VALLEY COLLEGE

2024-2025
Edition 4

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Established 1987

Student Catalog

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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

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Catalog Addendum Posted on the Catalog webpage https://valley.edu/catalog/
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    Institutional Scholarship and Grant Information
    Staff and Faculty Listing

The student can request documents listed on the Student Catalog web site by requesting the document in paper format from the Campus Director or other designated staff.

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 College is the trade name of the West Virginia corporation - Valley Training Centers, LLC. Valley Training Center operates three campuses and one satellite location. Valley College - Beckley, Beckley WV (Main Campus) Valley College - Martinsburg, Martinsburg WV (Main Campus), Valley College - Cleveland, Cleveland, Ohio (Branch Campus to Martinsburg), and Valley College - Fairlawn, Fairlawn, Ohio (Satellite location to the Cleveland campus). The schools are nationally accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). Valley College-Beckley and Valley College-Martinsburg are authorized to award diplomas and degrees. by the West Virginia Higher Education Policy Commission. Contact information: West Virginia Higher Education Commission 1018 Kanawha Blvd., East, Suite 700, Charleston, WV 25301. The Ohio schools are registered by the State Board of Career Schools and Colleges to offer diploma and associate degree programs. In addition, Valley College – Cleveland is approved by the Ohio Department of Higher Education to offer the Veterinary Technician AAS program. The Martinsburg campus online division is also authorized to offer its the Cybersecurity Associate and Bachelor programs, Business Administration Associate and Bachelor programs, and Health Services Administration programs.

The local chief administrator at each campus is the Campus Director. The Director, Online Division oversees the online programs. Dr. Michael Graham, Valley College President, provides overarching supervision for the entire organization. Valley College LLC operates under the policies and guidelines established by Franciscan Services, INC.

Program Summary Chart
Standard completion times are expressed in full weeks/months. The weeks scheduled are for instructional/contact hours. The range of estimated month schedules includes holidays and breaks and varies depending on the time of year of the start date. Online programs are offered 100% online. Blended programs are hybrid programs.

☐Campus and Program Name		Credential	Delivered	Semester 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 C M	Medical Clinical Assistant*	Diploma	Blended	35	825	39	10
M	Medical Front Office, Billing and Coding	Diploma	Online	30	660	33	9
B M	Nursing	Associate	Blended	70	1548	69	18
C 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

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)

*This program has an externship course. Course number MED251 is the externship course for Medical Clinical Assistant. It is scheduled for six weeks. Course number VTA250 is the externship course for Veterinary Technician. It is scheduled for eight weeks. The number of weeks may vary because of the schedule of the externship. Externship hours are offered at designated externship sites, and the hours vary and are set by the Externship site and may be scheduled after regular class hours and/or in the evenings and/or on weekends.

About the 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 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.

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 Student Catalog is revised at a minimum each July to coincide with the new financial aid award year, for example: July 1, 20XX to June 30, 20XX. To minimize the number of addendum/supplements, the College publishes catalog revisions as needed.

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 a 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.

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 people who wish to pursue a career position upon completion.

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. Valley College received ACCSC accreditation approval in 2017. On May 31, 2023, Hilbert College, through its subsidiary Franciscan Services, Inc, acquired Valley Training Centers, Inc. (Valley College). Subsequently, Valley Training Centers was restructured as an LLC. This change didn't impact on the control, management, or governance of Valley College. Valley Training Centers, LLC operates as a nonprofit entity. Valley College was reauthorized to operate under the auspices of the West Virginia Higher Education Policy Commission.

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. The online division was administrated at one time by the Valley College – Beckley campus. Valley College moved its 100% online programs under the Martinsburg campus in 2016. The current online division includes Medical Administration Assistant, Medical Front Office, Billing and Coding, Information Technology and Network Administration, and Information Technology and Security Administration diploma programs. It offers academic associate and baccalaureate degree programs in Business Administration, Health Services Administration, and Cybersecurity. In 2020, Valley College transitioned its Medical Clinical Assistant program to an online learning environment. The program is now approved as a blended (hybrid) program.

Students take most of the classes online but come to the campus for hands-on clinical labs and complete their externship in their local community. In 2021, Valley 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. In 2022, Valley College was approved to offer the Nursing associate degree program at our West Virginia campuses in Martinsburg and Beckley. Approval of WV Board of Nursing-RN was required before launching the program. In 2024, Valley College received approval from ACEN for their nursing programs.

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. In 2020, the Medical Clinical Assistant (MCA) and Veterinary Assistant (VETA) programs were modified. Most of the MCA and VETA programs' classes are held online. Students take most of the classes online but come to the campus for hands-on clinical labs. The MCA students complete their externship in their local communities.   In 2021, Valley College was approved for and opened its satellite location in Fairlawn, Ohio. Valley College – Fairlawn offers the Practical Nursing program. In 2022, Fairlawn opened a second satellite location, which is in close proximity in the same parking lot, to accommodate growth. Approval of the Ohio Board of Nursing was required before launching the Practical Nursing program. Valley College – Cleveland received initial accreditation by the CVTEA (Committee on Veterinary Technician Education and Activities) for its Veterinary Technician degree program in 2021. In 2021, Valley College – Cleveland received approved by the Ohio Department of Higher Education to offer the Veterinary Technician AAS program.

School of Distinction Honors: Valley College – Beckley has been recognized as School of Distinction for 2017-2018 and again in 2023-2024. Valley College – Martinsburg was recognized as a School of Distinction in 2017-2018. Cleveland was recognized as a School of Distinction in 2022-2023.

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 – Fairlawn School of Nursing and Valley College – Fairlawn School of Nursing Satellite #2 are approved by ACCSC as satellite locations.

Valley College-Beckley and Valley College-Martinsburg are authorized to award diplomas and degrees. by the West Virginia Higher Education Policy Commission. Contact information: West Virginia Higher Education Commission 1018 Kanawha Blvd., East, Suite 700, Charleston, WV 25301

Beckley Campus: The Associate nursing program at Valley College at the Beckley campus located in Beckley, WV is accredited by:
Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326
(404) 975-5000
The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate nursing program is Initial Accreditation. View the public information disclosed by the ACEN regarding this program on the ACEN website: https://www.acenursing.org/

Martinsburg Campus: The Associate nursing program at Valley College at the Martinsburg campus located in Martinsburg, WV is accredited by:
Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326
(404) 975-5000
The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate nursing program is Initial Accreditation. View the public information disclosed by the ACEN regarding this program on the ACEN website: https://www.acenursing.org/

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 is accredited by 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.

Valley College – Martinsburg is a proud partner of CompTIA. Interested students should go to the CompTIA web site https://www.comptia.org/ for more information.

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. 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. Building regulations may be posted in the resource center or other locations throughout the facility. Students are also familiarized with 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.

The College uses student learning management systems and maintains software that is applicable to the specific needs of its educational programs. The institution updates or changes its hardware and software, as needed. The physical facilities are well maintained. A short description of each school is as follows:

The physical facility at the Beckley campus is a single, one-story building that is divided into classrooms, labs, and administrative offices. There are two computer labs, three medical lecture rooms/labs, and 4 medical lecture rooms. The labs are equipment is various types of medical instruments/equipment that can generally be found in a doctor's office or other health-related facility. The classrooms are tiled, air-conditioned, well–lit and are accessible to people with disabilities (PWD). The classrooms are on the left side of the building while the administrative offices are on the right side of the building. There is also a large student break/lunchroom, a resource center, a staff breakroom, and large student meeting room. The campus also has a small bookstore and Bursar's office. The student computers are laptops connected with high-speed internet access via Wi-Fi and one high speed network printer. The option of hard-wired internet access is available. Lecture classrooms include tables and chairs for students and provide sufficient space conducive to studying.

The physical facility at the Martinsburg campus is a single, one-story building that is divided into classrooms, labs, and administrative offices. There are two computer labs, one of which we utilize for HESI testing for the Nursing program, **three** classrooms for lectures for all programs, one Medical Clinical Assistant lab, one Nursing lab, and two simulation Nursing labs. Lecture classrooms include tables and chairs for students and provide sufficient space conducive to studying. The classrooms and labs are tiled, air-conditioned, well–lit and are accessible to people with disabilities (PWD). The labs are equipment is various types of medical instruments/equipment that can generally be found in a doctor's office or other health-related facility. Most of the administrative offices are in front of the building while all the labs and classrooms are in the middle and back of the building. There is a resource center, two student break/lunchrooms, and a staff kitchenette. The campus also has a small bookstore and Bursar's office as well as **two** student study areas. The campus' Resource Center has computers that give the student access to the ProQuest Internet Library and the Virtual Librarian. Student computers are laptops connected with high-speed internet access via Wi-Fi and one high speed network printer.

Valley College – Cleveland (Ohio) The branch campus facilities is a three-story building. The second floor of the free-standing building holds a large reception area, administrative offices, and a learning resource center that provide the students with a place to study and access the ProQuest Internet Library and the Virtual Librarian. The third floor of the facility holds eight classrooms/laboratories for its Practical Nursing program. The classrooms and labs are designed to foster a learning environment. Students in the Medical Clinical Assistant program also meet in classrooms/labs on the second floor while completing the *Saturday* clinical lab hours for their program. The school maintains equipment and supplies that can be found in doctor offices or other healthcare facilities that the PN and MCA students utilize to perform hands-on competency-based labs activities that help them prepare for their clinical/externship courses. The Veterinary programs are housed in the first level of the facility. The Veterinary program maintains classroom(s), lab, kennels, and grooming area in this location. The veterinary department also has facilities that hold dogs, cats, and other animals.

Valley College – Fairlawn School of Nursing (Ohio) satellite locations are an extension of the Cleveland campus. The satellite locations are two separate buildings that are not adjacent but share a parking lot. Both buildings are single stories and are divided into classrooms, labs, and office space used for staff. The facility also has a resource center, faculty/staff prep area, campus career center, and common areas for student and staff meetings, and a student lounge. The students have access to the ProQuest Internet Library and the Virtual Librarian. This location also has fully built and handicapped accessible rest rooms for staff and students and a reception area for all visitors. Just as the Cleveland campus, the school maintains equipment and supplies that can be found in doctor offices and other healthcare facilities for students, in the Practical Nursing and MCA (enrolled through the Cleveland campus) programs to utilize while performing hands-on competency-based labs activities that prepare them for their clinical and externship courses.

Learning Resource System(s)
Computer and Internet Requirements for Online and Hybrid Programs
Valley College students and faculty uses the Moodle Learning Management System (LMS) as deployed by 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.

100% 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.

During the Hybrid courses: The student is responsible for his or her own computer equipment, broadband (high-speed) Internet connection, recommended speed of 4 Mbps or higher, and any online charges they incur. The online conferencing software and associated fees are included in the tuition. Students without personal access to a computer and/or internet service may schedule time to be able to access the Valley College computer labs during normal business hours to complete any online portions of the program. The student should contact the Campus Director to schedule the time in advance.

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. Some programs have stricter students to faculty requirements for certain courses[1]:

- Nursing Associate degree program (B & M): The student/instructor ratio is 20:1 for most core NUR classes. The ratio for classrooms with laboratory lessons is 10:1. The state of West Virginia has requested an 8:1 student to teacher ratio for clinical sites.
- Practical Nursing program (C & F) 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.
- Veterinary programs (C): 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.

Admissions Requirements and Procedures

Students applying for admission to diploma and degree programs must meet the following requirements:

1. Be a high school graduate or have obtained a State approved high school equivalency certificate (such as GED/TASC/HiSET) or have obtained an equivalent home school credential.
   a. Proof of documentation may include an unofficial transcript that shows the date of high school graduation or a copy of a standard high school diploma or GED or alternative State approved high school equivalency diploma.
   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.
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 to 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 students who enroll in all other programs is 16 years old.
5. A current (not expired) government-issued photo ID is required for proof of age.
6. Complete Enrollment Agreement and additional Admissions documents

Students who plan on sitting for certification/licensure: Some certification exams may require the test taker to be at least 18 years old.

Assessment Test

Students who wish to apply to any programs except Practical Nursing and Nursing Associate Degree must satisfactory complete the Valley College's Admissions Assessment(s). Valley College uses the Wonderlic Assessment. Valley College also accepts ACT or SAT scores. Basic benchmarks scores for the Assessment (based on assessment evaluation tool) for all programs are as follows:

Program	Wonderlic Score	ACT Score	SAT Score
Cybersecurity Diploma, AAS and BS programs	15	17	1050
All other programs **except Practical Nursing and Nursing**	10	17	1050

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[1] Campus Designations are as follows M – Martinsburg, B – Beckley, C -Cleveland, and F – Fairlawn.

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[2]. 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.

Students who are interested in enrolling in Practical Nursing or Nursing programs must successfully pass the HESI examination.
Assessment Test for Practical Nursing: Qualifying applicants for the Practical Nursing program must achieve a minimum score of 70% on the HESI entrance exam. Each attempt at the HESI Entrance Exam is to be completed within a four-hour time limit and will encompass all portions of the exam. Passing scores are valid for up to 24 months before submission. Each applicant is allowed a maximum of three attempts to pass the HESI exam. If an applicant does not pass within these three attempts, any prior scores will no longer be valid, and a six-month waiting period, starting from the date of the third failed attempt, will be required before retesting unless the program administrator approves an extenuating circumstance. A fee may apply for additional test attempts. Valley College maintains a strict academic integrity policy during proctored HESI entrance exams. The College may use cameras and/or a lockdown browser in the testing room. Applicants found in violation of this policy will be disqualified from enrolling in the program and may be barred from testing or enrolling in any Valley College program. More details about the requirements of the Academic Integrity Policy, please refer to the Student Policy Section in this Catalog.

Assessment Test for Nursing: HESI Entrance Exam (HESI A2). The HESI A2 exam is a proctored exam administrated at Valley College. The HESI entrance exam scores can be transferred from other colleges if they meet the criteria laid forth by Valley College. All scores are good for a total of 24 months. Testing dates, times, and locations will be scheduled in advance and communicated to registered applicants. HESI A2 assesses students' proficiency in core academic areas: Math, Reading Comprehension, Vocabulary and Grammar. The minimum passing score for admission to the ADN program is at least a 75% in each of two main categories (cumulative Math and cumulative English) and a 75% composite score. Score will round up or down to the nearest whole number. More details about the requirements of the exam, retesting, and the scoring of the exam are explained in the ADN handbook posted on the Catalog webpage. https://valley.edu/catalog/   More details about the requirements of the Academic Integrity Policy, please refer to the Student Policy Section in this Catalog.

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 to the College
All applicants who have met all applicable admissions requirements may complete their enrollment by signing an Enrollment Agreement and paying the registration fee. Enrollment becomes official only after the Enrollment Agreement has been reviewed, accepted, and signed by an authorized school representative. The College will provide the students with 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.

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2   At the Campus Director discretion, a written version of the Wonderlic assessment may be used.

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) 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)

Licensure: Valley College does not maintain a current list of each state's licensing and certifying requirements that covers all jobs that a particular program's graduates may be trained to perform. Therefore, the college cannot and does not guarantee that our programs comply with any or all licensure and/or certification requirements of any other state except the state in which the institution is domiciled (Nursing Associate degree offered in West Virginia), Practical Nursing or Veterinary Technician programs offered in Ohio).   Prospective applicants who reside outside of West Virginia or Ohio, as well as current students who relocate to another state during the program, are solely responsible for verifying and ensuring compliance with their state's occupational licensing, certification, and qualification requirements prior to applying for admission or continuing their education. Valley College assumes no responsibility for any issues, including but not limited to the inability to obtain licensure and/or certification, that may arise from a failure to meet these requirements.

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) and immunizations, tilters, and/or 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, 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 or when reasonable accommodations that can be made.

It is the student's responsibility to be aware of any personal health problems or risk factors that may be exacerbated by exposure to the public (other students, faculty, staff, visitors at the school, individuals at external learning sites (externship sites, clinical sites, field trips, or school activities, etc.) may increase the student's risk of contracting illnesses or managing them. This student is strongly advised to consult with their healthcare provider to determine if participation in a training program may pose a risk to their health.

The chart below summarizes the programmatic requirements, such as Criminal Background Investigations, Vaccinations, and Drug Screenings. Valley College is obligated to abide by the requirements imposed by our clinical and externship partners for contagious respiratory diseases vaccinations. We cannot guarantee alternate site placement for students who do not meet the sites' requirements. More detailed descriptions of the requirements are available in the programmatic specific student handbook located on the Valley College's website. https://valley.edu/catalog/ Vaccination information may also be found on Valley College's website: https://valley.edu/consumer-information/

If the student is enrolled in the Nursing Associate (ADN), Practical Nursing (PN) or Medical Clinical Assistant (MCA) programs the students must refer to their rotation schedule to allow enough time to have the documentation received back to the school to meet the required time frame. If a student is returning to finish their program or enrolling in a new program, they may need to submit the criminal background, drug screen and physical and common communicable disease immunization record. Although many states approved the legalization of marijuana, marijuana remains classified as a Schedule I, an illegal substance, at the federal level as outlined in Drug-Free Schools and Communities Act Amendments of 1989.

Students are reminded that the physical or vaccinations and/or immunizations or additional specific requirements are not included in the Laboratory Fees or tuition on the Enrollment Agreement. Students should refer to the Tuition and Fees Information document that is located at Catalog - Valley College .

Program / Campus	Requirement	Valley College must have the results by
Nursing Associate – Valley College – Martinsburg Valley College - Beckley	Criminal Background Investigation	Prior to enrollment
	10-Panel Drug Screen Observed	Prior to enrollment (additional drug screens may be required during the program)
	Physical and Common Communicable Disease Immunization Record (Vaccinations)	Prior to the first clinical course NUR160. Additional vaccinations may be required during the program. These may be seasonal vaccinations.
Practical Nursing Diploma – Valley College – Cleveland Valley College - Fairlawn	Criminal Background Investigation	Initial data collection is completed prior to Orientation. The results must be received by the school prior to Clinicals (NUR115)
	10-Panel Drug Screen Observed	Prior to starting the program (additional drug screens may be required during the program) *
	Physical and Common Communicable Disease Immunization Record (Vaccinations)	Recommended to start the process prior to the end of the first class. Valley must receive all required documents prior to the start of NUR115. (The first clinical course)
*Valley College will notify the students of the designated time to complete the required drug screen. The results are returned to the school. Valley College must receive an acceptable report before orientation, or the enrollee cannot start the program.		
Medical Clinical Assistant – Diploma Valley College - Martinsburg Valley College – Cleveland Valley College – Beckley	Background Check (Criminal)	Results must be in the hands of Valley College prior to the Externship (MED251)
	10-Panel Drug Screen Observed Eight to nine weeks is based on the schedule of a new student who has not altered their original schedule.	Eight to nine weeks prior to the Externship. (During classes MED201, MED206 or MED211)
	Written Copy of current vaccinations and immunization records (Vaccinations)	Recommended to start the process prior to the end of the first class. Valley must receive all required documents prior to the start of Saturday Labs Classes: MED201, MED206, or MED211
Veterinary Technician Associate degree -Cleveland	Rabies Vaccination	Prior to VTA225

Specialized Training Requirements
The Nursing Associate degree program (B & M), Practical Nursing diploma program (C and F), and the Medical Clinical Assistant (M) program require their students hold a valid card to show successful completion of basic life support training or CPR certification training. Additional information is provided by the school during Orientation and is provided in the Student Handbook for that program.

