# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SECTION I. – BACKGROUND</strong></td>
<td>1</td>
</tr>
<tr>
<td>History</td>
<td>1</td>
</tr>
<tr>
<td>Accreditation/Authorization to Operate</td>
<td>1</td>
</tr>
<tr>
<td>Statement of Legal Control</td>
<td>2</td>
</tr>
<tr>
<td>General Information</td>
<td>2</td>
</tr>
<tr>
<td>Non-Discrimination Policy</td>
<td>3</td>
</tr>
<tr>
<td>Mission</td>
<td>3</td>
</tr>
<tr>
<td>Institutional Operating Standards</td>
<td>3</td>
</tr>
<tr>
<td>College Affiliations</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SECTION II. – ADMISSIONS</strong></td>
<td>4</td>
</tr>
<tr>
<td>General Admissions Requirements and Procedures</td>
<td>4</td>
</tr>
<tr>
<td>Transferring Credits/Degrees/Academic Credentials</td>
<td>5</td>
</tr>
<tr>
<td>Credit By Examination</td>
<td>7</td>
</tr>
<tr>
<td>Tuition and Obligation to Provide Services</td>
<td>7</td>
</tr>
<tr>
<td>Textbooks and Supplies Policy</td>
<td>8</td>
</tr>
<tr>
<td>Dispute Resolution Procedure Notice*</td>
<td>8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SECTION III. – ACADEMIC INFORMATION</strong></td>
<td>10</td>
</tr>
<tr>
<td>Program/Class Scheduling, Content and Size</td>
<td>10</td>
</tr>
<tr>
<td>Directed/Independent Study</td>
<td>11</td>
</tr>
<tr>
<td>Program Objectives/Certifications and Credentials</td>
<td>11</td>
</tr>
<tr>
<td>Make-Up Work</td>
<td>12</td>
</tr>
<tr>
<td>Student Records</td>
<td>12</td>
</tr>
<tr>
<td>Transcript Policy</td>
<td>14</td>
</tr>
<tr>
<td>Grading System</td>
<td>14</td>
</tr>
<tr>
<td>Class Hours</td>
<td>14</td>
</tr>
<tr>
<td>Incomplete and Failing Grades</td>
<td>14</td>
</tr>
<tr>
<td>Standards of Satisfactory Academic Progress</td>
<td>15</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>17</td>
</tr>
<tr>
<td>Definition of Quarter Credit Hour/Academic Year (Non-Nursing)</td>
<td>17</td>
</tr>
<tr>
<td>Definition of a Semester Credit Hour/Academic Year (Nursing)</td>
<td>18</td>
</tr>
<tr>
<td>Equivalency for Distance Education</td>
<td>18</td>
</tr>
<tr>
<td>Student and Institutional Academic Responsibilities</td>
<td>18</td>
</tr>
<tr>
<td>Dropping and Adding Courses</td>
<td>18</td>
</tr>
<tr>
<td>Online/Distance Education</td>
<td>19</td>
</tr>
<tr>
<td>Credentials Conferred</td>
<td>23</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SECTION IV. – GENERAL INFORMATION</strong></td>
<td>23</td>
</tr>
<tr>
<td>Orientation</td>
<td>23</td>
</tr>
<tr>
<td>Personal Dress</td>
<td>23</td>
</tr>
<tr>
<td>Student Organizations and Activities</td>
<td>23</td>
</tr>
<tr>
<td>Externship Requirements</td>
<td>24</td>
</tr>
<tr>
<td>Termination From School</td>
<td>24</td>
</tr>
<tr>
<td>Student Conduct</td>
<td>24</td>
</tr>
<tr>
<td>Academic Honesty and Integrity</td>
<td>25</td>
</tr>
<tr>
<td>Anti-Hazing Policy</td>
<td>26</td>
</tr>
<tr>
<td>Housing/Transportation/Food Establishments</td>
<td>26</td>
</tr>
</tbody>
</table>
Health Career Hazards/Liability Release ................................................................. 26
Vaccination Policy ................................................................................................. 26
Hazardous Waste Disposal .................................................................................... 27
Graduate Career Assistance ................................................................................... 27
Graduate Career Opportunities .............................................................................. 28
Important Consideration for Online/Distance Education Students ................. 29
Employment Statistics ........................................................................................... 29
Employer Promise .................................................................................................. 30
Graduate Promise ................................................................................................... 30
Facilities and Equipment ......................................................................................... 30
Tobacco Policy ......................................................................................................... 31
Computer Use Policy .............................................................................................. 31
Resource Center ........................................................................................................ 32
Attendance .................................................................................................................. 33
Withdrawals ............................................................................................................... 33
Graduation ..................................................................................................................... 33
Review Privileges ...................................................................................................... 33
Refund and Cancellation Policy .............................................................................. 34
Return to Title IV Policy .......................................................................................... 35
Campus Security and Drug Abuse Policy .............................................................. 36
Advising Services ....................................................................................................... 37
Academic Governance Policy ................................................................................ 37
Instructional Prerogative ........................................................................................ 37
Title IX: Sexual Harassment .................................................................................... 37
Harassment Policy ..................................................................................................... 38
Ethics and Legal Compliance Policy ...................................................................... 39
Quality Assurance/Legal Compliance Monitoring .............................................. 39
Electronic Communication Disclosure Notice .................................................. 40
Official School Calendar (Non-Nursing) ............................................................. 41
Official School Calendar ......................................................................................... 43
Nursing and LPN to RN Bridge Programs ONLY .............................................. 43

SECTION V. – FINANCIAL AID ........................................................................ 44
Financial Aid .............................................................................................................. 44
Institutional Policy on Multiple Grants ............................................................... 46
Scholarships and Institutional Grants ................................................................. 47

SECTION VI - CURRICULUM ...................................................................... 53
Curriculum .................................................................................................................. 53
Nursing ....................................................................................................................... 60
Course Numbering System ..................................................................................... 66
Course Descriptions (Non-Nursing) .................................................................... 66
Course Descriptions (Nursing) .............................................................................. 73
Statement of Tuition and Fees .............................................................................. 79
Board of Directors ................................................................................................... 80
Corporate Officers ................................................................................................... 80
Administration & Staff ............................................................................................ 80
Faculty ....................................................................................................................... 80
Boardman Training Center .................................................................................... 82
SECTION I. – Background

History

The Ohio Valley Business College was organized in 1886 in East Liverpool, Ohio, by John Sant, who conducted its business and directed the institution until 1889.

The year 1889 saw the College purchased by J. F. Cooper, who continued with the program of study. Within that year, the College changed hands again, ownership passing to William Steele and Frank Fowler. On August 21, 1889, the Rev. J. H. Weaver purchased the College and retiring at age 85, left the school and its operation to his son.

The College was housed in the Reed Building on Market Street until 1905 when fire destroyed that section of the Diamond. The school was relocated to the Brooks Building at 423 Market Street. Mrs. Marie Stier and Howard S. Graham purchased the school in 1940. In 1968, Mrs. Stier assumed full ownership.

James E. Stanley purchased the College from Mrs. Stier in 1970. In June of 1980, June M. Bourne and Doris R. McKinnon, purchased the school and its equipment. Debra A. Sanford purchased Doris R. McKinnon’s stock in June 1991 when Doris R. McKinnon retired. West Virginia Career College @ Charleston, Inc. purchased an interest in the College in July 1997. In August of 1998, the college was moved to 16808 St. Clair Ave., East Liverpool.

Webster College, Inc.- A West Virginia Corporation purchased the stock of Ohio Valley Business College, Inc. in June of 2000.

Effective June 1, 2002 the College’s name was changed to Ohio Valley College of Technology to better represent the focus of the institution’s degree programs.

In July 2010, the College relocated to a new campus located at 15258 State Route 170 in St. Clair Township. In 2013, the College opened a Learning Center offering non-accredited, short-term certificate programs in Boardman, Ohio.

Accreditation/Authorization to Operate

Ohio Valley College of Technology is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES) to award the following Occupational Associate Degrees and Diplomas:

<table>
<thead>
<tr>
<th>Associate of Applied Business</th>
<th>Diplomas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administration</td>
<td>Dental Assisting</td>
</tr>
<tr>
<td>Dental Assisting</td>
<td>Business Office Administration</td>
</tr>
<tr>
<td>Medical Billing/Administration</td>
<td>Medical Assisting</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>Medical Office Administration</td>
</tr>
</tbody>
</table>

Associate of Applied Science
Nursing
LPN to RN Bridge Pathway

The Ohio Valley College of Technology is accredited* by the Accrediting Bureau of Health Education Schools, 7777 Leesburg Pike, Suite 314 North, Falls Church, Virginia 22043 (ABHES). Phone: (703) 917-9503.

The College is registered with and its degree programs are authorized by the Ohio State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio 43215-3138, Phone (614) 466-2752, John Ware, J.D., Executive Director. Registration #00-07-1555B. The Boardman Training Center is also registered with and its programs are authorized by the Ohio State Board of Career Colleges and Schools. Programs offered at the Boardman Training Center are NOT accredited.

Through a consortium agreement with West Virginia Junior College – Morgantown Campus (Home Institution), Ohio Valley College of Technology (Host Institution) will be providing a portion of the lab training contained in one or more medical clinical courses within the medical assisting programs. Boardman
Training Center’s laboratory facilities have been accredited by OVCT’s institutional accrediting agency, the Accrediting Bureau of Health Education Schools, as a separate classroom for this specific use only. The other allied health training delivered by Boardman Training Center are not accredited.

The Ohio Valley College of Technology Nursing program was granted approval by the Ohio Board of Nursing. 17 South High Street, Suite 660, Columbus, Ohio 43215-7410. (614)466-3947

Ohio Valley College of Technology is approved for the training of Veterans.

*Accreditation is a complex subject. This institution is “institutionally” accredited by a national accreditation agency. Other types of accreditation include regional institutional, and programmatic accreditation. The type of accreditation can impact important student benefits, such as academic credit transfer and graduate job eligibility. Prospective students should direct any accreditation questions to the Campus President before enrolling.

Note: For the most current information regarding Approvals/Accreditation/Authorizations, please ask the Campus President.

Statement of Legal Control

Ohio Valley Business College, Inc. DBA Ohio Valley College of Technology is a private corporation. It operates only one campus in East Liverpool, Ohio. The corporation has no other campuses and is not affiliated with any other private or public organization or educational institution. Ohio Valley Business College, Inc. is a wholly owned subsidiary of Webster College, Inc.-A West Virginia Corporation. OVCT operates under policies and guidelines established by its Board of Directors. Its Chief Executive Officer is its on-site Campus President.

