructor determines the student's ability to function safely in the clinical area is impaired (for any reason), the student is expected to immediately leave the clinical site. If alcohol or drugs are suspected, the student may be escorted for an immediate drug screen at their expense according to our policy. The instructor will document the incident and report it to the program director. A copy of the incident, reporting the violation, will be placed in the student's file.

## **Health Related Policy Emergency and Illness**

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

Information is posted on the College's website at <http://www.valley.edu/consumer-information/> Click on the appropriate campus' Emergency Preparedness Plan.

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 or school events. Students are encouraged to immediately report any non-emergency incidents such as accidental needle sticks, animal bites, or other injuries sustained while at Valley College to a faculty/staff member. The faculty/staff member who will complete an incident report. Proper first aid procedures will be followed. Valley College recommends that students see/talk to their healthcare provider about the non-emergency incident. The student is responsible for payment for any treatment rendered and all costs that may result from injury and/or illness.

Valley College recommends that all students carry personal health/medical insurance. If students in the Medical Clinical Assistant, Veterinary Assistant, Veterinary Technician, Practical Nursing, Nursing Associate Degree, Commercial Driver License (CDL) Class A 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 all costs that may result from injury and/or illness. Some programs require students to participate in learning experiences at settings off campus. If these sites require that the student carry personal health/medical insurance, the student is responsible for the cost of that insurance.

## **Vaccination Policy**

Valley College does not have a college-wide vaccination policy. Some programs require that the students can show proof of vaccinations and immunizations. Those requirements are listed in the Additional Requirements section found in the Admissions Section of this catalog. Other health related topics that are specific to programs are discussed in the Academics section of this Student Catalog. Students are advised to read the sections carefully.

## **COVID-19 Guidelines:**

COVID-19 has tremendously impacted school's ability to place students in the required clinical and externship courses. As expected, requirements around the COVID-19 vaccine continue to evolve amongst our clinical partners. Many facilities may require the COVID Vaccine. We do not know if any exemptions will be granted. Please keep in mind any exemptions/waivers may be facility dependent, and thus exceptions could vary between clinical partners. Valley College is obligated to abide by the requirements imposed by our clinical/externship partners. We cannot guarantee alternate clinical site placement for students who do not meet the sites' requirements.

## **Title IX Notice of Non-Discrimination and Policy**

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex in any education program or activity operated by a recipient that receives federal financial assistance. As an educational institution subject to Title IX, Valley College:

- Does not discriminate on the basis of sex, including, but not limited, to admissions and employment;
- Is committed to providing an educational and workplace environment that is free from sex-based discrimination, harassment, and retaliation;
- Prohibits discrimination on the basis of sex in its educational programs and activities, as required by law;
- Is committed to promoting fairness and equity in all aspects its operations;
- Values and promotes the equal dignity of all community members; and
- Is committed to the pursuit of just resolutions with respect the rights of all parties involved.

Valley College prohibits retaliation against any individual who, in good faith, makes a complaint, 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.

Valley College Title IX Non-Discrimination & Grievance Process Policy can be found on Valley College's website at the following link: <http://www.valley.edu/consumer-information/>. Click on [Title IX Non-Discrimination & Grievance Process Policy](#)

## **Valley College's Title IX Coordinator**

Valley College's Title IX Coordinator is identified below and may be contacted with questions about Valley College Title IX Non-Discrimination & Grievance Process Policy, to file a report or formal complaint, or to otherwise assist individuals in ensuring equal access to the educational programs or activities in compliance with Title IX.

Title IX Coordinator: Ms. Margaret Stafford  
Valley College Administrative Office  
287 Aikens Center Martinsburg, WV 25404  
T 304-263-0979  
Email: [mstafford@valley.edu](mailto:mstafford@valley.edu)

## **Non-Fraternization Policy**

Valley College desires to avoid situations where a romantic, personal or marital relationship exists between an employee and a student. 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**

### **Student Grievance Procedure**

Valley College strives to ensure that its students are fully satisfied with their education program. However, 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, the campus staff member involved, or the Director of Academic Affairs (or designee)
2. If the issue remains unresolved, the student may discuss the matter with the Campus Director or Director, Online Division (referred to as Director). If the student submits a written appeal to the director, the student will receive an acknowledgement of receipt. After, the Director could review/investigate the appeal, and they will respond to the complaint in writing that addresses the issue and describes any corrective action, as applicable. The student will receive a written response.
3. If the student feels that the complaint is still unresolved, the student should submit the complaint in writing to the College's Vice President overseeing Academic Operations at the following address: 287 Aikens Center, Martinsburg WV 25404. Valley College will respond to the student in writing with the proposed resolution.
4. 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 or [complaints@accsc.org](mailto:complaints@accsc.org)**. A copy of the ACCSC Complaint Form is available at the school or online at [www.accsc.org](http://www.accsc.org). The form can be submitted to this email address: at [complaints@accsc.org](mailto:complaints@accsc.org).

Please contact the following designated person at the school to obtain the ACCSC Complaint Form:

|                                   |   |   |
|-----------------------------------|---|---|
| Beckley Campus                    | Cleveland Campus and Fairlawn Satellite | Martinsburg Campus Ground and Online Programs |
| Jamie Holliday<br>Campus Director | Lynn Mizanin<br>Campus Director         | Marianela Alberto<br>Campus Director          |

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 Students Only: West Virginia Student may also contact the West Virginia Board of Examiners for Registered Professional Nurses Contact information: WV RN Board 5001 MacCorkle Avenue, SW, South Charleston, WV 25309, (304) 744-0900. <https://wvrnboard.wv.gov/>

Commercial Driver License (CDL) Class A - Ohio Residents: The student may contact OOPS Driver Training Program Office, 1970 West Broad Street, Columbus, Ohio 43223

Veterinary Technician: The student may contact AVMA CVTEA. All complaints must complete the form on their web site: <https://form.jotform.com/210775987653067> in its entirety. The completed form, accompanied by required evidence, may be submitted via the United States Postal Service or other mail carrier or email to the



following address: AVMA CVTEA Staff Division of Education and Research 1931 N. Meacham Road Schaumburg, IL 60173 [jhorvath@avma.org](mailto:jhorvath@avma.org).

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>.

### **Bullying**

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 is strictly prohibited by Valley College. 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. Reported issues will be dealt with appropriately.

### **Anti-Hazing Policy**

Hazing means doing any of the following (or pressuring, causing, forcing, soliciting, coercing any person to do any of the following) for the purpose of initiating, admitting, or affiliating an individual into or with a student group or student organization; continuing or enhancing an individual's membership or status in a student group or student organization; or perpetuating or furthering a tradition or ritual of a student group or student organization:

- a) Engage in any conduct prohibited by federal and/or state and/or municipal criminal law, regardless of whether an arrest is made, or criminal charges are brought;
- b) Take into their body any food, liquid (including alcohol), drug, or other substance that subjects the person to a substantial risk of mental or physical harm; and/or;
- c) Cause or create a substantial risk of causing mental or physical harm to another and/or engage in any act or omission that contributes to the death of another.

It is the policy of Valley College to **strictly prohibit** any action or situation which may recklessly or intentionally endanger the mental, physical health and/or safety of its students for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of Valley College. This policy applies to any student or other person who may be associated with any student organization. The policy applies to hazing that takes place between two or more people who are affiliated with the institution, regardless if it occurs on or off campus.

It is not a defense to an allegation of hazing that:

- the consent of the victim had been obtained;
- the conduct or activity that resulted in the death or injury of a person was not part of any official organizational event or otherwise sanctioned or approved by the student organization or group; or
- the conduct or activity that resulted in the death or injury of a person was not done as a condition of membership into a student organization.

Students may report any hazing incident to the Campus Director or Campus Security Monitor identified on the student bulletin board. Anonymous reports are accepted; however, the college's ability to obtain additional information may be compromised and the ability to investigate anonymous reports may be limited.

Faculty and Staff must report any incidents to the Campus Director or Campus Security Monitor. Collin's Law requires that any administrator, employee, faculty member, teacher, consultant, alumnus or volunteer of any organization immediately report hazing to a law enforcement agency in the county in which the victim of hazing resides or in which the hazing is occurring or has occurred.

Hazing is a serious offence and is subject to the full range of sanctions. Violation of this policy may result in disciplinary action including, but not limited to, suspension and/or termination from school or employment. Hazing, or some of the specific acts involved, may violate local, state, or federal laws or regulations. For example, the use of force (including the threat of force) may subject the perpetrator to criminal charges of simple, felonious, or aggravated assault. Punishment upon conviction or plea will be as the court decides and is independent of any decisions made by Valley College under this policy.

The Campus Director shall coordinate the investigation of all hazing allegations and assess the need for interim measures (e.g. suspension of current group activities). Every effort will be taken to complete the investigation in a timely manner. The hazing allegation will be investigated and resolved in accordance with the Student Code of Conduct process. At the point when a formal conduct charge is made against an organization, the national or oversight organization, if any, shall be notified. Criminal investigations resulting from a report to law enforcement will be handled by the appropriate law enforcement agency.

## STUDENT SERVICES

### **Academic Coaching / Tutoring Availability**

The instructional or academic support staff members are available to assist students with problems stemming from classroom experiences, the school program, or related areas such as time management, project completion strategies, study skills or research techniques. **All students are encouraged to seek tutoring from their instructor or authorized Valley College personnel if they feel they need extra academic support during a course.** Tutoring is available before or after classes and is based on tutor availability. Tutoring sessions may be held on campus or virtually, as appropriate. If a student is on academic warning/academic probation/or financial aid probation, Valley College may require that the student attend tutoring sessions with a Valley College designated tutor.

### **Financial Aid**

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. Financial aid advising is based on individual student's needs. Valley College also offers Financial Literacy programs.

### **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 their 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 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, including 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. 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. Graduates need to be aware that some employers require a state and/or 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 campus' Resource Room provides access to the internet, Gale (Virtual) Library and the Virtual Librarian, and printed materials which may be used as supplemental reading for course work and for general background information. Students are required to comply with the Resource Center rules. The College subscribes to the Gale Internet Library and the Virtual Librarian services. Log on information is provided to the student at Orientation. All students, faculty and staff have free access to these library services. 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. 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 their desirability.



**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 if they are in a container with a lid.

**Childcare**

The College has no facilities for childcare. The school may be aware of agencies that assist with finding childcare providers and will make a reasonable effort to assist students upon request. The College does not inspect such childcare facilities and makes no recommendations regarding their desirability.

**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. 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 potlucks, holiday parties, food drives, community service activities, career fairs, fund raising for neighborhood agencies.

## **STUDENT POLICIES**

### **Attendance Policies**

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. The College will 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. Valley College may contact the references (contact people) that the student provided to the College during the enrollment period. If the College is unable to reach the student, or the student does not earn attendance through educational activity up to 14 days from the last earned attendance, then the student is subject to termination from their 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, 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.

### **14 Day-Out Policy (All students/All programs)**

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 recorded by the college.

Blended programs: Some Valley College programs contain both ground/blended or 100% online courses. This is called a Blended Program. All 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.

### **Consequences of Excessive Absenteeism (All students/All programs)**

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. In addition, if a student misses excessive class time, the Academics staff may hold a coaching session with the student. Some programs have specific programmatic attendance requirements that are listed in the Graduation Requirements. If a student in those programs does not meet the required attendance rate/hours, they will be terminated from the program.

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 Admissions section of this Valley College Student Catalog.

### **Make-up Policy**

Students who attend classes on campus in programs, other than Practical Nursing (PN) and the Nursing Associate degree (ADN) program, 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 time of missed classes does not erase an absence from a student's record. Make-up work is not permitted for the purpose of receiving Veterans Affairs training allowances (CFR 21.4254).

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 or 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.

PN and ADN programs have stricter attendance and make-up work policies.

### **Attendance Policy for students during Externship courses**

Medical Clinical Assistant and Veterinary Technician programs have externships. 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 Practical Nursing and Makeup Policy**

**How Missed Class Time or Late Submission of Assign Work Affects Grades for the Practical Nursing diploma program. In addition to the general attendance policy, the Practical Nursing student must adhere to the following policy.**

In addition to the general attendance policy, the Practical Nursing student must adhere to the additional rules/requirements that is a described in the Valley College Practical Nursing Handbook. Students are provided with a link to this handbook prior to Orientation. A paper copy of the handbook is available upon request. (Go to the <http://valley.edu/> catalog web page and click on Practical Nursing Student Handbook).

### **General information on Absence, Supporting Documentation and Unexcused Absences**

Practical Nursing program attendance requirements are aligned with internal standards and Ohio Board of Nursing rules/standards. Students in this program are required to make up all missed class time. The Practical Nursing program student is considered tardy (late/absent) after seven (7) minutes. Class instructors take class attendance daily and record the attendance electronically in the student management system. Based on supporting documentation, the instructor will determine if an absence is coded as excused or unexcused. Even though an unexcused absence must be made up, the hours that are made up do not cancel the unexcused absences.

The student must complete 924 hours of training. Students are strongly discouraged from missing class time. The students should inform their instructor (or their designee) if the student will miss class due for any reasons. Even though this communication may initially be verbal or electronic (email/text), the student is required to provide supporting documentation in paper format within a designated period, usually the next school day. The student is responsible for arranging a meeting with their instructor to discuss make up class time and missed assignments, tests and/or quizzes. **Failure to provide the supporting documentation will result in the absence being classified as an unexcused absence. (See Practical Nursing Student Handbook for examples of supporting documentation).**

The instructor will consider if the student has an excused or unexcused absence when making the decision to accept missed class work, quizzes, tests, or skill competencies that were assigned/due on the dates the student was absent for class. The instructor has the right to impose point deductions for any work submitted after the original submission date, regardless of an excused or unexcused absence classification. If the student is provided with a new submission date and fails to turn the work in by that date, the instructor may award a zero for the work.

The Practical Nursing program is a blended program. Some of the courses are designed to be delivered online. Other courses may have an online component and require students to take their labs/clinicals on campus. Online classes (or segments of classes) are taught via Moodle, which allows attendance to be tracked via the submission of assignments, discussion questions, participating in live lectures or pre-record lectures, and student/instructor in-platform messaging.

Core Nursing Classes with the NUR prefix, and contain Clinical hours, have strict attendance policies. Make-up time for these courses may be restricted or not available. A student must contact their instructor, and if directed by the instructor, their clinical site, prior to their expected absence including if they will be late arriving to work. A written excuse is generally required. The Clinical sites dictate when (if any) clinical hours can be made up at their sites. Even though make-up hours may be made up at the campus by using simulations, the student loses the value of working in the clinical setting. Points may be deducted from the student final course grade for missed time at the Clinical site.

### **Attendance Check Points 95% Attendance Policy<sup>7</sup>.**

The Practical Nursing students' attendance is closely monitored by the PN staff. Check points have been established to review each student's attendance percentage throughout their program. If a student's attendance drops below a 95% cumulative rate, the instructor or authorized staff member will meet with the student to determine an attendance make-up plan. If a student is chronically absent from classes or does not adhere to the agreed upon attendance plan, the student is subject to be withdrawn from the Practical Nursing program.

Students are required to have 840 total hours of attended hours, equally distributed to represent 100% attendance based on scheduled hours in all previous coursework to enter NUR140. If students do not meet these hour requirements, they will be an active student, but will not be able to proceed in their program until the attendance requirements are met. The students will be provided with more information regarding the requirements on making up hours during a student academic coaching session. If the student does not make up the missing hours within the designated make-up time, the student may be withdrawn from the Practical Nursing program. Failing to start the NUR140 class as scheduled will result in the student not completing their program by their contracted date.

### **Attendance Policy for Nursing Associate Degree and Makeup Policy**

**How Missed Class Time or Late Submission of Assign Work Affects Grades for the Nursing Associate degree program. In addition to the general attendance policy, the Nursing student must adhere to the following policy.**

#### **General information on Absence, Supporting Documentation and Unexcused Absences**

Nursing program attendance requirements are aligned with internal standards and West Virginia Board of Examiners for Registered Professional Nurses (WVBOE) rules/standards. Students in this program are required to make up all missed class time. The Nursing program student is considered tardy (late/absent) after seven (7) minutes. Class instructors take class attendance daily and record the attendance electronically in the student management system. Based on supporting documentation, the instructor will determine if an absence is coded as excused or unexcused. Even though an unexcused absence must be made up, the hours that are made up do not cancel the unexcused absences.

The student must complete 1548 hours of training. Students are strongly discouraged from missing class time. The students should inform their instructor (or their designee) if the student will miss class due for any reasons. Even though this communication may initially be verbal or electronic (email/text), the student is required to provide supporting documentation in paper format within a designated period, usually the next school day. The student is responsible for arranging a meeting with their instructor to discuss make up class time and missed assignments, tests and/or quizzes. **Failure to provide the supporting documentation will result in the absence being classified as an unexcused absence. (See Nursing Student Handbook for examples of supporting documentation).**

The instructor will consider if the student has an excused or unexcused absence when making the decision to accept missed class work, quizzes, tests, or skill competencies that were assigned/due on the dates the student was absent for class. The instructor has the right to impose point deductions for any work submitted after the original submission date, regardless of an excused or unexcused absence classification. If the student is provided with a new submission date and fails to turn the work in by that date, the instructor may award a zero for the work.

The Nursing program is a blended program. Some of the courses are designed to be delivered online. Others may have an online component and require students to take their labs/clinical on campus. Online classes (or segments of classes) are taught via Moodle, which allows attendance to be tracked via the submission of assignments, discussion questions, participating in live lectures or pre-record lectures, and student/instructor in-platform messaging.

Core Nursing Classes with the NUR prefix, and contain Clinical hours, have strict attendance policies. Make-up time for these courses may be restricted or not available. A student must contact their instructor and, if directed by the instructor, their clinical site, prior to their expected absence including if they will be late arriving to work. A written excuse is generally required. The Clinical sites dictate when (if any) clinical hours can be made up at their sites. Even though make-up hours may be made up at the campus by using simulations, the student loses the value of working in the clinical setting. Points may be deducted from the student final course grade for missed time at the Clinical site.

### **Attendance Check Points 95% Attendance Policy**

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<sup>7</sup> The 95% Attendance Policy goes in effect for students starting in the program on November 8, 2021. Student who were enrolled in the program prior to this date will still adhere to the attendance policy that was in effect when they enrolled in the program.

The Nursing students' attendance is closely monitored by the Nursing staff. Check points have been established to review each student's attendance percentage throughout their program. If a student's attendance drops below a 95% cumulative rate, the instructor or authorized staff member will meet with the student to determine an attendance make-up plan. If a student is chronically absent from classes, or does not adhere to the agreed upon attendance plan, the student is subject to be withdrawn from the Nursing program.

Students are required to have 1488 total hours of attended hours, equally distributed to represent 100% attendance based on scheduled hours in all previous coursework to enter NUR260. If students do not meet these hour requirements, they will be an active student, but will not be able to proceed in their program until the attendance requirements are met. The students will be provided with more information regarding the requirements on making up hours during a student academic coaching session. If the student does not make up the missing hours within the designated make-up time, the student may be withdrawn from the Nursing program. Failing to start the NUR260 class as scheduled will result in the student not completing their program by their contracted date.

#### **Attendance Policy for the Commercial Driver License (CDL) Class A Certificate Program:**

The attendance policy for the Commercial Driver License (CDL) Class A program is written to ensure that both Valley College and the Ohio Department of Transportation's attendance requirements are met. Attendance at Orientation is expected. The students are expected to contact Valley College if they must be absent from class. Students are required to make up time during the pre-scheduled make up times.

The minimum attendance rate for this program is 90%. Any student who does not meet this requirement by the end of their program will be dropped from the program. Students in this program may request a Leave of Absence. According to regulations, a student has 270 days from the start of the program to complete the program. Students who drop from the program voluntarily or involuntary shall receive a refund of tuition in accordance with the College's published Refund Policy. If after 270 days from the start of the program, a student does not complete their program, they may reapply and complete the whole course again. All Admissions requirements must be met again for the student to be eligible to reapply.