Inherent Risks
By enrolling in the Practical Nursing program, Nursing program or the Medical Clinical Assistant program,   you acknowledge and accept full responsibility for the inherent risks associated with interacting with the public.   These

risks include, but are not limited to, exposure to illnesses, injuries, or other health-related issues. By enrolling, you voluntarily assume full responsibility for these risks and agree to release and hold harmless Valley College, its staff, faculty, and representatives from any and all legal liability for any injuries, illnesses, or health problems that may occur as a result of your participation in the training program or subsequent employment.

Veterinary Program Students: The students in the Veterinary programs are 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.

Computer Requirements
Valley College students need Microsoft 365 and the Windows 10 or Windows 11 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 are assigned a Valley College email account and will receive an email with instructions on how to download Microsoft 365 Education during Orientation. Due to software license restrictions, the Microsoft 365 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 365 software plan. The system requirements to run Microsoft products can be found on the Microsoft website at https://www.microsoft.com/ .
Additional requirements may be found on the Microsoft Office website at https://www.office.com .

To run Microsoft 365 on Windows 10 or Windows 11, a student's computer needs to meet the following minimum requirements:
- Processor: 1.6 GHz or faster, 2-core processor
- RAM: 4 GB for 64-bit, 2 GB for 32-bit
- Hard disk space: 4 GB free disk space
- Screen resolution: 1280 x 768 or higher
- Operating system: Windows 10 or Windows 11
- Graphics hardware acceleration: DirectX 9 or later, with WDDM 2.0 or higher for Windows 10 or later

The minimum requirements for running Microsoft 365 are:
- Operating system: Windows 11, Windows 10, or Windows 8.1
- Processor: 1.6 GHz or faster, 2-core
- Memory: 4 GB RAM
- Hard disk: 4 GB of available disk space
- Display: 1280 x 768 screen resolution

For graphics hardware acceleration, you'll need DirectX 9 or later, with WDDM 2.0 or higher for Windows 10 or later.

Microsoft 365 also has different requirements for mobile apps:
- Android: 1 GB of memory
- iOS: Office for iPad and iPhone requires iOS 12.0 or later; Office for iPad Pro requires iOS 11.0 or later.

Students can check their computer's information by going to Start > Settings > System > About. Another method to get a more detailed look at their hardware and software is by going to Start > Run, typing msinfo32, and pressing Enter.

Moodle: The minimum requirements to run Moodle are:
- Disk space: At least 160 MB of free space, but 5 GB is recommended
- Memory: At least 256 MB, but 1 GB or more is recommended
- Processor: At least 1 GHz, but 2 GHz dual-core or more is recommended
- Web browser: A standards-compliant browser, such as Chrome, Firefox, Safari, or Edge
- Internet connection: A reliable connection, preferably broadband speed
- Screen resolution: At least 800 x 600, but 1024 x 768 is recommended
- Browser settings: Cookies must be accepted, the newest version of a page must be shown, and the pop-up blocker must be disabled
Moodle is written in PHP and can run on any server environment that supports PHP. It can use MySQL, MSSQL, PostgreSQL, or Oracle as a database.

Adobe Reader: Some takeaway documents and other resources may be provided in PDF format. If a student does not have a reader, they will need to install Adobe Reader to view these documents. It can be downloaded from http://get.adobe.com/reader/ .

Additional Requirements – Information Technology (IT) and Security Administration Diploma Program
Offered 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 of 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.

Valley College will accept applicants' resumes demonstrating professional and educational credentials and a copy of certification credential(s) as proof of meeting these requirements. 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).

Readmission Process: - Diploma and Degree Programs
Valley College has two readmission statuses, re-entry status and return status. The process is relatively the same for both statuses. The student should review the Student Handbook for their program. It may offer more details about the process.

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). The student who is re-entering their program will return under the same terms as 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.

Return Status: A student who has withdrawn, either voluntarily or involuntarily, from a degree or diploma program and returns to the same program 181 days after 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.

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.

The Readmission process is outlined below: (PN Students see # 5 and ADN Students see # 6)
1. The student will be individually interviewed by an Admissions Representative.
2. A credit evaluation will be conducted to determine the student's financial responsibility and class schedule. A meeting may be set up to discuss the outcomes of the credit evaluation.
   a. If a student's GPA is below 2.0, the student may be required to meet with the Director of Academic Affairs (or authorized staff member) to discuss an academic plan. A written plan may be required.
   b. The student may repeat courses for which the student received a passing letter grade of "D" to help the student bring up their GPA to a 2.0.
   c. The student is required to repeat courses for which they received a grade of "WP", "WF", or "F"
   d. A Nursing Associate (M & B) student may not have two failed grades on their transcript.
3. The Financial Aid Advisor will determine which courses require a retake fee and complete the Reentry Form. The student will meet with a Financial Aid Advisor and agree to the terms as written on the Reentry Form.
4. The College may have additional criterial such as but not limited to:
   a. The student may be required to complete a student request form or submit a written statement sharing what has changed in the student's life circumstances that will allow the student to be successful this time.
   b. A student seeking readmission must meet all current programmatic requirements. The school still processes the previous enrollment's programmatic requirement documentation, the documentation will be reviewed. If the documentation is expired or shows that it is nearly its expiration date, the student will need to provide new valid documentation.
   c. The student may be required to complete a FAFSA or requalify for a UNISA loan or Valley College payment plan.
   d. The student must be in good financial standing as determined by the College.
   e. Records of Student of Code of Conduct will be reviewed and may be used to determine if a student will be permitted readmission.

The Readmission process for the PN program
5. Practical Nursing (C&F): The student should contact the Director of Academics Affairs (C&F) as their first step in the process.
   a. The student will be individually interviewed by an Academic Staff Member.
   b. The student will complete a Student Request Form. The form requests that the student provide a reason for the withdrawal from the program and what has changed in the student's life circumstances that will allow the student to be successful this time.
   c. The College may require that the student agrees to the terms of a written Academic Plan. The student's GPA and attendance may be addressed in the plan. Repeating courses may also be discussed along with any associated costs.
   d. The returning or re-entry student is only required to retake the HESI entrance exam if the student's HESI exam score is dated over 24 months. The student will also need to take the Online Readiness Assessment regardless of the time from withdrawal to readmission.
   e. The Academics Team (and Student Records Department) will perform a credit evaluation and review the student's rotation schedule. The date of return may be delayed until a course is available for the student to take. Any official transcripts for credit evaluations must be available at the time of the course evaluation.
   f. The student must be cleared (acceptable documentation must be on file) for their vaccinations and/or immunizations and other health-related entrance requirements. The student will follow the school's policy for BCI/FBI background checks and drug screening processes.
   g. The student must be in good financial standing as determined by the College.
   h. The student will meet with a Financial Aid Advisor and agree to the terms as written on the Reentry Form.

    i.   Courses that must be retaken because of "F" or "WF" grades are subject to a Course Retake fee and may not be eligible for Student Financial Aid (Title IV funds). "WP" courses will also be discussed.

    j.   Students who are returning to retake NUR140 may be required to retake courses, even though the students have passed those courses with a letter grade of "C" or higher. Retake Course Fees apply for all courses that the College requires that the student retakes.

    k.   Final approval of the return enrollment is demonstrated by a new enrollment agreement signed by the authorized Valley College staff member.

Practical Nursing program students: depending on the length of time a student has been out of the program, and regardless of the letter grade they received for the courses, Valley College may require students to retake pre-selected classes to ensure that they have the skills necessary for clinical courses. The Financial Aid department will determine if the student is responsible for any costs associated with courses they are required or elect to retake. This requirement may delay when a student may return to their program. The student should meet with a Financial Aid Advisor and agree to the terms of the financial aid packaging appointment.

The Readmission process for the Nursing Program

6. **Nursing Associate Degree (M&B):**
   - Students seeking readmission to the ADN program must meet all eligibility requirements including:
     - Previously accepted and enrolled in the Valley College ADN program.
     - Withdrawn or dismissed from the program due to academic or personal reasons.
     - The student has not been previously re-admitted into the ADN program.
     - The student has not previously failed more than 1 NUR course.
     - Demonstrates readiness and commitment to completing the program of study.
   - Application Process:
     - Eligible students must attend an info session about the ADN program.
     - Eligible students must then submit a personal statement addressing the reasons for withdrawal/dismissal and the readiness to return to the program.
     - Eligible students must meet all ADN program admissions requirements including:
       - Criminal Background Check
       - Observed Drug Screen
       - Completed Health Provider Physical
       - Proof of Covid vaccination
       - Passing score on the HESI A2 taken within the past 24 months
     - The student must attend an interview with the program administrator or the designated staff
     - The application deadline and submission instructions will be communicated to eligible students.
   - Review and Decision:
     - The readmission applications will be reviewed by the nursing program admissions committee and/or designated faculty members.
     - The review process will consider factors such as the student's academic history, previous performance in the program, reasons for withdrawal/dismissal, and readiness to return.
     - The admissions committee will make a decision regarding re-entry based on the merits of each application and program capacity.
     - Applicants will be notified of the decision in writing within a specified timeframe.
   - Conditional Acceptance:
     - Students granted readmission may be subject to conditional acceptance, which may include:
       - Successful completion of remedial coursework
       - Successful completion of advanced standing exams
       - Proctoring of already completed courses.
       - Repeating previously taken courses, regardless of the previous grade
     - Students may be required to meet with an academic advisor to develop an individualized academic plan.
     - Students must remain compliant with any additional conditions or stipulations outlined by the admissions committee.
     - Failure to meet the conditions of re-entry may result in withdrawal of acceptance.

- Academic Progression:
  - Students that are granted readmission are required to adhere to all ADN program policies, procedures, and standards of the nursing program.
  - Students must maintain satisfactory academic performance and meet all program requirements to progress through the curriculum.
- Readmission into the ADN Program is not guaranteed.
- Readmission into the ADN program will be based on seat availability.
- The student must meet with a Financial Aid Advisor and agree to the terms of the financial aid packaging appointment.
  - 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.
  - Courses that are retaken of a "WP" grade are considered a new class.
- Academic Considerations for readmission:
  - Credit Transfers: The ADN Program Administrator (PA) (or authorized staff member) will complete a credit transfer evaluation. The PA or authorized staff member may schedule a meeting with the student to discuss the results of the transcript or documentation review. Based on the length of time the student was out of the program; the Program Administrator will determine if the student will be required to take any (or all) of the NUR courses regardless of the grade the student earned. Credit transfers may delay the student's actual start date in the program.
  - If the student is out of the program for longer than 1 academic year, they will be required to repeat all NUR courses within the program, regardless of the letter grade they received. Students are responsible for any costs associated with courses they are required to retake. This requirement may delay when the student may return to their program.
  - Students can only be granted one readmission into the nursing program, regardless of the circumstance.

Admissions Assessments: The returning or re-entry 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 regardless of the time from withdrawal to readmission.

Nursing (M & B), Practical Nursing (C & F), Medical Clinical Assistant (M), or Veterinary Technician (C) program students, depending on the length of time a student has been out of the program, and regardless of the letter grade they received for the courses, Valley College may require students to retake pre-selected classes to ensure that they have the skills necessary for clinical or externship course. The students are to meet with a Financial Aid Advisor and agree to the terms of the financial aid packaging appointment. The Financial Aid department will determine if the student is responsible for any costs associated with courses they are required or elect to retake. This requirement may delay when a student may return to their program.

Readmission Acceptance
A student's request to return to school is not automatically approved. The Campus Director, and when appropriate the Director, Online Division, uses the recommendations of the staff and faculty and approves or denies the applicants' acceptance back in their program. Approval of re-entry is demonstrated by a signed Enrollment Agreement Addendum signed by the authorized Valley College staff member. Students in the Nursing Associate program (M & B) may be granted only one readmission into the nursing program, regardless of the circumstances.

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[3].
- 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 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) collected before 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. Valley College has an academic integrity policy that is enforced during monitored/proctored Advanced Standing Exams. Applicants who violate this policy will not be accepted in the program and could be prohibited from enrolling in any Valley College program.

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. The Practical Nursing diploma and Nursing associate programs have very strict credit transfer rules. The only NUR prefixed course that may qualify for a credit transfer is NUR119, Nursing Anatomy & Physiology offered in the Practical Nursing program. 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 qualify for a credit transfer. For the Veterinary programs, the student's transcript, from the previous college, must show that the student earned a grade of 70% or higher to qualify for a credit transfer to a VTA course taught at Valley College.

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 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 before 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. (If the applied general education course number includes the NUR prefix, it does not qualify for credit transfer.)

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.

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[3] The Director of Academic Affairs will complete a preliminary credit evaluation for the transfer of credits using an unofficial transcript(s). 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. The student will be provided 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. More specific details regarding the timeframe for when transcripts (official and unofficial) must be submitted to the college will be presented to the student during the admissions process.

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 may allow a student who has attended another institution to transfer their 3-credit course for the appropriate Valley College 4-credit class.

Career Readiness - Courses considered for the program's career readiness course (example Career Development) must be earned within one year before 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 proficiency in specific skills or procedures. The Nursing Associate program has a 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 a different 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 from another program and has a Cumulative Grade Point Average (GPA) lower than 2.0 in that program, the student may be provided with an academic plan that they are expected to follow.

If the student is transferring to a different 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.

If the student is transferring to the same program at another Valley College campus, the credits earned will transfer to the same program at the other Valley College campus, if the student earned a course grade of "D" 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 has a cGPA, the student may be provided with an academic plan that they are expected to follow.

If the student is transferring to the same discipline but a lower credential at a Valley College, (example: Business Administration Bachelor to Business Administration Associate degree), the credits would transfer if the student earned a course grade of "D" 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 has a GPA lower than a 2.0, the student may be provided with an academic plan that they are expected to follow.

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.

Student Appeals Process for transfer credit evaluations

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 credits will be accepted by another institution of the student's choice.

Articulation Agreement

Blue Ridge Community and Technical College entered an articulation agreement with Valley College for the Cybersecurity Associate to Cybersecurity Bachelor program offered at Valley College.

South Hills School of Business & Technology entered into an articulation agreement with Valley College for the Bachelor program offered at Valley College.

Please note that these agreements do not guarantee the transfer of some or all credits to Valley College. To make an informed decision, it is the prospective student's responsibility to request the appropriate articulation agreement, review it, and then discuss the transferability of credits with a Valley College Admissions Representative. The Articulation Agreement is not of indefinite duration and may terminate at any time.

Consortium Agreement Disclosures

Valley College is committed to offering flexible and career-oriented opportunities within our communities. As technology advances and is more fully integrated into the economy it becomes more important for students to be comfortable in accomplishing goals through technology as well as have a hands-on approach. The document explains the details regarding the delivery of these courses.

Toward this end, Valley College – Martinsburg, through a CONSORTIUM AGREEMENT with the Host institutions for the delivery of online courses serves at the HOME institution.

> The name and location of the HOME institution is:
>   Valley College- Martinsburg
>   287 Aikens Center Drive, Martinsburg,
>   WV 25404
>
> The name and location of the HOST institution is:
>   Valley College- Beckley
>   120 New River Dr Suite C,
>   Beckley, WV 25801
>
>   Valley College- Cleveland Branch Campus and
>   Fairlawn Satellite Campus
>   8700 Brookpark Rd,
>   Cleveland, OH 44129

The Consortium Agreement is found on the Consumer Information webpage, https://valley.edu/consumer-information/ The HOME institution will make available, upon request, a copy of the documents describing the institution's accreditation and its state license and the contact information for filing complaints with the accreditor and/or state licensing entity.

Independent Study Policy
Valley College does not offer independent study courses.

Prior Learning Experience Policy
Valley College does not award credit for prior learning experience.

Definition of a Credit Hour
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 allow 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".

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 Required Fees Information at https://valley.edu/catalog/ .

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. The Nursing associate program has a Year 3 term. 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.

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 shall be refunded based on the contract price per payment period, according to the following percentages:

Within the five-day window, per Paragraph B	All charges
Outside of the five-day window, per Paragraph B, but within 12 calendar days or less attendance time	All charges but the registration fee
*more than twelve (12) calendar days through 60% completion of current payment period	**Prorata refund of tuition and fees of current payment period
*more than 60% completion of the current payment period	**No Prorata refund for current payment period; graduation fee (if applicable)

*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.)

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. Refunds for any self-pay funds must be issued within 30 days of withdrawal determination.

G. 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.

H. 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.

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.

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

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 an 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).

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 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, Ohio College Opportunity Grant (OCOG), and the Ohio LEADS scholarship. Valley College also works with Vocational Rehabilitation programs and Workforce Innovation and Opportunity Act programs in both Ohio and West Virginia. 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 include:

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 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 their 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 the student is responsible for all interest charges during 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 their 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 students 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 the 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 an 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 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 at 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.

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. Scholarship 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. 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 programs that qualify for this grant are: Practical Nursing (Cleveland/Fairlawn), Veterinary Technician (Cleveland), Business Administration -AAB and BS (100% online), Cybersecurity - AAS and BS (100% online) and Health Services Administration - AAB and BS (100% online). For more information on who is eligible, and the award amounts please click on this link. https://www.ohiohighered.org/ocog

The Ohio Second Chance Grant provides financial assistance to students who stopped out of an Ohio college, university, or Ohio Technical Center and are returning to finish their education. Applicants must be Ohio residents, complete the Free Application for Federal Student Aid (FAFSA), and meet the other requirements found at Second Chance Grant Program | The Ohio Department of Higher Education Applicants do not apply directly for the Second Chance Grants. The school you are enrolling at will determine the applicants' eligibility and apply on their behalf. The Second Chance Grant is a one-time award of **$3,000**.

Nurse Education Assistance Loan Program (NEALP) (Ohio PN Students): The Nurse Education Assistance Loan Program (NEALP) is sponsored by the State of Ohio. The Ohio General Assembly created the program in 1990 to help address nursing shortages in the state. The Ohio Department of Higher Education (ODHE) administers the program. The NEALP provides financial assistance to Ohio students enrolled for at least half-time study (or accepted for enrollment) in an approved Ohio nurse education program. NEALP provides funding for nurses who intend to serve as instructors or students who intend to serve as nurses after graduation. For more information, please visit the NEALP website @ https://highered.ohio.gov/educators/financial-aid/sgs/nealp/nealp

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 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 GI 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 (contact our VA School Certifying Officials)
> Consuela Phillips, Director of Financial Aid – Administrative @ cphillips@valley.ed or
> Lindsay Carson, Director of Financial Aid - Compliance @ lcarson@valley.edu

> *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 signs an acknowledgement to show 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
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(s). The student must complete an application. The student will be provided with a detailed explanation of all financial obligations regarding the third-party servicer(s)'payment plans. The explanation will include the amount owed to the institution, the student's payment amount, and payment schedule. The student should carefully read any documentation provided by the third-party service firm before signing any agreements. The student has the option of using autopayments. Valley College cannot guarantee that all extended payment plans will be approved. Servicers that represent Valley College may report information about the student's account to credit bureaus. Late payments, missed payments, or other defaults on their account may be reflected in their credit report.

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 debt recovery procedures. Students with delinquent accounts sent to a third-

party debt recovery agency will be responsible for all fees, including reasonable attorney fees, skip tracing fees and court costs.

Information regarding the third-party servicers and debt record agency that Valley College uses is available on the Consumer Information webpage. https://valley.edu/consumer-information/

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 by the terms of their signed Enrollment Agreement.