The Campus President is charged with responsibility to manage all aspects of campus operation and to exercise such discretion as he/she deems appropriate, within the broad guidelines and policies established by the Board of Directors. The institution’s corporate officers execute legal documents and perform other ministerial functions as required of corporate officers by law. No corporate officer has management or administrative responsibility and is not in a chain of command, unless he or she also holds the position of Campus President.

General Information

IMPORTANT NOTICE – Students are expected to read and be familiar with this catalog before they begin classes. It contains important information for attendance at this campus. The student’s and Institution’s contractual rights and responsibilities to each other are contained in the student’s enrollment agreement, arbitration agreement, if any, and this catalog is incorporated into and is a part of the enrollment agreement. (In the event of a conflict between the enrollment agreement and this catalog, the enrollment agreement controls.)

This catalog, the student’s enrollment agreement and arbitration agreement shall be considered the only official documents of the Institution. Brochures, advertisements or documents and/or oral statements should be considered for general informational purposes only, are subject to change with or without notice, and do not create any legally binding rights or responsibilities on the part of the Institution or the student. This catalog is current at the time of printing; however, the Institution reserves the right to make changes, additions, or deletions or to waive or change any requirement or rule, or to terminate any other campus or educational activities or services, where the administration, in its sole opinion, deems such actions to be appropriate. Attachments to this catalog (appendixes, supplements, etc.) if any, are a part of this catalog and should be referred to where pertinent. Any obligation to provide any benefits or services offered by this Institution (such as review privileges, placement assistance, etc.) shall end if the Institution terminates operation of this campus.
Non-Discrimination Policy

This Institution does not discriminate in any of its programs, activities, services or employment practices on the basis of race, religion, national origin, gender, age, color, pregnancy, childbirth or related medical condition, disability, sexual orientation, gender identity, or any other prohibited criteria. The institution will conduct all of its activities in accordance with all applicable local, state, and federal anti-discrimination laws. For all disabilities, accessibility to facilities and services will be made through reasonable accommodations in accordance with legal requirements. Any inquiries concerning such matters should be made to the Campus President.

Mission

Ohio Valley College of Technology 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 Institution believes this will enhance employability. To accomplish this important goal, this Institution is committed to career training which emphasizes skills, attitudes, and work habits consistent with good business practices through educational excellence.

This Institution 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 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.

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 students,
- 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 involving students and 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.

College Affiliations

* Ohio-Michigan Association of Career Colleges and Schools
* Vocational Rehabilitation: Ohio, Pennsylvania, West Virginia
SECTION II. – Admissions
General Admissions Requirements and Procedures

Applicants for admission to programs shall be admitted on the basis of:

- High school diploma, High School Equivalency (TASC/GED, etc.), or home school credentials or other evidence of successful secondary education completion that is permitted or recognized by the state.

Verification of successful secondary education completion is made by securing of independent and substantiating documentation or a signed attestation on the student’s enrollment agreement only when permissible by the institution’s accrediting body.

- Factors that may limit the ability of the student to complete all necessary graduation requirements and/or factors that may negatively impact the graduate’s ability to obtain meaningful employment in field. Examples of such factors include, but are not limited to:
  - Family and/or other personal obligations, such as responsibility for minor children in situations where the applicant does not have adequate childcare assistance,
  - Lack of a reliable car or other means of transportation to enable the applicant to attend all classes and, after graduation, commute to places of potential employment,
  - Criminal record that would inhibit the applicant’s ability to complete the program and/or obtain employment in the field,
  - Lack of intent to seek employment in field or seek other benefit related to the training upon completion of program

- Required technology (See Online Course/Distance Education > Resource and Equipment Requirements in this catalog for specific technology requirement.) and computer skills for students applying for online courses.

- Specific programs may have additional admissions requirements. Refer to the specific program sections of this catalog for those requirements.

- The Institution does not currently accept students that either reside in or are living in the following states and U.S. territories: California, New York, Massachusetts, Guam, Puerto Rico.

Individuals interested in one of the Institution’s programs are to (1) Meet with a school representative. (2) Acquire and complete an Application for Admission. Applications for admission may be obtained from the Campus President or the admissions staff. (3) Receive admissions decision. (4) Complete and sign the enrollment agreement, remit the respective program fees (See Statement of Tuition and Fees for program of interest.), and fill out any other form or provide any other documentation the Institution may deem necessary. In addition, applicants for some healthcare programs must have on file any required immunizations, clearances, or other documentation prior to attending externships or clinicals.

Acceptance of applicants is also subject to minimum and maximum class size and academic scheduling requirements. Acceptance for admission indicates only that the applicant meets the minimum acceptance requirements. Applicants should not assume acceptance is an express or implicit guarantee or a representation of the likelihood of academic or career success or ability of the applicant to achieve the applicant’s goals.
Accommodations for Disabilities
Applicants needing an accommodation for a disability must make a written request to the Campus President at the time of acceptance indicating the nature and extent of the disability and specific accommodation requested.

Late Application
Applicants may apply for admission any time prior to the starting date of the term for which the applicant desires admission. At the discretion of the Campus President and subject to maximum class sizes, the applicant may register late after the start of classes, so long as admissions requirements are met and all required documentation is on file.

Cancellation of Enrollment
All students enroll subject to their right to cancel their enrollment during their first term as provided for in their enrollment agreement. In addition, the Institution reserves the right to exercise professional judgment to cancel the student’s enrollment when it deems such action to be in the best interest of the Institution or the student. When a student’s enrollment is cancelled without cause, the student will not be penalized either academically or financially. That is, the student will not receive withdrawals or failing grades, no academic records will be maintained, and any tuition already paid will be refunded. The legal obligation to follow the institution’s Dispute Resolution Procedure survives cancellation of the student’s enrollment.

Transferring Credits/Degrees/Academic Credentials
▶ TO THIS INSTITUTION
Once the institution has made the determination that the education or training is substantially similar to the institution’s coursework, transfer credit will be accepted on the following basis.
1. College credits earned at another institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) may be accepted on the basis of an official transcript provided when “C” or better grades were earned at the previous institution.
2. AP college credits may be accepted on the basis of a valid transcript issued by the College Board reflecting a score of 3 or higher.
3. Dual enrollment college credits may be accepted on the basis of a valid transcript issued by the student’s high school reflecting a grade no lower than an A-.
4. Credit for military experience may be accepted for appropriate learning acquired in military service on the basis of recommendations made by the American Council of Education’s (ACE) Guide to the Evaluation of Educational Experiences in the Armed Forces.
5. Unaccredited training or education – Credit may be obtained from unaccredited training or education provided the institution is able to map all the competencies from the institution’s course to the training or education received by the student and the student earned a certification upon completion of that training or education.
6. Work Experience – Credit in the amount of one, four credit course may be granted for prior work experience under only the following circumstances.
   • The student meets with the Program Director prior to beginning the program. This is necessary to allow the Program Director to assess the viability of work experience credit before course scheduling begins.
   • The student will complete the Work Experience Course Credit Application. This application will include a portfolio within which the student must demonstrate competence in each of the course’s learning objectives.
   • This application will be submitted to the Program Director at least two weeks prior to term in which the course would be scheduled. The Program Director will make the credit assessment. The Program Director’s decision is final.
7. No more than seventy-five (75%) of the total number of a program’s credit hours will be accepted as transfer credits.

8. Acceptance of transfer credits is at the Institution’s discretion. The student may be asked to provide course descriptions or other pertinent information necessary to evaluate coursework for which transfer of credit is being sought. In cases where proficiency may be in doubt, the institution reserves the right to test for proficiency.

9. Nursing Program – Please refer to the nursing student handbook for additional requirements regarding transfer credit for the nursing program.

FROM THIS INSTITUTION 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. Also, some educational institutions require specific institutional or educational program accreditation as a condition to accepting credits from another institution. Therefore, students should not enroll at this or any educational institution, if there is any possibility they may want to transfer academic credit or credentials (diplomas, degrees, certificates) to another educational institution unless they have determined in advance that they will be able to transfer credits. See the “Other Important Credit Transfer Information” section below for more important information.

OTHER IMPORTANT CREDIT TRANSFER INFORMATION

The Institution’s occupational degree programs are terminal degrees; therefore, students should assume that credits earned are not transferrable to another program or institution. Furthermore, this Institution offers programs and courses with a career training emphasis designed to assist the graduate in obtaining employment; they are not designed for transfer. In addition, the Institution 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 Institution’s accreditation demonstrates that it has met recognized academic and educational standards, courses, credits, degrees, diplomas or certificates awarded by this Institution are generally not transferrable to other educational institutions. It should also be noted that there are different types of accreditation. If the school to which a student may desire to transfer credits has different accreditation from this institution, credits may not transfer. Therefore, this accredited Institution does not imply, promise or guarantee the transferability of any course, credit, degree, diploma, or credentials earned at this Institution to any other educational institution. Prospective students must decide if their goal is short term, career focused training that this school offers or broadly focused liberal arts focused academic education.

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 Institution 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 transferrable 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.

ARTICULATION

As noted in the section titled “Transferring Credits/Degrees/Academic Credential”, transferring credits is frequently difficult or impossible. Therefore, the best approach is for a student to plan on completing his/her educational career at the institution where he/she began. Students should not enroll at this, or any educational institution, planning to transfer credits, degrees, diplomas, or other academic credentials.
In order to assist students who may, at some late date, change their mind and decide to continue their education, this institution has entered into articulation agreements with the post-secondary institutions listed below. Please note that this does not guarantee transfer of some or all credits to those institutions; the requirements change from time to time and the articulation agreements may be terminated at any time. Before enrolling, it is the student’s responsibility to request current articulation agreements, if any, review them, and then discuss transferability with the other educational institutions so the student can make a fully informed decision.

The following schools/universities have entered into an articulation agreement with this institution. Check with the institution for the most current information before enrolling. Also, be advised that the Articulation Agreement are not of indefinite duration and may terminate at any time.

- American National University – National College
- Chamberlain University
- DeVry University
- Salem University
- St. Francis Worldwide
- University of Phoenix

Note: This list is current as of the time of printing. Check with the campus for the most updated list.

Credit By Examination

Students who already possess adequate knowledge or skill development may receive credit for certain coursework on the basis of satisfactory performance on examinations administered by the Institution. Students may also receive credit by showing proficiency through industry certification. The Institution reserves the right to exercise its professional educational discretion regarding the granting of credit. Students who desire to apply for credit by examination or certification must notify the institution prior to the first week of classes. No grade is assigned for credit granted by examination or certification.

Tuition and Obligation to Provide Services

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 the student is relying on such aid to pay tuition. Pursuant to the Veteran’s Benefits and Transition Act of 2018, the institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.) In addition to tuition, the student is responsible for the enrollment fee (for the student’s first term only), and such other charges as listed in the student’s enrollment agreement.