#### **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:

- Student submission of an academic assignment;
- Student submission of an exam (test or quiz);
- Documented student participation in an interactive tutorial or computer-assisted instruction;
- A posting by the student showing the student's participation in an online study group that is assigned by the institution;
- A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters; or
- 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 Campus Vue, 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 their 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 or 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.

### **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) or Online Director. 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 return to class from a LOA on the scheduled date or requesting an extension or additional LOA may result in the termination of the student's enrollment.

### **Nursing Associate Degree: Leave of absence Requests, Approvals, and Documentation:**

Nursing Associate degree students will follow the Valley College policy for requesting a Leave of Absence (LOA) as described above. However, because of the structure of the program including pre-requisite, not all LOA requests may be approved.

### **Reasons for a Leave of Absence<sup>8</sup>:**

The following items represent a list of reasons that would constitute a valid LOA:

- Medical (self, child, or spouse)
- Transportation to campus
- Housing
- Military
- Required work training
- Additional required leave from the state for a week or more for a government position

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<sup>8</sup> This policy went in effective September 11, 2022. For students who started the program on August 15, 2022, Valley College will make exceptions for medical related LOA requests on a case-by-case basis.

- Immediate family member death

**Length of Time:**

Students will be offered an opportunity to take a LOA if a situation arises that requires them to miss a prolonged period of class time. If a student is required to take a LOA for longer than 50% of the scheduled course, the Program Administrator (PA) and Campus Director (CD) will assess the situation and potentially require the student to drop the course. An assessment will be made of campus operations and their ability to deliver the course while ensuring the student can maintain proper pre-requisite structure and program progress. If a student can take a make-up a course, they may be given the opportunity to continue with the program upon their return but, will be required to complete the course that needs to be made up by the close of the following course. Not all LOA requests will be approved.

**Process for a Student to Return:**

Students will be provided with a schedule for on-campus and online activities upon their return by the Program Administrator. Students will be required to attend classes during the scheduled time both during regular scheduled hours and during the designated make-up time. All make-up work and activities must be made-up within the allotted time established by the Program Administrator and Campus Director to make-up their class upon the student's return to campus.

**Failure to make-up work and activities by the completion of the make-up class:**

If a student does not adhere to the make-up schedule, they will be subject to failure in the course and/or dismissal from the program.

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 must suspend their studies, due to military service requirements, they 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. The student will be eligible to return as a re-entry student, if they are 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 their intention to return to school within three years, the student will be able to return to class and resume their 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 their program with the same number of credits as when they left the program. The student will be considered a re-entry student, and tuition rules for reentry will be applied.

**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 their 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 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 their 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 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:** (Consequences for Code of Conduct Violations including academic or attendance issues)  
A student may be administratively withdrawn from the College if they fail 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 their 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 they do 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 their program 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 off-site learning experience site, behind the wheel (of the truck) in Commercial Driver License (CDL) Class A, 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 follow safety rules in the lab environment/in the driving yard
- 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/recommendations as listed in the Admissions section of the Student Catalog
- Failure to meet the specific program requirements to be placed in a clinical, practicum, or externship experience (such as providing documentation necessary for clinical or externship experience)
- Suspension or dismissal from or refusal of Externship, Clinical or Practicum experience site for any reason, if applicable
- Failure to obey safety and traffic laws while operating any vehicles or other equipment during AND outside of school hours, including but not limited to DUI violations (CDL program only).
- **Any other actions that the College may deem to be in violation of its policies and procedures.**

**Students may be administratively withdrawn from their program for Academic reasons which may include the following:**

- 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 and Nursing Associate degree programs: Failing two NUR courses

### **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.

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 their 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. 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 that not meeting SAP has 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, they will lose their 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, they have 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 their situation that would allow them

to be successful in school and meet the SAP requirements. The College may request additional documentation supporting the student's identified mitigating circumstances.

After the Appeals Letter is received by the College, the Director of Academic Affairs and authorized members of Valley College 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 their 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 their financial aid eligibility, the school will place them 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 their grade point average and earn the designated credits needed to meet SAP. The student will be on Financial Aid Probation for one payment period. If the student is meeting the requirements of the Academic Plan, they are eligible for Financial Aid funds. If it is determined that the student is not on track to meet, or has not met, SAP requirements at the end of the probation period, they will be withdrawn from the program.

### **Length of program**

The length of the student's program dictates what action Valley College may take regarding 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 them into compliance with Valley College's satisfactory progress standards. A student who is following an Academic Plan may regain their financial aid eligibility after the probation (payment) period in which they meet 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 their published program length.

### **Student Status (when not eligible for financial aid)**

If a student is not eligible for financial aid because they 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 they must retake while reestablishing their GPA or credit earned/credit attempted percentage, and they have time to complete their program within the 150 percent published program length. 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 their 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 for which 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 authorized 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 SAP or GPA. Valley College reserves the right to exclude courses from the previous period of attendance 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 SAP determination will include the credits attempted and grades earned that count toward the student's new program of study. The same rule applies when a student transfers credits to their new program. (See Credit Evaluation).

### **The policies relating to Academic Advising (Coaching)/Academic Warning/Academic Probation/Academic Integrity**

Valley College uses Academic advising, academic warning and academic probation to notify students that their academic performance (cGPA) has fallen 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 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 this contact is to help the student refocus their attention on their 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 about Valley College's Consecutive Failed Courses policy\* and Two Failed NUR class policy\*. These code of conduct violations are **not** subject to the appeals process. If a student is administratively removed from the program due to too many failed courses, they may reapply to the program after 181 days from their last day of attendance.

\*Two Failed NUR classes: In the Practical Nursing and Nursing programs, any student who fails two NUR classes (receives a grade of “F”) will be involuntarily (administratively) removed from the Practical Nursing program. No appeal process.

\*Consecutive Failed Courses: Any student enrolled in a diploma program other than the Practical Nursing program, who receives a grade of “F” or “WF” for three consecutive courses, will be involuntarily (administratively) removed from their 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 their program. No appeal process exists for this policy.

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 they must take immediate steps to improve their cGPA. It is also to inform the student that if they do 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.

### **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 is caught (or suspected of) cheating or plagiarizing on an assignment, the student will be formally counseled. The instructor will give the student a second chance and allow them 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 they have been unjustly accused of academic dishonesty, they have the right to appeal the instructor’s decision by appealing to the Chief Academic Officer. The student will be notified of the results of the appeal in writing.

### **Student Code of Conduct /Code of Conduct Policies/Social Media Policy**

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 are 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. 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.

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 which could be immediate termination from the program.

Students 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. Students are also required to follow classroom rules established by their instructor. These rules could address, but may not be limited to communication, format and structure of assignments, formal assessments, remote learning guidelines, and conduct. Abiding by the following rules and meeting the required expectations will result in the professional appearance and conduct required at Valley College.

Conduct that violates this policy can occur either in person or through other means of communication, such as social media. Any post on any social media site or public communication, which in Valley College's sole judgment, violates the Code of Conduct policy, shall be immediately removed upon request. Offenders are subject to disciplinary action up to and including termination from their program.

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

Students in the Medical Clinical Assistant, Practical Nursing, Associate Degree Nursing, or Veterinary Technician are held to a high standard of professional conduct, including via social media when participating in off-site learning experiences. Students are prohibited from posting information pertaining to classroom, laboratory, simulation, and clinical/externship experiences on social networking websites or any other type of internet, computer, or technology-based social networking site, or equivalent media outlet. At no time may students use any personal electronic devices to take photographs, video or voice recordings of any patient/customer or any part of a medical record or other protected health information. Violation of this policy is grounds for immediate dismissal.

### **Classroom Rules**

In addition to the statements above, each instructor will distribute or post specific class rules and expectations for their class. For courses which require more specific lab-based activities and assignments (skill-based procedures), the instructor will distribute or post more specific standard operation procedures or safety procedures that must be followed. Programs that have clinicals or Externships have more specific student handbooks that discuss the Code of Conduct expectations that must be followed when the student is off campus and at those sites.

Classroom Rules and Expectations that are commonly observed in all Valley College campus' programs include, but are not limited to:

#### ***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 if 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.
- Contact instructor by phone or text message prior to absence from class or clinical.
- Complete and turn in assignments on time.
- Accept responsibility for actions and outcomes.
- Demonstrate a positive attitude toward feedback.
- Display professional behavior and always maintain a professional demeanor, including when offsite on school-sponsored functions such as field trips, community service activities or other school functions.
- If in a remote learning setting, and participating in a live session, the student must be in an environment conducive to learning. The student cannot be at work, driving a car, or otherwise not fully participating in class.

### **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 not 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.

Externship/Clinical Sites Code of Conduct:

Please refer to the program-specific handbook for Code of Conduct rules that pertain to the externship and clinical experience.

### **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 Valley College students who have access to computers and the Internet to be used in the performance of their collegiate activities. Use of the Internet by students at 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 they should ask the Director of Academic Affairs or their 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.

### **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. The faculty will provide more specific directions for dress codes, as needed. Questions pertaining to the Dress Code should be addressed to the Campus Director. The Practical Nursing and Nursing Associate degree programs have stricter dress codes. See the program's handbook. The handbooks are available on the Valley College Catalog website. <https://valley.edu/catalog/>

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.

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.

SHOES: Faculty members may provide more specific standards for shoes. Medical Clinical Assistant and Nursing Associate degree should wear either black or white leather covered shoes (nursing shoes) or solid "Croc" style shoes (no holes). Shoes must be closed-heeled and closed-toed. Veterinary programs, shoes must be solid style shoes (no holes). Practical Nursing and Nursing students please refer to the appropriate program handbook.

### **Valley College Uniforms**

Students are required to wear the appropriate Valley College program's uniform to all classes. The uniforms are purchased through the College during the first weeks of classes. 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. The photo ID name tag is part of the Valley College Uniform.

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

The MCA uniform (scrub top and bottom) is hunter green in color with a white lab coat. The lab coat is required only when performing lab procedures during clinical classes.

**Nursing (ADN) Standard of Dress (Uniform)**

The Nursing uniform (scrub top and bottom) is royal blue in color with a white lab coat. The lab coat is required only when performing lab procedures during clinical classes.

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

The PN uniform (scrub top and bottom) is light blue in color with a white lab coat. The lab coat is required only when performing lab procedures during clinical classes.

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

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

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

**Commercial Driver License (CDL) Class A Standard of Dress**

Due to safety considerations, CDL students should refrain from wearing excessively baggy clothing. Clothing must be clean and cannot have rips or frayed edges. Sturdy, closed-toed work shoes or boots are required when working in the trucking yard. If on a field trip or when a guest speaker is scheduled to address students, the instructors may request that the students wear more professional clothes, such as a shirt with a collar and jeans. When name tags are required, the students should use their Valley College issued photo-IDs. Students will also receive a baseball style cap with the Valley College Logo during their program.

**Casual Days:** The Campus Director may allow students to have casual or theme dress days. Safety and professionalism is always a consideration. 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.

**Consequences for Conduct Violations (All Programs)**

**Administrative Withdrawal:** Students who are terminated will be notified in writing and are refunded prepaid tuition in accordance with the refund policy.

**Suspension:** 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 their 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.

**Lock out of current class:** The Campus Director/Director, Online Division, may approval a request from the Financial Aid or Academics departments if a student has not submitted required documents. The student will be readmitted when the documents have been received by Valley College. The student will be allowed to make-up class hours (work) within the guidance 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.

**Appeal Process for All Programs for Involuntary (Administrative) Withdrawals**

If a student believes they were administratively removed from their program/class for a Code of Conduct violation, they may submit a written appeal within seven (7) days of notification of a decision. The appeal should be addressed to the Campus Director/Director Online Division.

The appeal will be reviewed, and a determination will be made. The student will be notified of the decision in writing. If the student is suspended from class during the appeals process, the student will be placed on a temporary out status. Attendance is not taken during this period. If the incident(s) is severe, the code of conduct violations will not be subject to appeal.

**Reinstatement is not automatic.**

**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 they may return to class. The student should arrange to meet with the Financial Aid Advisor to determine the status of their financial aid award and continued eligibility. If the student is readmitted with conditions, such as Academic Warning or Academic Probation, the student's progress will be monitored closely. If it is determined that the student will not meet the conditions of the reinstatement during the monitoring period, they will be administratively removed from the program again. they may reapply for admission 181 calendar days after the student's last day of attendance.

## **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.

### **Blended (Hybrid) Programs**

Blended programs have courses that are taught 1) on campus, 2) taught 100% online and/or 3) combine both online and on campus delivery methods. Courses that are taught on campus follow the traditional classroom environment that allows an instructor to present live lectures and students can participate fully in hands-on lab activities on campus. For the online section of the program, students attend class through the learning management system Moodlerooms. Attendance is assessed when students turn in their assignments or tests (activity-based attendance as in a pure online program) and participate in discussion questions. For blended courses, the student participates in class through online discussion boards, and submit their assignments and tests through Moodle, but attends on campus, on designated days, to practice their lab procedures and skills checkoffs.

### **100% Online Programs**

Online programs are delivered by online/asynchronous training. Classes follow an ongoing weekly schedule that allows the students to receive feedback from their instructors throughout the class. All classes are currently taught via Moodle which allows tracking of assignments, discussion questions and student/instructor in-platform messaging. Most courses do have pre-recorded lectures that are available for students to view within the designated week. Although at a distance, the instructors or academic online staff work with students as needed for one-on-one clarification or tutoring regarding the content matter. Attendance is assessed when students turn in their assignments (activity-based attendance). Educational activity is monitored by Student Success Coaches, instructors, and other authorized academic staff.

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 representatives from the employment community, practitioners, and others from the field of education, regulators, etc. as appropriate. 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.

### **Faculty Committee:**

Valley College has a Voluntary Faculty Committee for the online associate's and bachelor's degree programs. The purpose of this committee is to review existing curriculum, new program design, program updates, industry updates, program metrics and trends, and educational initiatives with the committee. The committee provides feedback, direction, and suggestions on both existing and new program content, as well as educational initiatives. The Valley College Online Educational Team will take the feedback in consideration and if changes are deemed appropriate.

## 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.
- Nursing Associate degree program: The student/instructor ratio is 20:1 for most core NUR classes. The ratio for classroom with laboratory lessons is 10:1. The state of West Virginia has requested an 8:1 student to teacher ratio for clinical sites.
- In the Commercial Driver License (CDL) Class-A program, the traditional classroom setting will not exceed 25 to 1. In addition, the following parameters have also been established in accordance with Ohio Administrative Code 4501-7-28 for Commercial Driver Training Schools: 10 to 1 ratio for students to instructors in the trucking yard. There is a maximum of 2 students to 1 instructor assigned to a vehicle.
- Veterinary programs: The following courses have a 1 to 8 faculty to student ratio for the lab portion of the following courses: VTA115, VTA215, VTA225, VTA226, VTA230, VTC235; VTA210 has a 1 to 12 faculty to student ratio; and VTA245 animal lab has a 1 to 6 faculty to student ratio.

## Grading System and Final Course Grades

Course syllabi describe in detail the grading system for each individual course. Generally, 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 to show that they have 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).

The Nursing programs have a stricter grading scale for certain courses. 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.

Due to the college's Academic Policies' stricter policies, two Failed NUR classes and Consecutive Failed Courses, a student may be automatically withdrawn from the program if they have failed too many courses. The student may not appeal this decision. However, after being administratively removed from the program, the student may schedule time to speak with the Campus Director if the student feels there was an error in the calculation of their final grade. The student must be prepared to provide reasonable arguments why they feel the final grade should not be a "F." The Campus Director will discuss the matter with the Academics team and make the final determination about the final grade and the if the student may be reinstated. The student will be notified of final decision.

**Practical Nursing and Nursing Grading System Additional Information:** 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. Students need to understand that regardless of the reason, students cannot earn class participation points if they are absent from class.

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 clinicals is discussed in the appropriate Program Description section found later in the catalog.

Course grades are recorded on the grade transcript as follows:

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

**To successfully pass a class with a NUR prefix, the students will need to achieve a 78% 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                           |
| P/F          | 0.0         | Designation for Lab/Clinical sections for a course | No                            |

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                           |

### **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 discretion of the Campus Director/Online Director.

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), they 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 they must 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.

Grade of P/F does not count towards attempted credit. This grade is used for Practical Nursing or Nursing (NUR) courses that have designated lecture, lab, and clinical hours. The school tracks that attendance of all three sections individually to ensure that the student has completed all of their lecture/lab/clinical hours.

Grades of “AS” or “CT” are awarded during the enrollment process. Advanced Standing (AS) is awarded to a student if they passed Advanced Standing tests. Credit Transfers (CT) are awarded if the student has received credit for courses they 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 if 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.

For mitigating circumstances, the Campus Director may approve an extension for an Incomplete grade period or grant the student a “WP” grade if the student must request a Leave of Absence or an Emergency Leave of Absence at the end of the course. 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. If a student is an active military service personnel and reservist or an immediate family member and must withdraw from a class because they are called for active duty, they may take an LOA and will receive a “WP” for their current class regardless of when they withdrawal 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. ( $C = 2 \text{ quality points} \times 3 \text{ hours}$ ). 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.,  $99 \text{ quality points accumulated} \div 36 \text{ credit hours attempted for college credit} = (99/36) = 2.75 \text{ GPA}$ ).

### **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 their 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 their program within the allowable time frame.

### **Audit Courses**

If a student or graduate wants to audit a course, they need 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 exceeds the 25 to 1 student/faculty ratio. To successfully complete an audit course, the student or graduate must meet all 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 written acknowledgement that graduate has completed the course.

## 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 their 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 |
|---|-----------------------|--------------|----------------|-----------------------|
| Nursing   | Associate Degree      | 2.0          | 70             | 100%                  |
| Practical Nursing                                       | Diploma               | 2.0          | 36             | 100%                  |
| Veterinary Assistant                                    | Diploma               | 2.0          | 30             | 75%                   |
| Veterinary Technician                                   | Associate Degree -AAS | 2.0          | 65             | 76%                   |
| Medical Clinical Assistant                              | Diploma               | 2.0          | 38             | N/A                   |
| Information Technology (IT) and Network Administration  | Diploma               | 2.0          | 30             | N/A                   |
| Information Technology (IT) and Security Administration | Diploma               | 2.0          | 30             | N/A                   |
| 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          | 61             | N/A                   |
| Cybersecurity   | Associate Degree -AAS | 2.0          | 65             | 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                   |

(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. Completion of the program by the scheduled completion date.
- b. Honor Roll
  1. An overall GPA of 3.5 to 3.99;
  2. 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. Completion of the program by the scheduled completion date; and
  3. Must be eligible to participate in the Graduation Ceremony.

\*Some programs do not have an attendance

### Commercial Driver License (CDL) Class A Completion Recognition

A Candidate will be recognized that they successfully completed the program if they achieved the following:

- \* Passed the 160-hour program with a minimum grade of an 80% on a 0-100% grading scale
- \* Met the 90% programmatic attendance requirement
- \* Are considered, by the Campus Director, to be in good standing regarding their financial obligation to the college at the time of the completion ceremony

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

### Practical Nursing Pinning Ceremony

Graduates who have completed NUR140 and have passed the HESI exit exam are invited to participate in the Practical Nursing Ceremony. The Practical Nursing department will provide the students/graduates with more information regarding this special event.



### **Nursing Pinning Ceremony**

A candidate for the Nursing Pinning Ceremony has met the above completion and graduation requirement. 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 (USPS) 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)

### **Consumer Information:**

Paper copies of the information found on our Consumer Information web page <http://valley.edu/consumer-information> can be obtained from 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.

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

### Campus Hours:

Valley College – Beckley, Valley College – Martinsburg, and Valley College-Fairlawn (Satellite) operating hours are at a minimum: 8am to 5pm on Mondays – Thursdays. 8am to 3pm on Fridays.

Valley College – Cleveland has extended hours for administration and is open at a minimum: 7am to 6pm Mondays – Thursdays. 8am to 3pm on Fridays.

To schedule after hours appointments at any of the campuses on Monday-Thursday, please contact the school.