Withdrawal or Termination Policies

From a course: Due to Valley College's tier rotation scheduling, students may only drop a course if they need to take a Leave of Absence, withdraw from the program, or are administratively removed from a course. Students need to contact their program's Academics department to let them know that they are dropping the course. The College will determine if the student receives a "WP" or "WF" based on the circumstances of the withdrawal. Merely stopping class attendance does not constitute officially withdrawing from the course. Withdrawing from a course may mean that the student's original graduation date will be extended.

Withdrawal (Official) : Official notification to the institution is a notice of intent to withdraw that a student provides to a department designated by Valley College. Valley College has designated the Academics department as the department that a student may readily contact to provide official notification of withdrawal. The point of contact from the student's program Academics team is the Director of Academics Affairs or the Program Administrator/Program Head. The withdrawal date and the date of notification to the school correspond to the day when the Register office receives the withdrawal notice, whether it is communicated verbally or in writing.

Withdrawal (Unofficial)
If a student ceases attendance without providing official notification, the student's withdrawal date will be no later than 14 days after the last day of academic attendance as recorded by academic records.

Consequences for Code of Conduct Violations including academic or attendance issues
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 or failing too many classes (Failed Course Policies). Students may also be administratively withdrawn from the college for inappropriate behavior on campus, at their off-site learning experience site, or while on a campus-sponsored event (field trip or student activity).

Date used for Calculation for both official and unofficial 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 because 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.)

Aid Earned Calculation
# of days through last date of attendance
Total # of days in Payment Period

If the student did not receive all the funds that were earned, the student may be due to 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 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 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 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 this Student Catalog.

Payment Procedures
Payment of the registration fee is required at the time of enrollment. Arrangements for payment of the 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.

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 are available online. Contact the school's Financial Aid Department for more information. Alternatively, students may complete the FAFSA online using the following school code for their campus of choice:

BECKLEY	030844
MARTINSBURG/ONLINE	026094
CLEVELAND/FAIRLAWN	026094

100% Online and MCA programs are administered by the Martinsburg campus.

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 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 https://studentaid.gov/entrance-counseling/ 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 https://studentaid.gov/ website. 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 https://studentaid.gov/exit-counseling/?counselingType=exit 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.

Institutional Scholarships and Grants

The list of available scholarships and grants along with their criteria can be obtained from Valley College Student Catalog Web Page. Click on the Institutional Scholarship and Grants Information link and/or request information from the campus' Financial Aid office. There are times when a scholarship or grant may be offered for a limited time or may be discontinued. Announcements are on the Catalog website. An applicant who meets the requirements of the relevant scholarship or grant must apply by submitting a completed application. The Valley College may need to interview the application 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 Valley College-Cleveland (including online) may be eligible for 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. https://studentaid.gov/h/apply-for-aid/fafsa
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:

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.

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 individuals with disabilities. Valley College will make reasonable accommodation 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 accommodation must be made in writing to the Campus Director/Director, Online Division. The student must also provide supporting documentation to the College to establish the 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 accommodation is determined by the postsecondary program on a case-by-case basis. The college determines what reasonable accommodation 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.

Title IX Regulations (ADA) for Pregnancy and Parenting Students and Employees
2024: Final 2024 Title IX Regulations

These regulations include significant updates to the regulations related to pregnant and parenting students and employees at institutions receiving federal financial assistance. The Final Regulations include some new obligations for Title IX Coordinators and employees, provide definitions for related terms, and provide clarity on an institution's obligations to provide reasonable modifications.

Definitions of Parental Status and Pregnancy and Related Conditions
The Department of Education provided two definitions relevant to this topic. In 106.20, the Department defined "Parental Status" as: the status of a person who, with respect to another person who is under the age of 18 or who is 18 or older but is incapable of self-care because of a physical or mental disability, is: a biological parent, an adoptive parent, a foster parent, a stepparent, a legal custodian or guardian, *In loco parentis* with respect to such a person; or an actively seeking legal custody, guardianship, visitation, or adoption of such a person. The Department also defined "pregnancy or related conditions" as pregnancy, childbirth, termination of pregnancy, or lactation, medical conditions related to those events, or recovery from those events.

Reasonable Modifications
The most substantial updates to the Regulations are in 34 CFR 106.40(b) regarding reasonable modifications. Under the regulations, a recipient must make reasonable modifications to the education program or activity based on the student's "individualized needs." To determine reasonableness of the modification, the Department noted that "the recipient must consult with the student." However, if the recipient can demonstrate that the modification would "fundamentally alter" the nature of the education program or activity, then the modification is not "reasonable."
As examples of reasonable modifications, the Department included a non-exhaustive list of modifications in 106.40(b)(3)(ii)(C). These examples include providing breaks for lactation or to attend to health needs, intermittent absences to attend medical appointments, access to online or homebound education, extension of time for coursework, rescheduling of exams or tests, using a footrest, or other changes to policies, practices, and procedures.

Importantly, the Department also included a provision stating that recipients "must not require supporting documentation under paragraphs (b)(3)(ii)-(v) unless the documentation is **necessary and reasonable** for the recipient to determine the reasonable modifications." The Department stated that requiring supporting documentation is not reasonable when, for example, a student requests a bigger uniform, when the student has previously provided supporting documentation, or when allowing restroom or lactation breaks, or taking a break to eat or drink, or to stand or sit for periods of time.

Additional information regarding the Student with Disabilities Policy is available on the Valley College Consumer information web site. http://www.valley.edu/consumer-information/

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. Student records are maintained by the college for a minimum of five years after the student separates from the college due to graduation or being withdrawn from their program of study.

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 a 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.

Release of BG or BCI documents obtained for academic purposes for externship or clinical courses. Upon student written request, Valley College will release a paper copy of a student's BG or BCI to the student. The preferred method is to release the document to the student in person at the school. Students are reminded that the third-party vendor only used criteria specific to Valley College when conducting the background check. Other schools and employers may use different criteria and may not accept this background check as an official document.

Safeguarding Data
It is the responsibility of every student to protect their personal electronic data from loss. Sometimes, students are required to or elect to turn in assignments or provide documents to Valley College faculty or staff on electronic media (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, USB, etc.) become the sole property of Valley College and may not be returned. If a reusable media device) 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 used while enrolled in the program. Instructors and online administrators/staff take care to send messages considered more private (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 not to share their credentials with anyone. If the student believes that credentials have been compromised, they should notify the Help Desk Staff 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 help 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. There is no projected student charges associated with the verification process.

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.

Cameras in the Classroom Policy
To ensure a safe and ethical learning environment, our college has implemented the use of surveillance cameras in select classrooms and testing rooms. 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 disability accommodations 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.

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/filed;
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 of 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 made 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.

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.

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 on Drug and Alcohol Abuse Prevention Policy
- https://www.campusdrugprevention.gov/content/cannabis-campus-not-allowed

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 or detects a suspicious odor, regarding illegal and nonprescription drugs, as well as alcohol. Investigations may include but are not limited to classroom or office inspections or requesting students/employees 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 could result in the student's termination from the program or in the employee's termination. Although many states approved the legalization of marijuana, marijuana remains classified as a Schedule I, an illegal substance, at the federal level as outlined in Drug-Free Schools and Communities Act Amendments of 1989, Higher Education regulation. Valley College follows the federal law.

Students or employees may be referred to 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 cases. 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 a 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. According to Valley's policy, if alcohol or drugs are suspected, the student may be escorted for an immediate drug screen at the student's expense. The instructor will complete an incident report and submit the report to the Program Administrator. A copy will be placed in the individual student's file.

Emergency Preparedness and Health Related Policy
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.

Illness
If students feel they are becoming ill at any time while on campus or at an offsite location clinical, externship, field trip 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 Campus Director or Program Administrator.
Valley College recommends that all students carry personal health/medical insurance. If students 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. These requirements and other health-related topics that are specific to programs are discussed in the programs' Student Handbooks. Student Handbooks are located on the Valley College Catalog website. https://valley.edu/catalog/

Contagious Respiratory Diseases Guidelines

Valley College is obligated to abide by the requirements imposed by our off-site partners used for clinical, externship, field trips, or other Valley College sponsored events. The off-site partners may require vaccinations for contagious respiratory diseases. Any waivers or exemptions are set by the off-site partners. We cannot guarantee alternate site placement for students who do not meet the sites' requirements. This is the reason why vaccinations may be required for students who are in health-related programs.

Confidentiality Policy

All information regarding a student's medical condition, including pregnancy, will be kept confidential unless directed otherwise by the student. Information regarding programmatic criminal background investigations and drug screenings will also be kept confidential. Information is shared only with faculty and staff members who need to see the information so they can carry out their duties. Some information may be shared with externship or clinical sites at their request.

Pregnancy and other related health issues

It is recognized that pregnant individuals have rights and responsibility for decisions concerning their pregnancy. No one acting on behalf of Valley College may discriminate against a student based on pregnancy. At the same time, any pregnant student is expected to complete the requirements of the program they are enrolled in. The students should consider all risks, physical responsibilities and hazards that the student might encounter in health-related or veterinary career prep programs that require students to perform hands-on activities. The students should discuss these requirements with their healthcare professional who can assist the student in making an informed decision if they should continue in the program. A leave of absence may be an acceptable option. A leave of absence will result in the student extending their completion date from what is printed on their enrollment agreement.

Although Valley College is committed to providing a safe and secure educational environment, Valley College cannot be held responsible for injury to the mother, fetus, or child due to hazard exposure during pregnancy.

Once the student notifies the College of the pregnancy or other related health issues, they are required to provide a medical release document that includes a list of reasonable accommodations or a statement that there are no restrictions necessary for the student to perform the hands-on activities. The school may request an updated document throughout the student's tenure at the school. Valley College will maintain the confidentiality of all information related to a student's pregnancy or related health issues, sharing information only with those who need to know how to provide accommodations. Valley College will work with students to develop a schedule or plan that can be reasonably implemented and under which risks are deemed acceptable by the student and their healthcare provider.   If the student does not provide the College with a medical release document, the instructors may use their professional judgement to assign an alternative assignment that does not require hands-on activities to allow the student to progress through their program.

Hazardous Waste Disposal

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

Radiation

Radiographic equipment is in the Veterinary Technician (C) program area. 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. The instructor will provide an alternative assignment for students who are not permitted 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 the 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. More details regarding this policy is in the Veterinary Technician Students Handbook located on the College's Catalog Website. https://valley.edu/catalog/

Title IX Notice of Non-Discrimination and Policy

Title IX of the Education Amendments Act of 1972 prohibits discrimination based on 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 based on 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 based on sex in its educational programs and activities, as required by law.
- Is committed to promoting fairness and equity in all aspects of its operations.
- Values and promotes the equal dignity of all community members; and
- Is committed to the pursuit of just resolutions with respect to 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 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.

West Virginia: Title IX Coordinator:	Ohio: Title IX Coordinator:
Ms. Margaret Stafford	Ms. Shannon McManamon
Compliance Director	Director of Institutional Effectiveness
Valley College Administrative Office	Valley College - Cleveland
287 Aikens Center Martinsburg, WV 25404	8700 Brookpark Rd.
T 304-263-0979	Cleveland, Ohio 44129
Email : mstafford@valley.edumsta	T: (216) 453-8201
	Email: smcmanamon@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.

Protection of Human Subjects

Valley College does not require or endorse any of its faculty or students to conduct original research, either on-or-off campus, on human subjects. Protection of Human Subjects (45 CFR 46, as amended and published in the Federal Register on June 18, 1991).

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, and the website of the United States Copyright Office: 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 is posted on the student bulletin board and/or by the campus copier.

Student Complaint Procedure
http://www.valley.edu/consumer-information/ Click on Student Grievance Procedure
Valley College strives to ensure that its students are fully satisfied with their education program. Valley College has established this policy and procedure to ensure that it addresses student complaints in a fair and consistent manner. To afford full consideration to students' complaints or concerns, Valley College has established both an informal and formal grievance procedure as the framework for problem resolution. It is Valley College's policy that no retaliatory action will be tolerated against students who lodge a complaint.

These procedures are not the same process as the Title IX or Violence Against Women Act's policies.

Informal: In today's environment where emails and text messages are used for daily communication between students and faculty or staff, Valley College considers emails/text messages to campus staff or faculty to be an informal way to communicate a concern or an informal complaint.
1. The student is encouraged to first attempt to clarify/explain the issue and resolve the situation with the faculty or campus staff member involved. It may be necessary for the student to set up an appointment with the faculty or staff member.

2. Beckley and Martinsburg Campuses (Medical Clinical Assistant or Nursing Associate Degree programs)
   If the issue remains unresolved, the student should then:
   a. For Academic Concerns: discuss the issue with the program department head.
   b. If the issue is not resolved, discuss the issue with the Campus Director.
   c. For Other Concerns: discuss the issue with the Campus Director.

   Cleveland Campus (Medical Clinical Assistant, Veterinary Assistant, Veterinary Technician, Practical Nursing programs), and Fairlawn (Practical Nursing program)
   a. For Academic Concerns: discuss the issue with the program department head.
   b. If the issue is not resolved, discuss the issue with the Director of Institutional Effectiveness
   c. For Other Concerns: discuss the issue with the Campus Director or Assistant Campus Director.

3. 100% online programs:
   a. For Academic Concerns: contact program department head.
   b. If the issue is not resolved: contact the Online Director of Academic Affairs to discuss the issue.
   c. For Other Concern: contact the Director, Online Division.

All complaints will be reviewed thoroughly and impartially to ensure a comprehensive and fair evaluation of each case

Formal: If informal attempts to resolve complaints do not lead to satisfaction, the matter will be referred to the next stage of the process outlined below.

If the student feels that the complaint is still unresolved, the student should submit a written letter that includes the complaint and why the student feels that the compliant has not been resolved to the one of the following Administrative Vice Presidents

> Academic Concerns: Shelly Smith, J.D., Interim Provost and Vice President of Academic Affairs
> Valley College Administration, 287 Aikens Center, Martinsburg WV 25404 or ssmith@valley.edu
>
> Other Concerns: Lynn M. Mizanin, M.S.Ed., Executive Vice President of Operations
> Valley College -Cleveland, 8700 Brookpark Road, Cleveland, Ohio 44129 or lmizanin@valley.edu

The student will receive an acknowledgement of receipt within ten (10) calendar days. After, the Vice President reviews/investigate the circumstances, and student will be notified in writing of the final decision. The decision will be made within thirty (30) calendar days. Records are maintained for at least five years.

If a student has a complaint or concern, they may contact the Accrediting Commission oof Career Schools and Colleges or any other regulatory or oversight entity at any time, regardless of whether they have first addressed the issue with the school .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 compliants@accsc.org.** A copy of the ACCSC Complaint Form is available at the school or online at www.accsc.org. The form can be submitted to this email address: at complaints@accsc.org   The student may submit a complaint to ACCSC any time during the complaint process.

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

Beckley Campus	Cleveland Campus	Fairlawn Satellites	Martinsburg Campus
Jamie Holliday	Amanda Long	Eric Lamb	Marianela Alberto
Campus Director	Campus Director	Associate Campus Director	Campus Director
jholliday@valley.edu	along@valley.edu	elamb@valley.edu	malberto@valley.edu

West Virginia Students may contact West Virginia Higher Education Policy Commission, 1018 Kanawha Blvd E #700, Charleston, WV 25301, (304) 558-2101. https://www.wvhepc.edu/wp-content/uploads/2021/10/Student-Complaint-Process.pdf

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. https://scr.ohio.gov/information-for-students/file-a-complaint

NC-SARA: 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: State Portal Entity Contacts | NC-SARA

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 Registered Nurses Contact information: WV RN Board 5001 MacCorkle Avenue, SW, South Charleston, WV 25309, (304) 744-0900. https://wvrnboard.wv.gov/

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.

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

State Authorization

The institution is a member of the *National Council for State Authorization Reciprocity Agreements (NC-SARA)*. This means that the institution is authorized to deliver distance education to students who live in states that are also members of NC-SARA while they are receiving this distance education. For the most current list of NC-SARA member states and to determine if your state is a member state, visit http://nc-sara.org/sara-states-institutions. A student's physical location is determined by the address that is listed on the signed enrollment agreement. Should a student change the state in which he/she is located (living) while enrolled, he/she is required to notify the school's Bursar in writing PRIOR to this change.

Licensure Consideration: If a student who attends a program that leads to licensure (such as Practical Nursing diploma, Nursing Associate degree or Veterinary Technician, programs and that student moves to a state where the licensing or certification requirements for employment are different from the state where the student is living upon enrollment, the student may be at risk for not meeting those licensing or certification requirements; and therefore, may be unable to obtain employment in that occupation. It is the student's responsibility to research and understand the licensing or certification requirements in any state they plan to relocate to during or after their program. Valley College assumes no responsibility for ensuring that students meet out-of-state licensing or certification requirements. Students should contact the appropriate licensing or certification boards in the state they plan to move to, to verify that their education and credentials will be recognized and meet the necessary standards for employment.

Student Grade Transcripts

Valley College adheres to the Family Education Rights and Privacy Act, Federal Law 93380 and does not release grade information, including transcripts, for any student without the student's signed authorization. Graduates, former students, and current students (requestor) may use the Request Transcript form located on the Valley College web page to request transcripts. https://valley.edu/transcript-request/

The most current information, including information regarding the Transcript Processing Fee, is on the form and in the Tuition and Fee Information section in this student catalog. After Valley College has verified that all requirements are met, the request can be processed. It may take up to twenty business days to process the request. For more information, please contact Valley College @ transcripts@valley.edu – It may take up to three (3) business days for the College to respond back.

Valley College reminds students/graduates that some businesses and colleges may not consider transcripts that are released to the student/graduate as Official Transcripts. Some third parties require that transcripts be mailed (USPS) to their attention.

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 from 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.

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.

An online Writing Center, located in the Enrichment Center within Moodle, provides online students with writing tutorials along with the opportunity to submit writing assignments for review/feedback from a qualified staff or faculty member.

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 students' 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. From time to time, Valley College may sponsor **Career Fairs** at the campuses. 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 are 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/clinical 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 College subscribes to the ProQuest Internet Library and the Virtual Librarian services. Log on information is provided to the students at Orientation. All students, faculty and staff have free access to these library services. Online training is available for users. The campus' Resource Room at a minimum provides access to the internet, ProQuest (Virtual) Library and the Virtual Librarian. Students are required to comply with the Resource Center rules. Students who have suggestions for additions to the Resource Center or comments or 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. Many of the student activities focus on community services. Students can learn more about the student activities by following the campus' Facebook page, reading fliers/bulletin boards posting in campus/online student bulletin boards or campus newsletter.

Veterinary Technician students are eligible to join the NAVTA Student Chapter (SCNAVTA) at Valley College - Cleveland. Student members can experience the responsibilities that go along with being a member of a profession along with a professional organization. These responsibilities may include planning activities that promote veterinary technology, giving back to the community through volunteer efforts, or holding an elected office. Involvement in these activities while in school fosters the development of leaders within the profession.

A summary of the community services activities can be found on the Consumer Information web page https://valley.edu/consumer-information/ (Student Activities) and the About Us web page under Community Involvement https://valley.edu/about-us/.

