

# **INFORMATION ABOUT WEST VIRGINIA JUNIOR COLLEGE**

## **MISSION**

West Virginia Junior College is dedicated to providing students the opportunity for success through specialized training. It is through the educational process that students receive support and encouragement so they may reach their full potential. The College believes this will enhance employability. To accomplish this important goal, the College is committed to career training which emphasized skills, attitudes, and work habits consistent with good business practices through educational excellence.

This College maintains the philosophy that the “student comes first” and practices an “open door” policy allowing students accessibility to all faculty and administrative staff. A cohesive bond between the student and the school is developed as a result of this open communication and is fundamental in the development of the skills and knowledge necessary to prepare for entry into a career field.

The mission of the Institution will be accomplished by the achievement of the following objectives:

- a. Continually offer students viable career options by providing quality educational programs based on employer-driven requirements.
- b. Maintaining a qualified faculty and staff dedicated to the personal and professional development of each student.
- c. Develop each student’s ability to communicate effectively, both orally and in writing, and to think critically.
- d. Constantly analyze and update curricula to remain in the forefront of changing and emerging technologies.

## **ACCREDITATION / AUTHORIZATION TO OPERATE**

West Virginia Junior College is a junior college accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas and associate degrees. The Accrediting Council for Independent Colleges and Schools, 750 First Street, N.E., Suite 980, Washington, DC20002-4241 (202-336-6780) is a nationally recognized accrediting agency by the United States Department of Education. Its accreditation of degree granting institutions is also recognized by the Council for Higher Education Accreditation.

The West Virginia Junior College Morgantown campus is authorized to operate as a post-secondary education institution in the State of West Virginia in accordance with its permit to operate issued by the designated state agency.

## **ASSOCIATIONS**

This College is a member of the following:

Career College Association

WV Association of Student Financial Aid Administrators

Chamber of Commerce

American Registry of Medical Assistants

International Association of Administrative Professionals

National Center for Competency Testing

## **PROGRAM / CLASS SCHEDULING, CONTENT AND SIZE**

Classes are generally scheduled so that a student will graduate in 18 – 21 months in the Specialized Associate Degree programs, and in shorter periods of time in diploma programs. Program lengths may vary based upon several factors including, but not limited to, whether the student attends day or night classes, the student's class load, whether the student drops classes or changes programs, etc. The College reserves the right to determine when each course is offered, and which students are assigned to each course each term, and to decide the number of credit hours a student may carry. With rapidly changing employment demands in today's information age, the College periodically updates curriculum. As such, the College reserves the right to make updates, modifications, substitutions, or changes in the courses contained in each program, the content of any specific course, the course or program title and/or objectives, graduation requirements, number of instructional or academic credit hours, or any other academic matter at any time.

Class sizes and student-teacher ratios will vary significantly depending upon the type of class involved, class scheduling, and the number of students required to take that specific class that term, and various other factors. There is no one standard class size or corresponding student teacher ratio. The majority of classes will have thirty-five or fewer scheduled students. Medical clinical classes will generally contain less than twenty-five students per class. The class size in other classes will typically range anywhere from twenty to thirty-five students per class, although some classes may exceed thirty-five.

All courses in all Diploma programs offered by this College are fully acceptable for credit in one or more of this Institution's Specialized Associate Degree programs. Individual Diploma courses may be transferred directly, and in some cases, may also be used as to substitute for certain courses in Specialized Associate Degree programs. Check with the Director for additional information. A student enrolled in any program is entitled to graduate in any other program if the student meets the graduation requirements.

The College strives to have the most qualified faculty instructor available to teach all courses, particularly those in the technology/computer field. As such, some courses may occasionally be scheduled outside of normal time periods to provide students with the best possible instruction. While individual courses are normally scheduled during the day Monday through Thursday for students in day programs, students in some courses, including technology/computer courses, may be scheduled for class periods in the

evenings Monday through Thursday or Friday or Saturday during the day. Specific class schedules are determined by the overall scheduling requirements for the entire student body, and the course loads, and scheduling requirements of individual instructors for specific courses involved. In addition, courses normally scheduled at night may be scheduled during the day or on Friday or Saturday.