### Holiday Schedule

|                   |                  |                   |              |
|-------------------|------------------|-------------------|--------------|
| May 29, 2023      | Memorial Day     | November 23, 2023 | Thanksgiving |
| July 3, 2023      | Independence Day | November 24, 2023 | Thanksgiving |
| July 4, 2023      | Independence Day | December 25, 2023 | Christmas    |
| September 4, 2023 | Labor Day        | December 26, 2023 | Christmas    |

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

|                               |                                      |
|-------------------------------|--------------------------------------|
| January 1 – January 8, 2023   | November 17-26, 2023                 |
| June 23, 2023 to July 4, 2023 | December 22, 2023 to January 4, 2024 |

Students in their externship course will follow the holiday/break days of their externship course. The CDL and Nursing Associate Degree programs does not observe the same break schedule. Students should refer to their rotation schedules.

### Class Start Schedules

Valley College reserves the right to add or change class start dates based on enrollment. The school reserves the right to change or modify the class hours, if needed. The student will receive a Rotation Schedule prior to or at Orientation that will guide them through their programs. The Rotation Schedule will identify when classes are held on a Friday due to a holiday. A more specific Class Schedule may also be provided to the student prior to or at the start of each course. This schedule may be sent electronically to the student, so it is important to ensure that the student communicates any changes of their contact information to the Director of Academic Affairs or Program Administrator or their designee.

### Program Time Extension

Students are expected to complete their program by their scheduled completion date. The Campus Director approves actions, such as an approved LOA, retaking a class or auditing a class, that may extend a student's' proposed completion date. At no time will Valley College permit a student to go beyond 150% of the published length of the program.

### Class Hours and Start Dates for Campus-Based programs:

| Program                                    | Class Hours  |
|--|--|
| <b>Medical Clinical Assistant Diploma*</b> | Classes are held online except for MED202, MED206, and MED211. These classes' lectures are held online, and labs are scheduled on Saturday from 8:00am -5:00pm at the Campus. Online courses are scheduled for asynchronous delivery through Moodlerooms.  |
| <b>Nursing Associate Degree*</b>           | Classes that are held on campus will be scheduled between Monday-Thursday from 8:30 - 4:30. This program also has classes that are taught online. Online courses are scheduled for asynchronous delivery through Moodlerooms.  |
| <b>Practical Nursing Diploma*</b>          | Classes are held Monday-Thursday. Courses that are 60 hours in length are held from 8:00am to 2:00pm. Courses that are 84 hours in length are held from 8:00am to 4:00pm. Hours and days may vary for clinicals courses. This program also has classes that are taught online. Online courses are scheduled for asynchronous delivery through Moodlerooms. |
| <b>Veterinary Assistant Diploma</b>        | Classes are held online except for VTA115, VTA210, VTA225. These classes' lectures are held online, and labs are scheduled on Saturday from 8:00am -5:00pm at the Campus. Online courses are scheduled for asynchronous delivery through Moodlerooms.  |
| <b>Veterinary Technician AAS*</b>          | Year 1 - Monday – Thursday from 9am to 2pm and Year 2 - Monday – Thursday from 8am to 1pm, This program also has classes that are taught online. Online courses are scheduled for asynchronous delivery through Moodlerooms.   |

\*These programs have Externships or Clinical Experiences. Externship/Clinical site availability generally is during weekdays at times set by the site. Some externships/clinical sites may have evening or weekend hours. Students must schedule time accordingly. If a class that is normally taught on campus is moved online, the lectures/lab hours may be synchronous. Students must adhere to the campus' classroom attendance rules.

**Commercial Driver License (CDL) Class A Start Schedule  
Certificate program @ Cleveland Campus**

**A typical Class Schedule is as follows:**

Monday through Thursday, Class Schedule 8AM to 5PM. 8 clock hours instruction given per day.

Monday through Friday Range & Road schedule 8AM to 5PM. 8 clock hours instruction given per day.

Students should check their rotation schedule to see when Fridays (or Saturdays) are designated as class days to make up for holidays that occur during the week. Valley College reserves the right to schedule make-up days and remedial training sessions on Fridays or Saturdays or after class hours. These dates will be scheduled by Valley College.

The class schedule is subject to change.

**START DATES for Hybrid Programs  
Dates are subject to change**

| Start Date | Practical Nursing<br>Projected<br>completion date | Medical Clinical<br>Assistant projected<br>Completion Date | Veterinary<br>Assistant Projected<br>Completion Date | Veterinary<br>Technician AAS<br>Projected<br>Completion Date | Nursing<br>Associate Degree<br>Projected<br>Completion Date |
|------------|---|--|--|--|---|
| 1/6/2023   | 10/12/2023  | 10/12/2023   | 8/10/2023  | 8/8/2024   | N/A   |
| 1/30/2023  | 11/2/2023   | 11/2/2023  | 8/31/2023  | 8/29/2024  | N/A   |
| 2/20/2023  | 11/30/2023  | 11/30/2023   | 9/21/2023  | 9/19/2024  | N/A   |
| 3/13/2023  | 12/21/2023  | 12/21/2023   | 10/12/2023   | 10/10/2024   | N/A   |
| 4/3/2023   | 1/24/2024   | 1/24/2024  | 11/2/2023  | 10/31/2024   | N/A   |
| 4/24/2023  | 2/15/2024   | 2/15/2024  | 11/30/2023   | 11/20/2024   | N/A   |
| 5/15/2023  | 3/7/2024  | 3/7/2024   | 12/21/2023   | 12/12/2024   | N/A   |
| 6/5/2023   | 4/4/2024  | 4/4/2024   | 1/24/2024  | 1/16/2025  | N/A   |
| 7/5/2023   | 4/25/2024   | 4/25/2024  | 2/15/2024  | 2/6/2025   | N/A   |
| 7/24/2023  | 5/16/2024   | 5/16/2024  | 3/7/2024   | 2/27/2025  | N/A   |
| 8/14/2023  | 6/6/2024  | 6/6/2024   | 4/4/2024   | 3/27/2025  | TBA   |
| 9/5/2023   | 6/27/2024   | 6/27/2024  | 4/25/2024  | 4/14/2025  | N/A   |
| 9/25/2023  | 7/25/2024   | 7/25/2024  | 5/16/2024  | 5/8/2025   | N/A   |
| 10/16/2023 | 8/15/2024   | 8/15/2024  | 6/6/2024   | 5/29/2025  | N/A   |
| 11/6/2023  | 9/5/2024  | 9/5/2024   | 6/27/2024  | 6/19/2025  | N/A   |
| 12/4/2023  | 9/26/2024   | 9/26/2024  | 7/25/2024  | 7/17/2025  | N/A   |

**START DATES for Commercial Drivers License Class A (CDL)  
Dates are subject to change**

| Start Date | CDL Projected<br>Completion Date |
|------------|----------------------------------|
| 1/9/2023   | 2/9/2023                         |
| 1/30/2023  | 3/2/2023                         |
| 2/20/2023  | 3/23/2023                        |
| 3/13/2023  | 4/13/2023                        |
| 4/3/2023   | 5/4/2023                         |
| 4/24/2023  | 5/25/2023                        |
| 5/15/2023  | 6/15/2023                        |
| 6/5/2023   | 7/14/2023                        |
| 7/5/2023   | 8/3/2023                         |
| 7/24/2023  | 8/24/2023                        |
| 8/14/2023  | 9/14/2023                        |
| 9/5/2023   | 10/5/2023                        |
| 9/25/2023  | 10/26/2023                       |
| 10/16/2023 | 11/16/2023                       |
| 11/6/2023  | 12/14/2023                       |
| 11/27/2023 | 1/5/2024                         |

## Programs Delivered Online – Schedules

Online programs are offered and administered through the main campus, Valley College – Martinsburg. Valley College – Martinsburg is a member of the National Council for State Authorization Reciprocity Association (SARA) and is authorized to deliver distance education to students who reside in states that are also members of NC-SARA. 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 are posted to allow students to adjust their schedules accordingly. Dates are subject to change.

| Start Date | Bus Adm AAB and<br>Cybersecurity AAS<br>Projected Completion<br>Date | Bus Adm BS<br>Cybersecurity BS<br>Project Completion<br>Dates | H S A AAB<br>Projected<br>Completion Date | H S A BS<br>Projected Completion Date |
|------------|--|---|---|---------------------------------------|
| 1/6/2023   | 4/4/2024   | 7/24/2025   | 4/4/2024                                  | 7/24/2025                             |
| 1/30/2023  | 4/25/2024  | 8/14/2025   | 4/25/2024                                 | 8/14/2025                             |
| 2/20/2023  | 5/16/2024  | 9/4/2025  | 5/16/2024                                 | 9/4/2025                              |
| 3/13/2023  | 6/6/2024   | 9/25/2025   | 6/6/2024                                  | 9/25/2025                             |
| 4/3/2023   | 6/27/2024  | 10/16/2025  | 6/27/2024                                 | 10/16/2025                            |
| 4/24/2023  | 7/25/2024  | 11/6/2025   | 7/25/2024                                 | 11/6/2025                             |
| 5/15/2023  | 8/15/2024  | 11/26/2025  | 8/15/2024                                 | 11/26/2025                            |
| 6/5/2023   | 9/5/2024   | 12/18/2025  | 9/5/2024                                  | 12/18/2025                            |
| 7/5/2023   | 9/26/2024  | 1/22/2026   | 9/26/2024                                 | 1/22/2026                             |
| 7/24/2023  | 10/17/2024   | 2/12/2026   | 10/17/2024                                | 2/12/2026                             |
| 8/14/2023  | 11/7/2024  | 3/5/2026  | 11/7/2024                                 | 3/5/2026                              |
| 9/5/2023   | 11/27/2024   | 3/26/2026   | 11/27/2024                                | 3/26/2026                             |
| 9/25/2023  | 12/19/2024   | 4/23/2026   | 12/19/2024                                | 4/23/2026                             |
| 10/16/2023 | 1/23/2025  | 5/14/2026   | 1/23/2025                                 | 5/14/2026                             |
| 11/6/2023  | 2/13/2025  | 6/4/2026  | 2/13/2025                                 | 6/4/2026                              |
| 12/4/2023  | 3/6/2025   | 6/25/2026   | 3/6/2025                                  | 6/25/2026                             |
| Start Date | MFOBC and MAA<br>Projected completion<br>date                        | ITNA & ITNS<br>Projected completion<br>date                   |   |                                       |
| 1/6/2023   | 8/31/2023  | 8/10/2023   |   |                                       |
| 1/30/2023  | 9/21/2023  | 8/31/2023   |   |                                       |
| 2/20/2023  | 10/12/2023   | 9/21/2023   |   |                                       |
| 3/13/2023  | 11/2/2023  | 10/12/2023  |   |                                       |
| 4/3/2023   | 11/30/2023   | 11/2/2023   |   |                                       |
| 4/24/2023  | 12/21/2023   | 11/30/2023  |   |                                       |
| 5/15/2023  | 1/24/2024  | 12/21/2023  |   |                                       |
| 6/5/2023   | 2/15/2024  | 1/24/2024   |   |                                       |
| 7/5/2023   | 3/7/2024   | 2/15/2024   |   |                                       |
| 7/24/2023  | 4/4/2024   | 3/7/2024  |   |                                       |
| 8/14/2023  | 4/25/2024  | 4/4/2024  |   |                                       |
| 9/5/2023   | 5/16/2024  | 4/25/2024   |   |                                       |
| 9/25/2023  | 6/6/2024   | 5/16/2024   |   |                                       |
| 10/16/2023 | 6/27/2024  | 6/6/2024  |   |                                       |
| 11/6/2023  | 7/25/2024  | 6/27/2024   |   |                                       |
| 12/4/2023  | 8/15/2024  | 7/25/2024   |   |                                       |

Abbreviation used for program names: Medical Front Office, Billing and Coding (MFOBC), Medical Administrative Assistant (MAA), Information Technology (IT) and Network Administration (ITNA), Information Technology (IT) and Security Administration (ITSA,) Business Administration (Bus. Adm), Health Services Administration (HSA), Cybersecurity

## 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 | Total Hrs | Weeks | Months |
|-------------------------|---|-----------------|-----------|---------|-----------|-------|--------|
| M                       | Business Administration                                 | Bachelor (BS)   | Online    | 125     | 2400      | 114   | 31     |
| M                       | Cybersecurity   | Bachelor (BS)   | Online    | 126     | 2400      | 120   | 31     |
| M                       | Health Services Administration                          | Bachelor (BS)   | Online    | 126     | 2460      | 123   | 32     |
| M                       | Business Administration                                 | Associate (AAB) | Online    | 61      | 1200      | 60    | 16     |
| M                       | Cybersecurity   | Associate (AAS) | Online    | 65      | 1200      | 60    | 16     |
| M                       | Health Services Administration                          | Associate (AAB) | Online    | 63      | 1260      | 63    | 17     |
| M                       | Information Technology (IT) and Network Administration  | Diploma         | Online    | 30      | 600       | 30    | 8      |
| M                       | Information Technology (IT) and Security Administration | Diploma         | Online    | 30      | 600       | 30    | 8      |
| M                       | Medical Administrative Assistant                        | Diploma         | Online    | 30      | 660       | 33    | 9      |
| B<br>C<br>M             | Medical Clinical Assistant                              | Diploma         | Blended   | 38      | 825       | 39    | 10     |
| M                       | Medical Front Office, Billing and Coding                | Diploma         | Online    | 30      | 660       | 33    | 9      |
| B<br>M                  | Nursing   | Associate       | Blended   | 70      | 1548      | 69    | 18     |
| C<br>F                  | Practical Nursing                                       | Diploma         | Blended   | 36      | 924       | 39    | 10     |
| C                       | Veterinary Assistant                                    | Diploma         | Blended   | 30      | 600       | 30    | 8      |
| C                       | Veterinary Technician                                   | Associate (AAS) | Blended   | 65      | 1560      | 74    | 19     |
| C                       | Commercial Driver License (CDL) – Class A               | Certificate     | On Campus | 0       | 160       | 5     | 2      |

**Total hours do not reflect out-of-class assignments.**

**Key: B = Beckley Campus, M = Martinsburg Campus, C = Cleveland Campus, and F = Fairlawn Satellite (Learning Center)**

## Medical Clinical Assistant Diploma

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

Credential: Diploma

Approved to be offered as a Blended program

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 primarily taught online. Material is presented by qualified instructors who follow 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. Towards the end of the program, the clinical classes', Medical Assisting – Clinicals, Medical Assisting – Laboratory, and Medical Assisting – Procedures, lecture component is presented online. The laboratory components for these courses are taught on campus on designated dates/times. The final course includes an externship. The externship is completed at a Valley College approved Externship site.

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, 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 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, and respiratory testing.
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

Courses do not appear in the same order as they are taught. The student receives their initial rotation schedule during the admissions process. Additional Out-of-Class hours should be expected to include completing assignments, reading, and studying.

| Course Number     | Course Name                     | Delivery Method | Contact Hours | Sem Credits |
|-------------------|---------------------------------|-----------------|---------------|-------------|
| Technical Courses |                                 |                 |               |             |
| COM211            | Career Development-MCA          | Online          | 45            | 2.0         |
| CPS121            | Computer Applications-Medical   | Online          | 60            | 2.0         |
| MED102            | Medical Front Office Procedures | Online          | 60            | 4.0         |
| MED116            | Anatomy & Physiology I          | Online          | 60            | 4.0         |
| MED118*           | Anatomy & Physiology II         | Online          | 60            | 4.0         |
| MED122            | Medical Terminology             | Online          | 60            | 3.0         |
| MED222            | Pharmacology                    | Online          | 60            | 4.0         |
| MED243            | Medical Records Management      | Online          | 60            | 2.0         |
| MED201            | Medical Assisting-Clinical      | Blended         | 60            | 3.0         |
| MED206            | Medical Assisting-Procedures    | Blended         | 60            | 3.0         |
| MED211            | Medical Assisting-Laboratory    | Blended         | 60            | 3.0         |
| MED251*           | Externship & Seminar            | Externship      | 180           | 4.0         |
| TOTALS            |                                 |                 | 825           | 38          |

\*MED118 has a prerequisite (MED116). MED251 has a prerequisite: All other courses in the Medical Clinical Assistant program. The student must have a 2.0 or higher GPA and complete the Skills Competencies Checklist. Some sites may require students to be 18 years old or older.

**The MED201, MED206, MED211 classes – lectures are taught online. Labs are taught on campus on a designated date/time. Additional details regarding MED201, MED206, and MED211 can be found on a student's enrollment agreement or rotation schedule.**

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

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 blueprints 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 complete the Skills Competencies Checklist.

The student must obtain Basic Life Support Training prior to starting their externship. The campus will provide the student with more information regarding BLS training. Training may be held outside of class hours. The cost incurred is the responsibility of the student and is not part of the Laboratory Fees on the Enrollment Agreement.

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 is 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 their 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 the Medical Clinical Assistant course work but cannot start their 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 prerequisite requirements are met. If the student is unable to complete the externship within their 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 the student is scheduled to start their 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 them 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 regarding 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 their externship site and the Valley College Extern Coordinator if they 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 to complete the required 180 hours). In addition, the student will have reading assignments and may have additional assignments and/or activities 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 their externship above and beyond the scheduled 6 weeks, the student must complete their externship within the Maximum Timeframe 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, most 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 midpoint 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, 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. 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 Student Handbook and will be distributed prior to the student starting their 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          | <u>05%</u> | 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 Student Handbook.

**Dismissal from the Externship:** The student may not graduate from the program if they fail 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 authorized 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. 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. Up to ten points will be deducted from the student's final grade. (OR)
3. The student will be suspended from the program with the opportunity to return to an alternative site after authorized a period of time. The student will sign an Externship Reinstatement Agreement. Up to fifteen 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 authorized 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 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, they 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 they withdraw 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 Associate Degree**

<https://valley.edu/programs/nursing-associates/>

Credential: Associate Degree

Approved to be offered as a Blended program. Selected courses are taught online.

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

### **Program Description**

The Nursing program has been designed to provide graduates with the core competencies and knowledge necessary to pass the National Council Licensure Examination for Registered Nurse (NCLEX- RN) and successfully enter the field of nursing, utilizing the foundational principles of Evidence-Based Practice, Nursing students will be provided with a balanced combination of classroom instruction, practical hands-on laboratory based patient simulations, and clinical activities in adult and geriatric health nursing, maternal and child health nursing, mental health, medical-surgical procedures, rural, urban, and community health, nursing leadership, and clinical decision-making in order to master the essential skills and emotional intelligence required to be a nurse.

The Nursing Program is delivered by qualified educators, who also possess a wide-range of nursing experience, utilizing the principles of Active Learning, Problem-Based Learning, and Transformative Learning. Through a balanced approach of in-class instruction, lab, and clinical activities that are mapped out for a progressive learning experience, instructors will teach students each core element of the program while simultaneously helping students fully comprehend the importance of communication, teamwork, emotional intelligence and providing patient-centric care.

In each educational setting, students will learn to identify, assess, analyze, and evaluate information utilizing the principles of Evidence-Based Practice to evaluate options, form conclusions, and proceed with patient-centered care that is in the best interest of their 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 for patient records in written and electronic form.

Finally, throughout the Nursing program, students will be provided with the data and information to effectively prepare them for their NCLEX-RN. Students will have an opportunity to participate in various assessments and remediation activities throughout the program to help them and their instructors monitor the progress and overall educational development to ensure all students receive this one-to-one support to properly prepare for the NCLEX- RN. Upon program completion, graduates of the Nursing program will be eligible to sit for the NCLEX-RN.

### **Nursing Program Learning Objectives:**

1. Incorporate and utilize the principles associated with Evidence-Based Practice when providing nursing care to patients/families across the lifespan in the various health care settings.
2. Execute each step of the nursing process using accurate and appropriate written and verbal medical terminology with patients, families of the patient, physicians, and additional team members.