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 and has a procedure in place for routinely monitoring attendance records. The college 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 <u>no later</u> 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
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 <u>no later</u> 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)
Some programs use a competency checklist that have skills that students must master before they can pass a class or progress to the final class in the program. A student who is excessively absent during a course may not acquire the knowledge and skills to ensure satisfactory completion of that course. Absenteeism may also impact a student's participation grades or ability to submit assignments or tests on time. This may also adversely affect the student's final course grade. 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, and his or her attendance may drop below his or her program required attendance rates/hours. The student will be coached and monitored closely until the attendance percentage reaches or exceeds the expected attendance rate/hours. Some programs have programmatic specific attendance requirements that are listed in the Graduation Requirements. If the student does not reach the expected attendance rate/hours, he or she will be termed 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 Readmission Process discussed in the Admissions section of this Valley College Student Catalog.

Make-up Policy
Students who attend classes on campus are subject to making up missed class time. Make-up time is dependent on faculty availability. A student must schedule make-up time with the campus designated academic lead. Make-up time for missed classes does not erase an absence from a student's record. Make-up hours are not permitted for the purpose of receiving Veterans Affairs training allowances (CFR 21.4254).

Some programs have courses that require the student to have met a programmatic attendance requirement for individual courses or before they can start the final class in that program. Valley College will meet with those students to determine an academic action plan. If the student does not meet the requirements of the plan or if it becomes academically impossible for the student to complete the program within the required timeframe, the student will be dismissed from the program.

Students are responsible for any learning material that is missed due to an absence of tardiness. It is the students' responsibility to discuss how they can make up any assignments, tests, quizzes with their instructor(s). Valley College allows instructors to determine their make-up policies and are strongly advised to let the students know on the first day of class what the consequences are for missing time or not submitting assignments, tests, etc. on time. This information may be on the course participation rubric scorecard or course syllabus. The student should refer to the program-specific handbook that is located on the catalog website, https://valley.edu/catalog/

Attendance for Online Students
Online students are expected to log on to the student learning platform (Moodle) 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 Moodle, 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 their 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 with 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 <u>no later</u> 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 include 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 has the discretion to allow a student to make up any or all missed tests, quizzes, class assignments, and/or competencies. All work must be submitted by the end of the incomplete period. The instructor has the right to impose point deductions on the missed class work. The maximum deduction 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 for all leaves of absence cannot exceed 180 days in any 12-month period. It will impact his or her class schedule when he or she returns. A Leave of Absence may affect a student's financial aid and scheduled graduation date. Failure to return to class from a LOA on the scheduled date or request an extension or additional LOA may result in the termination of the student's enrollment. The Student Records Department (Registrar) will email the student a revised Rotation Schedule that will list all the courses with revised start dates. This Rotation Schedule will also provide the students with their new expected date of program completion.

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 courses, LOA requests might not be approved.

Reasons for a Leave of Absence[4]:
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 or work-related matter
- 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
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 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 seems 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.

Satisfactory Academic Progress
Students are required to meet Satisfactory Academic Progress (SAP) standards 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.

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[4] 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.

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. The term is defined as 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

Evaluation points:	Minimum GPA	Minimum Credit Completion %
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	

The 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 for Loss of Eligibility for Financial Aid
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 students 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 meets 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 the credit hours attempted. Grades of "I" are temporary grades and will be converted to a letter grade by the 5th (fifth) calendar day following a course completion date. Students with an Incomplete grade in a lab course (taught on campus) for Medical Clinical Assistant and Veterinary Assistant programs may be given 14 calendar days from the course completion date before the "I" grade is converted to a final grade. Exceptions for periods greater than five (5) calendar days are at the discretion of the designated program's academic lead.

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 an SAP Evaluation Point.

A grade of "WP" or audit courses will not be counted in the credit hours attempted and does not impact the student's satisfactory academic progress status. However, too many "WP" grades may affect the student's ability to meet Satisfactory Academic Progress requirements for credits earned.

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, to complete their program, the student must repeat courses if they earn a letter grade of "F". The student may elect to retake classes for which they have earned a letter grade of "D" or higher. The Financial Aid Advisor will determine if there will be a Course Retake fee or additional tuition charged. If a student retakes a class for any reason, both grades earned are calculated in the GPA. For financial aid purposes, the previous hours attempted and earned will continue to be counted in that student's cumulative hours attempted and earned for the student's current program. Students may not retake a class if it pushes their completion date out past 150% of the maximum program length.

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).

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 (GPA) has fallen below the graduation or programmatic requirements. Valley College utilizes its Financial Aid Warning policy to issue academic warnings at scheduled intervals throughout the student's program. 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)/Academic Warning: Valley College monitors each student's cumulative GPA frequently throughout their program. If the academic or student support staff notices that the student's GPA drops below 2.0 prior to the student's SAP evaluation point or has failed a course(s), the staff member will strive to reach out to the student. The purpose of this contact is to help that student to refocus their attention on their academic goals and/or to determine if additional academic advising/coaching is needed.

Consecutive Failed Courses Policy:

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 other than the Nursing Associate 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. Students who have been dismissed from their program may not reapply for a program before 181 days from their last day of attendance. Re-enrollment is not automatic. See Readmission Process under the Admissions section of this Catalog.

A D N Failed Courses Policy:

- Due to the prerequisites in the Nursing Associate degree program, if a student fails a course that does not have a clinical component, it may result in the student not being able to progress in the program. For this reason, if a student fails any course within the nursing program, then the student is subject to being involuntarily (administratively) terminated from the ADN program. The student does retain the possibility of returning to the program for a future start. *(Please see Nursing Program Readmission Policy in the ADN Student Handbook).*
- If the student fails a course that contains a clinical component the student will be dismissed from the ADN program. The student retains the possibility of returning to for a future start.
- If the student fails two NUR courses at any time during the program, the student will be terminated from the program without the opportunity to return to the program. There is no appeal for this dismissal.

PN Failed Courses Policy

- Two Failed NUR courses: In the Practical Nursing diploma, any student who fails two NUR courses (receives a grade of "F") will be involuntarily (administratively) removed from their program. Students considering readmissions should consult the PN Student Handbook for detailed information on the Readmission process. Readmission is not guaranteed.
- NUR140: The final course in the PN program is NUR140 which features a rigorous curriculum. If a student fails NUR140, they may be eligible to retake the course. Should a second attempt also result in failure, the student may be permitted a third and final attempt. Course retake fees will apply for both the second and third attempts. No formal appeal is required to qualify for these retakes for NUR140.
    - The PN Academic team reserves the right to deny the student's retake opportunity, including but not limited to, if it is mathematically impossible for the student to finish the course within their 150 SAP Max timeframe or to achieve a 2.0 final GPA. The Director of Academic Affairs oversees the retake process for the NUR140 course.
    - If a student fails NUR140 on their third attempt, they will be dismissed from the program. At that point the student will be ineligible to reapply to the program for a minimum of six months. Students considering readmissions should consult the PN Student Handbook for detailed information on the Readmission process. Readmission is not guaranteed.

The Practical Nursing Student Handbook is available at this link Catalog - Valley College To request a paper copy of the handbook, please contact the Practical Nursing Program Administrator at the campus.

The process to ensure that there were no errors in the grade determination for failed course(s): The student will be suspended from their program while the program's Academics team reviews the student's course grades in the electronic grade book. After this review, and it is confirmed that the student should be dismissed, the student will be notified that they have been administratively removed from their program. If there was a grading error, the student would be able to resume classes. Valley College cannot guarantee that the grade review will be completed in time for the student to start the next class as scheduled on the rotation schedule.

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 GPA drops below 2.0 after their last payment period. The purpose of Academic Probation is to alert any student that they are not meeting programmatic graduation requirements, and they must take immediate steps to improve their GPA. It is also to inform any student that if they do not meet the academic requirement, the student will be terminated from the program.

A student on Academic Probation can meet with a designated member of the Academics or Student Support team to discuss 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. If the student is unable to meet with the staff, an academic plan may still be created for the student to follow.

Reinstatement
Students who are administratively removed (dropped) from their program because they did not meet SAP must wait at least 181 calendar days from their last day of attendance before they may re-enroll. Re-enrollment is not automatic. See Readmission Process under the Admissions section of this Catalog.

Final Grade Review Policy
If a student feels that a mistake was made on their final course grade by an instructor, he or she should discuss the matter with the instructor. This policy is intended to provide for a fair and reasonable process to review a student's dispute of a final grade. Disputes regarding grades for specific class assignments shall be directed to the instructor. The student must be prepared to provide reasonable arguments for requesting a change of grade. Due to the nature of the class schedule, the student must file the review request on the business day following the end of the course. If the student is disputing a letter grade of a "F" for a course, and the course is a pre-requisite for the student's next course, the student will not be able to start the following course.

The Process
o The student should discuss the disputed final grade with the instructor to attempt to informally resolve the differences. The instructor may authorize a change of the grade at this point.
o If the student is not satisfied with the resolution, the student may submit a written request for a review to the designated staff member listed below within five calendar (5) days after meeting with the instructor. The request must include supporting documentation to explain why the student feels that the grade is incorrect. The designated staff member will investigate the disputed grade and provide a resolution after reviewing the documentation submitted by the student and reviewing the courses electronic grade book and talking to the instructor.
o Designated staff member:
    ▪ Director of Academics Affairs at Cleveland and Fairlawn (Practical Nursing, Veterinary Assistant or Veterinary Technician).
    ▪ Director of Academics Affairs at Martinsburg for Medical Clinical Assistant and all programs taught 100% online.
    ▪ Nursing Program Administrator at Beckley and Martinsburg (Nursing Associate Degree)
o A grade can be changed by the designated staff member exclusively for the following reasons: error in calculation, an apparent error, or that the grade was awarded in an arbitrary or capricious manner. The student will be informed in writing about the decision. This decision is final. There are no further steps for appealing this decision. The designated staff member will notify the Student Records department of a grade change, if applicable.

Academic Integrity Policy
At Valley College, we are committed to honest practices, communications and relationships that honor each other and our students. The College may use cameras and/or a lockdown browser in the testing room. 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.
7. PN Only: If unauthorized pop-ups or additional tabs or screens open on the computer while testing.

Dishonest Conduct
1. Stealing or attempting to steal and 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.

Academic dishonesty of any kind is not allowed. Each campus has established programmatic academic teams that will make the final decision based upon the circumstances. Any offense will be taken seriously. Consequences of violating the Academic Integrity Policy may include but is not limited to:
- the student will receive a zero on the test/graded assignment,
- the student will receive a failing grade for the course, or
- the student may be dismissed from the program.

Valley College Testing Policy
The proctor monitors the tester takers and room. The proctor will walk around in the room to ensure that all test takers are adhering to the Valley College Academic Integrity policy and the rules written below. The proctor will assist the students during the exam and in cases of mitigating circumstances, may speak to students. Valley College may monitor via camera by the proctor.

Electronic Devices
- Using electronic devices, including but not limited to phones, iPad, smart watches, etc. during the examination is prohibited. The College strongly urges test takers do not to bring electronic devices in the testing room. The College reserves the right to collect the devices prior to or during the exam. Valley College is not responsible for any device that is collected.
- Any additional electronic devices are prohibited from being connected to the computer during testing (i.e. electronic mouse, headphones, etc.).

Privacy
- Testing **will occur in a classroom setting.** The proctor will try to limit all distractions such as not allowing others to enter the room once the exam has begun.
- There is no talking during the exam – Students **may not talk** to anyone but the test proctor during the test. Only the test proctor can talk to a student.

Tabletop and Seating
- The desk or table used for testing must be clear of all items, test takers are only allowed to have only 4 sheets of scratch paper, a standard pen/pencil, and their acceptable identification. Test takers may be asked to show both sides of their scratch paper to the proctor at the beginning and end of the test session.

- The test taker's computer and keyboard must be on a desk or other tabletop surface.
- The tabletop and surrounding area must be clear of all items not approved for use during the test.
- The test taker **must be** seated in a chair for the entire duration of the test and may not leave their seat without permission from the proctor.
- The test taker must be seated in an upright position.

Clothing and Appearance

- The test taker must be dressed appropriately. Valley College students must wear their Valley College uniform including their student ID.
- Unless for religious reasons, hats and hoods may not be worn on the head during testing. The test taker's ears must remain visible throughout the test, not covered by hair, a hat, or other items.
- Avoid wearing such items as jewelry, tie clips, cuff links, ornate clips, combs, barrettes, headbands, and other hair accessories.
- Watches (whether digital or analog) are not permitted during testing.
- Headphones (including air pods) are not allowed during testing.
- Test takers will be required to show the contents of their pockets to ensure they are not carrying any prohibited items. This is a visual check conducted by the proctor or Valley College faculty or staff member and does not involve a physical pat-down. If a student is found with a prohibited item during this check, Valley College reserves the right to take appropriate disciplinary action, including, but not limited to, immediate dismissal from the test, a zero on the exam, and further disciplinary proceedings according to Valley College's Academic Integrity Policy. The severity of the action may vary depending on the nature of the item and the circumstances of its possession. This ensures fairness while maintaining the integrity of the examination process.

Arrangements must be made for all personal items, including purses and backpacks, to be left outside of the classroom. Jackets and coats may not be worn in the testing room. Electronic devices may be collected upon entry.

Prohibited Items Policy- Any other unauthorized testing aids are prohibited to be in the testing room. These items may include but are not limited to:

Books including dictionaries	Mp3 player
Cellular devices and smartphones	Nonmedical electronic devices
Digital or video cameras	Pagers and beepers
Digital or analog watches	Pamphlets & reference materials
Flash/thumb drive or any other portable electronic storage device	PDAs
Food and beverages	Tablets

Test Violation Policy

If Valley College's faculty or staff member has information that a violation of academic integrity may have occurred during the test, they will inform the student of the information they have, the specific incident and the aspect of academic integrity that is alleged to have been violated. The student will be provided with the opportunity to explain the circumstances and the action. Based on circumstances in any given situation, the Valley College faculty/ staff member together with the Campus Director or his/her designee will then determine if an explanation by the student is accepted as being adequate or whether to proceed to impose disciplinary and/or academic sanctions for the violation of the Academic Integrity Policy as may be appropriate.

In cases of technological glitches or any anomalies during the test, which may or may not be due to the student's actions, the student may be required to retake the test to ensure the integrity of the examination process.

Valley College reserves the right to invalidate the entire test for all participants if there is suspicion of widespread cheating. This measure is being taken to protect the integrity of the examination process and the validity of our qualifications. This action is necessary even if it may impact test-takers who were not involved in any misconduct, as it serves to uphold the standards and reputations of all students and the institution. Affected students will be informed of the reasons for such decisions and will have the opportunity to discuss the implications with a program administrator.

When a student is found to have violated Academic Integrity Policy and/or school's procedures on tests/examinations, various disciplinary and/or academic sanctions may be imposed by Valley College on such student, including but not limited to giving a zero on a test, test retake, warning, disciplinary probation, as well as an immediate dismissal from the program. Readmission after dismissal may be granted only under exceptional circumstances. Any sanction imposed will take into consideration the context and seriousness of the violation.

Dress Code Standards
Valley College students are preparing for various careers in the 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 programs' handbooks. 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. While in the classroom, lab, clinical setting, and any other function organized through Valley College, students must remove any facial piercings and/or students who have gauged their ears must have flesh toned colors plugs.

In accordance with professional workplace expectations, offensive tattoos will need to be covered with either a sleeve, band aid, or bandage material so they are not visible in the classroom, lab, clinical setting, or any other function organized by Valley College. The faculty reserves the right to determine the appropriateness of any tattoo. If an externship or clinical site requires that tattoos be covered, the student must comply.

SHOES: Faculty members may provide more specific standards for shoes. Shoes must be closed-heeled & close-toed and waterproof. Medical Clinical Assistant should wear either black or white leather covered shoes (nursing shoes) or solid "Croc" style shoes (no holes). Veterinary programs (Cleveland), shoes must be solid style shoes (no holes). Nursing ADN students (Martinsburg/Beckley) Shoes should be either black, gray, brown, blue, or white leather covered shoes (nursing shoes) or solid "croc" style shoes with no holes. Shoes must be waterproof and must be closed heal and closed toed. Practical Nursing (Cleveland/Fairlawn) students please refer to the appropriate program handbook.

The Practical Nursing (Cleveland/Fairlawn) and Nursing Associate degree programs (Beckley/Martinsburg) have more specific rules for dress code in their Handbooks.   Please see the handbook found on our Valley College Catalog webpage @ https://valley.edu/Catalog/

Valley College Uniforms
Students are required to wear the appropriate Valley College uniform for 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 or at Externship.

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.

Casual Days: The Campus Director may allow students to have casual or themed 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
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 students 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.

Locked out of current class: The Campus Director/Director, Online Division, may approval a request from the Financial Aid or Academics departments to lock a student out of a current class if the 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 the 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 Code of Conduct Withdrawals
Valley College (VC) strives to provide the best learning environment possible. VC has established this Code of Conduct policy and procedure to ensure students and employees are treated in a fair and consistent manner. This Code of Conduct applies to all students, including those who are applying for admissions, employees, and visitors/vendors. VC has authority to enforce this Code of Conduct on college property or in connection with official college programs or functions whether on or off VC property. VC prohibits retaliation against any student who engages in the appeals process.

Students and employees are expected to conduct themselves in a manner consistent with the best interests of VC and of the student body and employees. Any behavior that threatens safety or disrupts the educational process is grounds for disciplinary action, up to and including dismissal. VC expects students and staff to exhibit courteous behavior and professional conduct, appropriate to an educational environment, while on campus, off site learning sites (such as externship, clinic, or field trip sites), and school-sponsored events.

VC's administration reserves the right to modify any of its policies or take any action(s) deemed appropriate to maintain the safety and well-being of any or all students or employees. Code of Conduct offenses may be related to persons, property, campus operations, and welfare, and the health or safety of students, faculty and staff while on campus.
VC reserves the right to discipline and/or dismiss a student, visitor, or employee for any of the following reasons:
- Failure to comply with the policies and procedures of VC, including those posted in the VC Student Catalog, Consumer Information website, classroom rules that are posted in the classroom/lab classrooms, programmatic handbook or course syllabus.
- Failure to comply with the policies and procedures of Externship sites, Clinical Sites or other external educational sites that VC uses to carry out their educational programs.
- Suspension or dismissal from or refusal of Externship, Clinical or Practicum experience site for any reason, subject to the specifics of the incident.
- Intentionally mishandling or misusing lab equipment and/or ignoring safety protocols in laboratory settings, which may lead to bodily injury or damage to the equipment.
- Violation of VC's Academic Integrity Policy.

- Falsification, misrepresentation, or omission of significant facts at the time of enrollment or during the student's tenure at the school.
- Disruptive behavior, which includes but is not limited to, continued willful noncompliance, open and/or persistent defiance of authority, disrespect towards employees or students, cursing, verbal threats, or any other forms of aggressive or inappropriate communication.
- Operation of any camera, audio or video recording device without prior approval.
- Posing a threat or danger to the health or welfare of students or other members of the campus community.
- Theft, on campus.
- Intentionally or negligently damages or destroys property owned or in the possession of another person or of Valley College.
- Any form of assault on campus property.
- Electronic or social media violations on campus property. which include but are not limited to, cyberbullying, unauthorized sharing of private information, impersonation, academic dishonesty, and the use of social media to disrupt college operations or harm members of the college community
- Using, possessing, distributing, selling, purchasing or being under the influence of alcohol, narcotics, hallucinogens, dangerous drugs, or controlled substances.
- Possession of firearms on campus property.
- Committing a computer-related offense, including, but not limited to, use of a VC computer to access sexually explicit images of persons and/or children.
- Failure to leave a building, streets, walks, driveways or other facilities of VC when directed to do so by an official of the campus.
- Engaging in discrimination based on race, gender, sexual orientation, religion, disability, or any other protected status. Promoting hate speech or engaging in hate crimes.