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 Institution does not guarantee the receipt or likelihood of receipt of any financial aid. Eligibility for Title IV student financial aid (grants, loans, etc.) is controlled by the U.S. Department of Education. Important notice: Students are cautioned to carefully read the student financial aid section of this catalog. A student’s financial aid assistance could be terminated for any number of reasons (some of which may not be within the student’s control) before the student graduates. If this occurs, the student’s enrollment will cease (unless the student pays and the School accepts tuition and fees from another source), and both the School and student will be deemed to have fully discharged all legal obligations to each other.

Payment of tuition is solely for the right to attend classes and is not contingent upon satisfactory progress or placement upon graduation or the provision of any other service. In the event a student fails to pay tuition for any term (regardless of the reason), the Institution shall have no further obligation to that student. The enrollment fee, book cost, educational resource fees, and tuition schedules for each program may be found in the form of a supplement at the end of this 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 Institution’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 **Institution 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 services, and/or permanently discontinue 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 President.

The statement of tuition, fees and all other charges can be found at the end of this 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. If the institution increases or changes in any way its tuition and/or fees, all students will be notified of this change. The Financial Aid Officer will send this notification by email to the student’s institutionally assigned email address. If a student does not yet have an institutionally assigned email, they will either be sent a letter through United States Postal Service or through email using the email given to the institution during the enrollment process.

**Textbooks and Supplies Policy**

The institution includes the cost of textbooks in tuition and fees. The cost the institution can offer students is below competitive market rates. Students have the right to opt out of this program and purchase books themselves. If a student chooses to do so, he/she is to notify the institution in writing at least 4 business days prior the first day of any module in which he/she wishes to purchase his/her textbooks. The student will receive a disbursement for the credit for the institution’s cost of respective textbooks. The student must then purchase his/her textbooks by the end of week 1 of the module. All supplies such as flash drives, pens, paper etc. are the responsibility of the student.

If students choose to use the institution’s books, rather than buy their own books, they must return their books in good and usable condition at the end of each module, or on or before the date of termination if attendance is terminated. Failure to do so will result in the student being charged the replacement cost of all unreturned books. Students should be aware that they may not use Title IV funds to cover these costs if these charges occur after their withdraw date.

**Dispute Resolution Procedure Notice**

The college prides itself in maintaining good relations with its student. It is our goal that you, our current or former student, be completely satisfied with our college, but we recognize that good faith differences of opinion can occur. Recognizing that each student is a unique individual with different needs, concerns, and perceptions, it is the policy of this college to attempt to meet students’ needs and concerns if the College is reasonably able to do so. To resolve disputes quickly, fairly, and in good faith the College has developed this Dispute Resolution Procedure. By enrolling, students agree to follow each step in good faith. If you have any questions about these procedures contact the Campus President.

A. **DISPUTE**- If a dispute or concern arises, we suggest that you, the student, and college instructor or the official involved, should both attempt to settle the matter informally between the two of you. That’s really the best resolution to any kind of dispute.

B. **GRIEVANCE**- If the dispute is not informally resolved at Step A above, you must file a written complaint using the term “Grievance” with the Campus President describing the dispute in detail and the requested solution. A written response and proposed resolution will be provided to you by the college.

C. **MEDIATION**- If you are not satisfied with the college’s response at Step B above, you must make a written request for “mediation”. If you fail to file a written request for mediation within one (1) year of the college’s response and proposed resolution and you will be legally barred from filing a
lawsuit. The college will pay any administrative fees and mediator fees and shall select a Mediator/Mediation organization, which may include, but not limited to: (a) an American Arbitration Association member; (b) a retired state judge; or (c) an attorney with mediation experience and/or State Bar sponsored training in mediation. The College may waive mediation, in which case either party may request arbitration.

**D. ARBITRATION**- If you are still not satisfied, you are required to arbitrate the dispute. See the college arbitration agreement immediately following this notice for details on your obligation to arbitrate.

---

**Agreement to Arbitrate Disputes in Lieu of a Court Trial,**

**Jury Trial and/or Class/Mass Action Lawsuit**

**Please note:** Except as noted below, to resolve disputes quickly, fairly, and in good faith without using the court system both you, the current or former student, and the College agree that any and all disputes between us will be settled through final and binding arbitration, under the Federal Arbitration Act using the American Arbitration Association (AAA) and the AAA Consumer Arbitration Rules as set forth below. (If the AAA cannot or will not arbitrate for any reason, the College will apply to the local court to appoint an arbitrator who is an attorney with at least 10 years’ experience as an attorney 5 years’ experience as an arbitrator.)

**Note:** Arbitration is the last step in the campus “Dispute Resolution Procedure”. The entire procedure can be reviewed in the admissions section of the campus catalog, on the consumer information page of the campus website, or in the enrollment agreement. If you have any questions, contact the Campus President.

- I understand this agreement to arbitrate includes any type of dispute (except as noted below) with the College or any of its agents, related to and including but not limited to, disputes arising from my education/academics, career success, advertisements or other inducements to enroll, the enrollment process, job placement or other services, financial aid, student loans, etc., and regardless of whether the dispute is based on breach of contract, any representation made by the school or its agents, or any law, regulation tort or equity claim or otherwise. I also agree that the obligation for both parties to arbitrate shall be irrevocable and cannot be waived by either party, and shall apply whether or not I am still in school.

- I understand that I may review the American Arbitration Association rules at [http://www.adr.org](http://www.adr.org) or if I do not have Internet access, the College will provide me a copy of the rules upon my request.

- I also agree that each party has the right to have his/her/its case presented individually and ruled upon individually by the arbitrator. As such, I agree that the arbitration shall be conducted and resolved on an individual basis only. I will not combine my claim with any other person’s claim nor will I participate in or allow my claim to be part of any class action, mass action, private attorney general action or multiple plaintiff arbitrations of any kind no matter how described. (If for any reason the arbitration provisions of this agreement are invalidated, the agreement for individual consideration of my claim shall apply to all court proceedings.)

- I understand that to initiate arbitration of a dispute I am obligated to pay $150.00 or the cost of civil court filing fees that would be required as if I were filing a civil lawsuit, whichever is less, toward the AAA fees. I further understand that that the College will pay the balance of any AAA fees and the fee of the arbitrator, but the arbitrator shall have the right to assess the costs of arbitration against either party to the same extent as a court of law. Each party shall pay their attorney’s fees and arbitration costs to the extent allowed by law.

- I agree my obligation to arbitrate shall be interpreted as broadly as the law allows and shall include but not be limited to all disputes relating to the interpretation, applicability, enforceability or formation of this Agreement (including, but not limited to, any claim that all or part of this agreement to arbitrate is void or voidable for any reason) and I agree that the arbitrator shall have the exclusive authority to resolve any such issues related to my obligation to arbitrate under this Agreement.
I agree that I must file a request for arbitration of any claim I may have within five years of the date I discontinue enrollment under this enrollment agreement and if I fail to do so, any claim I have is legally barred and cannot be pursued through arbitration, in court, through administrative agencies or otherwise, except as noted below.

In the event that any part of this Agreement becomes legally unenforceable, that part shall be severed and the remainder shall be fully enforceable. If for any reason this Agreement is invalidated, then I and the College both agree to utilize the Dispute Resolution Procedure described in this agreement and the catalog (excluding the binding arbitration requirement) and if that doesn’t resolve the dispute, to engage in non-binding arbitration under this agreement as if the arbitration provision was fully enforceable, prior to any lawsuit or other court action. THE COLLEGE AND I ALSO AGREE THAT ANY TRIAL WILL BE BEFORE A JUDGE ONLY AND WITHOUT A JURY, AND WE BOTH IRREVOCABLY WAIVE OUR RIGHT TO A TRIAL BY JURY. I also agree that I will not combine or join my claim with anyone else’s claim in any sort of multiple plaintiff, mass action or class action lawsuit and will not allow any claim I have to become part of any type of class or collective action in which anyone proposes to act in a representative capacity on behalf of others. This agreement is subject to the law of the local jurisdiction. It is void where/if prohibited under controlling law.

All arbitration procedures shall take place in the county where the campus is located.

I understand that I may seek legal counsel before signing this agreement.

*Exceptions to the obligations listed above/Alternate Process For Dispute Regulations*

*Students may also file complaints with the Accrediting Bureau of Health Education Schools, 7777 Leesburg Pike, Site 314, N. Falls Church, VA 22043, phone (703) 917-9503, https://abhes.org/complaint-process/ and, or

* 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.or other government agencies.  

*Students taking online courses have the right to file a complaint with the distance educational national oversight body known as the National Council for State Authorization Reciprocity Agreements (NC-SARA), https://nc-sara.org/student-complaints.  

*The school cannot require the borrower to participate in arbitration or any internal dispute resolution process offered by the institution prior to filing borrower defense to repayment application with the Department pursuant to §685.206(e); the school cannot, in any way, require students to limit, relinquish, or waive their ability to pursue filing a borrower defense claim, pursuant to §685.206(e) at any time; and any arbitration, required by a pre-dispute arbitration agreement, tolls the limitations period for filing a borrower defense to repayment application pursuant to §685.206(e)(6)(ii) (emphasis added).

*To the extent required by the American Arbitration Association, students may file a claim in small claims (magistrate) court.

*These procedures are subject to local controlling law (and for students receiving Title IV federal financial aid, USDOE regulation) and are not enforceable to the extent limited/prohibited by applicable law and do not include sexual harassment claims. Also, in regard to Direct Loans and Direct Consolidation Loans this agreement only applies to loans first dispersed on or after July 1, 2020.

SECTION III. – Academic Information

Program/Class Scheduling, Content and Size

Classes are generally scheduled so that a student will graduate in 18 – 24 months in 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 transfers in any classes, the student’s class load, whether the student drops classes, fail classes, or changes programs, etc. The Institution 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, and which course(s) a student may take through
distance education modalities. With rapidly changing employment demands in today’s information age, the
Institution periodically updates curriculum. As such, the Institution 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 anytime.

Class sizes and student-teacher ratios will vary significantly depending upon the type of class involved,
class scheduling, 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 forty-five or fewer scheduled students. Medical clinical classes will generally contain less than
twenty 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 forty-five.

All courses in all Diploma programs offered by this Institution are fully acceptable for credit in one or
more of this Institution’s Associate Degree programs. Individual Diploma courses may be transferred directly,
and in some cases, may also be used to substitute for certain courses in Associate Degree programs. Check
with the Campus President for additional information.