3. Function as a patient-advocate while demonstrating professional, ethical, compassionate, legal, and patient-centric care within the scope of practice for a nurse
4. Accurately document patient care records in written and electronic form, while maintaining HIPAA requirements.
5. Demonstrate an understanding of human anatomy and biology when performing nursing procedures for individuals for various stages of the life cycle.
6. Exhibit leadership, clinical judgment, problem-solving, and critical thinking when providing patient care in at each stage of the life cycle in various types of medical facilities.
7. 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 the administration of medication.
8. Exhibit the ability to effectively communicate in written and verbal form as part of the nursing process, operate as an effective member of the nursing team, and demonstrate emotional intelligence with interacting with patients, families, and members of the medical team.
9. Provide Evidence-Based health education on a variety of medical needs based on the patient and/or family's needs.
10. Provide effective nursing care within a RN's scope of practice that accounts for a patient's social, cultural, emotional, mental, and physical needs.
11. Demonstrate the ability to conduct a wide range of ethical, patient-centric, and safe nursing care for patient needs that include acute, emergency, illness prevention, health maintenance, and health awareness procedures.

### Program Outline

Courses do not appear in the same order as they are taught. The student receives their initial rotation schedule during the admissions process. Additional Out-of-Class hours should be expected to include completing assignments, reading, and studying. A detailed breakdown of course hours is provided in the Nursing Student Handbook.

| Course Number                    | Course Name  | Delivery Method | Contact Hours | Sem Credits |
|----------------------------------|--|-----------------|---------------|-------------|
| <b>General Education Credits</b> |  |                 |               |             |
| BIO100-AN                        | Biology  | Ground          | 60.0          | 3.0         |
| BIO101                           | Microbiology   | Ground          | 60.0          | 3.0         |
| COM110                           | Foundations of Communication                                   | Online          | 60.0          | 4.0         |
| ENG115                           | English Composition  | Online          | 60.0          | 4.0         |
| ISD205-AN                        | Ethics   | Online          | 60.0          | 4.0         |
| MAT125-AN                        | College Math   | Online          | 60.0          | 3.0         |
| NUR121                           | Anatomy & Physiology 1   | Ground          | 60.0          | 3.0         |
| NUR122                           | Anatomy & Physiology 2   | Ground          | 60.0          | 3.0         |
| NUR123                           | Pathophysiology  | Ground          | 60.0          | 3.0         |
| <b>Technical Courses</b>         |  |                 |               |             |
| NUR102                           | Introduction to Nursing/Medical Terminology                    | Ground          | 60.0          | 3.0         |
| NUR106                           | IV Therapy/Pharmacology 1                                      | Ground          | 60.0          | 3.0         |
| NUR107                           | IV Therapy/Pharmacology 2                                      | Ground          | 60.0          | 3.0         |
| NUR150                           | Fundamentals of Nursing - Adult Health & Patient Care 1        | Ground          | 84.0          | 3.0         |
| NUR151                           | Fundamentals of Nursing - Adult Health & Patient Care 2        | Ground          | 84.0          | 3.0         |
| NUR153                           | Leadership, Clinical Judgement, and Decision Making in Nursing | Ground          | 60.0          | 3.0         |
| NUR159                           | Human Nutrition  | Ground          | 60.0          | 2.0         |
| NUR250                           | Nursing - Maternity and Child Nursing                          | Ground          | 84.0          | 3.0         |
| NUR251                           | Nursing - Medical Surgical 1                                   | Ground          | 84.0          | 3.0         |
| NUR252                           | Nursing - Geriatric  | Ground          | 84.0          | 3.0         |
| NUR253                           | Rural, Urban, and Community Nursing                            | Online          | 60.0          | 3.0         |
| NUR254                           | Nursing - Medical Surgical 2                                   | Ground          | 84.0          | 3.0         |
| NUR255                           | Mental and Behavioral Health for a Nurse                       | Ground          | 84.0          | 3.0         |
| NUR260                           | Nursing - Capstone and Clinical Experience                     | Ground          | 60.0          | 2.0         |
| General Education Totals         |  |                 | 540.0         | 30.0        |
| Technical Courses Totals         |  |                 | 1008.0        | 40.0        |
| Grand Total                      |  |                 | 1548.0        | 70.0        |

### Summary of the Program's Pre-requisites Courses (Pre-req)

| Course Number | Course Name   | Pre-req Course #   | Pre-req (successful completion of the course) Course Name   |
|---------------|---|--|---|
| BIO101        | Microbiology  | BIO100-AN  | Biology   |
| NUR106        | IV Therapy/Pharmacology 1                               | MAT125-AN<br>NUR102  | College Math<br>Introduction to Nursing/Medical Terminology   |
| NUR107        | IV Therapy/Pharmacology 2                               | MAT125-AN<br>NUR102<br>NUR106  | College Math<br>Introduction to Nursing/Medical Terminology<br>IV Therapy/Pharmacology 1  |
| NUR121        | Anatomy & Physiology 1                                  | NUR102   | Introduction to Nursing/Medical Terminology   |
| NUR122        | Anatomy & Physiology 2                                  | NUR102<br>NUR121   | Introduction to Nursing/Medical Terminology<br>Anatomy & Physiology 1   |
| NUR123        | Pathophysiology   | BIO100-AN<br>BIO101<br>NUR102  | Biology<br>Microbiology<br>Introduction to Nursing/Medical Terminology  |
| NUR150        | Fundamentals of Nursing – Adult Health & Patient Care 2 | BIO100-AN<br>BIO101<br>NUR102<br>NUR106<br>NUR121<br>NUR122<br>NUR123<br>NUR150                      | Biology<br>Microbiology<br>Introduction to Nursing/Medical Terminology<br>IV Therapy/Pharmacology 1<br>Anatomy & Physiology 1<br>Anatomy & Physiology 2<br>Pathophysiology<br>Fundamentals of Nursing - Adult Health & Patient Care 1 |
| NUR151        | Fundamentals of Nursing - Adult Health & Patient Care 2 | NUR102<br>NUR150   | Introduction to Nursing/Medical Terminology<br>Fundamentals of Nursing - Adult Health & Patient Care 1  |
| NUR153        | Decision Making in Nursing                              | NUR102   | Introduction to Nursing/Medical Terminology   |
| NUR159        | Human Nutrition   | NUR102   | Introduction to Nursing/Medical Terminology   |
| NUR250        | Nursing - Maternity and Child Nursing                   | NUR102<br>NUR150   | Introduction to Nursing/Medical Terminology<br>Fundamentals of Nursing - Adult Health & Patient Care 1  |
| NUR251        | Nursing - Medical Surgical 1                            | NUR102<br>NUR150<br><br>NUR151   | Introduction to Nursing/Medical Terminology<br>Fundamentals of Nursing - Adult Health & Patient Care 1<br>Fundamentals of Nursing - Adult Health & Patient Care 2   |
| NUR252        | Nursing - Geriatric                                     | NUR102<br>NUR150<br><br>NUR151   | Introduction to Nursing/Medical Terminology<br>Fundamentals of Nursing - Adult Health & Patient Care 1<br>Fundamentals of Nursing - Adult Health & Patient Care 2   |
| NUR253        | Rural, Urban, and Community Nursing                     | NUR102<br>NUR150   | Introduction to Nursing/Medical Terminology<br>Fundamentals of Nursing - Adult Health & Patient Care 1  |
| NUR254        | Nursing - Medical Surgical 2                            | NUR102<br>NUR150<br><br>NUR151<br><br>NUR251   | Introduction to Nursing/Medical Terminology<br>Fundamentals of Nursing - Adult Health & Patient Care 1<br>Fundamentals of Nursing - Adult Health & Patient Care 2<br>Nursing - Medical Surgical 1                                     |
| NUR255        | Mental and Behavioral Health for a Nurse                | NUR102<br>NUR150<br><br>NUR151   | Introduction to Nursing/Medical Terminology<br>Fundamentals of Nursing - Adult Health & Patient Care 1<br>Fundamentals of Nursing - Adult Health & Patient Care 2   |
| NUR260        | Nursing - Capstone and Clinical Experience              | 2.0 cGPA, met Attendance requirements, and successfully received all credits for the Nursing program |   |

## Career Opportunities

CIP CODE:51.3901

Based upon completion of the Nursing program, career ready employment opportunities for graduates include but are not limited to entry-level positions at the following areas.

- Hospitals
- Emergency Rooms
- Surgical Facilities
- Long Term Care Facilities, including skilled nursing homes and assisted living facilities
- Physician Offices
- Home Health Care Services
- Community care facilities for the elderly
- Veterans Offices and Facilities
- Outpatient Facilities
- Secondary Schools
- Correctional Facilities

Upon program completion, graduates of the Nursing program will be eligible to sit for the National Council Licensure Examination for Registered Nursing (NCLEX-RN). Sitting for and passing the NCLEX-RN may provide more career opportunities for the Nursing program graduate.

## Practical Nursing Diploma

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

Credential: Diploma

Approved to be offered as a Blended program. Selected courses are taught online.

Approved to be offered at Valley College –Cleveland and Valley-College-Fairlawn

## 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. The 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.

### Program Outline

Courses do not appear in the same order as they are taught. The student receives their initial rotation schedule during the admissions process. Additional Out-of-Class hours should be expected to include completing assignments, reading, and studying. A detailed breakdown of course hours is provided in the PN Nursing Student Handbook.

| Course Number            | Course Name  | Delivery Method | Contact Hours | Sem Credits |
|--------------------------|--|-----------------|---------------|-------------|
| <b>Technical Courses</b> |  |                 |               |             |
| ENG116-N                 | College Writing  | Online          | 60            | 2.5         |
| ISD205-N                 | Ethics   | Online          | 60            | 2.5         |
| MAT125-N                 | College Math   | Online          | 60            | 2.5         |
| NUR100                   | Introduction to Practical Nursing/Medical Terminology    | Campus          | 60            | 2.5         |
| NUR105                   | Pharmacology/IV Therapy                                  | Campus          | 60            | 2.5         |
| NUR110                   | Maternity and Child Nursing                              | Campus          | 84            | 3.5         |
| NUR115                   |  | Campus          | 84            | 3.0         |
|                          | Nursing Fundamentals - Adult Health & Patient Care       | & Clinical      |               |             |
| NUR119                   | Nursing Anatomy & Physiology                             | Campus          | 60            | 2.5         |
|                          |  | Campus          | 84            | 3.0         |
| NUR120                   | Geriatric Nursing  | & Clinical      |               |             |
| NUR125                   | Nursing Leadership, Clinical Judgement & Decision Making | Campus          | 60            | 2.5         |
|                          |  | Campus          | 84            | 3.0         |
| NUR130                   | Medical-Surgical Nursing                                 | & Clinical      |               |             |
|                          |  | Campus          | 84            | 3.0         |
| NUR135                   | Mental Health/Geriatric Psychiatric Nursing              | & Clinical      |               |             |
| NUR140                   | Transition to Practical Nursing                          | Campus          | 84            | 3.0         |
|                          | <b>Totals</b>  |                 | <b>924</b>    | <b>36</b>   |



### Summary of the Program's Pre-requisites Courses (Pre-req)

| Course Number              | Course Name   | Pre-req Course #   | Pre-req (successful completion of the course) Course Name  |
|----------------------------|---|--|--|
| NUR115<br>NUR105           | Nursing Fundamentals - Adult Health & Patient Care<br>Pharmacology/IV Therapy                   | NUR100<br>NUR119   | Introduction to Practical Nursing/Medical Terminology<br>Nursing Anatomy & Physiology  |
| NUR125<br>NUR130           | Nursing Leadership, Clinical Judgement & Decision Making<br>Medical-Surgical Nursing            | NUR100<br>NUR119<br>NUR115<br>NUR105                     | Introduction to Practical Nursing/Medical Terminology<br>Nursing Anatomy & Physiology<br>Nursing Fundamentals - Adult Health & Patient Care<br>Pharmacology/IV Therapy   |
| NUR110<br>NUR120<br>NUR135 | Maternity and Child Nursing<br>Geriatric Nursing<br>Mental Health/Geriatric Psychiatric Nursing | NUR100<br>NUR119<br>NUR115<br>NUR105<br>NUR130<br>NUR125 | Introduction to Practical Nursing/Medical Terminology<br>Nursing Anatomy & Physiology<br>Nursing Fundamentals - Adult Health & Patient Care<br>Pharmacology/IV Therapy<br>Nursing Leadership, Clinical Judgement & Decision Making<br>Medical-Surgical Nursing |
| NUR140                     | Transition to Practical Nursing   | All PN Program Courses, including General Education      |  |

Note to student: NUR115 is the student's first clinical course. All required programmatic documentation must be submitted before the student may start NUR115.

### Career Opportunities

CIP CODE:51.3901

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 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 that the 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:

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

### Clinicals

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 119 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)
- NUR105 (30 lecture and 30 lab hours)
- NUR110 (30 lecture and 21 lab hours, 21 clinical hours on campus)
- NUR115 (35 lecture, 28 lab, 21 clinical hours)



- NUR120 (28 lecture, 28 lab, 28 clinical hours)
- NUR125 (30 lecture and 30 lab hours)
- NUR130 (28 lecture, 28 lab, 28 clinical hours)
- NUR135 (35 lecture, 28 lab, 21 clinical hours)
- NUR140 (84 lecture)

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 at the level of instruction that they have been 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 briefed on a host of activities that the instructor has planned for the day (and 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. As part of this inclusion process, the student will complete a series of activities. The instructor will ask detailed questions of both the patient and the student. 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 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 they completed and areas for improvement. Building on this feedback, students will be given an opportunity to ask questions and 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.

**Pregnancy:** Should a student become pregnant any time while attending Valley College Practical Nursing Diploma Program it is to be reported immediately to the Program Administrator and confirmed by the student's health care provider. A medical release, which includes there are no restrictions, from the student's provider will be needed if they are to remain in the program. There are physical responsibilities and hazards the student might, and very likely will, encounter while attending the PN program. These duties should be shared with the student's health care provider, who must endorse the student's state of health.

**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. 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. Further, the Valley staff members 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. However, students are not guaranteed that they will be able to make up class time. 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.

**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 has 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 they have 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:**

Valley College will staff clinical sites with adjunct instructors that possess the professional and educational requirements required by the Ohio Board of Nursing. The instructors are required to ensure that the students and clinical sites are 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. Site Evaluations are graded: P+, P, I, and F. 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 they fail 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.

If a student voluntarily withdraws from the program for personal circumstances, they will receive a grade of "WP" or "WF" depending on the reason and how many hours the student has completed at the time they withdraw 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 - Diploma

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

Credential: Diploma

Approved to be offered as a 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

Courses do not appear in the same order as they are taught. The student receives their initial rotation schedule during the admissions process. Additional Out-of-Class hours should be expected to include completing assignments, reading, and studying.

| Course Number            | Course Name                             | Delivery Method | Contact Hours | Sem Credits |
|--------------------------|---|-----------------|---------------|-------------|
| <b>Technical Courses</b> |   |                 |               |             |
| BIO100                   | Biology                                 | Online          | 60            | 3.0         |
| COM110                   | Foundations of Communication            | Online          | 60            | 4.0         |
| ENG116                   | College Writing                         | Online          | 60            | 4.0         |
| MED123                   | Veterinary Terminology                  | Online          | 60            | 3.0         |
| VT A105                  | Veterinary Medical Office Procedures    | Online          | 60            | 2.0         |
| VT A110*                 | Veterinary Anatomy & Physiology I       | Online          | 60            | 4.0         |
| VT A111*                 | Veterinary Anatomy & Physiology II      | Online          | 60            | 4.0         |
| VT A115                  | Avian, Exotic & Small Mammal Procedures | Blended         | 60            | 2.0         |
| VT A210                  | Veterinary Clinical Pathology           | Blended         | 60            | 2.0         |
| VT A225                  | Animal Laboratory & Techniques I        | Blended         | 60            | 2.0         |
| Totals                   |   |                 | 600           | 30.0        |

\*VT A110 Veterinary Anatomy & Physiology and VT A111 Veterinary Anatomy & Physiology II both require that the student successfully completes BIO100 -Biology.

The VT A115, VT A210, VT A225 classes are taught online and hands-on labs are taught on campus on a designated date/time. See your enrollment agreement or Rotation Schedule for more details

## Career Opportunities

CIP CODE: 51.0808/01.8301

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 – AAS

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

Credential: Associate of Applied Science Degree

Approved to be offered as a Blended program Selected courses are taught online.

Valley College – Cleveland (OH) branch campus

## Program Description

The Veterinary Technician is an academic Associate degree program that 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/blended

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

Courses do not appear in the same order as they are taught. The student receives their initial rotation schedule during the admissions process. Additional Out-of-Class hours should be expected to include completing assignments, reading, and studying.

| Course Number                    | Course Name                                     | Delivery Method | Contact Hours | Sem Credits |
|----------------------------------|---|-----------------|---------------|-------------|
| <b>General Education Credits</b> |   |                 |               |             |
| BIO100                           | Biology   | Campus          | 60            | 3.0         |
| COM110                           | Foundations of Communication                    | Online          | 60            | 4.0         |
| ENG116                           | College Writing                                 | Online          | 60            | 4.0         |
| ISD210                           | Advanced Ethical Standards & Dilemmas           | Online          | 60            | 4.0         |
| MAT125                           | College Math                                    | Online          | 60            | 3.0         |
| PSY102                           | General Psychology                              | Online          | 60            | 4.0         |
| <b>Technical Courses</b>         |   |                 |               |             |
| MED123                           | Veterinary Terminology                          | Campus          | 60            | 3.0         |
| VT105                            | Veterinary Medical Office Procedures            | Campus          | 60            | 2.0         |
| VT110*                           | Veterinary Anatomy & Physiology I               | Campus          | 60            | 4.0         |
| VT111*                           | Veterinary Anatomy & Physiology II              | Campus          | 60            | 4.0         |
| VT115                            | Avian, Exotic & Small Mammal Procedures         | Campus          | 60            | 2.0         |
| VT200                            | Small Animal Applications                       | Campus          | 60            | 2.0         |
| VT205                            | Large Animal Applications                       | Campus          | 60            | 2.0         |
| VT210                            | Veterinary Clinical Pathology                   | Campus          | 60            | 2.0         |
| VT215                            | Large Animal Clinical Applications              | Campus          | 60            | 2.0         |
| VT220                            | Principles of Veterinary Pharmacology           | Campus          | 60            | 3.0         |
| VT225                            | Animal Laboratory & Techniques I                | Campus          | 60            | 2.0         |
| VT226                            | Animal Laboratory & Techniques II               | Campus          | 60            | 2.0         |
| VT230                            | Animal Anesthesia                               | Campus          | 60            | 2.0         |
| VT235                            | Principles of Veterinary Radiology Applications | Campus          | 60            | 2.0         |
| VT240                            | Surgical Procedures & Asepsis                   | Campus          | 60            | 2.0         |
| VT245                            | Surgical & Dental Procedures                    | Campus          | 60            | 2.0         |
| VT250                            | Veterinary Technician Externship                | Campus & Site   | 240           | 5.0         |

\*Denotes Applied General Education Courses (OHDE):

ACCSC: General Education Sem Credits: 22 (360 hours); Technical Sem Credits 43 (1200 hours) Total Sem Credits 65 (1560 hours)

OHDE: Total General & Applied General Education Sem Credits: 30 (480 hours); Technical Sem Credits: 35 (1080 hours).

Total Sem Credits 65 (1560 hours)

## Summary of the Program's Pre-requisites Courses (Pre-req)

| Course Number | Course Name                        | Pre-req Course Number  | Pre-req Course Name   |
|---------------|------------------------------------|--|---|
| VTA110        | Veterinary Anatomy & Physiology I  | BIO100   | Biology   |
| VTA111        | Veterinary Anatomy & Physiology II | BIO100   | Biology   |
| VTA200        | Small Animal Applications          | VTA110<br>VTA111   | Veterinary Anatomy & Physiology I<br>Veterinary Anatomy & Physiology II |
| VTA205        | Large Animal Applications          | VTA110<br>VTA111   | Veterinary Anatomy & Physiology I<br>Veterinary Anatomy & Physiology II |
| VTA226        | Animal Laboratory & Techniques II  | VTA225   | Animal Laboratory & Techniques I  |
| VTA230        | Animal Anesthesia                  | VTA220   | Principles of Veterinary Pharmacology                                   |
| VTA245        | Surgical & Dental Procedure        | VTA230<br>VTA240   | Animal Anesthesia<br>Surgical Procedures & Asepsis                      |
| VTA250        | Veterinary Technician Externship   | Student must have passed all VTA courses and general education courses that were scheduled prior to VTA250 |   |

## Career Opportunities

CIP CODE: 51.0808/01.8301

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

## CVTEA Approval

Valley College - Cleveland is accredited from the CVTEA (Committee on Veterinary Technician Education and Activities) for its Veterinary Technician degree program. Students are hereby advised that to be eligible to sit for the Veterinary Technician licensure examination, they must graduate from an AVMA approved veterinary technology program.