## **PROGRAM OBJECTIVES / OPTIONAL CERTIFICATIONS AND CREDENTIALS**

The objective of this Institution's programs and courses is to prepare students to obtain the skills and knowledge necessary to pass their classes and ultimately meet graduation requirements. As such, graduates will have basic skills and knowledge that will assist the student to enter his/her chosen career field. This background will also prepare graduates for more advanced study. To enhance their own employability and career advancement, graduates should strive to become more knowledgeable in their field and obtain optional certifications and credentials (as all people in the workforce should do in today's rapidly changing economy). **This is the graduate's responsibility. The individual courses and programs are not specifically designed to prepare students to obtain any type of computer, medical, technology, or other outside certifications or credentials. Passing written examinations or meeting other requirements necessary to obtain state, national, industry, or other types of certification, licensure, registration, or credentials availing in the computer field, medical field, and in some other fields will require additional out of class study and preparation on the student's part. As with any endeavor, the student is responsible to put forth the time and effort necessary to master the subject matter required to pass written examinations, practical tests, oral examinations, or other requirements.**

### **CREDENTIALS**

**Degrees** – Degrees are offered in the form of a Specialized Associate Degree-Academic and a Specialized Associate Degree-Occupational. The academic degrees contain 24 hours of general education courses and the occupational degrees contain 20 hours of general education courses. Length of time for completion is normally 18 to 21 months, but this time may vary depending upon the number of credit hours carried each term and whether the student attends day or evening classes.

**Diplomas** – Diplomas are offered for completion of all non-degree programs. Generally, diploma programs range from 12 - 15 months, but this time may vary based on the factors discussed in the degree section above.

### **CURRICULUM**

#### **Diploma Programs**

Office Technology / Information Processing  
Office Technology / Legal Emphasis  
Office Technology / Medical Emphasis

## Academic Associate Degree Programs

Information Technology  
Executive Office Technology  
Management  
Medical Assisting  
Medical Coding Specialist  
Legal Office Assistant

### PLAN FOR IMPROVING THE INSTITUTION'S ACADEMIC PROGRAMS

The institution is always reviewing its academic programs to provide students with the most current and relevant education necessary to enhance employability. For specific current information on improvement plans to any academic program (if any), please contact the Academic Dean.

### Transferring Credits/Degrees/Academic Credentials

#### ► TO THIS COLLEGE

Credits from an accredited college or other accredited post-secondary educational institution may be accepted on the basis of a valid transcript provided by the student when "C" or better grades were earned at the previous institution. No more than fifty percent (50%) of the total number of a program's credit hours will be accepted as transfer credits. Acceptance of transfer credits is at the College's discretion. The student is responsible to provide course descriptions or other information necessary for the College to evaluate the course work for which the transfer of credits is being sought prior to the first week of classes. The College reserves the right to exercise its professional educational discretion regarding credit transfer matters.

#### ► FROM THIS COLLEGE TO OTHER EDUCATIONAL INSTITUTIONS

Students are advised that it is frequently difficult to transfer credits (or degrees, diplomas, or other academic credentials) from one educational institution to another institution even if both institutions are accredited. Different educational institutions have different missions, so they design their curriculum, courses and educational programs differently. As a result, classes taken at one institution frequently will not match up very well with classes offered at another.

This College offers programs and courses with a technical emphasis designed to assist the graduate in obtaining employment; they are not designed for transfer. In addition, the College does not offer programs or courses (with or without a liberal arts/academic emphasis offered at many two and four year colleges) designed to transfer. As such, although this College's accreditation demonstrates that it has met recognized academic and educational standards, **courses, credits, degrees, diplomas or certificates awarded by this College are generally not transferable** to other educational institutions. Therefore, this accredited College does not imply, promise or guarantee the transferability of any course, credit, degree, diploma, or credential earned at this College to any other educational institution.

**Whether or not courses, credits, degrees, diplomas or other academic credentials can be transferred is a determination made solely by the institution at which the student desires to pursue further education.** Therefore, applicants for admission to this College are responsible to contact any other institutions to which they may desire to transfer to determine transferability, before beginning classes. **Applicants should assume their courses, credits, degrees, diplomas, or other academic credentials are not transferable unless they have advance written approval from the institution to which the student may transfer.**

A credit hour is a unit of measure, not necessarily an indicator of transferability of credit. The receiving institution, rather than the training institution, decides whether to accept credits for transfer.

### **WEST VIRGINIA JUNIOR COLLEGE VACCINATION POLICY**

Students in a health career program have an increased risk of exposure to various health risks and illnesses, including Hepatitis-B. In regard to Hepatitis-B, the school informs students that this is a very serious illness but it can be prevented by a Hepatitis-B vaccination. The student is responsible for obtaining this immunization prior to starting an externship at the school unless a physician documents that he/she is medically prohibited from receiving the immunization.