The list of examples above is not intended to be all-inclusive, and VC reserves the right to act in the best interest of the students, faculty, and staff and may deem actions committed by a student/employee to be a conduct violation, although the action does not appear on a list of examples.

The Campus Director (or other employee with designated authority) reserves the right to take any action(s) deemed appropriate to ensure the immediate safety and well-being of any or all students, faculty, and staff.
Infringements of the Student Code of Conduct are handled by the designated VC campus staff or faculty such as Campus Director, Associate Campus Director, Director of Academic Affairs, or PN Program Administrator, VET Programs Program Head, or MCA Program Head. Students have the right to request further review in accordance with the school's "Code of Conduct Appeals Process" and or Student Complaint & Grievance Policy" as outlined in this catalog.

Student Appeals Process for Code of Conduct
If a student believes their dismissal from the program was unjustified and related specifically to alleged Code of Conduct violations, the student should submit a written appeal. This statement should clearly articulate the reason why the student feels that they should not have been dismissed. The appeal should be submitted to

- Shelly Smith, J.D., Interim Provost and Vice President of Academic Affairs
  Valley College Administration, 287 Aikens Center, Martinsburg WV 25404 or ssmith@valley.edu

The student will receive an acknowledgement from the Interim Provost and Vice President of Academic Affairs (Provost) within ten (10) calendar days. After, the Provost reviews and/or investigates the circumstances, and the student will be notified in writing of that decision. The decision will be made within thirty (30) calendar days.

The written notification will outline the next steps, which may include the process of reinstatement, if applicable. However, reinstatement is contingent upon the specifics of the case and may not be appropriate in instances involving severe violations of the Code of Conduct.

If the student believes that the Provost's decision is unsatisfactory, the student may submit their final written appeal to the President of the College.

- Michael Graham, Ed.D. President of Valley College
  Valley College Administration, 287 Aikens Center, Martinsburg WV 25404
  mgraham@valley.edu

The President will send an acknowledgement of receipt to the student within ten (10) calendar days and will review the circumstances of the dismissal. The student will receive the results of that review and/or investigation within thirty (30) calendar days. The written notification will outline the next steps, which may include the process of reinstatement, if applicable. However, reinstatement is contingent upon the specifics of the case and may not be appropriate in instances involving severe violations of the Code of Conduct. The President's decision is final.

Program Progression: If a student is terminated from their program and is approved to be reinstated, their program progression will be modified. The student must complete the readmission process. At that time the student will receive a new rotation schedule that shows the date of readmission and schedule for the courses they have left to take. The student will be provided with a new projected completion date. The projected completion date on the original Enrollment Agreement will be nullified.

Reinstatement: Reinstatement is not automatic. 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 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 Moodle. 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 submits 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 be necessary. These adjustments shall not reduce the total program length or increase the total program price beyond the amount stated in the enrollment agreement.

Externship and Clinicals
Externships and Clinicals can provide valuable, real-life experiences, as well as providing networking opportunities that may enhance the student's opportunity to obtain employment after graduation. Externships and clinicals must be scheduled at the convenience of the externship/clinical site; this means the externship and clinicals may not be during normal class hours and could be on weekends or evenings. Students are responsible for adjusting their schedules to fit into available externship/clinical time slots and are also responsible for transportation to and from the externship site.

Curriculum Development

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 into consideration and if changes are deemed appropriate.

Valley College followed the framework programmatic curriculum requirements from the organizations listed below. See the Accreditations, Approvals, Memberships and Licensure section for more information for the organizations that Valley College have official approval from.

Program	Organization
Nursing Associate Degree	ACEN & WV Board of Nursing - RN
Practical Nursing	Ohio Board of Nursing
Veterinary Technician	CVTEA Committee on Veterinary Technician Education and Activities
Allied Health programs	National Healthcareer Association (NHA)
Cybersecurity degree programs	CompTIA
IT diploma programs	CompTIA

Rotation Schedules /Course Progression
The effect of course withdrawals, course incompletion, course failures, and other changes in the original course rotation schedules.

Programs are divided in to "Tiers." Each program's courses are scheduled in specific tiers. The tiers are built to consider any prerequisites. The student's original schedule is provided to them prior to the start of their first class that reflects any course credit transfers or Advanced Standing credits. When a student has credit transfers, the Director of Valley College Student Records Department (referred to as 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, students withdrawing from classes, not meeting pre-requisite requirements, or program modification, to be able to progress in the program. Course incompletions should not result in changing the student's rotation schedule directly unless the *incomplete* course is a pre-requisite for another course. Most course incompletions change to either a passing or failing grade within five calendar days after the course is over.

There are times when credit transfers or failing a course or withdrawing from a course will require the student to 'fall out of rotation' because a new course is not available to the student. The period that a student must sit out of class is referred to as Standard Period of Non-Enrollment (SPNE).   The student does not need to take a leave of absence or be withdrawn from the program during this period. A student cannot be on a SPNE status that extends sixty (60 days) at a time.

Any time a student changes their course rotation schedule; it will change the student's graduation date and extend it past the date on their Enrollment Agreement. All changes to the student's schedule are processed by the Registrar department. Once the change in the student's schedule has been recorded in the Student System, an email is sent to the student with their revised Class Schedule that shows the student's new expected day of program completion.

Grading System
The 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).

Practical Nursing and Nursing Grading System Additional Information: Each student will be provided with course syllabi that illustrates the different types of assessments for each course (this will include a series of activities such as tests/quizzes, in-class assignments, out-of-class assignments, class participation, lab competencies, and clinical competencies). A passing grade for a NUR course is 78% or higher. 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 appear in the appropriate student program's handbook.

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* / PCT*	0.0	Credit Transfer	No
WF*	0.0	Withdraw Fail	Yes	AU*	0.0	Audit Grade	No

Nursing Associate Grading System Additional Information
To successfully pass a class with a NUR prefix, the students will need to achieve 78% or better.

Grade	Pts.	Description	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

The General Education (any course without a NUR prefix) courses will be graded using the following scale:

Grade	Pts.	Description	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	Less than 70%	Yes

Practical Nursing Grading System Additional Information
To successfully pass a class with a NUR prefix, the students will need to achieve 78% or better.

Grade	Pts.	Description	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

Grade	Pts.	Description	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.

Grade	Pts.	Description	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

Grade	Pts.	Description	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 may be assigned by the College if a student must withdraw from a course due to administrative reasons or mitigating circumstances. Both the "F" and "WF" grade as well as the letter grade the student earns after retaking the course will appear on the transcript.
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. Students with an Incomplete grade in a lab course that is taught on campus in the Medical Clinical Assistant and Veterinary Assistant programs may be given up to 14 calendar days from the course completion date before the "I" grade is converted to a final grade. Exceptions for periods greater than five (5) calendar days are at the discretion of the designated program's academic lead.

Grade of "WP" (Withdraw Passing) does not count toward attempted credit. If a student withdraws from a course with the approval of an Academic Administrator, 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. Both the "F" and "WF" grade as well as the letter grade the student earns after retaking the course will appear on the transcript.

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 the attendance of all three sections individually to ensure that the student has completed all their lecture/lab/clinical hours.

Grades of "AS", "CT" or "PCT" are awarded during the enrollment process. Advanced Standing (AS) is awarded to a student if they pass 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. The grade of "PCT" is a temporary grade that is recorded when a student has been approved for a credit transfer based on an unofficial transcript. When the official transcript is received and validates the transfer of credit, the "PCT" grade will be replaced by a grade of "CT".

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% of the published program length. The student must have prior approval to audit a course. The grade "AU" will appear on a 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 program's Academic Lead 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 quality points times 3 hours). To compute a grade point average, divide the total quality points accumulated by the total credit hours attempted for which college credit is given toward graduation (e.g., 99 quality points accumulated divided by 36 credit hours attempted for college credit = (99/36) = 2.75 GPA.

Retaking Classes: Students must repeat courses if they earn a letter grade of "F". The student may elect to retake classes for which they have earned a letter grade of "D" or higher as long retaking the class does not extend the student's program completion beyond the 150% maximum published program length. The Financial Aid Advisor will determine if a Course Retake fee will be charged. 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 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. The student must meet all the conditions that are outlined in the Audit Class Request Form. A successfully audited course name and grade of "AU" will be recorded on the student's transcript.

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. The Nursing Associate Degree (WV campuses) and Veterinary Technician (Cleveland campus) have attendance requirements, see the table below.
4) Completed the program within the time frame as defined by Satisfactory Academic Progress (SAP).
5) The ADN students must achieve a score of 900 or higher on the HESI Exit exam to be eligible to graduate from the Nursing Associate Degree program.

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 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	N/A
Veterinary Assistant	Diploma	2.0	30	N/A
Veterinary Technician	Associate Degree -AAS	2.0	65	**76%**
Medical Clinical Assistant	Diploma	2.0	35	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)

Graduations are held twice a year. Detailed information is sent to qualifying graduates closer to the ceremony.
Academic Honors are awarded to graduating students who have achieved the following grade point average at the time of graduation.

- Director's List An overall GPA of 4.0.
- Honor Roll An overall GPA of 3.5 to 3.99.

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

Nursing Ceremony: A candidate for the Nursing Pinning Ceremony has met the program's completion and graduation requirements. The Pinning Ceremony may be combined with the Graduation Ceremony. The successful student will receive a Valley College Certificate of Completion and Pin.

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

Campus Hours

To schedule appointments after normal business hours on Monday-Thursday, please contact the school.

Valley College – Beckley, Valley College – Martinsburg, Valley College-Fairlawn (Satellites)
Standard Operating hours are 8am to 5pm on Mondays – Thursdays. 8am to 3pm on Fridays.
The Medical Clinical Assistant lab hours are held on Saturdays from 8am to 5pm.

Valley College – Cleveland
Standard Operating hours are 8am to 5pm on Mondays – Thursdays. 8am to 3pm on Fridays.
The Medical Clinical Assistant lab hours are held on Saturdays from 8am to 5pm.
The Veterinary Assistant lab hours are held on Fridays from 8am to 5pm.

Holiday Schedule

January 1, 2025	New Year's Day	July 4, 2025	Independence Day
January 20, 2025	Martin Luther King Jr Day	September 1, 2025	Labor Day
May 26, 2025	Memorial Day	November 27-28, 2025	Thanksgiving (2 days)
June 19, 2025	Juneteenth	December 25-31, 2025	Christmas extended

Student Break Days - Dates of Schedule Breaks may change. (may include weekends and holidays)

January 1 – 5, 2025	March 8 – 16, 2025	June 28 – July 6, 2025	December 20 – 31, 2025

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

Class Hours and Start Dates for Campus-Based programs:

Program	Class Hours
Medical Clinical Assistant Diploma*	Classes are held online except for MED202, MED206, and MED211. In addition to the online portion of these three courses, labs are scheduled for Saturday from 8:00am -5:00pm at the Campus. Online courses are scheduled for asynchronous delivery through Moodle.
Nursing Associate Degree*	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 Moodle. Fridays are set aside for classes that are rescheduled due to holidays or classes that are cancelled due to Inclement weather. Fridays may also be set aside for students to make up missed class hours.
Practical Nursing Diploma*	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 Moodle. Fridays are set aside for classes that are rescheduled due to holidays or classes that are cancelled due to Inclement weather. Fridays may also be set aside for students to make up for missed class hours.
Veterinary Assistant Diploma	Classes are held online except for VTA115, VTA210, VTA225. In addition to the online portion of these three courses, labs are scheduled for Friday from 8:00am -5:00pm at the Campus. Online courses are scheduled for asynchronous delivery through Moodle.
Veterinary Technician AAS*	Classes Monday – Thursday from 9am to 2pm. This program also has classes that are taught online. Online courses are scheduled for asynchronous delivery through Moodle. Fridays are set aside for classes that are rescheduled due to holidays or classes that are cancelled due to Inclement weather. Fridays may also be set aside for students to make up missed class hours.

*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. Finally, for all classes, including those who are scheduled on Saturday, the school reserves the right to change or modify the class hours and schedule, if needed.

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. Valley College sends a Rotation Schedule prior to/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 Class Schedule may also be provided for the student prior to/at the start of each course. Both documents are sent electronically to the student. It is the student's responsibility to communicate any changes in their contact information to the Director of Academic Affairs or Program Administrator or their designee.

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

Moodle. Notices for scheduled maintenance are posted to allow students to adjust their schedules accordingly. Dates are subject to change.

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.

START DATES for Hybrid Programs

Dates are subject to change.

Start Date	Practical Nursing Projected completion date	Medical Clinical Assistant projected Completion Date	Veterinary Assistant Projected Completion Date	Veterinary Technician AAS Projected Completion Date	Nursing Associate Degree Projected Completion Date
1/6/2025	10/16/2025	10/16/2025	8/14/2025	7/9/2026	N/A
1/27/2025	11/6/2025	11/6/2025	9/4/2025	7/30/2026	N/A
2/17/2025	11/26/2025	11/26/2025	9/25/2025	8/27/2026	N/A
3/17/2025	12/18/2025	12/18/2025	10/16/2025	9/17/2026	N/A
4/7/2025	1/22/2026	1/22/2026	11/6/2025	10/8/2026	N/A
4/28/2025	2/12/2026	2/12/2026	11/26/2025	10/29/2026	N/A
5/19/2025	3/5/2026	3/5/2026	12/18/2025	11/19/2026	N/A
6/9/2025	3/26/2026	3/26/2026	1/22/2026	12/10/2026	N/A
7/7/2025	4/23/2026	4/23/2026	2/12/2026	12/31/2026	N/A
7/28/2025	5/14/2026	5/14/2026	3/5/2026	1/21/2027	N/A
8/18/2025	6/4/2026	6/4/2026	3/26/2026	2/25/2027	N/A
9/8/2025	6/25/2026	6/25/2026	4/23/2026	3/18/2027	N/A
9/29/2025	7/23/2026	7/23/2026	5/14/2026	4/8/2027	N/A
10/20/2025	8/13/2026	8/13/2026	6/4/2026	5/6/2027	N/A
11/10/2025	9/3/2026	9/3/2026	6/25/2026	5/27/2027	N/A
12/1/2025	9/24/2026	9/24/2026	7/23/2026	6/17/2027	N/A
8/19/2024	N/A	N/A	N/A	N/A	1/22/2026
4/7/2025	N/A	N/A	N/A	N/A	9/3/2026

*Note on September 9, 2024, Valley College officially implemented its Consortium Agreement for the Medical Clinical Assistant program.

Programs Delivered 100% Online – Schedules

Start Date	Bus Adm AAB and Cybersecurity AAS Projected Completion Dates	Bus Adm BS and Cybersecurity BS Project Completion Dates	H S A AAB Projected Completion Dates	H S A BS Projected Completion Dates
1/6/2025	3/26/2026	6/24/2027	4/23/2026	7/22/2027
1/27/2025	4/23/2026	7/22/2027	5/14/2026	8/12/2027
2/17/2025	5/14/2026	8/12/2027	6/4/2026	9/2/2027
3/17/2025	6/4/2026	9/2/2027	6/25/2026	9/23/2027
4/7/2025	6/25/2026	9/23/2027	7/23/2026	10/14/2027
4/28/2025	7/23/2026	10/14/2027	8/13/2026	11/4/2027
5/19/2025	8/13/2026	11/4/2027	9/3/2026	11/24/2027
6/9/2025	9/3/2026	11/24/2027	9/24/2026	12/16/2027
7/7/2025	9/24/2026	12/16/2027	10/15/2026	1/20/2028
7/28/2025	10/15/2026	1/20/2028	11/5/2026	2/10/2028
8/18/2025	11/5/2026	2/10/2028	11/25/2026	3/2/2028
9/8/2025	11/25/2026	3/2/2028	12/17/2026	3/30/2028
9/29/2025	12/17/2026	3/30/2028	1/21/2027	4/20/2028
10/20/2025	1/21/2027	4/20/2028	2/11/2027	5/11/2028
11/10/2025	2/11/2027	5/11/2028	3/4/2027	6/1/2028
12/1/2025	3/4/2027	6/1/2028	4/4/2027	6/22/2028

Start Date	MFOBC and MAA Projected completion dates	ITNA & ITNS Projected completion dates
1/6/2025	**9/4/2025**	**8/14/2025**
1/27/2025	**9/25/2025**	**9/4/2025**
2/17/2025	**10/16/2025**	**9/25/2025**
3/17/2025	**11/6/2025**	**10/16/2025**
4/7/2025	**11/26/2025**	**11/6/2025**
4/28/2025	12/18/2025	**11/26/2025**
5/19/2025	1/22/2026	12/18/2025
6/9/2025	2/12/2026	1/22/2026
7/7/2025	3/5/2026	2/12/2026
7/28/2025	3/26/2026	3/5/2026
8/18/2025	4/23/2026	3/26/2026
9/8/2025	5/14/2026	4/23/2026
9/29/2025	6/4/2026	5/14/2026
10/20/2025	6/25/2026	6/4/2026
11/10/2025	7/23/2026	6/25/2026
12/1/2025	8/13/2026	7/23/2026

Abbreviations 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

When reviewing each Programs Outline, remember that courses do not appear in the order as they are taught. Students will receive their initial rotation schedule on or before Orientation. The rotation schedule will show the students' schedule with projected class start and completion dates.

Medical Clinical Assistant Diploma

www.valley.edu/programs/medical-clinical-assistant-diploma
Credential: Diploma
Approved to be offered as a Blended program at Valley College -Beckley, Valley College –Martinsburg, & Valley College –Cleveland. Medical Clinical Assistant program is delivered by Valley College - Martinsburg via a consortium agreement with Valley College – Beckley and Valley College - Cleveland. 9/9/2024

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 people 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. 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 Moodle. 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.

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 be transferred 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, 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

Course Number	Course Name	Delivery Method	Contact Hrs.	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	3.0
MED118	Anatomy & Physiology II	Online	60	3.0
MED122	Medical Terminology	Online	60	3.0
MED222	Pharmacology	Online	60	3.0
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	Externship	180	4.0
		TOTALS	825	35

Summary of the Program's Pre-requisites Courses

Before entering the Course # below	the student must have successfully completed the course number(s) below
MED251	Must have successfully passed all other courses in the Medical Clinical Assistant program or approval of Program Head

Career Opportunities

CIP Code 51.0801

On completion of their program, graduates of the Medical Clinical Assistant program may be qualified for entry-level positions and work in hospitals, clinics, and physicians' offices. Graduates may be qualified for entry-level positions and/or may find advancement opportunities including but limited to the types of employment reported by graduates during the reporting period of July 2023 to June 2024.

    *Medical Assistant   *Registration Specialist

    *Front Office Assistant   *School Medical Assistant   *Patient Care Technician

Nursing Associate Degree

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

Credential: Associate Degree

Approved to be offered as a Blended program. 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 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, and 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.