## Certification

Upon completion, graduates of the Veterinary Technician program will be eligible to sit for the Veterinary Technician National Exam (VTNE). 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 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 a student needs accommodations, they should 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:**

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

- A student 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> .
- A student must request an official copy of their transcripts be sent to the Ohio Board.
- The student must pass the Veterinary Technician National Exam (VTNE) and have their passing scores transferred to the Ohio Board. If a student took the test in Ohio within the last 3 years, the board will already have a copy of their 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.
- The student must provide a picture of themselves. Any picture where the student's face can be clearly seen is acceptable.
- The student 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>).
- The student 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 is available in the Program Head office and will be presented to students during Orientation.

**Externship Requirements:** The Valley College staff who place students on 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 students 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 their 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 them 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 regarding 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 their externship site and the Valley College Extern Coordinator if they 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 through VetTechPrep Course:** Students will be provided with a weekly reading assignment from the textbook illustrated in this syllabus. These suggested reading activities will help the student review and prepare for their upcoming licensure exam. Students will also receive a subscription to VetTechPrep, an online program designed to prepare the student for the Veterinary Technician National Exam.

In addition, the student may have additional assignments and/or activities 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 or the 120-hour mark 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 timeframe 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 their 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 their 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 students. 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 viewed by the college 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 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.

**Weekly Journal Entries:** Students will complete weekly 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 of the Externship (240 hours) will each count for 32.5% of the student's total grade.
- Journals: 5%
- VetTechPrep Course Completion 10%

- Case Study: 10%

**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 Student Handbook.

**Dismissal from the Externship:** The student may not graduate from the program if they fail 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 authorized 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:

- The student will be allowed to return to the externship site. The student will sign an Externship Reinstatement Agreement. (OR)
- 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)
- The student will be suspended from the program with the opportunity to return to an alternative site after a designated period of time. 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 authorized 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 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, they 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 they withdraw 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.

## **General Information about the program:**

### **Pregnancy Policy:**

Female students who are pregnant upon enrollment in the Valley College Veterinary Technician program, or become pregnant while enrolled at Valley College, are strongly encouraged to disclose this information. The choice to disclose a pregnancy is entirely voluntary, and a student is not required to disclose this information to Valley College. These students have the option to voluntarily inform the Veterinary Technician Program Head, Director of Academic Affairs, and/or the Campus Director of their pregnancy in writing.

The disclosure of this information is required to be submitted **in writing with a signature of the student** affixed to the document. This information must also include the expected date of delivery. A student will not be considered pregnant without providing the formal written disclosure to Valley College. The student may un-declare their pregnancy at any time. This disclosure must be provided to Valley College in writing with a student signature. If they choose this option, they will no longer be considered pregnant and will be required to participate in all normal classroom, lab, and clinical settings.

Upon voluntarily written disclosure of pregnancy, the student and the Veterinary Technician Program Head will meet to discuss the potential harmful effects of exposure to animals, radiation, and anesthetic gases inherent in the practice of veterinary medicine on the fetus, exposure to accidental injury due to animal bites, falls, sharp instruments, etc., and will discuss the options available to the student to fulfill the educational requirements of the program. The student is strongly encouraged to visit their doctor to discuss the risks, potential harmful effects to their pregnancy and demands of the program during their pregnancy.

The student may defer participation in activities that would place them in contact with the hazards listed above in the previous paragraph. The student would then be responsible for making up the laboratory component the next time the course was offered to complete the course. The student will be required to fulfill all skills illustrated in the Veterinary Technician Practical Skills Competency Checklist to graduate from the Veterinary Technician program.

The student may take a Leave of Absence or may, at their sole discretion, voluntarily withdraw from the Veterinary Technician Program. Standard Valley College withdrawal procedures, and readmission procedures (if applicable), apply.

Alternatively, the student may opt to continue in the Veterinary Technician program and participate in the laboratory components with the understanding that they would be required to meet all objectives and participation standards as any other student. If the student chooses the participation option, they will be required to sign a waiver stating their understanding of the risks and requirements. If the student is then unable to complete all the objectives and requirements for the course, they may not receive a passing grade in the course.

It is recognized that the pregnant woman has rights and the responsibility for decisions concerning their pregnancy. No one acting on behalf of Valley College may discriminate against a student on the basis of pregnancy. The student should expect due consideration from everyone associated with them during their pregnancy whatever their decision may be. At the same time, any pregnant student is expected to complete each and every requirement of the Veterinary Technician program curriculum by a schedule or plan that can be reasonably implemented and under which risks are deemed acceptable by them and their physician. Although it is both the policy and practice of Valley College to offer a safe and secure educational work environment, Valley College cannot be held responsible for injury to the mother, fetus, or child due to hazard exposure during pregnancy.

### **Confidentiality**

All information regarding a student's medical condition, including pregnancy, will be kept confidential unless directed otherwise by the student.

### **Hazardous Materials and Radiation**

Valley College does not store and/or utilize any hazardous material/solutions in any laboratory classroom. Radiographic equipment is in the veterinary technician program areas. Equipment is inspected as required by the Ohio Department of Health, Radiologic Technology Section. Only trained faculty and staff are permitted to operate radiographic equipment, and trained students under supervision. If required, dosimeter badges must be worn in an

appropriate manner. Valley College will not knowingly allow anyone under the age of 18 years or pregnant to be in the designated x-rays areas.

### **Dangerous Animal Policy**

In the Veterinary programs, live animals are periodically utilized in the laboratory and surgical areas. These activities are conducted in coordination with the primary learning objectives of each program and under the supervision of Veterinary program instructors. These activities are also conducted to provide Veterinary programs students with an optimal, safe, and hands on learning experience so they are properly prepared for employment in the field.

However, if an animal in any of these activities is deemed to be too aggressive to be safely handled by our faculty, staff, or the supervising Veterinarian, the animal will be returned to its presenting organization without services performed. Aggression is defined as, but not limited to failure of the animal to accept safe restraint, refusal to wear a muzzle, attempting to bite the staff/students, or flailing to the point that self-harm may occur to the animal.

If a student is bit prior to muzzle placement, faculty will assist with immediate first aid, which includes washing the wound with soap and water right after the incident at the campus and applying any additional bandage to protect the wound, as appropriate. The student is then requested to seek medical attention as soon as possible at an appropriate emergency facility.

Faculty present at the time of the incident is required to complete a Student Incident Report and file it with the Campus Director. The student is asked to fill out the mandatory bite/incident report when they are medically able to complete the form and should return the form to the faculty member present during the bite. The faculty member will ensure the Student Incident Report form is properly completed and then will file it with the Campus Director. The animal involved in the incident will be returned to its home facility and quarantined for the required 10 days to ensure there has been no rabies exposure.

## **Commercial Driver License (CDL) Class A**

<https://info.valley.edu/cdl-truck-driving-school.php>

Credential: Certificate Non-credit program

Holds a: Ohio Department of Public Safety CDL Driving School License.

Approved to be offered at the Cleveland (Ohio) campuses

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

### **Program Description**

The Commercial Driver License (CDL) Class-A certificate program has been designed to prepare students to become a licensed CDL Class A driver in the state of Ohio. Students will prepare to obtain their license through a balanced series of lecture, lab, and on-road activities. The CDL program will provide students with a series of practical driving functions, which also includes a focus on technology, inspections, maintenance, emergency functions, road awareness, communication, and documentation. Students will work under the direct support of a qualified CDL instructor that is also an experienced CDL driver. At the conclusion of the program, students will be provided with an opportunity to take their Ohio state CDL Class A licensing exam. This program is intended for individuals who desire an entry-level position for a variety of transportation companies as a Class-A commercial driver.

### **Program/Student Learning Outcomes**

1. Describe and demonstrate the essential functions of a CDL Class A driver in accordance with state laws and regulations.
2. Describe the required steps to ensure that a vehicle is properly inspected and maintained to ensure optimal performance.
3. Develop the ability to obtain and properly utilize air brakes and tankers.
4. Demonstrate how to prepare, maintain, file, and submit accurate and complete driving records.
5. Describe and demonstrate effective communication skills as a Class-A Commercial Driver.
6. Explain how to select the appropriate placards, display, and safely drive with hazardous materials.
7. Describe and demonstrate how to plan the most effective driving route.
8. Discuss and demonstrate how to safely and effectively drive in hazardous conditions while also accounting for other drivers, materials on the road, and legal requirements.
9. Explain the steps and procedures that a Class-A Commercial Driver needs to take in the event of an accident.

## Program Outline

| Course Number and Name                   | Semester Credits | Clock Hours                      |
|--|------------------|----------------------------------|
| Commercial Driver License (CDL), Class A |                  | 0.0 48 hours Lecture (classroom) |
|  |                  | 112 hours Supervised Laboratory. |

Program Totals: 160 Clock Hours: 48 Lecture and 112 Supervised Laboratory.

Additional Out-of-Class hours should be expected to include assignments and reading.

GPA and Attendance Requirements: The classroom instructor will use tests, quizzes, and skill proficiency checklists to gauge the student's success in the course. A CDL student must have a minimum grade of an 80% on a 0-100% grading scale at the end of the course. Attendance is taken every day and students are required to have attend 90% of the program. Make up days are pre-scheduled; exceptions must be approved. Class schedules are subject to change. A class schedule will be provided for students during Orientation.

## Career Opportunities

CIP CODE 49.0205

On completion of their program, graduates of the Commercial Driver License (CDL) – Class A program may be qualified for entry-level positions, such as, but are not limited to:

- |                          |                    |
|--------------------------|--------------------|
| *Delivery Driver         | *Road Driver       |
| *Driver                  | *Semi Truck Driver |
| *Production Truck Driver | *Truck Driver      |

### Manual and Automatic Transmission Trucks.

Manual and Automatic Transmission Trucks. All students enrolled in the program will be taught to operate trucks with a Manual Transmission. Students will be assessed in the driving yard and perform a series of road exercises. During Admissions, the students are offered the opportunity to sign an acknowledgement form which explains that if at some point during their training, they feel that they cannot operate the truck with a Manual Transmission, they could request to complete their training using the truck with the Automatic Transmission. This request should be made in writing to the CDL Training Manager stating the reason for the request. The students who chose to train using the truck with the Automatic Transmission will be required to sign the acknowledgment form attesting that they understand and consent to the restrictions the Automatic Transmission Truck training entail. Should the student make such request, they will need to complete up to 10 hours additional hours of Road Training in a truck with an Automatic Transmission to qualify for the test, and further, they will also have to take the test using a truck with an Automatic Transmission. If the student passes the exam in the Automatic Transmission Truck, they will have a restricted Class-A license that ONLY allows them to drive Automatic Transmission trucks.

If the student does not sign the acknowledgement during the enrollment process, they have the opportunity to sign the acknowledge while enrolled in their program. If a student finishes the program (160 hours) using manual transmission trucks and does not feel that they can pass the test in the Manual Transmission, they will be given an opportunity to compete up to 10 additional hours of Road Training with the instructor at a designated time set by the CDL program Training Manager. Additional yard time could be provided at the discretion of the CDL Training Manager and Campus Director.

Test eligible for the Ohio State Commercial Driver's License – Class A exam: Students who complete the program will be eligible to test for the Ohio State Commercial Driver's License Class A exam. Valley College cannot guarantee a candidate's eligibility to sit for or pass certain licensure exams. It is the responsibility of the student to understand the licensure application/process for their 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 a program and if a student's circumstances change. Students do not automatically obtain the license upon graduation.

Upon completion of the program, the first scheduled CDL Class A license test fees are covered by the total tuition costs. The CDL license exam will be scheduled by Valley College. Valley College will give the graduate the use of our truck and trailer to cover **only their 1st attempt** for the CDL Class A license test (the student must be in good financial standing). An instructor will go to the exam site with the graduate.

Valley College will allow any graduate who failed the license exam to come to Valley College, at designated times set by the instructors, to study and practice to retake the CDL Driver's License exam. Any fees associated with any subsequent CDL Class A license tests are the responsibility of the graduate. If a graduate fails the CDL Driver's License test more than 2 times, Valley reserves the right to charge \$100.00 an hour for use of a Valley College truck and additional instruction.

## **Business Administration-DE -AAB**

<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)

### **Program Description**

The Business Administration AAB program is an Academic Associate degree that 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, and Marketing and Sales) 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 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

Courses do not appear in the same order as they are taught. The student receives their initial rotation schedule during the admissions process. Additional Out-of-Class hours should be expected to include completing assignments, reading, and studying.

| Course Number                      | Course Name                        | Delivery Method | Contact Hours | Sem Credits |
|------------------------------------|------------------------------------|-----------------|---------------|-------------|
| <b>General Education Credits</b>   |                                    |                 |               |             |
| COM200                             | Oral Communications                | Online          | 60            | 3.0         |
| ECON202                            | Introduction to Economics          | Online          | 60            | 3.0         |
| ENG122                             | Effective Writing                  | Online          | 60            | 3.0         |
| INC300                             | Social Innovation and Change       | Online          | 60            | 4.0         |
| MAT125                             | College Math                       | Online          | 60            | 3.0         |
| PSY102                             | General Psychology                 | Online          | 60            | 4.0         |
| PSY200                             | Emotional Intelligence             | Online          | 60            | 3.0         |
| PSY210                             | Critical Thinking                  | Online          | 60            | 3.0         |
| <b>Technical and Other Courses</b> |                                    |                 |               |             |
| ACC122+                            | Accounting/Bookkeeping             | Online          | 60            | 3.0         |
| BUS105*                            | Business Law and Ethics            | Online          | 60            | 3.0         |
| BUS275+                            | Strategic Business Planning        | Online          | 60            | 4.0         |
| COM112*                            | Business English                   | Online          | 60            | 3.0         |
| COM215 <sup>o</sup>                | Career Development                 | Online          | 60            | 2.0         |
| CPS135                             | Computer Operations & Applications | Online          | 60            | 3.0         |
| CPS143                             | Spreadsheet Applications           | Online          | 60            | 2.0         |
| CPS148                             | Document Processing                | Online          | 60            | 3.0         |
| MGT103                             | Principles of Management           | Online          | 60            | 3.0         |
| MGT104                             | Human Resource Management          | Online          | 60            | 3.0         |
| MGT212                             | Business Management                | Online          | 60            | 3.0         |
| MKT122                             | Marketing and Sales                | Online          | 60            | 3.0         |

\*Denotes Applied General Education Courses (OHDE); <sup>o</sup> Denotes Other (ACCSC)

ACCSC: General Education Sem Credits: 26 (480 hours); Technical and Other Sem Credits 35 (720 hours) Total Sem Credits 61 (1200 hours)

OHDE: Total General & Applied General Education Sem Credits: 32 (600 hours); Technical Sem Credits: 29 (600 hours).

Total Sem Credits 61 (1200 hours)

+ACC122 has a prerequisite (MAT125); BUS275 has two prerequisites (MKT122 and MGT212)

## Career Opportunities

**CIP CODE:** 52.020 and 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 -DE - 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, 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 organization's 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

Courses do not appear in the same order as they are taught. The student receives their initial rotation schedule during the admissions process. Additional Out-of-Class hours should be expected to include completing assignments, reading, and studying.

| Course Number                    | Course Name                              | Delivery Method | Contact Hours | Sem Credits |
|----------------------------------|--|-----------------|---------------|-------------|
| <b>General Education Credits</b> |  |                 |               |             |
| ANT400                           | Cultural Appreciation                    | Online          | 60            | 4.0         |
| COM200                           | Oral Communications                      | Online          | 60            | 3.0         |
| COM400                           | Communications                           | Online          | 60            | 4.0         |
| ECON202                          | Introduction to Economics                | Online          | 60            | 3.0         |
| ENG122                           | Effective Writing                        | Online          | 60            | 3.0         |
| ENG320 <sup>+</sup>              | Advanced Effective Writing               | Online          | 60            | 3.0         |
| HIS200                           | U.S. History                             | Online          | 60            | 3.0         |
| INC300                           | Social Innovation and Change             | Online          | 60            | 4.0         |
| INC305                           | Environmental Science and Sustainability | Online          | 60            | 3.0         |
| MAT125                           | College Math                             | Online          | 60            | 3.0         |
| PHI300*                          | Philosophy of the Mind and Knowledge     | Online          | 60            | 3.0         |
| PSY102                           | General Psychology                       | Online          | 60            | 4.0         |
| PSY200                           | Emotional Intelligence                   | Online          | 60            | 3.0         |
| PSY210                           | Critical Thinking                        | Online          | 60            | 3.0         |

### Technical and Other Courses

|                     |   |        |     |     |
|---------------------|---|--------|-----|-----|
| ACC122+             | Accounting/Bookkeeping                    | Online | 60  | 3.0 |
| ACC315+             | Managerial Accounting                     | Online | 60  | 3.0 |
| BUS105*             | Business Law and Ethics                   | Online | 60  | 3.0 |
| BUS275+             | Strategic Business Planning               | Online | 60  | 4.0 |
| BUS400              | Money and Banking                         | Online | 60  | 3.0 |
| BUS420              | Entrepreneurship                          | Online | 60  | 3.0 |
| BUS450+             | Business Administration Capstone          | Online | 120 | 5.0 |
| COM112*             | Business English                          | Online | 60  | 3.0 |
| COM215 <sup>o</sup> | Career Development                        | Online | 60  | 2.0 |
| COM445              | Professional Research and Writing         | Online | 60  | 4.0 |
| CPS135              | Computer Operations & Applications        | Online | 60  | 3.0 |
| CPS143              | Spreadsheet Applications                  | Online | 60  | 2.0 |
| CPS148              | Document Processing                       | Online | 60  | 3.0 |
| FIN300              | Principles of Finance                     | Online | 60  | 3.0 |
| MGT103              | Principles of Management                  | Online | 60  | 3.0 |
| MGT104              | Human Resource Management                 | Online | 60  | 3.0 |
| MGT212              | Business Management                       | Online | 60  | 3.0 |
| MGT300              | Production & Service Operation Management | Online | 60  | 3.0 |
| MGT310              | Change Management                         | Online | 60  | 4.0 |
| MGT400              | Human Resource Development                | Online | 60  | 3.0 |
| MGT405              | Collaborative Leadership                  | Online | 60  | 4.0 |
| MKT122              | Marketing and Sales                       | Online | 60  | 3.0 |
| MKT300              | Advertising and Promotion                 | Online | 60  | 3.0 |
| MKT325              | Professional Sales and Sales Management   | Online | 60  | 3.0 |
| MKT400              | Integrated Marketing Communications       | Online | 60  | 3.0 |

\*Denotes Applied General Education Courses (OHDE); <sup>o</sup> Denotes Other (ACCSC)

ACCSC: General Education Sem Credits: 46 (840 hours); Technical and Other Sem Credits 79 (1560 hours) Total Sem Credits 125 (2460 hours)

OHDE: Total General & Applied General Education Sem Credits: 52 (960 hours); Technical Sem Credits: 73 (1500 hours).