Students at the school should understand that exposure to health risks is an inherent part of working in the health field. Furthermore, the student shall release West Virginia Junior College from responsibility if the student should contract Hepatitis-B or any other health problems resulting from training or employment in the health-care field.

### **STUDENT RECORDS**

#### **A. Disclosure -**

The College reserves the right to provide (and by enrolling, the student grants permission to disclose) academic, student conduct, financial aid, financial, employment, and/or other relevant information (1) to prospective employers, (2) to government agencies, financial institutions, credit reporting and/or collection organizations, guarantee agencies, student loan servicing agencies, student loan/aid/advising organizations, government or private student aid, job training, and other agencies providing or involved in the administration of any type of financial assistance, education or job training programs, for purposes of US Department of Education, US Department of Labor, or other agency/program financial aid administration and student loan servicing/collection, and (3) to accrediting agencies for accreditation related purposes. Except as provided in the school's official catalog or the student's enrollment contract, the College will not disclose any information (including personally identifiable or directory information) about any current or former student or applicant, to any other individual, entity or organization unless required to do so by a specific statute, regulation, or court order or unless the student/applicant gives written permission.

#### **B. Student Records –**

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College's Campus Director receives a written request for access that identifies the record(s) the student wishes to inspect. A College official will make the arrangements for access and notify the student of the time and place where the records may be inspected. The College may charge a reasonable cost based fee for the copies. The College may withhold from the student's review financial records of their parents and letters of recommendation.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading, or may violate his/her privacy rights. Students should write the Campus Director for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. If, after the hearing, the school decides not to amend the record, the student has the right to place a statement in the record regarding the contested information and/or why the student disagrees with the schools decision.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. This may include a person or company with whom the College has contracted (such as an attorney, auditor, collection agent, or others). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202

#### C. Publicity –

In the course of normal operations, staff, faculty, students, and graduates, their educational programs, professional and academic accomplishments, career successes, etc., may be publicly recognized or publicized in news media, such as through newspaper articles and pictures, in brochures, television and radio advertisements, or in other types of advertising and publicity, etc. The College reserves the right (and by enrolling the student grants permission) to utilize and publicize individual or group photographs and the educational, employment, and personal achievements and background of such individuals for the purposes described above and as described in the student's enrollment agreement. This does not include the release of addresses, phone numbers, or email addresses. Students may revoke permission granted in this paragraph by filing a written, signed, and dated revocation with the Campus Director.

## **TUITION**

Tuition is charged on a term by term basis, and is due and payable in full at the beginning of each term. (Payment of tuition may be deferred until receipt of financial aid in those cases where students are relying on such aid to pay tuition.) In addition to tuition, the student is responsible for the registration fee, (for the student's first term only), such other charges are listed in the student's enrollment agreement and supplies needed for individual courses in any program. Also, medical students are required to purchase individual insurance policies.

Payment of tuition is not contingent upon receipt of financial aid of any kind including, but not limited to, Federal Pell Grants, Federal Stafford Student Loans, or other types of loans, grants, benefits, etc. The College does not guarantee the receipt or likelihood of receipt of any financial aid.

Payment of tuition is solely for the right to attend classes and is no way contingent upon satisfactory progress or placement upon graduation. In the event a student fails to pay tuition for any term (regardless of the reason), the College shall have no further obligation to that student. The application fee, book cost, late fees, and tuition schedules for each program may be found in the school's official catalog. Diplomas, transcripts, or other documents will be issued only upon payment in full of tuition or other fees owed. In addition, delinquent tuition balances may be turned over to collection agencies and/or other collection actions may be taken.

The College's only obligation under the student's enrollment agreement is to complete classes in any term that it begins offering classes and for which the student has paid in full all tuition and fees due. The College reserves the right to delay the start of, suspend, cancel or permanently terminate any course, class, educational program, school term or other educational activities or other school/campus operations.

If a student withdraws from school and believes individual circumstances related to that student warrant an exception from the refund policy published in the student's enrollment agreement, the student may appeal to the Campus Director. The appeal must be in writing and must explain in detail the reasons justifying an exception.

The statement of tuition, fees, and all other charges can be found in the school's official catalog and are effective for the student's first term, but may be changed/increased for any term after the student's first term in school.

## **WITHDRAWALS**

If a student should find it impossible to continue in school, he or she should initiate the withdrawal procedures by notifying the office staff in writing. One of the staff will assist the student in the procedures for completing formal withdrawal.