Valley College ADN Program End-of-Program Student Learning Outcomes (EPSLOs):
1. Provide compassionate, evidence-based, and patient-centered care while upholding the patient's beliefs, values, and preferences in their healthcare.
2. Advocate for the patient's rights while supporting their integrity and ongoing growth as human beings.
3. Demonstrate the ability to participate within an interprofessional collaboration of healthcare professionals to achieve optimum patient outcomes.
4. Exemplify the role of a nurse by incorporating integrity, responsibility, and knowledge of the nursing scope of practice within the delivery of quality patient care.
5. Apply new, evidence-based knowledge within nursing practices to continually provide improved quality care to the patient, their families, and the community.
6. Utilize technological advances within patient care practices to support safe and effective nursing care.
7. Maintain a safe patient care environment through management of organizational processes and individual performance.
8. Provide safe, effective, and high-quality patient centered care that is validated with evidence and supported by nursing science.

Program Outline

Course Number	Course Name	Delivery Method	Contact Hours	Sem Credits
General Education or Applied General Education Courses				
BIO101	Microbiology	Ground	60.0	3.0
BIO201	Anatomy & Physiology 1	Ground	60.0	3.0
BIO202	Anatomy & Physiology 2	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
PSY110	Lifespan Psychology	Online	60.0	3.0
NUR245	Mental and Behavioral Health for a Nurse	Ground	78.0	3.0
Technical Courses				
NUR103	Medical Terminology	Ground	60.0	2.0
NUR104	Introduction to Nursing	Ground	60.0	3.0
NUR155	Pathophysiology and Pharmacology I	Ground	60.0	3.0
NUR156	Pathophysiology and Pharmacology II	Ground	60.0	3.0
NUR160	Fundamentals of Nursing I	Ground	78.0	3.0
NUR161	Fundamentals of Nursing II	Ground	78.0	3.0
NUR201	Geriatric Nursing	Ground	78.0	3.0
NUR210	Rural, Urban, and Community Nursing	Ground	60.0	3.0
NUR220A	Medical Surgical Nursing I	Ground	66.0	3.0
NUR221	Medical Surgical Nursing II	Ground	78.0	3.0
NUR230	Obstetric and Maternity Nursing	Ground	78.0	3.0
NUR231	Pediatric Nursing	Ground	78.0	3.0
NUR235	Medical Surgical Nursing III	Ground	78.0	3.0
NUR265A	Nursing - Capstone and Clinical Experience	Ground	84.0	2.0
	General Education and Applied General Education Totals		558.0	30.0
	Technical Courses Totals		990.0	40.0
	Grand Total		1548.0	70.0

Summary of the Program's Pre-requisites Courses

Before entering the Course # below	the student must have successfully completed the course number(s) below
BIO201	BIO101
BIO202	BIO101 & BIO201
NUR104	BIO101, BIO201, & NUR103
NUR155	BIO101, BIO201, BIO202, MAT125-AN, NUR103 & NUR104
NUR156	BIO101, BIO201, BIO202, MAT125-AN, NUR103, NUR104 & NUR155
NUR160	BIO101, BIO201, BIO202, MAT125-AN, NUR103, NUR104 & NUR155
NUR161	BIO101, BIO201, BIO202, MAT125-AN, NUR103, NUR104 & NUR155, NUR156 & NUR160
NUR201	BIO101, BIO201, BIO202, MAT125-AN, NUR103, NUR104 & NUR155, NUR156 & NUR160
NUR210	NUR160 & NUR161
NUR220A	NUR160 & NUR161
NUR230	NUR160 & NUR161
NUR221	NUR160, NUR161 & NUR220A
NUR231	NUR160, NUR161, NUR220A & NUR230
NUR235	NUR160, NUR161, NUR201, NUR210, NUR220A, NUR221, NUR230, & NUR231
NUR245	NUR160, NUR161, NUR201, NUR210, NUR220A, NUR221, NUR230, & NUR231
NUR265A	Successful completion of all courses and received credits throughout the nursing program with a cumulative GPA of 2.0. Must have met all attendance and remediation requirements.

Career Opportunities

CIP CODE:51.3801

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	* Outpatient Facilities	*Emergency Rooms
* Secondary Schools	*Surgical Facilities	*Correctional Facilities
* Physician Offices	* Home Health Care Services	*Veterans Offices and Facilities

* Long Term Care Facilities, including skilled nursing homes and assisted living facilities

There were no graduates during the reporting period of July 2023 to June 2024.

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.

WV State Board of Nursing and Eligibility to sit for RN Examination:

The State Board of Nursing may deny eligibility to sit for the Registered Nursing Licensing Examination to individuals who have been convicted of a misdemeanor or felony and person with drug/chemical dependency. Admission to and graduation from the Valley College Nursing Associate degree program does not guarantee the applicant will be permitted to sit for the licensing examination. See the letter from the WV Board of Nursing for more information about criminal convictions and eligibility for licensure in West Virginia.

Practical Nursing Diploma

https://valley.edu/programs/practical-nursing/
Credential: Diploma
Approved to be offered as a Blended program. 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 progressive learning, instructors will teach students each core element of the program while simultaneously helping students fully comprehend the importance of communication and 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 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 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, 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 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, to build confidence, skill, knowledge, and abilities, as the students work with diverse patient/family's 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

Course Number	Course Name	Delivery Method	Contact Hours	Sem Credits
	Technical Courses			
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	Nursing Fundamentals - Adult Health & Patient Care	Campus/ Clinical	84	3.0
NUR119	Nursing Anatomy & Physiology	Campus	60	2.5
NUR120	Geriatric Nursing	Campus/ Clinical	84	3.0
NUR125	Nursing Leadership, Clinical Judgement & Decision Making	Campus	60	2.5
NUR130	Medical-Surgical Nursing	Campus/ Clinical	84	3.0
NUR135	Mental Health/Geriatric Psychiatric Nursing	Campus/ Clinical	84	3.0
NUR140	Transition to Practical Nursing	Campus	84	3.0
	Totals		924	36

Summary of the Program's Pre-requisites Courses

Before entering the Course # below	the student must have successfully completed the course number(s) below
NUR115 & NUR105	NUR100 & NUR119 NUR115 is the student's first clinical course. All required programmatic documentation must be submitted before the student starts NUR115.
NUR125 & NUR130	NUR100, NUR119, NUR115 & NUR105
NUR110, NUR120, & NUR135	NUR100, NUR119, NUR115, NUR105, NUR130, & NUR125
NUR140	All PN Program Courses. Program Head Approval.

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. For more information see the Practical Nursing Handbook available on the Valley College Catalog website.

Based upon completion of the Practical Nursing program and NCLEX-PN, career entry-level employment opportunities for graduates include but are not limited to the following areas Physician Offices, Home Health Care Facilities, Hospitals and/or Long-Term Care Facilities, including skilled nursing homes and assisted living facilities. Graduates may be qualified for entry-level positions and/or may find advancement opportunities including but limited to the types of employment reported by graduates during the reporting period of July 2023 to June 2024.

  *LPN   *LPN Charge Nurse
  *Novice Nurse LPN-LVN   *Private Care Nurse (LPN)
  *LPN-Transplant & Bariatric Surgery

Veterinary Assistant - Diploma

https://valley.edu/programs/veterinary-assistant-diploma/
Credential: Diploma Approved to be offered as a Blended program. Approved to be offered at Valley College –Cleveland

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

Course Number	Course Name	Delivery Method	Contact Hours	Sem Credits
	Technical Courses			
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
VTA105	Veterinary Medical Office Procedures	Online	60	2.0
VTA110	Veterinary Anatomy & Physiology I	Online	60	4.0
VTA111	Veterinary Anatomy & Physiology II	Online	60	4.0
VTA115	Avian, Exotic & Small Mammal Procedures	Blended	60	2.0
VTA210	Veterinary Clinical Pathology	Blended	60	2.0
VTA225	Animal Laboratory & Techniques I	Blended	60	2.0
	Totals		600	30.0

Summary of the Program's Pre-requisites

Before entering the Course # below	the student must have successfully completed the course number(s) below
VTA110 and VTA111	BIO100
VTA225	VTA110 & VTA111

Career Opportunities
CIP CODE: 51.0808/01.8301
Graduates may be qualified for entry-level positions and/or may find advancement opportunities including but limited to the types of employment reported by graduates during the reporting period of July 2023 to June 2024.
    *Veterinary Assistant   *ER Veterinary Assistant
    *Client Care Specialist   *Kennel Assistant

Veterinary Technician – AAS

https://valley.edu/programs/veterinary-technician/
Credential: Associate of Applied Science Degree
Approved to be offered as a blended program at Valley College – Cleveland (OH) branch campus
This program is accredited by the CVTEA (Committee on Veterinary Technician Education and Activities) Graduates of the Veterinary Technician program may be eligible to sit for the Veterinary Technician National Exam (VTNE). Students will be presented with the AVMA Student Essential and Recommended Skills list and the American Associations Veterinary State Boards VTNE practice domains, task statements, and examination specification. The requirements for the VTNE can be found in the Veterinary Technician Student Handbook located on the Valley College Catalog website. https://valley.edu/catalog/

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 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 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

Course #	Course Name	Delivery Method	Contact Hrs.	Sem Credits
General Education (GE) Credits				
BIO100	Biology	Online	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
Technical Courses				
MED123	Veterinary Terminology	Campus	60	3.0
VTA105	Veterinary Medical Office Procedures	Campus	60	2.0
VTA110*	Veterinary Anatomy & Physiology I	Online	60	4.0
VTA111*	Veterinary Anatomy & Physiology II	Online	60	4.0
VTA115	Avian, Exotic & Small Mammal Procedures	Campus	60	2.0
VTA200	Small Animal Applications	Campus	60	2.0
VTA205	Large Animal Applications	Campus	60	2.0
VTA210	Veterinary Clinical Pathology	Campus	60	2.0
VTA215	Large Animal Clinical Applications	Campus	60	2.0
VTA220	Principles of Veterinary Pharmacology	Campus	60	3.0
VTA225	Animal Laboratory & Techniques I	Campus	60	2.0
VTA226	Animal Laboratory & Techniques II	Campus	60	2.0
VTA230	Animal Anesthesia	Campus	60	2.0
VTA235	Principles of Veterinary Radiology Applications	Campus	60	2.0
VTA240	Surgical Procedures & Asepsis	Campus	60	2.0
VTA245	Surgical & Dental Procedures	Campus	60	2.0
VTA250	Veterinary Technician Externship	Campus & Site	240$^+$	5.0

*Denotes Applied General Education Courses (AGE) (OHDE):
ACCSC: GE Sem Credits: 22 (360 hours); Technical Sem Credits 43 (1200 hours) Total Sem Credits 65 (1560 hours)
OHDE: GE &AGE Sem Credits: 30 (480 hours); Technical Sem Credits: 35 (1080 hours). Total Sem Credits 65 (1560 hours)
+ The externship is scheduled for eight weeks. The number of weeks may vary because of the schedule of the externship. Externship hours are offered at designated externship sites, and the hours vary and are set by the Externship site and may be scheduled after regular class hours and/or in the evenings and/or on weekends.

Summary of the Program's Pre-requisites Courses

Before entering the Courses # below	the student must have successfully completed the course number(s) below
VTA110 & VTA111	BIO100
VTA200 & VTA205 & VTA225	VTA110 & VTA111
VTA226	VTA225
VTA230	VTA220
VTA240	VTA230
VTA245	VTA230, VTA240 & VTA225
VTA250	2.0 Cumulative GPA; 76% Cumulative Attendance, and Student must be at least 18 years of age, Students have passed all Veterinary Technician courses or receive approved credit transfers that equate to 60 credits. Or have approval of the Program Head.

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. Graduates may be qualified for entry-level positions and/or may find advancement opportunities including but limited to the types of employment reported by graduates during the reporting period of July 2023 to June 2024.

> *Veterinary Technician   *Veterinary Assistant   * Emergency Registered VETT

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 individuals who desire a concentrated program in business and prepare 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.

The business specific courses 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 processes 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 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

Course #	Course Name	Delivery Method	Contact Hours	Sem Credits
General Education (GE) Credits				
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
Technical and Other Courses				
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[O]	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 (AGE) Courses (OHDE): [O] Denotes Other (ACCSC)
ACCSC: GE Sem Credits: 26 (480 hours); Technical and Other Sem Credits 35 (720 hours) Total Sem Credits 61 (1200 hours)
OHDE: GE &AGE Sem Credits: 32 (600 hours); Technical Sem Credits: 29 (600 hours). Total Sem Credits 61 (1200 hours)

Summary of the Program's Pre-requisites Courses

Before entering the Course # below	the student must have successfully completed the course number(s) below
ACC122	MAT125
BUS275	MKT122 & MGT212

Career Opportunities

CIP CODE: 52.020 and 52.0207
Graduates may be qualified for entry-level positions and/or may find advancement opportunities including but limited to the types of employment reported by graduates during the reporting period of July 2023 to June 2024.
*Administrative Associate   * Customer Experience Analyst
*Billing and AP/AR Specialist   * Global Program Director

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.

The Business Administration Bachelor of Science degree program contains an assortment of Business specific courses designed to provide the student with a solid foundation in the basic concepts and theories that are necessary when managing a business. In addition,

the program 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. 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.

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, Excel, Email and/or Power Point.
3. Exhibits professionalism and work ethic in all business operations and customer service.
4. Executes business processes 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 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 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 employees; 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. Participates in the creation of a marketing strategy that includes effective advertising or promotional efforts to support a product or service such as printed materials, promotional media or suggestive selling techniques.
14. Uses problem solving and critical thinking techniques to address a customer, business partner or employees needs and 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.

Summary of the Program's Pre-requisites Courses

Before entering the Course # below	the student must have successfully completed the course number(s) below
ACC122	MAT125
BUS275	MKT122 & MGT212
ACC315	ACC122
ENG320	ENG122
COM400	COM200
MKT400	MKT122
COM445	COM112
CAP450	COM445

Program Outline

Course #	Course Name	Delivery Method	Contact Hrs.	Sem Credits
General Education (GE) Credits				
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	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
CAP450	Capstone Course	Online	120	5.0
COM112*	Business English	Online	60	3.0
COM215[O]	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 (AGE)_Courses (OHDE): [O] Denotes Other (ACCSC)
ACCSC: GE Sem Credits: 46 (840 hours); Technical and Other Sem Credits 79 (1560 hours) Total Sem Credits 125 (2460 hours)
OHDE: GE & AGE Sem Credits: 52 (960 hours); Technical Sem Credits: 73 (1500 hours). Total Sem Credits 125 (2460 hours)

Career Opportunities
CIP CODE: 52.020 and 52.0207
Graduates may be qualified for entry-level positions and/or may find advancement opportunities including but limited to the types of employment reported by graduates during the reporting period of July 2023 to June 2024.
*Administrator   * Office Manager
*Human Resource Manager   * Store Manager

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.

Comp-TIA's Cert-Master Learning Management System is part of the required program's curriculum. Students will gain access to the Comp-TIA's Cert-Master Learning Management System (simulated labs plus learning content) where they will have an opportunity to complete the requirements associated with the Comp-TIA Network + Certification and Comp-TIA Security Certification at the conclusion of the program.

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

Course #	Course Name	Delivery Method	Contact Hrs.	Sem Credits
	General Education (GE) Credits			
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
	Technical and Other Courses			
COM215^O	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

O 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: 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
Graduates may be qualified for entry-level positions and/or may find advancement opportunities including but limited to the types of employment reported by graduates during the reporting period of July 2023 to June 2024.

*Configuration Technician	*Extruder Operator	*Field Service Supervisor
*ICQA Associate level 1	*IT Field Tech	*IT Configuration Tech

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
The 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 proactive 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 demonstrate proficiency in 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.

Comp-TIA's Cert-Master Learning Management System is part of the required program's curriculum. Students will gain access to the Comp-TIA's Cert-Master Learning Management System (simulated labs plus learning content) where they will have an opportunity to complete the requirements associated with the Comp-TIA Network + Certification and Comp-TIA Security Certification at the conclusion of the program.

Program/Student Learning Outcomes
1. Discuss and demonstrate the components, features, technologies, and process to set up and monitor the performance and security of a wired and/or wireless network infrastructure.
2. Understand, analyze, and discuss the impact of technologies (the internet, email, instant messaging, information management systems, social media, and other digital technology) has on an organization.
3. Explain and demonstrate security needs and solutions for wired or wireless networking devices.
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 its needs.

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 with key members involved in the process and how to use adaptive techniques when applying ethical and sound solutions.

Program Outline

Course #	Course Name	Delivery Method	Contact Hrs	Sem Credits
General Education (GE) Credits				
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	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
Technical and Other Courses				
BUS212	Business Ethics	Online	60	3.0
CAP450	Capstone Course	Online	120	5.0
COM215[O]	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	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
CSY421	Risk Management	Online	60	3.0
CSY430	Introduction to Scripting	Online	60	3.0
CSY440	Biometric Systems	Online	60	3.0

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

Summary of the Program's Pre-requisites Courses

Before entering the Course # below	the student must have successfully completed the course number(s) below
CSY145	CSY140
CSY320	CSY215
CSY340	CSY205
CSY430	CSY200
ENG320	ENG115
COM400	COM200
COM445	ENG115
CAP450	COM445

Career Opportunities
CIP CODE: 11.1003

Graduates may be qualified for entry-level positions and/or may find advancement opportunities including but limited to the types of employment reported by graduates during the reporting period of July 2023 to June 2024.

*Computer Systems Analyst	*Field Technician
*SOC Analyst (Security Operations Center)	*Systems Administrator

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.

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 be transferred 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 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 on 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 the 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

Diploma Track	Course #	Course Name	Delivery Method	Contact Hrs	Sem Credits
General Education (GE) Credits					
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
Technical and Other Courses					
Both	COM112*	Business English	Online	60	3.0
Both	COM215^O	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

^{O} Denotes Other (ACCSC) Denotes *Applied General Education (AGE) Courses (OHDE)
MAA Track and MFOBC Track
ACCSC: GE Sem Credits: 22 (420 hours); Technical and Other Sem Credits 41 (840 hours) Total Sem Credits 63 (1260 hours)
OHDE: GE and AGE 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
Graduates may be qualified for entry-level positions and/or may find advancement opportunities including but limited to the types of employment reported by graduates during the reporting period of July 2023 to June 2024.
   *Medical Assistant/Medical Biller   *Medical Secretary/PRN Medical Assistant
   *Billing and Coding Specialist   *Patient Care Representative   *Verification Specialist II

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.

This comprehensive collection of courses was designed to give the students the framework to perform at various levels of a health services organization while simultaneously giving them many 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 various 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 on 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 to create solutions, solve problems and improve the quality of 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 to achieve optimal patient or vendor satisfaction for a variety of healthcare organizations and patient populations.

Program Outline

Courses do not appear in the same order as they are taught. Students should receive their initial rotation schedule on or before Orientation. Students should expect to have to complete assignments, read, and study outside of class time.