The Institution strives to have the most qualified faculty instructor available to teach all courses,
particularly those in the technology/medical fields. 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 may be scheduled for class periods in the evenings Monday through Thursday or any time on
Friday or Saturday. Out of classroom learning experiences (externships, medical clinical rotations, etc.) may
be scheduled on any day and any shift “24/7” as required by the clinical (or other type) learning site. 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 keeping with the institutions policy of continuing, improving, and updating curriculum to meet
local employers changing needs and for operational needs, the School reserves the right to update,
modify, cancel, suspend or permanently terminate courses, classes, or educational programs at the
beginning or end of any term for any reason. Other campus or educational activities or services can be
terminated at any time.

Directed/Independent Study

Directed/Independent Study may be utilized in appropriate circumstances, such as to resolve scheduling
difficulties/conflicts. Each decision shall be made on a case by case basis. Directed/Independent Study
students are expected to complete the same course work as in regularly scheduled course offerings.
Directed/Independent Study involves a level of independence and self-direction on the part of the student to
read material, complete and submit projects, reports and other assignments on a timely basis, and successfully
pass examinations as if a student was attending regularly scheduled class. Students are required to meet with
the instructors periodically as required by the learning contract and to follow the procedures and policies as
established by the campus administration and the instructor. In no case is a student permitted to take more
than 10% of the didactic portion of their program through directed/independent study.

Program Objectives/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 so
graduates can obtain entry level employment. Opportunities for advancement will depend on the
graduate. As such, graduates will have basic skills and knowledge that will assist the graduate 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 must strive to become more
knowledgeable in their field and obtain certifications and credentials (as all people in the workforce should do in today’s rapidly changing economy). This is the graduate’s responsibility.

Although some courses may include materials designed to help students prepare for certification/credentials not required for employment in that career field, individual program graduation requirements do not mandate that students obtain any type of optional computer, medical, technology, or other outside certifications or credentials. Passing written examinations or meeting other requirements necessary to obtain optional or mandatory state, national, industry, or other types of certification, licensure, registration, or other credentials available 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. Also, eligibility requirements for optional certifications can vary and may change periodically. If a prospective student is interested in a specific certification, it is that individual’s responsibility to determine in advance whether the institution’s training will qualify the individual to take the necessary test(s) and/or otherwise qualify for the certification.

Program titles and objectives and the content of courses may be updated and changed periodically by the institution. Students will be scheduled and graduated accordingly.

Make-Up Work

Students may be allowed to make-up missed or delayed work, class assignments or tests resulting from absences, tardiness or other causes at the instructor’s discretion. Make-up work is not permitted for the purpose of receiving Veterans Affairs training allowances. (CFR 21.4254)

Student Records

1. Disclosure -

   The Institution reserves the right to provide (and by enrolling, the student grants permission to disclose) academic, student conduct, financial aid, financial, employment, personal background 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 the United States Department of Education, United States Department of Labor, or other agency/program financial aid administration and student loan servicing/collection, (3) to accrediting agencies for accreditation related purposes, (4) to other parties for education, academic, employment, and financial/financial aid related purposes (for example, providing academic or immunization information to a medical facility that accepts allied health students for medical externships). Except as provided in this catalog or the student’s enrollment contract, the Institution 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.

2. Student Records –

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

   A. The right to inspect and review the student’s education records within 45 days of the day the Institution’s Campus President receives a written request for access that identifies the record(s) the student wishes to inspect. An Institution official will make the arrangements for access and notify the student of the time and place where the records may be inspected. The Institution may charge a reasonable cost based fee for the copies. The Institution may withhold from the student’s review financial records of their parents and letters of recommendation.
B. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading, or may violate his/her privacy rights. Students should write the Campus President for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution 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 school's decision.

C. 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 Institution 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.

D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution 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

3. Release of Educational Records without the Student’s Consent –

   There are a number of exceptions to FERPA’s prohibition against nonconsensual disclosure of personally identifiable information from education records. Under these exceptions, the institution is permitted to disclose personally identifiable information from the education records without consent, though it is not required to do so. Eligible students have a right to inspect and review the record of disclosures. The following is general information regarding some of these exceptions:

   A. School officials who have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions. Persons with legitimate educational interest are typically employed by the school in an administrative, counseling, supervisory, academic, or student services position or a support person to these positions. It would also include persons employed by or under contract to the school to perform such tasks.

   B. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll or state or local educational authorities.

   C. To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education.

   D. In connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs.

   E. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

4. 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 Institution 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 President.
Transcript Policy

A student may request an official copy of his/her academic transcript by contacting the Institution. The request must include the name(s) of the student while in attendance, social security number, approximate dates of attendance, the address to which the transcript is to be forwarded, and the student’s signature. No transcripts are released without the prior, written approval of the individual involved. Under no circumstances will transcripts or diplomas be released when a student has outstanding financial obligations to the Institution.

Grading System

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Equivalent</th>
<th>Evaluation</th>
<th>Quality Points per Quarter Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100%</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89%</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79%</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69%</td>
<td>Poor</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Below 60%</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>WF</td>
<td></td>
<td>Withdrawal-Failure</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td></td>
<td>Withdrawal</td>
<td>*</td>
</tr>
<tr>
<td>D*</td>
<td></td>
<td>Course Repeated</td>
<td>*</td>
</tr>
<tr>
<td>F*</td>
<td></td>
<td>Course Repeated</td>
<td>*</td>
</tr>
<tr>
<td>WF*</td>
<td></td>
<td>Course Repeated</td>
<td>*</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>Incomplete</td>
<td>*</td>
</tr>
<tr>
<td>TR</td>
<td></td>
<td>Transfer</td>
<td>*</td>
</tr>
<tr>
<td>CBE</td>
<td></td>
<td>Credit by Examination</td>
<td>*</td>
</tr>
<tr>
<td>NA</td>
<td></td>
<td>Not Attempted</td>
<td>*</td>
</tr>
<tr>
<td>CXL</td>
<td></td>
<td>Cancel</td>
<td>*</td>
</tr>
</tbody>
</table>

* Not used to calculate Grade Point Average

Grade point average (GPA) is determined by dividing total quality points earned by total hours attempted. GPA is calculated each term for all hours attempted at the Institution. Cumulative credit and quality points earned at other colleges are not counted toward cumulative GPA at the Institution.

This is a general policy and grading standards may be higher in some programs; students should refer to specific course syllabi for the grading policy of individual courses.

Class Hours

Classes may be held during the day and also at night. Day classes may be held anytime between 8:00 a.m. and 6:00 p.m. Night classes (if offered) may be held anytime between 4:00 p.m. to 10:00 p.m. Externships, clinical rotations, and out of class learning experiences may be scheduled any day or night 24 hours a day, 7 days a week as required by the learning site.

Incomplete and Failing Grades

An “I” grade indicates incomplete work in a class. It is the student’s responsibility to complete the course work before the third week of the following term. If the work is not completed by the third week of the following term, the “I” grade will be changed to the grade earned for all completed coursework. If the grade earned is an “F”, it becomes the student’s responsibility to repeat the course when it is offered again. A student cannot graduate if he or she has an “F” in any required course and must repeat all required courses in which an “F” was earned. An equivalent class may be substituted with approval of the Campus President.
Certain programs may have specific/additional components to the incomplete policy. Refer to the appropriate student handbook for those requirements.

An incomplete may prevent the student from progressing through the curriculum until the next course offering, as certain courses must be taken in succession.

Standards of Satisfactory Academic Progress

All students must meet certain standards of satisfactory academic progress as stated in the institution’s policy regardless of whether or not the students receive federal financial aid. If a student does not achieve the minimum standards of academic progress required by this policy, the student will no longer be allowed to continue as a regular student at the school and will no longer be eligible to receive Title IV student aid funds (unless the student is on financial aid warning or financial aid probation or following an Academic Plan as set forth by the institution). Standard rounding rules will apply.

All students attending this institution shall be bound by the following standards:

1. **Quarterly.** A student’s progress in a diploma or degree will be evaluated at the end of each term (or semester for Nursing and LPN to RN Bridge programs). A student must have earned a cumulative grade point average of 2.0 and have successfully completed 67% of the credits attempted. Failure to meet either of these standards will result in being automatically placed on financial aid/academic warning for one quarter.

2. **Maximum Program Length.** A student must successfully complete his or her program of study within a timeframe not to exceed 150% of the normal program length, in which the educational objective must be successfully completed. For the purposes of this standard, credit hours attempted shall mean any credit hours for which a student has incurred a financial obligation at this Institution and any credit hours a student has successfully transferred in from another institution that are included in the student's program of study. If at any point it becomes mathematically impossible for the student to complete his or her program, the student will be withdrawn from the school and become ineligible for Title IV funds.

3. **Financial Aid and Academic Warning.** If a student fails to earn a 2.0 cumulative grade point average and/or a 67% rate of progression percentage at the end of an evaluation point, the student will be placed on Financial Aid and Academic warning, without appeal, for one evaluation period (one term for diploma and degree programs) without being dismissed from school (except for the end of the second academic year as previously described). A student placed on Financial Aid and Academic warning will be notified and will continue to receive Title IV financial aid and will be required to participate in academic advising. As part of this academic advising process, the student will be informed of how to reestablish his or her good academic standing under this policy and related eligibility for Title IV financial aid. If the student meets both the cumulative grade point average and the rate of progression standards at the next evaluation point, the student regains good academic standing and will be removed from financial aid and academic warning. If the student does not meet both standards at the end of the financial aid and academic warning period, the student loses Title IV eligibility. The student will be notified he or she is no longer eligible for Title IV financial aid funds unless the student files a successful appeal, is placed on financial aid probation and enters into an academic plan. If the student does not file an appeal or an appeal is not successful, the student may continue in school in an extended academic enrollment status without receiving Title IV financial aid funds for one evaluation period provided the student has arranged for other means of satisfying his or her tuition and fees obligation. If the student is not meeting academic standards after that one additional extended enrollment term, he or she will be dismissed from school.

4. **Appeal Process/Mitigating Circumstances.** If the student is still not meeting standards after the financial aid and academic warning period, the student may submit to the Campus President or Academic Dean a written appeal of his or her failure to meet the satisfactory academic progress standards based on mitigating circumstances. This written appeal should include a statement as to why the student failed to make satisfactory academic progress and what has changed in the student’s situation that will allow him or her to demonstrate satisfactory academic progress at the next
evaluation point. The student should provide documentation along with the written statement to demonstrate mitigating circumstances existed. Mitigating circumstances would include poor health, family crisis or other significant personal problems that had an adverse effect on the student.

An appeal will only be considered for students who have a reasonable likelihood of achieving both a 2.0 cumulative grade point average and a 67% completion percentage within the maximum program length (150%).

