



## **ACCREDITATION, APPROVAL, AND LICENSURE OF INSTITUTION AND PROGRAMS**

### **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. This College believes this will enhance employability. To accomplish this important goal, this College is committed to career training which emphasizes 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 and “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 College 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.

### **Institutional Operating Standards**

The following standards have been adopted by this institution to govern its operations and establish expectations for all employees:

- To provide quality value-added service to our customers,
- To exhibit a high level of ethical standards in every action taken and statement made,

- To comply with all federal, state or other laws, rules or regulations,
- To operate in the progressive, professional manner required in a competitive, worldwide marketplace while always maintaining the above three principles.

While these standards are general in nature, they reflect the institution's expectations that all employees and representatives act with integrity, honesty and fairness at all times. This applies to both conduct towards fellow employees as well as to the general public, the government, and all regulatory agencies and their staff. The institution recognizes that its reputation is its most valuable asset, and its reputation depends on the actions of its employees, hence, the above-stated requirements.

### **Accreditation**

The College is accredited by the Accrediting Council for Independent Colleges and Schools. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and recognized by the Council for Higher Education Accreditation.

ACCREDITING COUNCIL FOR INDEPENDENT COLLEGES & SCHOOLS  
750 First Street, NE, Suite 980  
Washington, DC 20002-4241  
202-336-6780

Students who have concerns/complaints not addressed to their satisfaction may contact the Accrediting Council of Independent Colleges and Schools at: the following address: ACICS, 750 First Street, N.E., Suite 980, Washington, D.C. 20002-4241, (202) 336-6780.

### **Associations**

The 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

Students have the right to review all documents describing accreditation, approval, or licensing. A request for such review should be made to the Executive Director of the campus. The Executive Director will make accreditation, approval, and or licensing documents available for review at an agreed upon time and location.