Diploma Track	Course Number	Course Name	Delivery Method	Contact Hours	Semester Credits
General Education (GE) Credits					
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	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
Technical and Other Courses					
Both	CAP450	Capstone Course	Online	120	5.0
Both	COM112*	Business English	Online	60	3.0
Both	COM215[O]	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	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

[O] Denotes Other (ACCSC) Denotes *Applied General Education (AGE) Courses (OHDE): MAA Track and MFOBC Track Total Sem Credits 126 (2460 hours)

ACCSC: GE Sem Credits: 43 (780 hours); Technical and Other Sem Credits 83 (1680 hours) Total Sem Credits 126 (2460 hours)

OHDE: GE and AGE Sem Credits: 51 (960 hours); Technical Sem Credits: 74 (1500 hours). Total Sem Credits 126 (2460 hours)

Summary of the Program's Pre-requisites Courses

Before entering the Course # below	the student must have successfully completed the course number(s) below
ENG320	ENG122
COM400	COM200
HSA310	HSA230
HSA405	HSA220
COM445	COM112
CAP450	COM445

Career Opportunities
CIP CODE: 51.0705/51.0707

Graduates may be qualified for entry-level positions and/or may find advancement opportunities including but limited to the types of employment reported by graduates during the reporting period of July 2023 to June 2024.

     *File Clerk   *Office Assistant II   *Registration Specialist
     *Service Advocate 5, Billing and Enrollment Dept

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.

Program/Student Learning Outcomes

1. Explain and demonstrate 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

Course #	Course Name	Delivery Method	Contact Hrs.	Sem Credits
		Technical Courses		
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

Graduates may be qualified for entry-level positions and/or may find advancement opportunities including but limited to the types of employment reported by graduates during the reporting period of July 2023 to June 2024.

    *Asset Management Specialist   *CAI - Field Tech   *IT Field Tech
    *Analyzing Data Entry specialist / Recovery Specialist / IT intern

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, 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.

Program/Student Learning Outcomes

1. Explain and demonstrate how to set up 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 proactively 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

Course #	Course Name	Delivery Method	Contact Hrs.	Sem Credits
		Technical Courses		
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
CSY421	Risk Management	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
Graduates may be qualified for entry-level positions and/or may find advancement opportunities including but limited to the types of employment reported below.

*Computer User Support Specialist   * Help Desk Tech
*Information Systems Specialist   *Technical Support Specialist

This program had less than ten graduates. To protect the privacy of graduates, Valley College used job titles listed on the from the related occupations found at https://www.onetonline.org/

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 with 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 Moodle. 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 Moodle.

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

Course #	Course Name	Delivery Method	Contact Hrs.	Sem Credits
		Technical Courses		
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. Graduates may be qualified for entry-level positions and/or may find advancement opportunities including but limited to the types of employment reported by graduates during the reporting period of July 2023 to June 2024.

* Admissions Clerk   * Office Manager
* Medical Secretary   * Receptionist

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 students attend 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 Moodle. 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 Moodle.

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 the 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. Students should receive their initial rotation schedule on or before Orientation. Students should expect to have to complete assignments, read, and study outside of class time.

Course #	Course Name	Delivery Method	Contact Hrs.	Sem Credits
	Technical Courses			
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
	Totals		660.0	30.0

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. Graduates may be qualified for entry-level positions and/or may find advancement opportunities including but limited to the types of employment reported by graduates during the reporting period of July 2023 to June 2024.

* Billing and Receptionist
* Clinical Administrative Assistant
* Denial Management

* Medical Front Office Biller and Coder
* Medical Insurance Biller
* Registration Specialist

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

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.
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 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. **Prerequisite: ACC122**

ANT400: Cultural Appreciation ....**4.0 semester credits**
Course: Non-technical – General Education for Degree Program
This course will evaluate the 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 constructs of society and its impact on the individual, social hierarchy, economic development, family patterns, and conflict.

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.

BIO101: Microbiology ....**3.0 Semester Credits**
Course: Non-technical – General Education for Degree Program
This course provides an overview of microbiology, focusing on the biology of microorganisms such as bacteria, viruses, fungi, and protozoa. Students will explore the structure, function, and classification of microbes, as well as their roles in health, disease, and the environment. Laboratory sessions will emphasize practical skills in microbial techniques, including culturing, staining, and identification. Upon completion, students will have a foundational understanding of microbiology and its applications in medicine, industry, and environmental science.

BIO201: Anatomy & Physiology 1 ....**3.0 Semester Credits**
Course: Non-technical – General Education for Degree Program
This course introduces the structure and function of the human body, covering the major organ systems including the integumentary, musculoskeletal, cardiovascular, respiratory, digestive, urinary, and reproductive systems.

Students will explore how these systems work together to maintain homeostasis and overall health. Through lectures and laboratory exercises, students will gain a foundational understanding of human anatomy and physiology, with an emphasis on key concepts, terminology, basic physiological processes, and application to nursing practice. **Prerequisite: BIO101**

BIO202: Anatomy & Physiology 2...3.0 Semester Credits
Course: Non-technical – General Education for Degree Program
This course continues to build onto foundational concepts, focusing on the structure and function of the covering the major organ systems including the integumentary, musculoskeletal, cardiovascular, respiratory, digestive, urinary, and reproductive systems. Emphasizing clinical relevance, students will explore how these systems maintain homeostasis and respond to disease. Through lectures and lab sessions, students will gain the knowledge needed to understand body functions critical to patient care and nursing practice. **Prerequisite: BIO101 and BIO201**

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 of ethical dilemmas, laws and regulations on product and service offerings to the market along with environmental and safety considerations.

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 faced by organizations and individuals in the United States and foreign countries. 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 working with stakeholders, employee privacy, rights, responsibility, diversity, discrimination, whistleblowing, organizational behavior, sexual harassment, workplace safety, and organizational behavior.

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. The student will analyze a professionally prepared Business Plan of a company in an industry of their choice. Students will utilize the skills presented throughout this course and their program of study to determine if the plan is well-rounded and 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 review 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. The course will provide a study on alternative values of money along with a functional analysis of the Federal Reserve System, the Treasury, and the U.S. banking industry. 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 will be discussed.

BUS420: Entrepreneurship ....3.0 semester credits
 Entrepreneurship will discuss the founding principles related to creating and developing the ideas that lead to a business venture. Students will learn the essential elements of a business plan, which include the development, launch, and distribution of a product or service and how to use an analysis of market conditions to form conclusions that will drive the creation of the business. Other topics include how to identify and evaluate different financing options and use financing to support the overall development and growth of the business.

CAP450:   Capstone Course ....**5.0 semester credits**
Students will culminate their studies in their 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 professional. Students will apply the skills that they have learned to work towards the identification, assessment, analysis, and evaluation of a current problem related to their program of study. **Prerequisite: COM445**

COM110: Foundations of Communication...**4.0 Semester Credits**
Course: Non-technical – General Education for Degree Program
This course introduces the principles and practices of effective communication. Students will explore verbal and non-verbal communication, active listening, and interpersonal skills, with a focus on improving interactions in personal, academic, and professional settings. Emphasis will be placed on developing clear, confident, and empathetic communication to foster understanding and build strong relationships.

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 can be used to help a student organize their thoughts, develop a positive communication style, deliver various types of oral presentations, and participate in a series of discussions. Topics may cover how to communicate in a variety of different settings, assessing the audience, adjusting communication styles for the audience, listening, and developing awareness of key ethical principles when communicating individually, to a small group, or a large audience.

COM211: Career Development – MCA...**2.0 semester credits**
Career Development-MCA helps students develop skills to find and keep a job in their chosen field. Learn job search techniques, professional behavior, and how to create resumes, cover letters, and thank you letters. Gain skills in networking, interviewing, and understanding employment terms.

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 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 was designed to help students develop the communication skills required to interact with a wide range of individuals from different generations, social backgrounds, ethnicities, and cultures. Students will be presented with a series of studies, data points, and characteristics of a wide range of individuals that they might interact with daily. 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. **Prerequisite: COM200**

COM445: Professional Research and Writing ....**4.0 semester credits**
As a pre-cursor to the Capstone, Professional Research and Writing will introduce students to professional based research and writing. Students will develop a research topic, plan and initiate their data collection process, and construct the

framework of their document using a series of quantitative and qualitative research strategies and the steps to effectively execute these strategies to assemble a balanced collection of data and information. **Prerequisite: ENG115 or COM112**

CPS121: Computer Applications – Medical ....**2.0 semester credits**
Course: Non-technical – Applied General Education for Degree Program (ODHE)
Computer Applications - Medical teaches essential computer skills for medical facilities, including word processing, spreadsheets, presentations, and email. Students will also practice typing and learn basic operating system functions and internet research skills.

CPS135: Computer Operations & Applications...**3.0 Semester Credits**
Computer Operations & Applications provides 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. Providing students with a balanced approach of instruction that includes both basic explanations and hands-on practical activities that are focused on the various functions of both an operating system and desktop information management software.

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 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. Students will also gain an understanding of protocols, topologies, hardware, and troubleshooting.

CSY110: Networking Hardware..**3.0 Semester Credits**
This course covers the basics of computer networks, including components, protocols, and security. Students will learn about network topologies, devices, and design principles. They will also gain practical experience in troubleshooting and protecting networks.

CSY115: Routing & Security Protocols..**3.0 Semester Credits**
This course explores the fundamental protocols used in network communication. Topics include IP addressing, packet structures, routing configurations, auto-configuration, name resolution, and network security interoperability.

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**
This course covers the principles of network security. Topics include system security, OS hardening, virtualization, application security, network design, threats, security media, encryption, hardware, software, and forensics. Students will also learn troubleshooting techniques and apply their knowledge through hands-on labs and simulations.

CSY140: Network & Security Fundamentals ....**3.0 Semester Credits**
This course covers essential network fundamentals, including LANs, WANs, IPv4 addressing, subnetting, configuration, and troubleshooting. Students will develop problem-solving skills and learn to configure, secure, and analyze networks through practical labs and simulations.

CSY145: Advanced Network & Security Fundamentals....................................**3.0 Semester Credits**
This course builds upon previous networking knowledge. Students will delve into advanced topics, including LANs, IPv4 addressing, subnetting, configuration, and troubleshooting. They will also learn to assess and analyze networks and systems to ensure their security and performance through practical labs and simulations. **Prerequisite: CSY140**

CSY200: Introduction to Programming...**3.0 Semester Credits**
This course introduces fundamental programming skills. Students will learn problem-solving, control statements, strings, lists, dictionaries, functions, graphics, image processing, classes, GUIs, multithreading, client/server programming, and search, sort, and complexity analysis.

CSY205: Ethical Hacking and System Security ....**3.0 Semester Credits**
This course provides a balanced approach to ethical hacking and system security. Students will learn ethical hacking principles and countermeasures to protect data systems. They will also gain practical experience using tools and resources to minimize the risk and impact of cyberattacks from both internal and external sources.

CSY210: Cloud Computing with Security ....**3.0 Semester Credits**
This course explores cloud computing's origins, benefits, challenges, and key concepts. Students will study cloud delivery models, deployment options, and security considerations. They will also learn about different cloud applications, hardware, and software, and gain a vendor-neutral understanding of cloud computing. By the end, students will be able to explain cloud technologies, concepts, software systems, and models.

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 introduces wireless data communications. Students will learn the fundamentals of wireless communication, including protocols, transmissions, and standards that make 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**
This course equips students with the theoretical and practical skills needed for computer and digital forensics. Students will learn to gather, prepare, and analyze digital evidence to investigate breaches, incidents, and cybercrimes. They will apply these skills through hands-on projects, focusing on processes, ethics, legal compliance, and reporting. .
Prerequisite: CSY215

CSY330: IT Help Desk...**3.0 Semester Credits**
This course prepares students for IT help desk roles by focusing on customer service skills and technical knowledge. Students will learn active listening, communication, problem-solving, decision-making, stress management, time management, and teamwork. Also included: IT trends regarding PCs, operating systems, cloud computing, virtualization, network troubleshooting, Linux, and Apple Mac OS. Through case studies, projects, and hands-on activities, students will apply these skills to real-world scenarios.

CSY340: Security Countermeasures ....**3.0 Semester Credits**
This course equips students with the knowledge and skills to implement intrusion detection and prevention systems. Students will learn about fundamental concepts, system security, and the development of security policies. They will also explore network address translation (NAT), packet filtering, proxy servers, firewalls, VPNs, cryptography, perimeter defense, and security countermeasures. **Prerequisite: CSY205**

CSY350: Database Management...**3.0 Semester Credits**
This course teaches students database design, integrity, internals, and security. Students will learn SQL, E-R diagrams, normalization, administration, NoSQL, connectivity, and management. Through case studies and labs, students will apply these concepts to real-world scenarios and develop critical thinking skills to address security and intrusion threats in various database environments.

CSY360: Introduction to Cyber Crime and Homeland Security....................................**3.0 Semester Credits**
This course provides a comprehensive overview of cybercrime, including its history, types, sources, trends, and global responses. Students will explore the challenges and issues faced by cybersecurity professionals in responding to and preventing cybercrime. Through case studies and practical exercises, students will develop problem-solving skills and create solutions to address various cybercrime threats.

CSY400: System Analysis and Design...**3.0 Semester Credits**
This course equips students with the knowledge and skills for systems analysis and design. Students will learn to analyze business needs, manage systems and projects, utilize modeling plans, design data and system architecture, implement new systems, and manage support and security efforts. Through real-world examples and case studies, students will apply critical thinking to assess, analyze, evaluate, and create solutions that meet organizational needs and requirements.

CSY410: Evaluating Emerging Technologies ....**3.0 Semester Credits**
This course explores the interconnectedness of business strategy, innovation, and technology. Students will learn how these elements influence process layout, systems, structural design, product development, security management, and risk management. Through web-based and text-based case studies, students will apply their knowledge to real-world scenarios, combining project management concepts, critical thinking, industry trends, and strategic decision-making.

CSY421: Risk Management ....**3.0 Semester Credits**
This course equips students with the knowledge and skills to implement a robust information security posture using the NIST Cybersecurity Framework (CSF). Students will learn to identify and mitigate cybersecurity risks, follow industry best practices for information security, align organizational security with industry standards, and prepare for security audits and compliance requirements.

CSY430: Introduction to Scripting..**3.0 Semester Credits**
This course reinforces the foundational concepts and principles of programming and scripting. Students will learn to interact with software to create scripts, using a spiral model focused on Python. They will also explore relevant computer science concepts as needed. Through hands-on activities, students will develop their own scripts and create a computer game, building a strong foundation for their future as cybersecurity professionals. **Prerequisite: CSY200**

CSY440: Biometric Systems ....**3.0 Semester Credits**
This course introduces biometric systems, which use physical and behavioral characteristics to identify individuals. Students will explore the essential concepts and principles of biometric technologies and their growing importance in

information security. They will also learn about the role of identity management in biometric systems. Through a hands-on project, students will apply their knowledge to design and architect a biometric system for a given use case.

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. The course will culminate with a study on the current economic climate of the US and several suggested initiatives to help sustain small business in the US.

ENG115: English Composition ....**4.0 Semester Credits**
Course: Non-technical – General Education for Degree Program
This course focuses on developing writing skills through the practice of clear, organized, and effective communication. Students will learn to craft essays, research papers, and other written assignments, emphasizing structure, grammar, and critical thinking. The course also covers the writing process, including drafting, revising, and editing, to help students strengthen their writing abilities for academic and professional success.

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 them or idea, preparing a detailed outline, completing effective research, accurate inclusion of citations, and preparation of a progressive collection of drafts as the project evolves. Students will also learn how to proof, edit, and ensure that their final draft meets the requirements of the assignment and further, contains effective use of grammar, punctuation, and organization.

ENG122: Effective Writing ....**3.0 Semester Credits**
Course: Non-technical – General Education for Degree Program
Effective Writing provides students with the fundamental concepts and principles that will enable them to understand and apply effective reading and writing techniques. The course introduces the primary rules and guidelines for effective written communication. The course assists students in organizing their thoughts, research, and work to generate a clear, concise, accurate, and interesting written presentation of ideas and information. Students will also learn to shape the overall message of their writing to speak directly to the audience reading the information.

ENG320: Advanced Effective Writing ....**3.0 Semester Credits**
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 create an academic paper that focuses on concepts that range from definition, classification, processes, comparing/contrasting, cause/effect, analysis, and evaluation. This course will provide students with an overview of the writing process, while maintaining an understanding of the rhetorical situation. Students will be presented with concepts that demonstrate the process used to start, build, refine, and proof their work. Students will research topics, and learn how to avoid plagiarism, to build a credible academic document. **Prerequisite: ENG122 or ENG115**

FIN300: Principles of Finance..**3.0 Semester Credits**
Principles of Finance examines 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 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 interpret the depth of these financial questions or problems 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 end of the American Civil war. Students will be presented with an array of topics that focus on how the U.S. evolved coming out of the war, post war immigration and migration, westward expansion, suffrage, and events leading up to World War I. The causes that led up to the great depression and the New Deal will also be discussed. World War II, the beginning of the Cold War, the political evolution of the country, and the emergence of the Civil Rights movement, the Vietnam Era, and the evolution of the nuclear threat will be studied. In coordination with cultural and social factors, this course will also present 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 States through the 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, 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.

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 programs for healthcare organizations.

HSA250: Healthcare Customer Relations and Outcomes ....**3.0 Semester Credits**
Course: Non-technical – Applied General Education for Degree Program (ODHE)
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 engage with a host of tools that will enable them to understand the needs of, communicate with, and create solutions for their customers.

HSA300: Healthcare Regulations and Affairs..**3.0 Semester Credits**

Healthcare Regulations and Affairs provide students with an in-depth analysis of various regulations that apply to the healthcare industry along with the role, focus, and impact of 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.

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.

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 healthcare organizations face 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. **Prerequisite: HSA230**

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.

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.

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.

HSA405: Health Services Leadership..**3.0 Semester Credits**
Health Services Leadership will provide students with critical concepts associated with leading and developing various healthcare organizations in today's market. Students will focus on 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. **Prerequisite: HSA220**

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, provider access, and the impact of federal and state regulations along with the methods and practices employed by various members of the healthcare industry.

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.

The various tools and techniques necessary to conduct personnel, performance, and program improvement activities will be discussed.

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 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. Concepts, theories, and principles along with emerging trends and security concerns that also includes a focus on data protection will also be discussed.

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 analyse, 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 practiced throughout the world to analyse and draw conclusions.

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. 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.

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
This course explores fundamental ethical principles and moral reasoning, examining how they apply to personal, professional, and societal issues. Students will analyze ethical dilemmas, explore various philosophical approaches, and develop the skills to think critically about moral choices. Through discussions and case studies, the course aims to deepen students' understanding of ethical concepts and help them navigate complex decision-making in everyday life.

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 reviews historical ethical concepts and current day challenges and how these concepts have shaped the behaviors associated with professional and personal ethical conduct. Students assess and analyze the impact of technology and account for perspectives from multiple cultures, generations, and account for differences in standards, beliefs, and personal evolution.

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 using Microsoft Excel. The 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 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 laddering as a member of the medical field.

MED102: Medical Front Office Procedures ....**4.0 Semester Credits**
Medical Front Office Procedures introduces the role of a Medical Assistant in a front office, covering communication, professionalism, scope of practice, the medical team, and three categories of skills. The course also includes legal/ethical standards, patient interaction, records/documentation, scheduling, insurance, and coding.

MED111: Basic Anatomy ....**3.0 semester credits**
Course: Non-technical – General Education for Degree Program
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 ....**3.0 Semester Credits**

Anatomy & Physiology I covers essential principles of human anatomy and physiology, including basic chemistry, cell and tissue studies, and an overview of several body systems. The course focuses on the structure, function, and conditions of the integumentary, skeletal, muscular, circulatory (heart, blood, and lymphatic), respiratory, and immune systems.