Students withdrawing from individual classes will receive a "W" on their transcripts if they withdraw by the end of the second week of a six week period and an "F" if the

withdrawal occurs after the second week, unless the school permits the student to cancel his or her enrollment.

Students shall be considered to be enrolled in school until: (a) the college receives written notification that the student desires to withdraw; (b) the student is terminated by the college; (c) the student fails to return to classes at the start of the next quarter; (d) the student discontinues attendance with the intent not to return.

### **TERMINATION FROM SCHOOL / RE-ENTRY**

A student may be terminated from this institution with “cause” which shall include: excessive absences, failure to maintain satisfactory academic progress, failure to pay tuition when due, disruption of school activities, cheating, possession of alcoholic beverages or drugs on school premises, violation of drug laws, violation of school or building regulations or catalog requirements/policies, breach of the student’s enrollment agreement, failure to comply with staff directives, or otherwise as provided for in the enrollment agreement. In addition, this institution may, at its exclusive option, terminate any student “without cause” if the institution deems such action to be in the best interest of the school or its students. Refer to the student enrollment agreement for details.

Students who leave school voluntarily or who are terminated from school during a school term may not receive credit for work attempted during the term.

### **REFUND AND CANCELLATION POLICY**

The following refund policy shall apply to students at this institution:

A.Cancellation: An applicant who is accepted for admission may cancel his/her enrollment agreement not later than five school days after the start of scheduled classes in the applicant’s first term in school. This cancellation provision applies ONLY to students in their FIRST term. Students who continue attending classes in second or subsequent school terms and then drop out or are dismissed are subject to the refund policy described in paragraph B below. Applicants who cancel their enrollment will be given a full refund of all monies paid for first term tuition and fees.

B.First Week – For a student termination training after entering school and starting the course of training, but within the first 7 calendar days of the term, the tuition charges made by the school shall not exceed 25% of the tuition for the term.

After First Week – for a student terminating training after the first 7 calendar days but within the first 25% of the term, the tuition charges made by the school shall not exceed 45% of the tuition for the term.

After 25% - For a student terminating training after completing 25% but within 50% of the term, the tuition charges made by the school shall not exceed 70% of the tuition for the term.

After 50% - For a student terminating training after completing 50% of the term, no refund will be due for the term.

C. For purposes of computing the amount of refund due, if any, for students who discontinue attendance for any reason after enrollment and commencement of classes, the date of withdrawal from the College will be used in the computation of the student's refund.

D. This refund policy shall apply to all situations in which a student ceases attending classes prior to graduation whether such cessation is the result of the student's voluntary decision to withdraw, the expulsion of a student by the College, or reasons beyond the control of either party.

E. Notifications of withdrawal or cancellation and requests for refund must be in writing and addressed to the Campus Director; however, failure to make such written notification or requests shall not invalidate the student's rights under this contract to withdraw, cancel enrollment or receive the refund to which the student would otherwise be entitled.

F. Students receiving Title IV funds, who withdraw from school and are entitled to a tuition refund, will have the refund made back to the Title IV programs in the following order or priority\*:

1. Unsubsidized Federal Stafford loans.
2. Subsidized Federal Stafford loans.
3. Unsubsidized Federal Direct Stafford loans.
4. Subsidized Federal Direct Stafford loans.
5. Federal Perkins loans.
6. Federal PLUS loans received on behalf of the student.
7. Federal Direct PLUS loans received on behalf of the student.

If unearned funds remain to be returned after repayment of all outstanding loan amounts, the remaining excess must be credited to any amount awarded for the payment period or period of enrollment for which a return of funds is required in the following order:

1. Federal Pell Grants.
2. Federal SEOG Program aid.
3. Other grant or loan assistance authorized by Title IV of the HEA.

Refunds will be distributed up to the amount due to each program, with the balance, if any, then going to the next program in order. The balance after all programs have been fully reimbursed, if any, will be paid to the student.

\*If applicable program regulations require a different order of refund priority, the program regulations will govern and the order of refund priority will be modified accordingly.

## RETURN TO TITLE IV FUNDS METHODOLOGY

The Higher Education Amendments of 1998, Public Law 105-204 (the Amendments of 1998) substantially changed the way funds paid toward a student's education is handled when a recipient of the Title IV funds withdraws from school. Final regulations published November 1, 1999 implemented these statutory requirements, and implemented on 10/1/00.

