



VALLEY COLLEGE
Student Catalog Addendum
Effective Date of Addendum: 1/21/2024
Posted Date: 1/18/2024
Effective Date of Catalog: 12/1/2023

This Catalog Addendum shows some changes that Valley College has put in effect as of 1/18/2024.

Programmatic Admissions Requirements – found on approximately Page 19: The following change has been made (change in in red font) the word **and** has been removed.

Additional Requirements – Information Technology (IT) and Security Administration Diploma program
(Offered at Online administrated by Valley College – Martinsburg)

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; **or**
- Holds an industry recognized certification in Networking or an equal-level Cybersecurity and/or Information Technology nationally recognized professional certification.

New Policies:

Valley College has created two new policies that will go in effect on 1/22/2024. The policies are listed below. They will appear on approximately page 42 following the **Electronic Communication Disclosure Notice**. If you have any questions about these new policies, please make an appointment to discuss them with your campus director.

Cameras in the Classroom Policy

For the purpose of ensuring a safe and ethical learning environment, our college has implemented the use of surveillance cameras in select classrooms. These cameras are installed to assist in maintaining academic and general conduct standards within the classroom setting. They serve as a tool to uphold our commitment to academic integrity and to foster a respectful and secure environment for all members of our community. We adhere to strict privacy standards in the management of this system, ensuring that the use of these cameras is focused on promoting a positive educational experience. Footage obtained is used solely for addressing conduct-related concerns and is managed with the highest level of confidentiality and responsibility.

Policy on Student Recording of Classroom Lectures Using Personal Devices

At Valley College, we value the academic experience and the rights of both students and faculty. In our classrooms, the recording of lectures by students is permitted only under specific conditions to support educational goals. Students who wish to record class lectures for personal academic use must first obtain the express permission of the instructor. This policy is in place to respect the intellectual property rights of our faculty. Recordings are for personal educational purposes only and should not be shared or distributed outside of the classroom without additional approval. Unauthorized sharing, distribution, or publication of recorded lectures, in any form, is strictly prohibited. This includes posting on personal websites, social media platforms, or any other public or private forum. Faculty members reserve the right to restrict or deny recording in situations where it might inhibit open academic dialogue or infringe upon privacy. We encourage students to communicate openly with their instructors and seek guidance regarding this policy to ensure a respectful and effective learning environment. Students who require the use of recording devices as a disability accommodation should coordinate with the appropriate campus personnel to ensure compliance with this policy and the ADA. Failure to adhere to this policy may result in disciplinary action in accordance with the Valley College's Code of Conduct.

The Academic Integrity Policy (approximately page 60) has been revised to include a statement about the use of AI (artificial intelligence). The change is highlighted in yellow.

Academic Integrity Policy

At Valley College, we are committed to honest practices, communications and relationships that honor each other and our students. 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 integrity applies equally to electronic media and print, and involves text, images, and ideas. Violations include but are not limited to the following examples:

Cheating

1. Offering another person's work as one's own.
2. Tampering with an examination after it has been graded, and then returning it to earn more credit.
3. Continuing to work on an examination or project after the time specified for the student has elapsed.
4. Using unauthorized materials, prepared answers, written notes, or other information during an examination.
5. Selling or giving away all or part of an unadministered test including answers to an unadministered test.
6. Using electronic devices, including but not limited to phones, iPads, smart watches, etc. during the examination.

Dishonest Conduct

1. Stealing or attempting to steal an examination or answer key from the instructor.
2. Submitting substantial portions of the same work for credit in more than one course without consulting all instructors involved.
3. Falsifying or forging academic documents or records.

Plagiarism

Plagiarism is intellectual theft. It means use of the intellectual creations of another without proper attribution.

Plagiarism may take two main forms, which are clearly related:

1. To steal or pass off as one's own ideas or words, images, or other creative works of another.
2. To use a creative production without crediting the source, even if only minimal information is available to identify it for citation.

***The use of AI (artificial intelligence) generated content is considered plagiarism. The use of AI generated content is strictly prohibited and will not be tolerated.**

Collusion

Any student who knowingly or intentionally helps another student perform any of the above acts of cheating, dishonesty or plagiarism is subject to discipline under the Academic Integrity Policy. Examples of collusion include but not limited to:

1. Allowing another student to copy one's own work during a test or take-home assignment.
2. Writing a paper or other project for another student.

Academics:

The following pre-requisite was corrected for the Health Services Administration bachelor's program (approximately page 108). The pre-requisite was corrected for the Veterinary Technician program (approximately page 87). Changes are highlighted in yellow font.

Health Services Administration bachelor's program Summary of the Program's Pre-requisites Courses (Pre-req)

Course Number	Course Name	Pre-req Course Number	Pre-req Course Name
ENG320	Advanced Effective Writing	ENG122	Effective Writing
COM400	Communications	COM200	Oral Communications
HSA310	Healthcare Law and Legislation	HSA230	Essentials of Healthcare Compliance
HSA405	Health Services Leadership	HSA220	Principles of Healthcare Management
COM445	Professional Research and Writing	COM112	Business English
HSA450	Health Services Capstone	COM445	Professional Research and Writing

Veterinary Technician program 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 VTA111	Veterinary Anatomy & Physiology I Veterinary Anatomy & Physiology II
VTA205	Large Animal Applications	VTA110 VTA111	Veterinary Anatomy & Physiology I Veterinary Anatomy & Physiology II
VTA225	Animal Laboratory & Techniques I	VTA110 VTA111	Veterinary Anatomy & Physiology I Veterinary Anatomy & Physiology II
VTA226	Animal Laboratory & Techniques II	VTA225	Animal Laboratory & Techniques I
VTA230	Animal Anesthesia	VTA220	Principles of Veterinary Pharmacology
VTA240	Surgical Procedures & Asepsis	VTA230	Animal Anesthesia
VTA245	Surgical & Dental Procedure	VTA230 VTA240 VTA225	Animal Anesthesia Surgical Procedures & Asepsis Animal Laboratory & Techniques I
VTA250	Veterinary Technician Externship	Student must have passed all VTA courses and general education courses that were scheduled prior to VTA250	