MED118: Anatomy & Physiology II ....**3.0 Semester Credits**
Anatomy & Physiology II covers essential principles of human anatomy and physiology, including basic chemistry, cell and tissue studies, and an overview of several body systems. This course focuses on the structure, function, and conditions of the special senses, nervous, urinary, reproductive, digestive, and endocrine systems.

MED122: Medical Terminology..**3.0 semester credits**
Medical Terminology teaches the principles and concepts needed to define, spell, pronounce, and transcribe medical terms. Students will expand their medical vocabulary, gain hands-on experience, and learn to complete and understand medical documents.

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 teaches essential skills for preparing patients and assisting physicians during exams and treatments. Students will learn hands-on techniques like taking vital signs, positioning patients, documenting medical information, and educating patients. The course also covers communication, problem-solving, risk management, HIPAA, infection control, safety, and AIDS precautions.

MED206: Medical Assisting – Procedures..**3.0 semester credits**
Medical Assisting - Procedures focuses on skills for diagnostic and surgical procedures in a physician's office, including EKG, respiratory testing, radiology, and wound care. It also covers risk management, HIPAA, infection control, safety, and AIDS-related precautions. Students will work in a competency-based environment where they will obtain hands-on instruction on procedures.

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. Students 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, urinalysis testing, pregnancy testing, and other various laboratory procedures and techniques that will arise in a physician's office.

MED222: Pharmacology..**3.0 semester credits**
This course covers the basics of pharmacology, including medication calculation, identification, and distribution. It integrates mathematical concepts, medical terminology, and ethical standards related to medication administration. Students will apply Pharmacology concepts, routes and techniques of administration and safety of administration. Students will be introduced to essential communication concepts with the patient and 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 flow of medical information, fundamental computer operations, privacy requirements, patient interaction, registration, and billing.

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 health insurance and further, the background associated with managed health care, processing insurance claims, and legal/regulatory issues. Fundamental concepts associated with ICD-10, CPT, HCPCS, and other key coding concepts are discussed.

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 health insurance and further, the background associated with managed health care, processing insurance claims, and legal/regulatory issues. Fundamental concepts associated with ICD-10, CPT, HCPCS, and other key coding concepts are discussed.

MED243: Medical Records Management ....2.0 semester credits
Medical Records Management introduces students to medical software used in healthcare facilities. Key topics include patient registration, Electronic Medical Record (EHR) development, appointments, correspondence, billing, and claims. Students will practice these concepts through hands-on activities.

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.

MED251: Externship ....4.0 semester credits
Students will work at a medical facility to practice or observe what they've learned in the Medical Clinical Assistant (MCA) program. Students will be guided by the campus Extern Coordinator and the Extern Site Preceptor. Students must complete 180 hours of supervised work.
Prerequisite: Must be at least 18 years old. Must have successfully passed all MCA program courses or received approved credit transfers. Needs a 2.0 or higher GPA or approval of the Online Director of Academic Affairs.

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 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, communication, and professionalism. Finally, the importance of ethics and privacy as important elements to patient service and communication activities will be discussed.

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, utilized in various professional environments. 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 will be discussed.

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. 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.

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 in a variety of professional situations. A focus on effective problem solving and the creation of viable solutions will be combined with a series of scenarios and case studies that will require students to utilize management theories and principles, problem-solving skills, and decision-making techniques.

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 underline the effective and efficient operation, management, and control of manufacturing and service operations-based organizations. Topics will help students to learn how to effectively plan for and manage individuals/teams, create quality management standards, control production, and establish an inventory policy.

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. Concepts such as 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 effectiveness will be discussed.

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 be shown a practical view and approach that incorporates the impact of various behavioral tendencies in coordination with the technical, legal, and compliant components of creating, implementing, and managing the Human Resources function in today's business environment.

MGT405: Collaborative Leadership...**4.0 Semester Credits**
Collaborative Leadership will provide students with the process of effectively bringing the appropriate people together using a series of constructive and ethical methods with accurate information to address shared concerns, goals, and objectives. The class covers the collaboration process, including buy-in, building trust, enhancing communications, encouraging the sense of a team during the process of creating or executing viable solutions for an organization.

MKT122: Marketing and Sales..**3.0 Semester Credits**
Marketing and Sales is designed to provide students with essential fundamental marketing concepts and the sales process. Marketing concepts such as the marketing mix (product, place, price, and promotion), the marketing environment, ethics/social responsibility, target markets, the product-life cycle, branding, pricing, packaging, and delivery are discussed. In additional topics include the skills and traits of a successful sales force, the consumer decision-making process, market research, the sales presentations, sales opportunities, closing a sale, and following up sales opportunities.

MKT300: Advertising and Promotion..**3.0 Semester Credits**
Advertising and Promotional Strategy will cover advertising and corresponding promotional practices that will effectively introduce, position, and stimulate market interest, need, and demand for a given product or service. Essential planning practices, strategies, essential terminology, concepts, and theories that relate to effective advertising and promotional practices will be discussed. This course presents a series of print, media, and interest based advertising and promotional case studies and examples that allow students to take a hands-on approach to assess, analyze, and evaluate the effectiveness of different strategies.

MKT325: Professional Sales and Sales Management ....**3.0 Semester Credits**

Professional Sales and Sales Management provides students with essential sales principles and concepts that are delivered through a series of selling strategies incorporating 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. 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 a sales force. Students will study the processes of recruiting, hiring, training, motivating, and managing the sales force in coordination with corporate goals.

MKT400: Integrated Marketing Communications...**3.0 Semester Credits**
In Integrated Marketing Communications students will create an integrated marketing campaign using the concepts and principles associated with an effective Marketing Mix. The course will cover various strategies that lead to the creation, implementation, and ongoing evolution of marketing communications to a target market. Students will learn how to 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 applying these concepts through the study of different integrated marketing cases.   **Prerequisite: MKT122**

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 the 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 students 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.

NUR103: Medical Terminology ....**2.0 Semester Credits**
Medical Terminology is a foundational course designed to equip students with essential language skills necessary for effective communication and documentation in healthcare settings. This course provides an introduction to the structure, analysis, and application of medical terminology relevant to nursing practice. Through interactive lectures and course assignments, students will develop a proficiency in understanding, interpreting, and utilizing medical terminology in various healthcare contexts.

NUR104: Introduction to Nursing ....**3.0 Semester Credits**
Introduction to Nursing is a foundational course designed to introduce students to the fundamental concepts, roles, and responsibilities of nursing practice within the context of contemporary healthcare systems. This course provides an overview of the nursing profession, its historical development, ethical and legal principles, as well as essential nursing skills and competencies. Through interactive lectures, hands-on learning experiences, and reflective exercises, students will explore the scope of nursing practice, professional standards, and the holistic care of individuals across the lifespan.
Prerequisite: BIO101, BIO201, NUR103

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**

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.

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 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 components. 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 skills, 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**

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 the 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, NUR130 & NUR125**

NUR140: Transition to Practical Nursing..**3.0 Semester Credits**
Students will culminate their studies in the Practical Nursing program in NUR140 by preparing for their HESI Exit Exam and their NCLEX-PN Exam following graduation. To prepare for the exam, students will be presented with a series of essential nursing principles and skills that were presented throughout the program. NUR140 will focus on the patient life cycle and through each stage, students will be asked to describe and demonstrate how to assess a patient, analyze their needs, evaluate options, and deliver safe, ethical, and patient-centered care and on-going education.

Based on individual progress, students will be provided with a series of remediation activities that will be focused on improving their knowledge, critical thinking, problem-solving, clinical judgment, and patient-care skills. This course will also provide a student with the opportunity to enhance their study skills, note-taking, and test-taking skills to prepare for the HESI Exam and NCLEX Exam. **Prerequisite: Students must also successfully pass all Practical Nursing program courses up to NUR140. GPA 2.0 or higher and met the attendance requirements, or Approval of the Program Administrator**

NUR155: Pathophysiology and Pharmacology I ....**3.0 Semester Credits**
This course introduces the basic concepts of pathophysiology and pharmacology, focusing on the mechanisms of disease and the foundational principles of drug therapy. Students will explore how diseases affect the body's systems and how medications are used to treat common conditions. Key topics include the pathophysiology of various diseases and the pharmacological actions, side effects, and therapeutic uses of medications. This course provides essential knowledge for healthcare practice and patient care. By the end of the course, students will have developed a strong foundation in the concepts and practices of nursing pathophysiology and pharmacology and will be able to apply this knowledge in a range of healthcare settings for a variety of patients across the human lifespan. **Prerequisites: BIO101, BIO201, BIO202, MAT125-AN, NUR103, NUR104**

NUR156: Pathophysiology and Pharmacology II ....**3.0 Semester Credits**
Building on concepts from NUR155, this course delves deeper into the mechanisms of complex diseases and advanced pharmacological treatments. Students will study the pathophysiology of chronic conditions and acute illnesses, as well as the pharmacological management of these disorders. Emphasis will be placed on drug interactions, side effects, and clinical application, equipping students with the knowledge needed for effective patient care and medication management in diverse healthcare settings. By the end of the course, students will have developed a strong foundation in the concepts and practices of nursing pathophysiology and pharmacology and will be able to apply this knowledge in a range of healthcare settings for a variety of patients across the human lifespan.
Prerequisites: BIO101, BIO201, BIO202, MAT125-AN, NUR103, NUR104, NUR155

NUR160: Fundamentals of Nursing I ....**3.0 Semester Credits**
This course will provide students with the foundational knowledge and skills essential for professional nursing practice. This course emphasizes the holistic care of individuals across the lifespan, with a focus on fundamental nursing concepts, therapeutic communication, health assessment, and basic nursing interventions. Students will develop the foundational competencies necessary to deliver safe, compassionate, and evidence-based nursing care to diverse populations. Students will also continue to develop their nursing skills associated with teamwork, communication within the interprofessional team and with patients, collaboration, empathy, evidenced based practice, safety, compliance, and sanitation. **Prerequisites: BIO101, BIO201, BIO202, MAT125-AN, NUR103, NUR104, NUR155**

NUR161: Fundamentals of Nursing II ....**3.0 Semester Credits**
Building upon the foundational knowledge and skills acquired in NUR160, this course focuses on the application of nursing principles and interventions in the care of individuals with complex health needs across the lifespan. Emphasis is placed on the holistic nursing care of patients across the lifespan with acute and chronic illnesses, medication administration, health assessment, nursing interventions, and therapeutic communication. Students

will further develop their nursing competencies to provide safe, patient-centered care in a variety of healthcare settings. **Prerequisites: BIO101, BIO201, BIO202, MAT125-AN, NUR103, NUR104, NUR155, NUR156, NUR160**

NUR201: Geriatric Nursing...**3.0 Semester Credits**
Geriatric Nursing is a specialized course designed to equip students with the knowledge and skills necessary to provide comprehensive and holistic care to older adults. This course focuses on understanding the unique physiological, psychosocial, and spiritual needs of the aging population and explores evidence-based nursing interventions to promote health, independence, and quality of life in geriatric patients. Students will develop proficiency in assessing, planning, implementing, and evaluating care for older adults across the continuum of care. Students will also focus on teamwork, collaboration with the interprofessional healthcare team, patient communication, empathy, and providing nursing care within the scope of a registered nurse. **Prerequisites: BIO101, BIO201, BIO202, MAT125-AN, NUR103, NUR104, NUR155, NUR156, NUR160**

NUR210: Rural, Urban, and Community Nursing ....**3.0 Semester Credits**
Rural, Urban, and Community Nursing is a comprehensive course designed to prepare students for the diverse challenges and opportunities in nursing practice across various healthcare settings. This course explores the unique aspects of healthcare delivery in rural, urban, and community settings, emphasizing the role of the nurse in promoting health equity, addressing social determinants of health, and providing culturally competent care to diverse populations. In coordination with these topics, students will also continue to develop an understanding of communication, interprofessional collaboration, teamwork, empathy, and evidence-based strategies to provide effective medical treatment for a variety of patients in each setting. **Prerequisite NUR160, NUR161**

NUR220A: Medical Surgical Nursing I...**3.0 Semester Credits**
Medical Surgical Nursing I provide students with the ability to understand the process, procedures, and application of the nursing process to patients that are experiencing an array of medical conditions. Students will learn to apply evidence-based practices in a variety of clinical settings with a variety of patients across the human lifespan. Students will continue to build onto their growing nursing knowledge and skills to assess, identify, analyze, implement care, and evaluate that care for various medical problems. The students will then be able to make clinical decisions based on the needs of the patient and collaborate with the interprofessional team to implement evidence-based and effective patient care. **Prerequisites: NUR160, NUR161**

NUR221: Medical Surgical Nursing II ....**3.0 Semester Credits**
Medical Surgical Nursing II builds upon the foundational knowledge and skills acquired in Medical Surgical Nursing I, further exploring complex medical and surgical conditions encountered in adult patients across the lifespan. This course focuses on advancing students' understanding of pathophysiology, pharmacology, and nursing interventions for individuals with acute and chronic health problems. Through classroom instruction, clinical simulations, skills laboratory practice, and supervised clinical experiences, students will develop proficiency in managing complex patient care situations, promoting health maintenance, and preventing complications in medical-surgical nursing practice.
Prerequisites: NUR160, NUR161, NUR220A

NUR230: Obstetric and Maternity Nursing...**3.0 Semester Credits**
This course provides students with the knowledge and skills necessary to provide comprehensive care for women during pregnancy, childbirth, the postpartum period, and their newborn infant. Students will learn about the physiological changes that occur during pregnancy, the common complications of pregnancy, and appropriate nursing interventions. Students will explore the stages of labor and delivery, including the signs and symptoms of each stage, nursing interventions, and pain management techniques. The course will also cover postpartum care for women and their newborns, including assessment, education, and appropriate interventions for complications. Upon completion of this course, students will have the knowledge and skills necessary to provide safe, effective, and compassionate care for women and their newborn infants during the perinatal period.
Prerequisites: NUR160, NUR161

NUR231: Pediatric Nursing...**3.0 Semester Credits**
This course provides students with a comprehensive understanding of the care of infants, children, and adolescents in healthcare settings and is designed to provide students with the knowledge, skills, and competencies necessary to provide safe, effective, and evidence-based nursing care to pediatric patients and their families. Students will develop an understanding of the developmental stages and milestones of pediatric patients, as well as the pathophysiology, assessment, and management of pediatric illnesses and conditions. Students will build on their communication and interprofessional collaboration skills to provide comprehensive care that addresses the physical, emotional, and psychosocial needs of pediatric patients. Upon completion of this course, students will have the knowledge and skills necessary to provide safe, effective, and evidence-based nursing care to pediatric patients in a variety of healthcare settings. **Prerequisites: NUR160, NUR161, NUR220A, NUR230**

NUR235: Medical Surgical Nursing III..**3.0 Semester Credits**
Medical Surgical Nursing III provides students with the ability to further understand the process, procedures, and application of the nursing process to patients that are experiencing complex, intensive care, acute, chronic, or emergency medical situations. Students will continue using their critical thinking skills to develop and implement patient care plans that involve evidence-based practices that account for patient safety, care, comfort, and quality outcomes for a variety of patients across the human lifespan. Students will also continue to build onto their nursing knowledge and skills in order to assess, identify, analyze, implement care, and evaluate that care for various medical problems. The students will then be able to make clinical decisions based on the needs of the patient and collaborate with the interprofessional team to implement evidence-based and effective patient care. Students will evaluate their care practices and outcomes to modify the patient care plans as warranted. **Prerequisites: NUR160, NUR161, NUR220A, NUR221, NUR230, NUR231**

NUR245: Mental and Behavioral Health for a Nurse..**3.0 Semester Credits**
Course: Non-technical – `Applied` General Education for Degree Program
This course introduces mental health and behavioral disorders, focusing on the identification, assessment, and treatment of common conditions. Students will explore topics such as anxiety, depression, substance abuse, and psychiatric disorders, with an emphasis on understanding their impact on individuals and society. The course also covers therapeutic communication, nursing interventions, and strategies for promoting mental well-being and supporting patients in managing their mental health. **Prerequisite: NUR160, NUR161, NUR201, NUR210, NUR220A, NUR221, NUR230, NUR231**

NUR265A: Nursing – Capstone and Clinical Experience..**2.0 Semester Credits**
This course introduces mental health and behavioral disorders, focusing on the identification, assessment, and treatment of common conditions. Students will explore topics such as anxiety, depression, substance abuse, and psychiatric disorders, with an emphasis on understanding their impact on individuals and society. The course also covers therapeutic communication, nursing interventions, and strategies for promoting mental well-being and supporting patients in managing their mental health.
 Prerequisites: Successful completion of all prior courses and credits throughout the ADN program with a cumulative GPA of 2.0. Must have met all attendance and remediation requirements.

PHI300 - Philosophy of the Mind and Knowledge ....**3.0 Semester Credits**
Course: Non-technical – General Education for Degree Program
Philosophy of the Mind and Knowledge is an analysis of the human mind and how various types of knowledge are formed. Topics that will be analyzed include sense perception, environment and family, beliefs, need, experience, and self-truth. Students will evaluate the impact of increased knowledge on the conscious and sub-conscious and how individuals use their knowledge to approach various forms of problems. Students evaluate 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
This course provides students with the foundational elements, concepts, and theories of Psychology through a balance of practical activities that apply the theories and concepts presented in this course.
Students will focus on topics that include a thorough introduction to psychology, sensation and preparation, learning, memory, thinking, language, intelligence, motivation, emotion, stress, and social behavior. The course will culminate with students having an opportunity to assess, analyze and evaluate the elements, layers, and background of a topic related to Psychology.

PSY110 - Lifespan Psychology ....**3.0 Semester Credits**
Course: Non-technical – General Education for Degree Program
This course is designed to provide nursing students with a comprehensive understanding of human development and behavior across the lifespan. Throughout the course, students will examine the physical, cognitive, emotional, and social changes that occur from conception through old age. The course will foster an appreciation for the diversity and uniqueness of individuals' developmental journeys, considering factors such as culture, genetics, environment, and personal experiences. By the end of the course, students will be able to demonstrate a deep understanding of lifespan psychology and its relevance to nursing practice. This course will provide a solid foundation for nursing professionals to deliver evidence-based, patient-centered care that meets the unique needs of individuals across the lifespan.

PSY200 - Emotional Intelligence..**3.0 Semester Credits**
Course: Non-technical – General Education for Degree Program
This course will provide students the core skills required to practice Emotional Intelligence in all aspects of their life. The benefits and effective use of self-management, self-awareness, self-regulation, self-motivation, and empathy will be discussed. 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.

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 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 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.

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.

VTA105 - 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.

VTA110 - 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: The student must have passed BIO100 before taking this class.**

VTA111 - 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: The student must have passed BIO100 before taking this class.**

VTA115 - 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.
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VTA200 - 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: The student must have passed both VTA110 and VTA111 before taking this class.**

VTA205 - 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: The student must have passed both VTA110 and VTA111 before taking this class.**

VTA 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 the 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: The 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 to maintain and utilize a variety of laboratory equipment utilized in the field. Students will prepare and practice IV catheters and CPCR. 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: The 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, CPCR, and post-anesthetic client education. **Prerequisite: The 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 patients. This course has an emphasis on cleaning and management of animal cages and runs and 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: The student must have passed VTA230 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.

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: 2.0 Cumulative GPA; 76% Cumulative Attendance, and students must be 18 years of age or older to participate in Externship. Students must also successfully pass all Veterinary Technician courses or receive approved credit transfers, or Program Head approval.**