The student will be notified of the outcome of the appeal process in writing. The outcome of the appeal will be one of the following:

A. Lack of mitigating circumstances – in this case, the appeal is denied and the student will remain ineligible for Title IV federal student aid funds. The student may continue in school on an extended academic enrollment status for one evaluation period without Title IV financial aid funds if he or she can satisfy his or her tuition and fees obligation from other sources. If the student cannot, he or she will be dismissed from school. If the student continues in school on extended academic enrollment status for one term without Title IV funds and achieves the minimum satisfactory academic progress standards, Title IV financial aid will be reinstated. If the student does not achieve the minimum satisfactory academic progress standards, the student will be dismissed from school. The student is required to have academic advising during this evaluation period of extended academic enrollment. As part of this academic advising process, the student will be informed of how he or she can reestablish his or her eligibility for Title IV financial aid.

B. Mitigating circumstances did exist and the appeal is granted. The student will continue enrollment for one term on a financial aid and academic probation status and enter into an academic plan with no loss of Title IV eligibility.

5. Probation and Academic Plan. A student may be placed on financial aid and academic probation and enter into an academic plan if, after the financial aid and academic warning period, the student is still not meeting standards and the student has successfully appealed his or her failure to meet satisfactory academic progress due to mitigating circumstances. The student, if eligible, will continue to receive Title IV financial aid funds during this financial aid and academic probationary period and the student is required to participate in academic advising. As part of this academic advising process, the student will be informed of how he or she can reestablish his or her eligibility of Title IV financial aid.

During the financial aid and academic probationary period the student also enters into an academic plan. This academic plan will clearly outline the minimum academic standards the student must meet at the end of each evaluation period of the academic plan with regards to both cumulative grade point average and rate of progression percentage to continue to receive Title IV financial aid funds. A student enrolled in a diploma or degree program must have at least a 2.0 cumulative grade point average and 67% completion percentage or higher at the end of the second academic year or be dismissed from school. An Academic Plan also will be required for all students who reenroll at the Institution pursuant to Section 10 of this policy after previously failing to maintain satisfactory academic progress.

6. The effect on satisfactory progress with the following:

A. Course Withdrawals – Students withdrawing from individual classes will received a “W” (Withdrawal) on their transcripts if they withdraw by the midpoint of the course (end of week three – Non-Nursing, end of week eight – Nursing) and a “WF” (Withdrawal-Failing) if the withdrawal occurs after the midpoint of the course. Withdrawals are not used to calculate grade point average but are used to calculate rate of progression standards. The institution does not offer Withdrawal-Passing.

B. Incomplete Grades – Incomplete grades are not used to calculate grade point average but are used to calculate rate of progression standards.

C. Repeated Grades - When a student repeats a failed course, the higher of the two grades earned in the course will be used in computing the student’s grade point average; however, all courses will count as attempted and will be used to compute rate of progression percentages. The student is
eligible for Title IV funding for the course repeat. A student may receive Title IV financial aid for a previously passed course as long as it is not the result of more than one repetition of the previously passed course or any repetition of a previously passed course due to the student’s failing other coursework. When a student voluntarily repeats a passed course, both grades will be used in computing both the student’s grade point average and rate of progression. The credits from the original course and the repeated course will count as credits attempted.

D. **Transfer Credits** – Transfer credits are not used to calculate grade point average but are used to calculate rate of progression standards. Rate of progression standards are calculated including both attempted and completed credits.

E. **Proficiency Credits (Credit by Exam)** – Credits by exam are not used to calculate grade point average but are used to calculate rate of progression standards.

F. **Non-Credit/Remedial Courses** – The institution does not offer non-credit or remedial courses. Therefore, they are not used in the determination of satisfactory academic progress.

G. **Pass/Fail Grades** – The institution does not offer pass/fail grades. Therefore, they are not used in the determination of satisfactory academic progress.

7. **Leaves of Absence**. The Institution does not grant leaves of absence.

8. **Change in Program**. When a student changes programs or seeks an additional credential, all institutional courses accepted into the student’s new program will be counted in the cumulative grade point average and coursework attempted and completed when computing standards of academic progress of the new program.

9. **Re-Admittance**. Any student dismissed from school under these standards may apply for a re-admittance after sitting out one year. To be accepted for re-admittance, the student must appeal to the satisfaction of the Campus President that his/her personal circumstances have improved to the point that the student now has a reasonable likelihood for success. Students re-admitted under this subsection will return in the same SAP status and must agree to an academic plan and must meet the minimum satisfactory academic standards to receive Title IV financial aid funds. A student must have at least a 2.0 cumulative grade point average and a rate of 67% completion percentage higher at the end of the second academic year or be dismissed from school.

10. The institution offers continuous enrollment and all hours attempted, including those taken in the summer months, are included in the student’s Satisfactory Academic Progress.

### Graduation Requirements

To qualify for graduation, a student must:

1. Pass all required courses in the student’s program.
2. Have an overall cumulative 2.0 (“C” average) on a 4.0 scale
3. Meet the special skill requirements, if any, for each program.
4. Meet state mandated requirements, if any, for each program.

(If a student meets requirements for graduation but has not paid all tuition or other fees due, the student shall graduate but will not be entitled to placement assistance, or a diploma, transcript or other documents, certifications, or assistance from the institution.)

### Definition of Quarter Credit Hour/Academic Year (Non-Nursing)

The Institution measures and awards credits using quarter credit hours (except for Nursing and LPN to RN Bridge Pathway programs). These programs operate on a quarter term calendar year. A quarter term is between 10 and 12 weeks in length. The definition of an academic year for Title IV purposes is 36 quarter credit hours and 30 weeks.

Credit will be calculated based on the following credit hour equivalencies: One quarter credit hour equals, at a minimum, 10 classroom hours of lecture, 20 hours of laboratory, and 30 hours of practicum.

A standard contact/class hour is generally 50 minutes in length and appropriate breaks. A student is considered to be full-time when carrying 12 or more credit hours per term.
Ohio Valley College of Technology measures its non-Nursing coursework and programs exclusively in standard quarters. In order to best serve the institution’s diverse student body, each course (subject) may be offered at a variety of times, days or weeks within each standard quarter. All courses (subjects) begin and end within a quarter. A new quarter begins approximately every six weeks. Please see the school calendar for quarter begin and end dates.

Note: Computational conversion formula could result in a .2 or .3 credit hour difference.

**Definition of a Semester Credit Hour/Academic Year (Nursing)**

The Institution measures and awards credits using semester credit hours as its unit of credit (Nursing and LPN to RN Bridge Pathway only). These programs operate on a semester term calendar year. A semester term is between 14 and 17 weeks in length.

Credit will be calculated based on the following attribution formula:

One semester credit hour equals, at a minimum, 15 classroom hours of lecture, 30 hours of laboratory, and 45 hours of practicum. The formula for calculating the number of semester credit hours for each course is: (hours of lecture/15) + (hours of lab/30) + (hours of practicum/45).

A standard contact (class) hour generally is fifty minutes in length and appropriate break(s). A student is considered to be full-time when carrying twelve or more credit hours per semester term. The definition of an academic year for Title IV purposes is 24 semester credit hours and 30 weeks. Students may begin programs the first week of each semester.

Ohio Valley College of Technology measures its Nursing coursework and programs exclusively in standard semesters. In order to best serve the institution’s diverse student body, each course (subject) may be offered at a variety of times, days or weeks within each standard semester. All courses (subjects) begin and end within a semester. A new semester begins approximately every sixteen weeks. Please see the school calendar for semester begin and end dates.

Note: Computational conversion formula could result in a .2 or .3 credit hour difference.

**Equivalency for Distance Education**

Online courses have been designed so that content, coursework, homework and learning in the online classroom are equivalent to what is achieved in a traditional/residential classroom for its equivalent on-ground course. Online instruction plus student activity hours are equal to the sum of out of class work plus instructional hours.

**Student and Institutional Academic Responsibilities**

The student and academic institution have an underlying responsibility to each other. The academic institution prides itself on providing quality education to each student with academic and professional integrity. The commitment of the academic institution is based on academic integrity, consistency, and reciprocal student efforts. To ensure a successful experience the student must allocate sufficient time and effort to achieve academic excellence. The dedication of both student and academic institution will result in academic accomplishment.

If a student is disappointed in any aspect of the education provided in any course, such as course content, teaching effectiveness, or other academic issues, it is that student’s responsibility to promptly report the concerns in writing to the Campus President so that the institution can address the issue while the course is ongoing. If the student fails to promptly provide written notice as soon as the serious concern arises and while the classes are still being offered in the course, so that the institution can investigate and take corrective action, if needed, then the student is barred from raising any academic, education, or other issues after the term ends.

**Dropping and Adding Courses**

Since classes for each student are scheduled in a manner that will permit matriculation within the period of time and normally required for the student’s individual program, adding and dropping courses is discouraged;
however, if a student can justify a request to add or drop a course, the administration may permit such action. Students are cautioned that changing schedules may result in a loss of credit, an extension of the program length, or other adverse consequences.

**Online/Distance Education**

This institution is committed to utilizing technology in the provision of its educational offerings. 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. Therefore, students may be required to complete a portion of their program of study through online or other distance education modalities courses. Enrollment in distance education courses is at the discretion of the institution. Therefore, for some programs, students have the option to complete a portion of their program of study through online or other distance education modalities. Online courses can be taken through a consortium agreement with West Virginia Junior College, Morgantown Campus. Ohio Valley College of Technology does not offer programs fully online. Additionally, externships and certain lab portions of courses cannot be completed online (see the Medical Program Director for more information). Students requesting to take online courses must meet the technical requirements. (See Resource and Equipment Requirements in this section.) These online courses are specifically designed for the student who will be accessing online courses from a standard home or personal computer. For more information, contact the Campus President.

**Distance Education Modalities** - Online training differs from traditional on-ground course training. Delivery of course content will occur through various modalities. Listed below are the various modalities that may be used in an online course.

- **Online Lecture/Demonstration:** Online lectures will be presented in a variety of ways. Lecture notes placed on a web page for the learner to review and available for downloaded from the site. Some lecture demonstrations will be presented via audio or video multimedia by using specialized software and hardware to allow this creation. Links related to resources and other Web sites will be embedded in the online lectures. Short lectures provide enough information to serve as a basis for further reading, research, or other learning activities. Online lectures are readily available for students to revisit as needed.

- **Threaded Discussion:** Instructors will post a topic(s) and the student will complete two tasks: Post a response to a threaded discussion and post responses to two of their classmates’ posts per topic. Academic Discussion Boards are considered classroom participation. The responses should be written in proper English and should be based upon researched fact. Each response should focus on the topic that the instructor has provided. The discussion boards are designed with academic debates in mind. Students should treat the discussions as though they are in a classroom setting and the instructor has posed a question for them to answer. If the student’s research a discussion question and post based on the materials they used, they must cite their sources within the posting.