Total Sem Credits 125 (2460 hours)

+ACC122 has a prerequisite (MAT125); BUS275 has two prerequisites (MKT122 and MGT212); ACC315 has a prerequisite (ACC122); ENG320 has a prerequisite (ENG122); and BUS450 has a prerequisite (COM445)

### Career Opportunities

**CIP CODE:** 52.0201 and 52.0207

This program is intended for persons who desire a concentrated program in business and who wish to pursue a career. The business administrative field offers the graduates many diverse career opportunities. One career path may be towards the administrative services and facilities managers plan, direct, and coordinate activities that help an organization run efficiently. 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 -DE - AAS

<https://valley.edu/programs/cybersecurity-training/>

Credential: Associate of Applied Science Degree

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

### Program Description

The Cybersecurity Associate of Applied 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 they graduate or withdrawal 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. Learn how to install, operate, and troubleshoot network equipment.
12. Demonstrate a sound knowledge of key network fundamentals.
13. Learn to differentiate between fundamentals of IPv4 and IPv6.
14. Demonstrate the ability to read, write, and interpret basic code.
15. Demonstrate the ability to plan, analyze, lead, and evaluate an IT project.
16. Demonstrate the ability to explain cloud technologies, concepts, mechanisms, and models.
17. Demonstrate the ability to explain intrusion detection technologies and prevention systems.
18. Demonstrate an understanding of wireless concepts and technologies.
19. Demonstrate an understanding of intrusion detection and response.

## Program Outline

Courses do not appear in the same order as they are taught. The student receives their initial rotation schedule during the admissions process. Additional Out-of-Class hours should be expected to include completing assignments, reading, and studying.

| Course Number                      | Course Name                             | Delivery Method | Contact Hours | Sem Credits |
|------------------------------------|---|-----------------|---------------|-------------|
| <b>General Education Credits</b>   |   |                 |               |             |
| ANT400                             | Cultural Appreciation                   | Online          | 60            | 4.0         |
| COM200                             | Oral Communications                     | Online          | 60            | 3.0         |
| ENG115                             | English Composition                     | Online          | 60            | 4.0         |
| INC300                             | Social Innovation and Change            | Online          | 60            | 4.0         |
| ISD210                             | Advanced Ethical Standards and Dilemmas | Online          | 60            | 4.0         |
| MAT165                             | Statistics                              | Online          | 60            | 3.0         |
| PSY102                             | General Psychology                      | Online          | 60            | 4.0         |
| SOC300                             | Sociology                               | Online          | 60            | 4.0         |
| <b>Technical and Other Courses</b> |   |                 |               |             |
| COM215 <sup>o</sup>                | Career Development                      | Online          | 60            | 2.0         |
| CSY105                             | Introduction to Networking              | Online          | 60            | 3.0         |
| CSY110                             | Networking Hardware                     | Online          | 60            | 3.0         |
| CSY115                             | Routing & Security Protocols            | Online          | 60            | 3.0         |
| CSY120                             | Network Application Support             | Online          | 60            | 3.0         |
| CSY125                             | Operating Systems                       | Online          | 60            | 3.0         |
| CSY130                             | Network Security                        | Online          | 60            | 3.0         |
| CSY140                             | Network & Security Fundamentals         | Online          | 60            | 3.0         |
| CSY200                             | Introduction to Programming             | Online          | 60            | 3.0         |
| CSY205                             | Ethical Hacking and System Security     | Online          | 60            | 3.0         |
| CSY210                             | Cloud Computing with Security           | Online          | 60            | 3.0         |
| CSY235                             | IT Project Management                   | Online          | 60            | 3.0         |

<sup>o</sup> Denotes Other (ACCSC)

ACCSC: General Education Sem Credits: 30 (480 hours); Technical and Other Sem Credits 35 (720 hours) Total Sem Credits 65 (1200 hours)

OHDE: Total General Education Sem Credits: 30 (480 hours); Technical Sem Credits: 35 (720 hours). Total Sem Credits 65 (1200 hours)

## 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 programs help prepare the student 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 a Career Service Advisor.

## Cybersecurity -DE - 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.
5. 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.
6. Demonstrate data management and security services associated with a database management system.
7. Understand the network and/or security needs of an organization and tailor solutions that fit the needs of the organization.
8. Demonstrate effective data and/or network security techniques that can be used to protect and secure electronic data.
9. 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.
10. 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.
11. Perform the various steps associated with creating and/or executing scripts.
12. Learn how to gather important information, assess and analyze data, and identify key data points and/or trends to solve problems.
13. 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

Courses do not appear in the same order as they are taught. The student receives their initial rotation schedule during the admissions process. Additional Out-of-Class hours should be expected to include completing assignments, reading, and studying.

| Course Number                      | Course Name                                       | Delivery Method | Contact Hours | Sem Credits |
|------------------------------------|---|-----------------|---------------|-------------|
| <b>General Education Credits</b>   |   |                 |               |             |
| ANT400                             | Cultural Appreciation                             | Online          | 60            | 4.0         |
| COM200                             | Oral Communications                               | Online          | 60            | 3.0         |
| COM400                             | Communications                                    | Online          | 60            | 4.0         |
| ENG115                             | English Composition                               | Online          | 60            | 4.0         |
| ENG320 <sup>+</sup>                | Advanced Effective Writing                        | Online          | 60            | 3.0         |
| INC300                             | Social Innovation and Change                      | Online          | 60            | 4.0         |
| ISD210                             | Advanced Ethical Standards and Dilemmas           | Online          | 60            | 4.0         |
| MAT165                             | Statistics  | Online          | 60            | 3.0         |
| PHI300                             | Philosophy of the Mind and Knowledge              | Online          | 60            | 3.0         |
| PSY102                             | General Psychology                                | Online          | 60            | 4.0         |
| SOC300                             | Sociology   | Online          | 60            | 4.0         |
| <b>Technical and Other Courses</b> |   |                 |               |             |
| BUS212                             | Business Ethics                                   | Online          | 60            | 3.0         |
| COM215 <sup>o</sup>                | Career Development                                | Online          | 60            | 2.0         |
| COM445                             | Professional Research and Writing                 | Online          | 60            | 4.0         |
| CSY105                             | Introduction to Networking                        | Online          | 60            | 3.0         |
| CSY110                             | Networking Hardware                               | Online          | 60            | 3.0         |
| CSY115                             | Routing & Security Protocols                      | Online          | 60            | 3.0         |
| CSY120                             | Network Application Support                       | Online          | 60            | 3.0         |
| CSY125                             | Operating Systems                                 | Online          | 60            | 3.0         |
| CSY130                             | Network Security                                  | Online          | 60            | 3.0         |
| CSY140                             | Network & Security Fundamentals                   | Online          | 60            | 3.0         |
| CSY145 <sup>+</sup>                | Advanced Network & Security Fundamentals          | Online          | 60            | 3.0         |
| CSY200                             | Introduction to Programming                       | Online          | 60            | 3.0         |
| CSY205                             | Ethical Hacking and System Security               | Online          | 60            | 3.0         |
| CSY210                             | Cloud Computing with Security                     | Online          | 60            | 3.0         |
| CSY215                             | Information Security                              | Online          | 60            | 3.0         |
| CSY220                             | Secure Wireless Networks                          | Online          | 60            | 3.0         |
| CSY235                             | IT Project Management                             | Online          | 60            | 3.0         |
| CSY320                             | Digital Forensics                                 | Online          | 60            | 3.0         |
| CSY330                             | IT Help Desk                                      | Online          | 60            | 3.0         |
| CSY340                             | Security Countermeasures                          | Online          | 60            | 3.0         |
| CSY350                             | Database Management                               | Online          | 60            | 3.0         |
| CSY360                             | Introduction to Cyber Crime and Homeland Security | Online          | 60            | 3.0         |
| CSY400                             | System Analysis and Design                        | Online          | 60            | 3.0         |
| CSY410                             | Evaluating Emerging Technologies                  | Online          | 60            | 3.0         |
| CSY420                             | Cyber Law   | Online          | 60            | 3.0         |
| CSY430                             | Introduction to Scripting                         | Online          | 60            | 3.0         |
| CSY440                             | Biometric Systems                                 | Online          | 60            | 3.0         |
| CSY450 <sup>+</sup>                | Cybersecurity Capstone                            | Online          | 120           | 5.0         |

<sup>o</sup> Denotes Other (ACCSC)

ACCSC: General Education Sem Credits: 40 (660 hours); Technical and Other Sem Credits 86 (1740 hours) Total Sem Credits 126 (2400 hours)

OHDE: Total General Education Sem Credits: 40 (660 hours); Technical Sem Credits: 86 (1740 hours). Total Sem Credits 126 (2400 hours)

+ENG320 has a prerequisite (ENG115); CSY145 has a prerequisite (CSY145); and CSY450 has a prerequisite (COM445)

## 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 programs help prepare a student 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 a Career Service Advisor.

### **Health Services Administration– DE - AAB**

<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)

#### **Program Description**

The Health Services Administration AAB program is an academic 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 provides 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 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 acts 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

Courses do not appear in the same order as they are taught. The student receives their initial rotation schedule during the admissions process. Additional Out-of-Class hours should be expected to include completing assignments, reading, and studying.

| Diploma Track                      | Course Number       | Course Name  | Delivery Method | Contact Hours | Semester Credits |
|------------------------------------|---------------------|--|-----------------|---------------|------------------|
| <b>General Education Credits</b>   |                     |  |                 |               |                  |
| Both                               | COM200              | Oral Communications  | Online          | 60            | 3.0              |
| Both                               | ENG122              | Effective Writing  | Online          | 60            | 3.0              |
| Both                               | ISD205              | Ethics   | Online          | 60            | 3.0              |
| Both                               | MAT125              | College Math   | Online          | 60            | 3.0              |
| Both                               | MED111              | Basic Anatomy  | Online          | 60            | 3.0              |
| Both                               | PSY102              | General Psychology   | Online          | 60            | 4.0              |
| Both                               | PSY200              | Emotional Intelligence                                     | Online          | 60            | 3.0              |
| <b>Technical and Other Courses</b> |                     |  |                 |               |                  |
| Both                               | COM112*             | Business English   | Online          | 60            | 3.0              |
| Both                               | COM215 <sup>o</sup> | Career Development   | Online          | 60            | 2.0              |
| Both                               | CPS121*             | Computer Applications-Medical                              | Online          | 60            | 2.0              |
| MAA                                | CPS143              | Spreadsheet Applications                                   | Online          | 60            | 2.0              |
| Both                               | HSA205              | Health Information Technology Management                   | Online          | 60            | 3.0              |
| Both                               | HSA220              | Principles of Healthcare Management                        | Online          | 60            | 4.0              |
| Both                               | HSA230              | Essentials of Healthcare Compliance                        | Online          | 60            | 3.0              |
| Both                               | HSA250*             | Healthcare Customer Relations and Outcomes                 | Online          | 60            | 3.0              |
| Both                               | MED101              | Medical Assisting-Front Office                             | Online          | 60            | 4.0              |
| Both                               | MED122              | Medical Terminology  | Online          | 60            | 3.0              |
| Both                               | MED132              | Basic Medical Office Procedures                            | Online          | 60            | 3.0              |
| MAA                                | MED237              | Fundamentals of Electronic Health Records                  | Online          | 60            | 2.0              |
| MFOBC                              | MED238              | Medical Insurance Administration & Billing                 | Online          | 60            | 3.0              |
| MAA                                | MED240              | Introduction to Medical Insurance, Administration & Coding | Online          | 60            | 3.0              |
| MFOBC                              | MED243              | Medical Records Management                                 | Online          | 60            | 2.0              |
| MFOBC                              | MED244              | Basic Coding – Diagnostic                                  | Online          | 60            | 3.0              |
| MFOBC                              | MED247              | Basic Coding-Procedural                                    | Online          | 60            | 3.0              |
| MAA                                | MED255              | Patient Service and Communication                          | Online          | 60            | 3.0              |

<sup>o</sup> Denotes Other (ACCSC) Denotes \*Applied General Education Courses (OHDE):

MAA Track and MFOBC Track

ACCSC: General Education Sem Credits: 22 (420 hours); Technical and Other Sem Credits 41 (840 hours) Total Sem Credits 63 (1260 hours)

OHDE: Total General Education and Applied General Education Sem Credits: 30 (600 hours); Technical Sem Credits: 33 (660 hours).

Total Sem Credits 63 (1260 hours)



## 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 blueprints 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– DE - 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 has 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 in order to achieve optimal patient or vendor satisfaction for a variety of healthcare organizations and patient populations.

### 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 blueprints 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. The West Virginia Valley College campuses are NHA Testing Sites.

## Program Outline

Courses do not appear in the same order as they are taught. The student receives their initial rotation schedule during the admissions process. Additional Out-of-Class hours should be expected to include completing assignments, reading, and studying.

| Diploma Track                      | Course Number       | Course Name  | Delivery Method | Contact Hours | Semester Credits |
|------------------------------------|---------------------|--|-----------------|---------------|------------------|
| <b>General Education Credits</b>   |                     |  |                 |               |                  |
| Both                               | ANT400              | Cultural Appreciation                                      | Online          | 60            | 4.0              |
| Both                               | COM200              | Oral Communications  | Online          | 60            | 3.0              |
| Both                               | COM400              | Communications   | Online          | 60            | 4.0              |
| Both                               | ENG122              | Effective Writing  | Online          | 60            | 3.0              |
| Both                               | ENG320 <sup>+</sup> | Advanced Effective Writing                                 | Online          | 60            | 3.0              |
| Both                               | INC300              | Social Innovation and Change                               | Online          | 60            | 4.0              |
| Both                               | INC305              | Environmental Science and Sustainability                   | Online          | 60            | 3.0              |
| Both                               | ISD205              | Ethics   | Online          | 60            | 3.0              |
| Both                               | MAT125              | College Math   | Online          | 60            | 3.0              |
| Both                               | MED111              | Basic Anatomy  | Online          | 60            | 3.0              |
| Both                               | PHI300              | Philosophy of the Mind and Knowledge                       | Online          | 60            | 3.0              |
| Both                               | PSY102              | General Psychology   | Online          | 60            | 4.0              |
| Both                               | PSY200              | Emotional Intelligence                                     | Online          | 60            | 3.0              |
| <b>Technical and Other Courses</b> |                     |  |                 |               |                  |
| Both                               | COM112*             | Business English   | Online          | 60            | 3.0              |
| Both                               | COM215 <sup>o</sup> | Career Development   | Online          | 60            | 2.0              |
| Both                               | COM445              | Professional Research and Writing                          | Online          | 60            | 4.0              |
| Both                               | CPS121*             | Computer Applications-Medical                              | Online          | 60            | 2.0              |
| MAA                                | CPS143              | Spreadsheet Applications                                   | Online          | 60            | 2.0              |
| Both                               | HSA205              | Health Information Technology Management                   | Online          | 60            | 3.0              |
| Both                               | HSA220              | Principles of Healthcare Management                        | Online          | 60            | 4.0              |
| Both                               | HSA230              | Essentials of Healthcare Compliance                        | Online          | 60            | 3.0              |
| Both                               | HSA250*             | Healthcare Customer Relations and Outcomes                 | Online          | 60            | 3.0              |
| Both                               | HSA300              | Healthcare Regulation and Affairs                          | Online          | 60            | 3.0              |
| Both                               | HSA305              | Healthcare Operations, Planning, & Administration          | Online          | 60            | 3.0              |
| Both                               | HSA310              | Healthcare Law and Legislation                             | Online          | 60            | 3.0              |
| Both                               | HSA315              | Principles of Healthcare Finance                           | Online          | 60            | 3.0              |
| Both                               | HSA325              | Healthcare Human Resource Development                      | Online          | 60            | 3.0              |
| Both                               | HSA400              | Health Services Marketing & Strategy                       | Online          | 60            | 3.0              |
| Both                               | HSA405              | Health Services Leadership                                 | Online          | 60            | 3.0              |
| Both                               | HSA410              | Issues and Theory in Rural and Urban Health                | Online          | 60            | 3.0              |
| Both                               | HSA415              | Health Services Quality Improvement                        | Online          | 60            | 3.0              |
| Both                               | HSA420              | Health Informatics   | Online          | 60            | 2.0              |
| Both                               | HSA450 <sup>+</sup> | Health Services Capstone                                   | Online          | 120           | 5.0              |
| Both                               | MED101              | Medical Assisting-Front Office                             | Online          | 60            | 4.0              |
| Both                               | MED122              | Medical Terminology  | Online          | 60            | 3.0              |
| Both                               | MED132              | Basic Medical Office Procedures                            | Online          | 60            | 3.0              |
| MAA                                | MED237              | Fundamentals of Electronic Health Records                  | Online          | 60            | 2.0              |
| MFOBC                              | MED238              | Medical Insurance Administration & Billing                 | Online          | 60            | 3.0              |
| MAA                                | MED240              | Introduction to Medical Insurance, Administration & Coding | Online          | 60            | 3.0              |
| MFOBC                              | MED243              | Medical Records Management                                 | Online          | 60            | 2.0              |
| MFOBC                              | MED244              | Basic Coding – Diagnostic                                  | Online          | 60            | 3.0              |
| MFOBC                              | MED247              | Basic Coding-Procedural                                    | Online          | 60            | 3.0              |
| MAA                                | MED255              | Patient Service and Communication                          | Online          | 60            | 3.0              |
| Both                               | MGT310              | Change Management  | Online          | 60            | 4.0              |

<sup>o</sup> Denotes Other (ACCSC) Denotes \*Applied General Education Courses (OHDE); +ENG320 has a prerequisite (ENG122); and HSA450 has a prerequisite (COM445)

MAA Track and MFOBC Track Total Sem Credits 126 (2460 hours)

ACCSC: General Education Sem Credits: 22 (420 hours); Technical and Other Sem Credits 41 (840 hours) Total Sem Credits 63 (1260 hours)

OHDE: Total General Education and Applied General Education Sem Credits: 30 (600 hours); Technical Sem Credits: 33 (660 hours).

## Information Technology (IT) and Network Administration – DE Diploma

<https://valley.edu/programs/cybersecurity-training/>

Credential: Diploma

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

### Program Description

The Information Technology (IT) and Network Administration (ITNA) Diploma program is designed to equip graduates with the skills to create, administer and secure various types of networking structures. Students will learn to identify and assess the essential components of various types of networking systems and supporting hardware. This program will enable students to also analyze the capabilities and needs of multiple types of operating systems and the corresponding security needs of computer and network systems in both personal and business settings.

The ITNA program will also provide instruction in Network Application Support, IT Help Desk principles, protocols, problem solving, and principles of customer service. Further, students will also learn how to synthesize networking design with security protocols and procedures and will also be introduced to a series of concepts to pro-actively and re-actively respond to internal and external hacking activities. 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 ITNA program prepares students for entry-level positions in the Information Technology and Cybersecurity industry ranging from IT positions to Help Desk.

ITNA 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 they graduate or withdraw 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. Finally, students will also gain access to the Comp-TIA's Cert-Master Learning Management System where they will have an opportunity to complete the requirements associated with the Comp-TIA Network + Certification at the conclusion of the program.

### Program/Student Learning Outcomes

1. Explain and demonstrate how the basic components, features, and technologies needed to set up and support a computer network.
2. Execute troubleshooting techniques that can be used to solve computer, hardware, and network problems for individual users and/or organizations.
3. Demonstrate fundamental knowledge of TCP/IP, its layers, and common protocols.
4. Explain and demonstrate an understanding of network protocols, their function, and their role in secure network communications.
5. Explain routing characteristics, commands, and protocols and demonstrate the ability to complete as part of networking setup and ongoing support.
6. Demonstrate the ability to identify and assess the functions of an operating system and secure configuration of the operating system and hardware.
7. Explain and execute the steps to assess, secure, monitor, and defend a network.
8. Execute the required steps and key considerations to install, operate, and troubleshoot network equipment.
9. Evaluate the composition of a program and how to modify the program using problem-solving methodologies.
10. Identify and demonstrate an understanding of the characteristics of IPv4 and IPv6 addressing and routing.
11. Demonstrate the ability to explain and execute internal and external intrusion risks and how to effectively use detection technologies and prevention systems.