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 30 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Federal Direct Stafford Loans (other than PLUS loans)

- Subsidized Federal Direct Stafford Loans
- Federal Perkins Loans
- Federal Parent (PLUS) Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return of funds is required
- Federal Supplemental Opportunity Grants for which a Return of funds is required
- Other assistance under this Title for which a Return of funds is required

**STUDENT BODY DIVERSITY  
WEST VIRGINIA JUNIOR COLLEGE – MORGANTOWN**

The following is a breakdown into category of student body diversity by ethnicity and gender. The percentage of Pell Grant recipients by category is also listed. This list was compiled based on enrolled, full-time students as of March 19, 2009 using IPEDS ethnicity criteria.

ETHNICITY	MALE	FEMALE	% RECEIVING PELL GRANT
Asian	0		
		1	100%
Black or African American	3		100%
		7	86%
Hispanic of Any Race	1		0%
		0	
Native Hawaiian or Other Pacific Islander	0		
		1	100%
Two or More Races	0		
		1	100%
White	38		68%
		95	71%
<b>TOTALS</b>	42		69%
		105	72%

**RETENTION RATES  
WEST VIRGINIA JUNIOR COLLEGE – MORGANTOWN**

The institution is required to disclose the retention rate of Full-Time, First-Time students entering the Institution in the Fall of 2007 who were still enrolled or have graduated as of the Fall of 2008. This cohort of students includes only first-time students entering the college that have never attended another college before and represents only a very small percentage of the college's student body. Therefore, the required retention rate disclosure is not reflective of the institution's student body as a whole.

Retention Rate as reported on the Spring 2008/2009 IPED Survey: 70%

## **EMPLOYMENT STATISTICS WEST VIRGINIA JUNIOR COLLEGE - MORGANTOWN**

The following employment statistics/placement information was gathered from the institution's most recently completed Annual Institution Report (AIR), as required by the college's accrediting body, the Accrediting Council for Independent Colleges and Schools (ACICS). This data is based on the last academic year July 1, 2007 to June 30, 2008.

Total # of Graduates:            71

As of the date this report was completed, how many of the students who completed or graduated were:

a.	Placed in their field of study:	54	76%
b.	Placed in a related field:	0	0%
c.	Placed out of field:	6	8%
d.	Not available for placement: (due to pregnancy, death or other health related situations)	0	0%
e.	Not available for placement: (due to continuing education)	6	8%
f.	Not available due to active military:	0	0%
g.	Not Working:	5	7%

Overall Placement Rate:        83.1%

## **FACILITIES AND EQUIPMENT**

The School's campus facilities are located in a modern, commercial building with conveniently located parking nearby. The facilities are well maintained and periodically updated to meet the changing educational requirements brought about by the rapidly changing demands placed on today's workforce; however, the facilities will always include at a minimum two or more computer labs, a basic resource center, a medical lab, general purpose classrooms, restrooms, a student lounge, a teacher's lounge, and administrative offices. Applicants for admission are required to visit the campus and review the facilities and equipment during or prior to the admissions process prior to enrolling.

The College maintains computer labs which contain computer hardware and software. The institution periodically updates or changes its hardware and software to meet student educational requirements and local market needs, but each computer lab will normally contain at least twenty computers. Software applications in which the student receives instruction will vary based on the student's program; however, the software that the institution utilizes includes common applications such as word processing, database applications and spreadsheet applications, as well as specialized applications for more advanced classes.

The College maintains various types of medical instruments/equipment in its medical lab for the clinical training of medical students in programs that include a clinical component. The equipment includes the type of equipment typically found in a doctor's office or clinic. The equipment includes: Examination table with stool, supply storage cabinets, examination tools of various kinds, blood pressure cuffs, stethoscopes, sterile processing supplies, various types of minor surgery equipment, and CPR materials.

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

### **RESOURCE CENTER**

The College houses a resource center which contains a selection of materials including books and periodicals. Most resources are available for check-out purposes, except for reference books. Faculty are expected to make library assignments in their classes to help students develop their library usage skills. Students are encouraged to utilize the Institution's resource center, as well as libraries in the community, in developing these library usage skills. Many resources are also available from the internet which is accessible on campus.

### **CONTACTS FOR FINANCIAL AID ISSUES AND GENERAL SCHOOL ISSUES**

The Financial Aid Officer will answer any financial aid issues a prospective or current student may have. The Academic Dean or representative of the Academic Department can answer any general questions regarding the school.

### **FACULTY LISTING**

The school catalog contains a current list of faculty members. You may request this listing at any time from the Academic Office on campus.