- **Collaborative Learning:** Collaborative learning will be when two or more students work together to learn. Some courses will assign small groups composed of participants with different ability levels and will utilize a variety of learning activities to master material initially developed by the instructor, or construct responses on substantive issues. Each member of the team will be responsible for learning what is taught and for helping teammates learn. Students will utilize a variety of online collaboration tools in and out of the online learning environment to engage in collaborative learning.

- **Multimedia Presentation:** Multimedia as an instructional delivery method uses animation to encourage student interaction with the platform; videos stimulate visual senses to encourage student interaction with the platform; sound stimulates the auditory senses to encourage student interaction with the platform; and concepts are conveyed quickly and effectively to students. The capabilities of ways to enrich learning are enhanced through the use of multimedia.

- **Text Presentation:** As stated in the section above under the online lecture/demonstration delivery method, the text will be available for the presentations and available for download. Chunking will be utilized in the design of the lecture area to help with the text based delivery that is unavoidable in all courses.
Online Drill and Practice: As an instructional delivery method, drill & practice promotes the acquisition of knowledge or skill through repetitive practice. Many courses will utilize flash cards for terms and concept learning. Some courses will have links to site to practice skills such as math, accounting, keyboarding, etc.

Research: Research is used to help student learn to question, plan, gather information, sort and sift information, synthesize, evaluate, write and document resources properly. Students will learn MLA and APA properly and be provided with resources to help them learn the process of research as a college student should. While learning how the use of technology and technology skills and resources to ease the work process.

Case Study: This instructional delivery method will require learners to draw upon their past experience(s) to comprise solutions to future experience(s). Case studies will be comprised of an appropriate problem situation which is relevant both to the interests and experience level of learners and to the concepts being taught.

Educational game: Instructional gaming is one method that may increase the performance and motivation of adult learners based on the premise that games generate enthusiasm and enjoyment for the subject matter content. Many of the adopted textbooks for the courses have an educational game component included. Instructional gaming helps the students to maintain focus on the subject matter but to break away from routine structure and instruction.

Observation: The instructional delivery method of observation will be utilized when students view a demonstration or how-to process and as a primary means of learning during the externship experience when they are placed into the job setting to observe, participate and learn.

Simulation: In an instructional simulation, students learn by actually performing activities to be learned in a context that is similar to the real world experience. Instructional simulation is used in most cases for unguided discovery learning. Students can generate and test hypotheses in a simulated environment by examining changes in the environment based on their input. This particular type of instruction requires students to involve their learning in an active way. The course plan will incorporate this method to improve student learning by emphasizing applied learning skills.

Problem Solving: The instructional method of problem solving encourages students to work through a situation or problem in order to arrive at a solution to improve their critical thinking and applied learning skills.

Virtual Conferencing: Virtual conferencing for distance education based on course and instructor preference could be implemented into the virtual classroom. This networking feature promotes interaction, communication and traditional instruction in a non-traditional capacity. The networking between instructor and student would allow for greater expansion of course curriculum and enhance relationship building within the online community.

Other: Narration / IPOD content option / Product application: Many lectures and demonstrations will be narrated and some text may be as well. Content is being revised and made available to students to download in various formats, print, mobile, and IPOD devices.

Most activities in the online courses are asynchronous so that students can log in and participate whenever their schedule allows within the allotted timeframe as set by the instructor. However, the tools to provide synchronous opportunities are available.

Orientation for Distance Education - The institution provides orientation to students prior to the first day of class to acclimate them to the specific distance education learning methodology and technology. Orientation sessions, provided prior to the start of distance education coursework, includes, but is not limited to, a discussion of expectations of participation, navigation of the learning management system or distance other education delivery system, and issues related to academic integrity.

State Authorization - The Host 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 \url{http://nc-sara.org/sara-states-institutions}. Should a student change the state in which he/she is located (living) while enrolled, he/she is required to notify the Campus President in writing PRIOR to making this change. In either of these circumstances, the student could be at risk of losing financial aid eligibility which could prevent the student from completing the program. Furthermore, should a student move 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.

**Dispute Resolution Electronic System** – Distance education students may submit a dispute/complaint electronically using our dispute resolution electronic system. If the complaint is for sexual harassment or sexual violence of any nature please use the following link \url{https://www.ovct.edu/title-ix-sexual-harassment/}. For all other complaints, use the following link \url{https://www.ovct.edu/all-other-complaints/}. Students are to refer to their enrollment agreement or the Dispute Resolution section of this catalog for a complete description of the dispute resolution procedures.

**Admissions Requirements** - Admissions requirements for distance education are the same as those for residential students.

**Resource and Equipment Requirements** - Online courses take place in a web browser-based virtual classroom. Students can access their courses from just about any computer with an internet connection. However, there are some minimum requirements that must be met in order to ensure full utilization of online course functions and tools. All online students should have their own personal computer that meets the specifications listed.

<table>
<thead>
<tr>
<th>System Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Windows Users</strong></td>
</tr>
<tr>
<td>• Windows 7, 8, 8.1, and 10</td>
</tr>
<tr>
<td>• 1GB of RAM</td>
</tr>
<tr>
<td>• 2 GHz processor</td>
</tr>
<tr>
<td>• Soundcard &amp; Speakers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Browser Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Windows Users</strong></td>
</tr>
<tr>
<td><strong>Recommended Versions:</strong></td>
</tr>
<tr>
<td>• Mozilla Firefox 62 and 63 (Extended Releases are not supported)</td>
</tr>
<tr>
<td>• Chrome 69 and 70</td>
</tr>
</tbody>
</table>

**Supported Versions:**

**Microsoft Internet Explorer 11** (Windows only—please make sure your operating system is also current as noted in the computer specifications lesson; you may need to download the Windows 10 Anniversary Update to submit Canvas assignments)

* We highly recommend updating to the most current version of your preferred browser. Your browser will notify you if there is a new version available.

<table>
<thead>
<tr>
<th>Required Components</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The Java plug-in is required for screen sharing in Conferences. Please note that some browsers do not support Java. Otherwise, there are no other browser plug-ins used by Canvas.</td>
</tr>
<tr>
<td>• JavaScript must be enabled to run Canvas.</td>
</tr>
</tbody>
</table>

**Other components include:**

- RealPlayer 8 Basic Player
- Macromedia Shockwave Player
- Windows Media Player
- QuickTime Player

### Software Requirements

<table>
<thead>
<tr>
<th>Windows Users</th>
<th>Mac Users</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Recommended Versions:</strong></td>
<td><strong>Recommended Versions:</strong></td>
</tr>
<tr>
<td>- Microsoft Office 2016</td>
<td></td>
</tr>
<tr>
<td>- Office 365</td>
<td></td>
</tr>
<tr>
<td>- Adobe Reader</td>
<td></td>
</tr>
<tr>
<td>There are free student versions of the Microsoft Office Suite available upon request through the IT department that will expire upon graduation.</td>
<td>- Microsoft Office 2016</td>
</tr>
<tr>
<td>- Office 365</td>
<td></td>
</tr>
<tr>
<td>- Adobe Reader</td>
<td></td>
</tr>
</tbody>
</table>

### Internet Access

All online courses require a reliable connection to the Internet. Students are responsible for setting up their own connection to the Internet. There are many Internet Service Providers (ISPs) available in West Virginia as well as nationwide. A minimum broadband connection of **512 Kbps** or higher is strongly recommended due to the rich media content in many of the online courses.

### Screen Size

Canvas is best viewed at a minimum of **800x600**, which is the average size of a notebook computer. If you want to view Canvas on a device with a smaller screen, we recommend using the Canvas mobile app.

### Email Account

Online courses require each student to have an email account. We have integrated your personal email account as an added convenience to you. This way, you do not have to juggle multiple email accounts. We will issue you a WVJC email account upon request.

### Additional Fees/Costs

- The option to take online courses is included in the standard tuition and fees.

Other costs that students may incur to take online classes include:

- **Personal Computer** - Varies based on specifications
- **Internet Access** - Varies based on location
- **Microsoft Office Suite** - $150 - $500*
  - Word
  - Excel
  - PowerPoint
  - Access
  - Publisher

*Student discounts and free limited trials available.

### Last Date of Attendance (LDA)

(LDA) will be defined differently for online courses than residential courses. LDA for online courses will not be defined as a physical or virtual presence in the classroom. LDA for online courses will be defined as the last date in which a student participates in an online course. Participation for determining LDA in an online course will be defined as any activity carrying weight in the course (e.g. posting a comment for a grade or points, submitting work for a grade or points, etc.)

### Identity Verification and Privacy Protection

- The institution takes identity verification and privacy protection very seriously. The institution and student have a shared responsibility to ensure that the student’s privacy and the integrity of the program are protected.

In order to secure the private information of the student and the institution, the institution creates a unique username and password (credentials) for each student, faculty member, and administrator. This will ensure that private information is seen only by the respective student and appropriate faculty and administration. It also helps to ensure that each student’s work is his/her own. If the institution believes that the student’s privacy has been or is at risk of being compromised, it will notify the student immediately and take whatever appropriate actions are necessary to reestablish security.
It is the responsibility of the student not to share his/her credentials with anyone. If a student intentionally shares their unique credentials it is grounds for, but not limited to, dismissal from online course participation. If a student believes their credentials have been compromised, they are to notify the academic dean immediately so that the credentials can be reset. There is no additional cost to the student for identity verification.

**Services for Online Students** – Although WVJC makes available all of its services to all students (such as counseling, academic advising, guidance, employment assistance, and financial aid), online students who live beyond convenient commuting distance to the main campus will have to commute to the campus for some services, such as face-to-face advising some types of graduate job hunting assistance, participation in campus activities, etc. Prospective students must decide if the benefits of taking an online program from their residence at a distance location outweighs the disadvantage of not having the convenient access to services available to on-campus residential students.

**Credentials Conferred**

**Degrees** – Degrees are offered in the form of an Associate of Applied Business or Associate of Applied Science Degree. Length of time for completion is normally 18 to 24 months, but this time may vary depending upon the number of credit hours carried each term, whether the student attends day or evening classes.

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

**SECTION IV. – General Information**

**Orientation**

At the beginning of each term, the administration will provide an orientation program for all new students. The purpose of the program is to ensure that all new students are thoroughly familiar with the Institution’s policies, procedures and all other information necessary for successful matriculation in their chosen program. All new students are required to attend the orientation program.

**Personal Dress**

Appropriate dress is an important part of any work environment. Part of the student’s training at the Institution involves becoming familiar with and accustomed to appropriate attire typically expected by today’s employers. Students should view their experience at the Institution as the first job in their new career field and should dress appropriately. The Campus President may establish new standards as he/she deems proper. Students not dressed properly may be dismissed from classes for the day and be marked absent or otherwise penalized.