## Program Outline

Courses do not appear in the same order as they are taught. The student receives their initial rotation schedule during the admissions process. Additional Out-of-Class hours should be expected to include completing assignments, reading, and studying.

| Course Number            | Course Name                         | Delivery Method | Contact Hours | Sem Credits |
|--------------------------|-------------------------------------|-----------------|---------------|-------------|
| <b>Technical Courses</b> |                                     |                 |               |             |
| CSY105                   | Introduction to Networking          | Online          | 60.0          | 3.0         |
| CSY110                   | Networking Hardware                 | Online          | 60.0          | 3.0         |
| CSY115                   | Routing & Security Protocols        | Online          | 60.0          | 3.0         |
| CSY120                   | Network Application Support         | Online          | 60.0          | 3.0         |
| CSY125                   | Operating Systems                   | Online          | 60.0          | 3.0         |
| CSY130                   | Network Security                    | Online          | 60.0          | 3.0         |
| CSY140                   | Network & Security Fundamentals     | Online          | 60.0          | 3.0         |
| CSY200                   | Introduction to Programming         | Online          | 60.0          | 3.0         |
| CSY205                   | Ethical Hacking and System Security | Online          | 60.0          | 3.0         |
| CSY330                   | IT Help Desk                        | Online          | 60.0          | 3.0         |
| Totals                   |                                     |                 | 600.0         | 30.0        |

## 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:

- \*Computer Specialist
- \*Computer Support Specialist
- \*Desktop Support Technician
- \*Help Desk Specialist
- \*Information Technology Specialist
- \*Support Specialist

Valley College is a proud partner of CompTIA. This program will help prepare a student for the:

- Networking + 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 a Career Service Advisor.

## Information Technology (IT) and Security Administration – DE Diploma

<https://valley.edu/programs/cybersecurity-training/>

Credential: Diploma

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

## Program Description

The Information Technology (IT) and Security Administration Diploma (ITSA) program is designed to equip graduates with the skills to create, administer and secure various types of computers, technological devices, and networks. Students will learn to analyze and evaluate the essential components of various types of hardware, devices, systems and supporting hardware. This program will enable students to analyze and evaluate the capabilities and needs of multiple types of operating systems and the corresponding security needs of computer and network systems in both personal and business settings.

The ITSA program will also provide instruction in Information Security, Secure Wireless Networking, Security Countermeasures, and Systems Analysis and Design. All courses will focus on protocols, and problem solving, and principles of customer service. Further, students will also learn how to synthesize networking design with security protocols and procedures and will also be introduced to a series of concepts to pro-actively and re-actively respond to internal and external hacking activities.

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 ITSA program prepares students for entry-level positions in the Information Technology and Cybersecurity industry ranging from IT positions to Help Desk to Security Specialist, and Systems Analysis and Design.

ITSA 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 they graduate or withdraw 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. Finally, students will also gain access to the Comp-TIA's Cert-Master Learning Management System where they will have an opportunity to compete the requirements associated with the Comp-TIA Security + Certification at the conclusion of the program.

### Program/Student Learning Outcomes

1. Explain and demonstrate how to setup and support computer networks and the methodology to troubleshoot and manage network security.
2. Execute troubleshooting techniques and processes that can be used to identify and solve internal and external security risks for individual users and/or organizations.
3. Conduct risk-management activities to pro-actively monitor, test, analyze, and evaluate security risks.
4. Evaluate the advantages, disadvantages and corresponding concerns and features of securing a wireless infrastructure.
5. Determine the most effective form of data acquisition, supporting resources and tools, when investigating a data security breach.
6. Demonstrate the ability to assess and analyze the specifics of an intrusion and how to execute a countermeasure to secure a network or device.
7. Explain and execute the steps associated with building a database along with a data recovery process and security services to protect the data.
8. Create a security model that accounts for strategic governance policies and processes, regulatory standards, and compliance requirements.
9. Develop the ability to explain and execute various techniques for measuring, managing, and planning system performance, while accounting equally for system security.
10. Describe and demonstrate the ability to read, write, and interpret basic code.
11. Develop the ability to write, run, debug, and secure a program.

### Program Outline

Courses do not appear in the same order as they are taught. The student receives their initial rotation schedule during the admissions process. Additional Out-of-Class hours should be expected to include completing assignments, reading, and studying.

| Course Number            | Course Name  | Delivery Method | Contact Hours | Sem Credits |
|--------------------------|--|-----------------|---------------|-------------|
| <b>Technical Courses</b> |  |                 |               |             |
| CSY145                   | Advanced Network & Security Fundamentals           | Online          | 60.0          | 3.0         |
| CSY215                   | Information Security                               | Online          | 60.0          | 3.0         |
| CSY220                   | Secure Wireless Networks                           | Online          | 60.0          | 3.0         |
| CSY320                   | Digital Forensics                                  | Online          | 60.0          | 3.0         |
| CSY340                   | Security Countermeasures                           | Online          | 60.0          | 3.0         |
| CSY350                   | Database Management                                | Online          | 60.0          | 3.0         |
| CSY360                   | Introduction to Cyber Crimes and Homeland Security | Online          | 60.0          | 3.0         |
| CSY400                   | System Analysis and Design                         | Online          | 60.0          | 3.0         |
| CSY420                   | Cyber Law  | Online          | 60.0          | 3.0         |
| CSY430                   | Introduction to Scripting                          | Online          | 60.0          | 3.0         |
| Totals                   |  |                 | 600.0         | 30.0        |

## 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:

- |  |                               |
|--|-------------------------------|
| *Computer Technician                       | *IT Security Specialist       |
| *Information Assurance Security Specialist | *Network Security Consultant  |
| *Information Systems Security Specialist   | *Technical Support Specialist |

Valley College is a proud partner of CompTIA. The Cybersecurity AAS program will help prepare the student for the:

- 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 a Career Service Advisor.

### Medical Administrative Assistant – DE Diploma

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

Credential: Diploma

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

### 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 regulations.

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 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. Utilizes verbal and listening skills to effectively work with patients, physicians, co-workers, and/or additional organizational stakeholders.
2. Plans, organizes and composes 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. Demonstrates compliance with HIPPA regulations, procedures and requirements for filing and maintaining accurate and complete electronic or written medical records.
5. Executes 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. Provides 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.

## Program Outline

Courses do not appear in the same order as they are taught. The student receives their initial rotation schedule during the admissions process. Additional Out-of-Class hours should be expected to include completing assignments, reading, and studying.

| Course Number            | Course Name  | Delivery Method | Contact Hours | Sem Credits |
|--------------------------|--|-----------------|---------------|-------------|
| <b>Technical Courses</b> |  |                 |               |             |
| COM112                   | Business English   | Online          | 60.0          | 3.0         |
| COM215                   | Career Development   | Online          | 60.0          | 3.0         |
| CPS121                   | Computer Applications-Medical                              | Online          | 60.0          | 3.0         |
| CPS143                   | Spreadsheet Applications                                   | Online          | 60.0          | 3.0         |
| MAT125                   | College Math   | Online          | 60.0          | 3.0         |
| MED111                   | Basic Anatomy  | Online          | 60.0          | 3.0         |
| MED122                   | Medical Terminology  | Online          | 60.0          | 3.0         |
| MED132                   | Basic Medical Office Procedures                            | Online          | 60.0          | 3.0         |
| MED237                   | Fundamentals of Electronic Health Records                  | Online          | 60.0          | 3.0         |
| MED240                   | Introduction to Medical Insurance, Administration & Coding | Online          | 60.0          | 3.0         |
| MED255                   | Patient Service and Communication                          | Online          | 60.0          | 3.0         |
| Totals                   |  |                 | 660.0         | 30.0        |

## 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
- \* Office Specialist
- \* Medical Administrative Assistant
- \* Patient Coordinator
- \* Medical Receptionist
- \* Scheduler
- \* Medical Secretary
- \* 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 blueprints 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 Front Office, Billing and Coding -DE Diploma**

<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)

### **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 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. Utilizes verbal and listening skills to effectively work with patients, physicians, co-workers, and/or additional organizational stakeholders.
2. Plans, organizes and composes 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. Demonstrates compliance with HIPPA regulations, procedures and requirements for filing and maintaining accurate and complete electronic or written medical records.
5. Executes 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. Completes 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. Demonstrates a familiarity with the process of coding when preparing medical statements.
9. Utilizes 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. Provides support to patients and office by effectively communicating with insurance providers, perform insurance claims preparation, transmission and follow up.
11. Assists patients with questions regarding insurance and/or account balances and working with patients who have insurance claim difficulties.
12. Documents 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 reads, prepares documentation, communicates, and acts upon directions using proper medical terminology.

## Program Outline

Courses do not appear in the same order as they are taught. The student receives their initial rotation schedule during the admissions process. Additional Out-of-Class hours should be expected to include completing assignments, reading, and studying.

| Course Number            | Course Name                                | Delivery Method | Contact Hours | Sem Credits |
|--------------------------|--|-----------------|---------------|-------------|
| <b>Technical Courses</b> |  |                 |               |             |
| COM112                   | Business English                           | Online          | 60.0          | 3.0         |
| COM215                   | Career Development                         | Online          | 60.0          | 3.0         |
| CPS121                   | Computer Applications-Medical              | Online          | 60.0          | 3.0         |
| MAT125                   | College Math                               | Online          | 60.0          | 3.0         |
| MED111                   | Basic Anatomy                              | Online          | 60.0          | 3.0         |
| MED122                   | Medical Terminology                        | Online          | 60.0          | 3.0         |
| MED132                   | Basic Medical Office Procedures            | Online          | 60.0          | 3.0         |
| MED238                   | Medical Insurance Administration & Billing | Online          | 60.0          | 3.0         |
| MED243                   | Medical Records Management                 | Online          | 60.0          | 3.0         |
| MED244                   | Basic Coding – Diagnostic                  | Online          | 60.0          | 3.0         |
| MED247                   | Basic Coding-Procedural                    | Online          | 60.0          | 3.0         |
| <b>Totals</b>            |  |                 | <b>660.0</b>  | <b>30.0</b> |

## 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        | *Medical Administrative Assistant |
| *Billing Coordinator             | *Medical Records Clerk            |
| *Customer Service Representative | *Medical Secretary                |
| *Health Information Clerk        | *Patient Coordinator              |
| *Health Unit 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 blueprints 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.

## Course Descriptions

### 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 prerequisites. 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 a modified rotation schedule, the Valley College Registrar determines the best schedule after considering all prerequisites, instructor availability, 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. For blended (hybrid) programs, even though the College has identified specific courses in this catalog to be taught online, it reserves the right to modify the list of courses that will be taught either online/blended or at the campus on a temporary or permanent basis. The Registrar may open and enroll a student in a course that appears on their rotation schedule out of order (hybrid course for on campus students) if it helps a student who had to modify their schedule due to a leave of absence, failed course, or program modification, be able to progress in the program.

Questions regarding a course that is no longer listed in this catalog should be presented to the Campus Director or the Director, Online Division.

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#### **-ACC122: Accounting/Bookkeeping ..... 3.0 semester credits**

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 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. **Prerequisite: MAT125**

#### **ACC315: Managerial Accounting ..... 3.0 semester credits**

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. **Prerequisite: ACC122**

#### **ANT400: Cultural Appreciation..... 4.0 semester credits**

##### **Course: Non-technical – General Education for Degree Program**

This course 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.

**BIO100: Biology ..... 3.0 Semester Credits**

**Course: Non-technical – General Education for Degree Program**

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.

**BIO100-AN: Biology ..... 3.0 Semester Credits**

**Course: Non-technical – General Education for Degree Program**

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 a 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.

**BIO101: Microbiology ..... 3.0 Semester Credits**

**Course: Non-technical – General Education for Degree Program**

Microbiology provides an examination of the different classifications of microorganisms and how they interact with humans and the environment. Students will examine microorganisms in relation to cell structure and growth, an individual's heredity, genetics, cultural diversity, and epidemiology. Topics also include bacterial metabolism, fungal, parasitical, viral infections, and the science of microbial transmission and reproduction. The role of the immune system is also examined along with the different forms of reactions from the human body. Finally, this course is delivered through a series of classroom/lecture activities that are complimented by a series of laboratory-based activities.

**Prerequisite: BIO100-AN**

**BUS105: Business Law and Ethics ..... 3.0 semester credits**

**Course: Non-technical – Applied General Education for Degree Program (ODHE)**

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.

**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**

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. **Prerequisite: MKT122 and MGT212**

**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 U.S. Monetary System along with the policies that govern the U.S. 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 U.S. 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 businesses, 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 U.S. 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. **Prerequisite: COM445**

**COM110: Foundations of Communication ..... 4.0 Semester Credits**

**Course: Non-technical – General Education for Degree Program**

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 with 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**

**Course: Non-technical – Applied General Education for Degree Program (ODHE)**

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.

**COM200: Oral Communication..... 3.0 Semester Credits**

**Course: Non-technical – General Education for Degree Program**

Oral Communication will provide students with a series of principles and supporting concepts that they will use to learn how to organize their thoughts, develop a positive communication style, deliver various types of oral presentations, and participate in a series of panel discussions. Students will learn how to deliver informative and persuasive presentations and how to effectively communicate in a variety of different settings using different forms of approach and delivery.

This course will also present students with the skills to effectively communicate orally in several distinct forms. Students will learn to assess their audience, adjust their communication style to the audience, and account for length, speed, volume, and vocabulary when orally communicating in different settings. Finally, students will learn how to listen, communicate in a conversational tone, and develop awareness of key ethical principles when communicating individually, to a small group, and large audience.

**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 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 employment.

**COM400: Communications ..... 4.0 semester credits**

**Course: Non-technical –General Education for Degree Program**

This 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 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 be presented with a variety of simulations and scenarios and based on the concepts presented in the course, students will be asked to 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.

**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**

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 assess and analyze networks and systems in order to configure, secure, and consistently analyze each of these systems through a variety of labs and simulations. **Prerequisite: CSY140**

**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.

**CSY205: Ethical Hacking and System Security.....3.0 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.

**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**

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

**CSY320: Digital Forensics .....3.0 Semester Credits**

CSY320 will provide students with a combination of theoretical concepts, processes and techniques to perform computer and digital based forensic investigation and analysis. The student will gain an understanding of the techniques and practices associated with gathering, preparing, and analyzing information and digital artifacts in an effort to perform root cause analysis in support of breach investigation and incident response. In addition, students will be introduced to cyber-crime investigation involving computers and other technological devices and resources.

Students will apply these concepts, tools, and techniques through a host of hands-on projects. Throughout the course, students will learn how to effectively and efficiently 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**

CSY330 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 concepts for various systems, and the corresponding skills associated with developing a security policy. In coordination with the security policy, students will also learn how to implement the security policy by first establishing Network Address Translation and then continuing that process by learning concepts and practices associated with 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 countermeasures in networks

**CSY350: Database Management ..... 3.0 Semester Credits**

This course introduces students to the knowledge and skills that Cybersecurity professionals need as it pertains to database design, data integrity, database internals, and data security enabling the student to cultivate an in demand hard IT skill. Students will learn the concepts and techniques that correspond with SQL syntax and further, includes additional focus on core topics that include E-R diagrams, normalization, database administration, NoSQL, database connectivity 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, students 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**

CSY400 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**

This course 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, the technology-based elements of business today. Students will be 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**

This course 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 steps in interacting with software to create the scripts. Course concepts are introduced using a spiral model focused on Python and additional details and background for these constructs are introduced. Students will also be exposed to important computer science concepts when the concepts are needed to solve a problem.

Students are provided with the opportunity to apply the concepts and principles presented, with a series of hands-on activities where they develop their own scripts. Students create a computer game based on the concepts presented in this class. These activities provide students with 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**

This course presents students with an introduction to biometric systems, a technological system that uses information about a person (or other biological organisms) to identify and recognize individuals based on their specific physical and behavioral characteristics as they relate to computer security. Students will be presented with the 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 the role of biometric systems within the larger discipline of Identity Management (IdM). IdM is the process of identifying individuals and controlling access to resources based on their associated privileges for both physical and virtual systems. Students will apply the concepts and principles presented in this course to develop a system design and high-level architecture for a use case provided by the instructor.

**CSY450: Cybersecurity Capstone..... 5.0 Semester Credits**

Students will culminate their studies in the Cybersecurity 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 Cybersecurity professional. Students will be asked to apply the skills that they have learned in the program through a hands-on experience in a professional setting that enables them to work towards the identification, assessment, analysis and evaluation of a current problem in a segment of the Cybersecurity 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. **Prerequisite: COM425**

**ECON202: 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 U.S. and several suggested initiatives to help sustain small business in the U.S.

**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 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 theme 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, and organization.

**ENG116: College Writing ..... 4.0 Semester Credits**

**Course: Non-technical – General Education for Degree 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 be provided with 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**

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 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 theme 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, and organization.

**ENG122: Effective Writing..... 3.0 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 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 theme 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, and organization.

**ENG320: Advanced Effective Writing..... 3.0 Semester Credits**

**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. **Prerequisite: ENG122**

**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 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 State. 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 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.

**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 and 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 of the 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 the 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 principles 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**

Students will culminate their studies in the Health Services Administration Bachelor Degree program by consolidating what they have learned to create strategies and potential solutions for challenges and problems that they will face as a future Health Services professional. Students will be asked to apply the skills that they have learned in the program through a hands-on experience in a setting that enables them to work towards the identification, assessment, analysis and evaluation of a current problem in a segment of the Health Services 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. **Prerequisite: COM445**

#### **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 substantive action. Finally, 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. Students 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 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-AN – Ethics ..... 4.0 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 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.

**ISD205-N – Ethics ..... 2.5 Semester Credits**

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 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.

**ISD210: Advanced Ethical Standards and Dilemma..... 4.0 Semester Credit**

**Course: Non-technical – General Education for Degree 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.

**MAT125: College Math..... 3.0 Semester Credits**

**Course: Non-technical – General Education for Degree 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-AN: College Math..... 3.0 Semester Credits**

**Course: Non-technical – General Education for Degree 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**

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.

**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**

**Delivered On Campus for MCA Campus Section and Online for MCA Online Section**

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 the 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.

**MED116: Anatomy & Physiology I ..... 4.0 Semester Credits**

Anatomy & Physiology I provide 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), respiratory, and immune.

**MED118: Anatomy & Physiology II ..... 4.0 Semester Credits**

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 the several body systems, which 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. **Prerequisite: MED116**

**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 and gain practical hands-on experience that will benefit them in the medical industry. Finally, students will also 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 to manage the office; these 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.

**MED206: Medical Assisting – Procedures ..... 3.0 semester credits**

Medical Assisting - Procedures focuses on developing the skills necessary for students to perform selected diagnostic and surgical procedures that are completed in a physician's office. Students will work in a competency-based environment where they will obtain hands-on instruction on procedures that include electrocardiography, respiratory testing, radiology, and wound care.

As a compliment to each procedure reviewed in this course, students will also receive instruction on risk management, HIPAA, infection control, safety, and AIDS-related precautions. Finally, Medical Assisting - Procedures will also provide students with additional training on working with various types of patients in a host of different practical scenarios.

**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, 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 principles 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 principles 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 the student with the fundamental concepts and principles that are required to become proficient as an entry level medical biller/coder. Therefore, this course will introduce the student to ICD-10 concepts such as coding conventions, guidelines, hospital inpatient coding, and physician office coding. In addition, the student will have an opportunity to apply these principles and concepts through a series of real-life medical coding 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**

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. At the site, students will be asked to complete 180 hours of supervised activity 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 weekly 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.

**Prerequisite: All other courses in the Medical Clinical Assistant program. The student must maintain a 2.0 or higher GPA and Instructor’s recommendation based on the student’s completion of the Skills Competencies Checklist.**

**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**

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 foundation in the theoretical concepts and corresponding practical techniques that are associated with managing a variety of professional situations, which will include a focus on effective problem solving and the creation of viable solutions. Students will be presented with a series of scenarios and case studies that will require them to utilize management theories and principles, problem-solving skills, and decision-making techniques that they will utilize as a business professional.

The topics, challenges, and activities presented to the student will include identifying the situation, needs, goals, resources, and desired outcomes. Students will learn to use a systematic process, using primary and secondary research and to gather, assess, and analyze data. Students will then evaluate the ideal approach and/or problem-solving process to achieve their goal. Finally, students will work on a management plan, the implementation of the plan, working with a wide range of individuals, alternative plan options, how to evaluate the progress of that plan, and adjust if necessary.

#### **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.

**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 asses 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 salespeople, 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.

**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 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, such as HIPAA compliance, documentation used in the field, communication, nursing process, critical thinking, growth and development through the life span, and cultural, spiritual and ethnic considerations that need to be accounted for in the nursing field.