**Student Organizations and Activities**

The Institution encourages its students to be active in student chapters of professional organizations. The Institution will sponsor local chapters in areas related to students’ majors. If a student is interested in establishing a student organization, which is not already available on campus, the student should provide a written request to the Campus President. If enough student interest exists, the institution will sponsor the chapter.

The local area offers diverse opportunities for student recreation and social activities. The Institution may sponsor extracurricular activities in accordance with the student interest. Student suggestions for additional activity should be provided to the Campus President.

Being a team player is part of a work environment in today’s economy. Therefore, students interested in specific activities will be given the responsibility to help organize and help carry out such extracurricular activities with the assistance of the Institution for approved activities.
Externship Requirements

Externships can provide valuable, real-life experiences, as well as providing networking opportunities that may enhance the student’s opportunity to obtain employment after graduation. **Students are required to meet all externship requirements.** Externships must be scheduled at the convenience of the externship site; this means the externship may not be during normal class hours and could be on weekends or evenings. Also, the externship may be scheduled any school term or after the student completes all classes. Students are responsible to adjust their schedules to fit into available externship time slots and are also responsible for transportation to and from the externship site. The institution will assign students an externship site. It is **the student’s responsibility** to be in attendance at the designated times and locations, which may include nights and/or weekends. Additionally, different externship sites will have different requirements. Students should talk to their instructors about specific requirements well in advance of the scheduled externship. Should you be removed from a site due to misconduct, poor attendance, etc., it will be the student’s responsibility to secure an appropriate replacement site that meets the program requirement.

The purpose of an externship is to enhance the student’s education and employment prospects. Students are not employees and are not paid during their externship.

In regard to medical externships, externship sites will have specific health requirements with which the student must comply to be eligible to participate. These requirements might include vaccinations against Hepatitis B, or other diseases and/or medical tests, such as tuberculosis skin test. The student is responsible to meet these requirements at the student’s cost prior to the scheduled externship. To the degree permitted by law and as a requirement of the externship, the student agrees to indemnify and hold harmless medical externship sites, their employees and agents and the school and its agents and employers from any and all liability for injuries, diseases, illnesses or adverse medical conditions that might occur during clinical experiences, including but not limited to blood borne pathogen exposures.

Termination From School

A student may be terminated from this Institution for “cause” which shall include: excessive absences, failure to maintain satisfactory academic progress, failure to pay tuition when due, violation of student conduct standards, disruption of school activities, harassing or threatening conduct, cheating, stealing, 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.

Student Conduct

**On-Campus, Off-Campus, and Social Medial Use**

Students are expected to be courteous to staff, faculty, and fellow students and to conduct themselves in a manner appropriate for a school setting. In addition, threatening, abusive, harassing, disruptive or intimidating conduct is strictly prohibited, as is obscene, profane, disrespectful, or insulting statements. Also, any statements or actions which disparage, ridicule, or otherwise demean another individual or any organization is false or misleading is also strictly prohibited. These types of statements and conduct are prohibited whether directed at a fellow student, staff or faculty member, the campus, or any other persons or organizations. Failure to meet these standards of conduct will result in disciplinary actions including possible termination from school.

Any conduct occurring off-campus which would be a violation if it occurred on-campus is considered a violation of the standards expected of students. For example, if a student harasses or threatens another student off-campus, then the victim is being denied his or her rights to attend class without the fear of being threatened or harassed.
Conduct that violates this policy can occur either face-to-face in the victim’s presence or through other means of communication, such as social media. Any post on any social media site or public communication, which in the institution’s sole judgment, violates the standards described in this section, shall be immediately removed upon request. Such posts are a violation of the standards of student conduct and subject the offender to disciplinary action stated elsewhere in this catalog, up to and including expulsion.

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

**Academic Honesty and Integrity**

The Institution promotes the exchange of knowledge in an environment that encourages intellectual honesty. This applies to both the Institution’s on-ground and on-line learning environments. Students must maintain high standards of academic conduct. A student's conduct must not interfere with the learning process of any other student, the instructor, or the progress of the class. Violation of the academic honesty and integrity standards include, but are not limited to:

- Copy from another student’s assignment/quiz/test or knowingly allow one’s own assignment/quiz/test to be copied.
- Use materials during an assignment/quiz/test that were not clearly authorized by the person giving the assignment/quiz/test.
- Collaborate with another student during an assignment/quiz/test without permission.
- Knowingly use, buy, sell, offer, transport, or solicit any of the contents of an assignment/quiz/test.
- Complete an assignment/quiz/test for another student or permit another student to complete an assignment/quiz/test in one’s place.
- Bribe or attempt to bribe another person to obtain a passing grade or a better grade on an assignment/quiz/test.
- Intentionally misstate facts or events on a graded exercise or assignment in a manner that affects the grade.
- Engage in plagiarism, which includes representing the work of another person as one’s own, including information downloaded from the Internet. The use of another person’s words, ideas, or information without proper acknowledgement also constitutes plagiarism.
- Obtain from or give to another student unauthorized assistance on any course work.
- Compromise instructional and assignment/quiz/test materials by acquiring, using, or providing to others unauthorized instructional and/or assignment/quiz/test materials.
- Share school issued usernames and passwords, computer, email, or learning management system access.

A student found in violation of the Academic Honesty and Integrity policy may be subject to disciplinary action by the Instructor, Program Coordinator/Director, Academic Dean, or Campus President. An instructor may impose sanctions against a student in accordance with the instructor’s course policy. Sanctions may include but not limited to (a) a written warning and/or (b) a lowered or failing grade (including a grade of zero or no credit) on the assignment, test/quiz or project which was the subject of the academic violation. If the instructor believes that additional or different sanctions should be imposed against the student, the matter will be referred to the attention of the Academic Dean or Campus President. In cases where a student commits multiple violations of the Academic Honesty and Integrity policy, the Academic Dean or Campus President will make the final determination regarding disciplinary action.
Anti-Hazing Policy

It shall be the policy of the Institution to strictly prohibit any action or situation which may recklessly or intentionally endanger the mental, physical health or safety of its students for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the Institution. This policy applies to any student or other person who may be associated with any student organization. Violation of this policy may result in disciplinary action including but not limited to suspension and/or termination from school or employment. The Campus President of the Institution shall be responsible for the administration of this policy.

Housing/Transportation/Food Establishments

The Institution does not maintain student housing. Should a student living beyond commuting distance desire to establish residence in the area, it will be the student’s responsibility to obtain housing satisfactory to the student.

The Institution does not maintain a student cafeteria or other eating facilities; however, there are restaurants and grocery stores located in the area. Students who desire to bring lunches to school may do so; however, food may be consumed only in the student lounge. Building regulations restrict consumption of food or beverages to the student lounge.

For additional information concerning availability and cost of room and board or transportation costs for commuting students, see the Campus President.

Health Career Hazards/Liability Release

While working in the health field can bring great satisfaction in helping people improve the quality of lives, it also brings risks that are unique to the health field. Students entering health careers, have an increased exposure to various health risks and illnesses, including but not limited to hepatitis, blood borne pathogens, various contagious or infectious diseases, etc. While exposure to increased health risks is inherent in the field, individuals can take actions to minimize those risks. All students in any health career program are required to talk with their doctor prior to participating in medical externships to both fully understand the nature of the risk and to be certain they have no health conditions that would place them at greater risk.

Also, students are advised that they can get immunized against contracting certain serious diseases, such as Hepatitis B. It is the student’s responsibility to be immunized prior to obtaining medical externships. If the student chooses not to, then the student accepts the responsibility for such preventable risks while participating in such externships.

By enrolling in a program that provides clinical training, whether or not externships are included, to the extent permitted by law the student hereby agrees to hold the institution, staff and faculty harmless from any injuries, illnesses, adverse medical conditions or other damages resulting from such clinical training or externships. In addition, if the students training involves off site clinical training, such as student externships, to the extent permitted by law the student shall also release and indemnify the externship site and its employees from any and all liability for such injuries, illnesses, adverse medical conditions or other damages resulting from such clinical training or externships. Students are required to conscientiously comply with all precautions and safety procedures to minimize risk of exposure, but even with great care risks remain.

Vaccination Policy

Interacting with the public exposes all individuals to contagions. As a part of the training at this institution you will be exposed to the public including other students, faculty, staff and visitors and at off site experiences such as field trips, externships, clinical rotations, etc. Furthermore, certain careers for which the institution trains students may result in greater exposure to disease and illness, such as those in the allied health fields.

IT IS THE RESPONSIBILITY OF EACH INDIVIDUAL TO ASSESS THEIR OWN LEVEL OF RISK AND MAKE THEIR OWN DECISIONS REGARDING VACCINATIONS.
If you have any health problems or risk factors where exposure to the public increases your risk of contracting illnesses or managing them, you are STRONGLY advised to talk with your physician and assess whether you should enter a training program at this time or whether you should secure certain vaccinations prior to enrolling at the institution. Furthermore, requirements to work in health careers are rapidly evolving and usually become more extensive over time. You may be required to meet additional standards, including, but not limited to, getting additional vaccinations and/or tests in order to participate in externships and/or clinical rotations or to be employed in a particular field. If you have health issues that would prevent you from meeting any of these requirements, you are advised not to enroll prior to resolving these issues with your physician. Also, be aware that illegal drug use increases your risk of exposure to health problems and, likely, will prevent you from obtaining employment.

You are advised to talk with a physician about any questions or concerns you might have prior to enrolling. You will be responsible for obtaining and incurring the costs for any necessary immunizations or tests required by your externship or clinical courses/sites, unless a physician documents that you are medically prohibited from doing so. By enrolling, you are accepting full responsibility for this including the risks inherent in interacting with the public and you release the institution, its staff, faculty and other representatives from any and all legal liability for any injuries, illnesses or health problems of any nature as a result of your training program and/or employment.

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, in the event that the institution offers any programs which could potentially result in exposure to radiation, all appropriate and legal requirements relating to proper precautions to minimize exposure will be followed. Students participating in clinical training will also be provided training in health and safety protocols of the clinical facility.

Graduate Career Assistance

The Institution takes pride in offering our graduates’ services and resources that can give them an advantage in a competitive job market and global economy. Our students directly benefit from the institution’s years of working with employers in the local community, and from the knowledge in job search techniques that the institution provides. Despite those advantages, no reputable institution or other postsecondary institution can or would guarantee the success of any graduate or that the graduate will achieve his/her specific career, financial, or other goals. The reason for this is that no educational institution can guarantee a student’s future! Therefore, this institution does not guarantee employment, the likelihood of employment, the type of jobs or compensation and benefits that may be available to the graduate. A student’s career success will depend largely on that student’s attitude, determination, and the effort put into school work, the job search, and the job. For that reason, the Institution strictly prohibits its employees from making any promises regarding the student’s success. In the end, only the student can guarantee his/her success. Students living in rural or economically depressed areas may have to commute long distances or relocate for employment. The individual graduate is properly responsible for and should receive full credit for his/her job and career success.