***Medical Terminology Component:***

The medical terminology component NUR100 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. 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.

**NUR102: Introduction to Nursing/Medical Terminology ..... 3.0 Semester Credits**

Introduction to 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 current trends and evidence-based practices of nursing field of current day. This course will also provide a review of health care delivery systems, wellness-illness continuum, and will place an emphasis on the Maslow's Hierarchy of Needs Model across the life span. Students will also focus on the legal and ethical aspects, such as HIPAA, compliance, documentation used in the field, communication, teamwork, empathy, the nursing process, critical thinking, growth, and development through the different stages of, and cultural, spiritual, and ethnic considerations that need to be accounted for in the nursing field.

***Medical Terminology Component:***

The medical terminology component NUR102 will focus on the definition, spelling, pronunciation, and methods to transcribe medical terms that are used in the healthcare field. The course has a computer lab component, which will introduce the student to electronic medical record systems that they will be exposed to in the healthcare setting. 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, module section quizzes and exams, to master the medical terminology content.

**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; 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 (venipuncture), 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 (venipuncture) 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. **Prerequisite: Student must have passed both NUR100 and NUR119**

**NUR106: IV Therapy/Pharmacology 1..... 3.0 Semester Credits**

IV Therapy/Pharmacology 1 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, drug classification, basic principles of drug actions and interaction, and drug actions across each category of the life cycle. Building on these topics, students will continue to learn the nursing process as it relates to pharmacology and how to provide patient education to promote health and wellness. The emphasis will be on the student providing safe and accurate medication administration and IV therapy (venipuncture), 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 (venipuncture) 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 registered 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, conducting an IV, site care, assessing for complication related to peripheral IV therapy, and parenteral nutrition. **Prerequisite: MAT125-AN, NUR102**

**NUR107: IV Therapy/Pharmacology 2..... 3.0 Semester Credits**

IV Therapy/Pharmacology II continues with the study of major drug categories. In this course students will learn the background, composition, effects, and positive/negative impact and value of each major drug category. Students will apply these concepts to a series scenarios and simulations where they will research and utilize reliable information in coordination with evidence-based practice, select drug categories and dosages based on the needs of the patient, make clinical decisions within the scope of a nurse, monitor, evaluate, and make conclusions on the effectiveness of drug therapy. Students will also learn to effectively communicate with patients in verbal and non-verbal form and additional medical faculty. Students will also learn to intervene to provide therapeutic benefits and reduce the negative effects of different types of medication. **Prerequisite MAT125-AN, NUR102. NUR106**

**NUR110: Maternity and Childhood Nursing..... 3.5 Semester Credits**

Maternity and Child Nursing is a lecture, simulated lab-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 identify 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 setting under the supervision of their instructor. **Prerequisite: Student must have passed the following courses NUR100 & NUR119, NUR105 & NUR115, and NUR130 & NUR125**

**NUR115: Nursing Fundamentals – Adult Health & Patient Care I..... 3.0 Semester Credits**

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. **Prerequisite: Student must have passed both NUR100 & NUR119 All programmatic requirements documentation must have been received by the college before the student may take this course.**

**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**

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 how the family unit interacts. **Prerequisite: Student must have passed the following courses NUR100 & NUR119, NUR105 & NUR115, and NUR130 & NUR125**

**NUR121: Anatomy & Physiology 1 ..... 3.0 Semester Credits**

**Course: Non-technical – General Education for Degree Program**

Anatomy & Physiology 1 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, circulatory, immune, and respiratory systems. The discussion and lecture will be taught in the classroom and building on the concepts and topics covered in the lecture, students will practically apply these lessons in structured hands-on activities in the corresponding lab. **Prerequisite: NUR102, NUR121**

**NUR122: Anatomy & Physiology 2 ..... 3.0 Semester Credits**

**Course: Non-technical – General Education for Degree Program**

Anatomy & Physiology 2 will provide the student with an understanding of the essential principles and concepts of 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 nervous, urinary, reproductive, digestive,

endocrine, and special senses systems. The discussion and lecture will be taught in the classroom and building on the concepts and topics covered in the lecture, students will practically apply these lessons in structured hands-on activities in the corresponding lab. **Prerequisite: NUR102, NUR121**

**NUR123: Pathophysiology ..... 3.0 Semester Credits**

**Course: Non-technical – General Education for Degree Program**

Students will study the fundamental changes and corresponding impact in body physiology due to disease. Students will be provided with the essential concepts and processes of human pathophysiology that include inflammation, infection, neoplasm, degeneration, aging, congenital and genetic disorders, immune deficiency, and autoimmune disorders. Students will also learn the relationship of fluid and electrolytes, congenital and genetic disorders along with idiopathic, traumatic, stress related, substance abuse related and iatrogenic disorders. In addition, students will also gain fundamental concepts that relate to disorders and each body system. **Prerequisite BIO100-AN, BIO101, NUR102**

**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. **Prerequisite: Student must have passed the following courses NUR100 & NUR119 and NUR105 & NUR115**

**NUR130: Nursing Fundamentals – Adult Health & Patient Care II ..... 3.0 Semester Credits**

NUR130 Medical-Surgical Nursing builds on Nursing Fundamentals and provides students with a series of lessons that will enable them to develop a more advanced nursing skills mix that also includes refining critical thinking and clinical judgement 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 the 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 patients building on previously learned skills in the clinical setting. In this course, students will be developing the skills required to perform nursing services specific to the body systems and special senses. Students will also refine the principles of IV therapy in the clinical site and lab. **Prerequisite: Student must have passed the following courses NUR100 & NUR119 and NUR105 & NUR115**

**NUR135: Mental Health/Geriatric Psychiatric ..... 3.0 Semester Credits**

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. **Prerequisite: Student must have passed the following courses NUR100 & NUR119, NUR105 & NUR115, and NUR130 & NUR125**

**NUR140: Transition to Practical Nursing ..... 3.0 Semester Credits**

Transition to Practical Nursing is a clinical based course that builds-on the full scope of the PN 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. Students will also apply the principles of IV therapy in the clinical site.

Finally, students will be required to take and pass the NCLEX Practical Nursing Exit Exam with at least a minimum score of that is listed on the Grading Scale of the NUR140 course syllabus. Students will be provided with opportunities to re-take the exam until they reach the minimum score within the program completion guidelines of the Practical Nursing program. Under no circumstances may a student's 150% maximum SAP date be extended.

**Prerequisite: 2.0 or higher Cumulative GPA. Students must also successfully pass all Practical Nursing program courses or receive approved credit transfers, that equate to 27 credits. Must have successfully completed all other Practical Nursing courses with a minimum 78% grade (2.0) GPA, in each and, together with any approved credit transfers and grades on non-nursing courses achieve a minimum cumulative grade point average. The student must meet the current attendance requirement.**

**NUR150: Fundamentals of Nursing – Adult Health & Patient Care 1 ..... 3.0 Semester Credits**

Students are provided with an introduction to fundamental nursing principles, concepts, and skills that will serve as a foundation for nursing care and core nursing coursework. Content will be delivered in different nursing specialty rotations and students will focus on principles and concepts associated with comfort measures, daily living activities, positioning, transporting, asepsis and sterile techniques, medication determination and administration, intrusive and intervention-based care.

Students will develop skills associated with teamwork, collaboration, empathy, evidenced based practice, safety, compliance, sanitation, effectively using patient and unit data in correspondence with the dependent and independent functions of nursing. Students will be provided with a traditional learning environment to gain an introduction to the principles, concepts, and skills and then, will have an opportunity to hone these skills in a campus laboratory setting where they will work on hands-on activities and patient simulations. Students will then work in a clinical to gain practical experience along with the ability to develop their communication skills. **Prerequisites: NUR102, BIO100-AN, BIO101, NUR121, NUR122, NUR123, and NUR106**

**NUR151: Fundamentals of Nursing – Adult Health & Patient Care 2 ..... 3.0 Semester Credits**

Students expand on NUR150 with a series of nursing principles, concepts, and skills that are used in a variety of nursing care situations. Students will focus on principles and concepts associated with acute, chronic, and emergency health problems using evidence-based practice. Specifically, students will focus fluid need and intravenous therapy, respiratory need, nutrition, elimination of bodily waste, heat and cold therapy, preoperative preparation and care, skin and wound care, sleep, rest, and hospice care. Students will continue to develop their skills associated with teamwork, communication, empathy, collaboration, safety, compliance, sanitation, and effectively using patient and unit data in correspondence with the dependent and independent functions of a nursing with patient centered care.

Students will be provided with a traditional learning environment to gain an introduction to the principles, concepts, and skills and then, will have an opportunity to hone these skills in a campus laboratory setting where they will work on hands-on activities and patient simulations. Students will then work in a clinical to gain practical experience along with the ability to develop their communication skills. **Prerequisite NUR102, NUR150**

**NUR153: Leadership, Clinical Judgement and Decision-Making in Nursing..... 3.0 Semester Credits**

Leadership, Clinical Judgement, & Decision Making in Nursing has a classroom, lab, and clinical component. Classroom work will introduce new leadership, clinical judgment, and decision-making concepts and techniques. The student will then be placed in a series of lab-based simulations where they are asked to assess, analyze, and evaluate various scenarios that are based on patient care, within the scope of a nurse. These simulations will include communication with staff, supervisors, physicians, and patients. Students will be asked to apply effective use of terminology, standards of care, legal and ethical considerations, teamwork, empathy, and communication skills.

The leadership component will build on the students' ability to work as a team player, utilize conflict management skills, 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 to function at their optimal physical, mental, and emotional level of wellness, to provide the best care to patients and others. **Prerequisite NUR102**

**NUR159: Human Nutrition..... 2.0 Semester Credits**

Students will be provided nutrition fundamentals that have a direct impact on a person's short and long-term health. Students will learn the major components of food sources, nutrients, and vitamins. In addition, students will correlate these components of food sources to a person's energy and health needs at each stage of the life cycle. Students will also learn a series of food and liquid practices for positive nutrition and disease prevention and further, will also learn how to create, implement, and evaluate an effective meal plan. In addition, students will focus on patient education, the impact of medications in nutritional planning, feeding techniques, tube feedings, and intravenous feeding. Finally, students will be asked to construct, deliver, and verbally communicate a meal plan to a designated person, with periodic checks and balances to determine the effectiveness of the meal plan. **Prerequisite NUR102**

**NUR250: Nursing - Maternity and Child Nursing ..... 3.0 Semester Credits**

Nursing - Maternity and Child Nursing is a lecture and simulated lab-based course that will enable students to learn and apply the nursing process to the maternal process from birth to early childhood. Students will learn to develop a patient care plan that corresponds with the medical needs of the mother, fetus, and ultimately the newborn to ensure a safe and healthy delivery. As part of this process, and within the scope of practice for a nurse, 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 registered nurse's role throughout the labor and delivery process.

Following the birth process, students will focus on pediatric nursing through early the childhood stage. Specifically, students will learn to measure various forms of normal and non-normal pediatric and childhood growth that focuses on the body systems along with height, weight, nutrition, system development, coordination, audio, and visual senses. Finally, students will also focus on health teaching, and education related to maternal and pediatric care. **Prerequisite NUR102, NUR150**

**NUR251: Nursing - Medical Surgical 1 ..... 3.0 Semester Credits**

Nursing - Medical Surgical 1 provides students with the process, procedures, and application of the nursing process to patients that are experiencing medical-surgical conditions and require immediate care. Students will learn to evaluate and then apply evidence-based practices in a variety of clinical settings with individuals from each stage of the life cycle. Students will learn to identify, analyze, and evaluate various medical problems and then make clinical decisions based on the needs of the patient, the resources of the medical setting, and the medical team on hand. Finally, nurses will learn how to effectively plan, prepare, and delivery nursing care for pre-operative procedures, how to function in a variety of surgical settings, and post-operative care. **Prerequisite NUR102, NUR150, NUR151**

**NUR252: Nursing – Geriatric..... 3.0 Semester Credits**

Nursing - Geriatric provide students with the fundamental concepts and principles and the historical and current medical trends and issues for geriatric patients. Students will focus on the physiologic, physical, psychosocial, spiritual, biological, and sociological needs of the geriatric patients. Course content will focus on the aging process, the impact of aging on the body, mind, and spirit, and the impact of medication, vitamins, nutrients, and physical activity on the body as the patient progress through the geriatric life cycle. Students will also focus on health wellness plans, patient care plans based on acute and chronic medical conditions, diagnostic testing, and specimen collection. Finally, students will focus on teamwork, coordination of efforts, patient communication, empathy, and providing medical care within the scope of a registered nurse that is steeped in evidence-based practice. **Prerequisite NUR102, NUR150, NUR151**

**NUR253: Rural, Urban, and Community Nursing ..... 3.0 Semester Credits**

Rural, Urban, and Suburban Nursing will introduce students to the historical, current, and trending characteristics of each setting. Students will explore the differences and consistencies that reside in communicating with and treating the health needs of each patient population. Students will identify and assess key influencing factors include the key historical and current demographics, historical medical family history, positive and negative behaviors that impact health, historical and trending chronic conditions, and how financial and insurance positions of an individual and/or family impact the approach to healthcare. In coordination with these topics, students will also develop and understanding of communication, coordination of efforts, teamwork, empathy, and evidence-based strategies to provide effective medical treatment for patients in each setting. **Prerequisite** NUR102, NUR150

**NUR254: Nursing - Medical Surgical 2 ..... 3.0 Semester Credits**

Nursing - Medical Surgical 2 provides students with the process, procedures, and application of the nursing process to patients that are complex, intensive care, multi-faceted acute, chronic, or emergency medical situations. Students will learn to assess, analyze, and evaluate the medical condition of the patient within the scope of a nurse. Using evidence-based practices that account for patient safety, care, comfort and results, students will move through the critical thinking process to create an effective patient care plan for patients at each stage of the life cycle. Students will focus on teamwork, collaboration, communication, and empathy with the patient, the patient's family, and the medical team supporting the patient. Finally, students will also account for nursing care for pre-operative procedures, how to function in a variety of surgical settings, and post-operative care. **Prerequisite:** NUR102, NUR150, NUR151, NUR251

**NUR255: Mental and Behavioral Health for a Nurse ..... 3.0 Semester Credits**

Mental and Behavioral Health for a Nurse will teach students the principles, concepts, and supporting theory of mental and behavioral health, the corresponding treatments, and ongoing nursing care for patients throughout the life cycle. Students will focus on psychopharmacology, therapeutic communication, the impact of relationships, various physical and mental disorders, and health wellness plans when providing mental and behavioral nursing care.

Students will also focus on the impact of family, military service, violence, anger and aggression, emergency needs, suicidal thoughts, and social relationships. Students will learn how to utilize critical thinking skills to research evidence-based practices, construct a nursing plan, help introduce and then deliver nursing care in a safe and empathetic manner. Students will learn how behaviors and mental health impact one another and will also focus on skills that includes clinical judgment, communication, teamwork, managing medication, nutrition, and being assertive without being aggressive. **Prerequisite:** NUR102, NUR150, NUR151

**NUR260: Nursing – Capstone and Clinical Experience ..... 2.0 Semester Credits**

Students will culminate their studies in the Nursing program by consolidating what they have learned to create clinical strategies, medical solutions, and suggested practices for the problem, challenges, and daily activities that they will face as a future nursing professional. Students will be asked to apply the skills that they have learned in the program through a hands-on experience in a setting that enables them to work towards the identification, assessment, analysis, and evaluation of a current problem in a segment of the Nursing 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 to create a detailed account of the problem, existing evidence-based practices that the student can use to solve the problem, competing theories, and previous efforts to solve the problem or challenge facing registered nurses and their ability to develop 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.

Finally, students will be required to take and pass the NCLEX-RN Exit Exam with at least a minimum score of that is listed on the Grading Scale of the NUR260 course syllabus. Students will be provided with opportunities to re-take the exam until they reach the minimum score within the program completion guidelines of the Nursing program. Under no circumstances may a student's 150% maximum SAP date be extended. **Requirements: a minimum of 2.0 cGPA, successfully received all credits for the Nursing Program, met attendance requirements.**

**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**

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.

**PSY200 - Emotional Intelligence..... 3.0 Semester Credits**

**Course: Non-technical – General Education for Degree Program**

This course will provide students with the core skills that are required to practice Emotional Intelligence in all aspects of their life. Students will learn the benefits and effective use of self-management, self-awareness, self-regulation, self-motivation, and empathy. Using these five skills, students will develop the ability to effectively communicate via verbal and non-verbal means. This course will also provide students with the ability to productively manage their emotions and then, demonstrate appropriate use of these emotions when communicating with a wide range of individuals in different situations.

Students will be provided with a series of concepts, theories, and principles to develop a foundation of knowledge. Students will be assessed on their ability to demonstrate the essential skills of emotional intelligence through a series of case studies, scenarios, and other student-centric activities. Finally, students will learn to properly balance optimism with pessimism and further, use the critical thinking process to hone their emotional intelligence skills.

**PSY210 - Critical Thinking..... 3.0 Semester Credits**

**Course: Non-technical – General Education for Degree Program**

Critical Thinking provides students with the skills to understand the structure and composition of various forms of arguments, situations, and scenarios. Students will develop the skills to complete a series of processes that will enable them to logically and rationally reason, interpret arguments, and evaluate the quality of reasoning behind different forms of arguments, interpretations, and/or beliefs. Students will learn the concepts associated with each stage of the critical thinking process, disseminate various forms of information and positions, and develop judgment and problem-solving skills.

Students will also learn how to form arguments and develop rational, logical, and substantive positions that support their argument. This course will also enable students to learn how to organize their thoughts, analyze alternative options to various types of situations, and form effective questions and methods to evaluate a problem or situation. Finally, students will gain an understanding of the impact of biasness, preconceived notions, and different forms of prejudices that will impact a person and/or group's ability to form logical arguments.

**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 look 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..... 2.0 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 forms 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..... 3.0 Semester Credits**

**Course: Non-technical – Applied General Education for Degree Program (ODHE)**

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. **Prerequisite: BIO100**

**VT A111 - Veterinary Anatomy and Physiology II ..... 4.0 Semester Credits**

**Course: Non-technical – Applied General Education for Degree Program (ODHE)**

Veterinary Anatomy and Physiology II builds on concepts in VTA110 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, sense organs, cardiovascular system, respiratory system, urinary system, endocrine system and digestive system. **Prerequisites: BIO100**

**VT A115 - Avian, Exotics & Small Mammal Procedures ..... 2.0 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 Applications..... 2.0 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. **Prerequisite: VTA110 and VTA111 Student must have passed both VTA110 and VTA111 before taking this class.**

**VT A205 - Large Animal Applications ..... 2.0 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. **Prerequisite: VTA110 and VTA111 Student must have passed both VTA110 and VTA111 before taking this class.**

**VT A 210: Veterinary Clinical Pathology..... 2.0 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.

**VTA215: 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. **Prerequisite: VTA240 Student must have passed VTA240 before taking this class.**

**VTA220: 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.

**VTA225: Animal Laboratory Techniques I ..... 2.0 Semester Credits**

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. Students will learn the importance of documentation and charting within a veterinary medical setting.

**VTA226: Animal Laboratory Techniques II ..... 2.0 Semester Credits**

Animal Laboratory Techniques II enables 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 prepare and practice IV catheters and CPR. 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. **Prerequisite: VTA225 Student must have passed VTA225 before taking this class.**

**VTA230: Animal Anesthesia ..... 2.0 Semester Credits**

Animal Anesthesia 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. **Prerequisite: VTA220 Student must have passed VTA220 before taking this class.**

**VTA235: Principles of Veterinary Radiology Applications ..... 2.0 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.

**VTA240: 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.

**VTA245: Surgical and Dental Procedures ..... 2.0 Semester Credits**

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. **Prerequisite: VTA230 and VTA240 Student must have passed VTA203 and VTA240 before taking this class.**

**VTA250: Veterinary Technician Externship ..... 5.0 Semester Credits**

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. **Prerequisite: Student must have passed all VTA courses and general education courses that were scheduled prior to VTA250.**