The Institution’s role in the graduate’s job search effort is to provide job search assistance for each graduate, and the graduate’s role is to make substantial, good faith efforts to find employment. The Institution’s services assist graduates in obtaining positions commensurate with their skill development. The service is provided to assist in the job search; the graduate is still responsible to seek job openings, send resumes, prepare for job interviews and do all those things suggested by the Institution and/or customarily done to aggressively obtain employment. Students are advised that the goal of the Institution’s career services program is to provide assistance; it does not obtain jobs for the graduate for a very simple reason. Only the graduate can properly prepare his/her resume, conduct a job search, attend a job interview, impress the prospective employer, etc. The Institution’s role is to assist the graduate in accomplishing these activities.
In preparing students for their job search, the institution assumes certain responsibilities and the student assumes certain responsibilities as described in this catalog, their enrollment agreement, and other materials provided to students. All students will take a class which teaches job search techniques and helps students begin working with the career services department. The information students receive in that class must be thoroughly learned and utilized in the job search.

As students prepare to graduate in their last term, they are required to meet with the administrator in charge of career services and begin their job search on a part-time basis. The administrator will review job search readiness and give suggestions as the student begins the job search. Students are required to begin keeping a detailed daily or weekly job search personal journal at this time. All job search activities, including jobs applied for, interviews attended, job leads obtained, job opening search activities, contacts with the institution for assistance, etc., are to be recorded in the journal. The journal should be maintained after employment is obtained and updated to record the graduate’s continuing education and professional enhancement activities. Maintaining this information is vital to career advancement, management, and success. Students/graduates who fail to keep the journal are putting themselves at a severe disadvantage in their job hunt and career advancement. Upon graduation, students who are not employed are responsible to continue their job search, on a full-time basis, by contacting potential employers, searching out job leads, making applications for available job openings, etc.

Students/graduates are also expected to stay in contact with the administrator at least weekly for suggestions, updates, to receive available job leads, etc., and to work full-time to find the job the graduate wants.

The Institution reviews the job leads that it receives and attempts to “fit” available graduates to specific job leads. It will determine which graduate’s strengths and weaknesses most closely approximate the requirements of a specific job lead and then provide that lead to those graduates (or students about to graduate). It is the graduate’s responsibility to contact the employer, using the skills he/she learned, set a job interview and ultimately earn the job offer. The Institution reserves the right to withhold assistance from students/graduates who do not follow the techniques they have been taught, or who are not making dedicated job search efforts. Please note that the career services/assistance described above is available only to graduates and students in their final term preparing to graduate. The Institution does not provide or arrange part-time or full-time employment for undergraduates while in school. Also, placement services may be modified from time to time as the campus administration deems appropriate and/or discontinued in the event the campus discontinues operations.

Notice to online/distance education students — All students are provided the same opportunities to receive the full complement of services provided at this campus. As noted above, this institution’s experience with local employers provides an advantage to graduates who are searching for employment; however, students who live beyond reasonable commuting distance to the campus’s geographic area will not be able to take advantage of the institution’s relationship with local employers and employment assistance opportunities as students who live in the local area. Also, the graduate may not be able to take full advantage of face-to-face meetings with employment assistance staff, and other assistance, which can be beneficial in the graduate’s job hunt.

Graduate Career Opportunities

As with anyone else who enters a new career field, graduates can generally expect entry-level positions; however, the level of employment obtained and the likelihood of obtaining employment are heavily dependent on the student’s job search efforts and the record the student makes for himself/herself while in school. Students are advised that their grades, absences, dress, conduct, work ethic and attitude displayed at school can significantly affect both the likelihood of finding employment and the level of employment obtained, if any. Also, matters specific to the student (such as a criminal record, drug/alcohol addiction, willingness to commute for a better job, etc.) can seriously impact the student’s career opportunities/success.

Accreditation may also affect graduate job prospects. Some employers may require a specific accreditation other than that school’s institutional accreditation. Finally, local economic conditions can
greatly impact the graduate’s employment prospects. The graduate may have to accept an initial job that is not the graduate’s first choice, commute out of the local area or relocate out of economically depressed (or rural) areas for employment. However, as the graduate gains experience and engages in continuing education to improve his/her skills, the graduate will find more career choices will be available.

Prospective online students who live in depressed economic areas should seriously consider their willingness to either commute or relocate out of depressed areas to more economically vibrant areas for adequate employment opportunities. Failure to commute (possibly long distances) or relocate will severely limit employment opportunities.

Most of the Institution’s programs provide students with a background in general office administration/technology skills plus additional specialized training in other fields such as information technology, allied health, etc. In this manner, graduates are prepared for a variety of jobs. For information on graduate job/career successes, see the institution’s website at the address on the catalog front cover.

Once the graduate obtains his/her first job, how far he/she may progress in his/her career field will depend on the graduate’s efforts on the job. An educational institution can help its graduates get started; after that it is completely up to the graduate. His/her work ethic, attitude, dependability, willingness to continue learning and other such personal characteristics will not only help a graduate obtain initial employment, but also determine his/her overall career advancement and success. For example in the rapidly changing workplace, graduates must continue to take continuing education classes, join professional/work related associations, attend seminars, subscribed to and read related trade magazines and/or journals and be willing to adapt to change. Long term career management is vital to career success. Long term career management is vital to career success. Students should refer to materials provided for additional important information on career management responsibilities they are required to carry out.

Important Consideration for Online/Distance Education Students

This Institution cannot maintain a current list of each state’s licensing and certifying requirements for all jobs that a particular program’s graduates may be trained to perform. Therefore, the institution makes no guarantees that a program complies with any all licensure and/or certification requirements of any state except the state in which the institution is domiciled (West Virginia). Online/distance education prospective applicants who reside outside the state of West Virginia have the duty and responsibility to check their state’s occupational licensing, certifying, and qualifying requirements before applying for admission.

Employment Statistics

Employment statistics, data on career opportunities, wage rates, and related projections, opinions, and information provide only general employment trends. Neither such information nor the institution’s career services assistance is to be considered (expressly or implied) as a guarantee of employment or the likelihood of employment or an indication of the level of employment graduates can expect. As with anyone else who enters a new career field without prior experience, graduates can generally expect entry-level positions. Obtaining training in a career field helps an individual qualify to enter that field; how far the individual advances is the individual’s responsibility.

Prior to starting classes, students are to review information regarding their career field, employment opportunities, wage rates, and related information available from the U.S. Department of Labor (www.dol.gov), the local job service/workforce (www.onestopohio.org) office, area employment agencies, state agencies and other appropriate sources. It is each student’s responsibility to thoroughly review the career field he/she has chosen and make an independent decision as to whether the opportunities in that field meets the student’s goals and needs prior to starting classes. Local job market data/information is the most appropriate, and will give the best career potential for any geographic area. Another very good source is local employers in the student’s chosen field. The Institution requires that students talk to local employers for the best and most up-to-date information about their chosen career field prior to the first week of classes. National job market data/information provides nationwide averages, which are typically higher than rural and economically depressed areas,
including the local campus area, so local job market sources will normally provide the most relevant information.

This institution maintains data on the success its past graduates have had on finding employment. It is important to understand that the determination as to whether or not a graduate obtained appropriate employment (i.e. “in field” or “related fields”, etc.) often requires considerable professional judgement, and may be subject to good faith professional disagreement. In the spirit of complete transparency, upon request this institution will provide for review the job descriptions and/or other documentation used to substantiate this graduate’s employment status (“in field” or a “related field”, etc.) for graduates who have obtained employment that the institution deems appropriate for the graduate’s program. In this manner prospective students and current students can make their own judgement of whether the types of jobs the programs’ graduates receive will meet the prospective student/current student’s expectations and needs.

Also, it should be noted that the percentage of graduates in any program who are placed in jobs appropriate to their program major changes as graduates obtain in field employment, leave that employment for other opportunities, switch jobs to a position that may be out of field, etc. Therefore, the statistics provided by the institution are simply a snapshot at one point in time, and as noted above those statistics are based, in part, on professional judgements made by the institutions personnel.

**Employer Promise**

It is the Institution’s goal to provide employers productive, valued employees that will meet the employer’s expectations. To accomplish that goal, the Institution provides employers its “Employer Promise”. Accordingly, if skills taught to the graduate do not meet the employer’s expectations, upon the employer’s request, the Institution will provide the graduate with brush-up training necessary to upgrade the graduate’s skills at no cost to the employer or the graduate, at any time within one year of graduation. Skill retraining includes skills taught within the graduate’s curriculum.

**Graduate Promise**

It is the Institution’s goal to provide every graduate the greatest opportunity for success. To accomplish that goal the Institution provides its Graduate Promise, which includes (1) Extended Career Services and (2) Brush-up Courses. Extended Career Services provides past graduates the same career services that are offered to current graduates at any time in the future that the graduate may desire or need such services. Brush-up Courses allow graduates to brush-up on skills by auditing any course or courses within the graduate’s original curriculum as many times as the graduate desires, at no additional tuition. Textbook and other course materials required for the course are at the expense of the graduate. Availability is subject to scheduling and available seats after all current students’ needs are satisfied. Such services are only offered so long as the campus is still in operation.

**Facilities and Equipment**

The Institution’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 normally include at a minimum two or more computer labs, a basic resource center, health careers training facilities and equipment, a nursing lab, general purpose classrooms, restrooms, a student lounge, a teacher’s lounge, and administrative offices.

The Institution 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 job market needs, but each computer lab will normally contain at approximately twenty computers. Software applications in which the student receives instruction will vary based on the student’s specific 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 Institution maintains various types of medical, health related instruments/equipment for those programs that include a clinical component. The equipment typically includes the type of equipment typically found in a doctor’s office or other health related facility, depending upon the specific program. 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 the building regulations during orientation. Failure to comply with building regulations may result in disciplinary action, including termination from school. Any student who damages the campus buildings, grounds or equipment will be held financially responsible. Eating and drinking are permitted only in the student lounge.

**Tobacco Policy**

Ohio Valley College of Technology is a tobacco-free environment. The use of any tobacco products or herbal cigarettes is not permitted anywhere inside the buildings or in exterior spaces immediately adjacent to the buildings. Use of tobacco or herbal cigarettes on school property is restricted to the rear student parking area only.

**Computer Use Policy**

*(Subject to Change without Notification)*

To protect students’ access to functioning computers and to protect computer hardware, software, networks and the proprietary rights of the Institution and third parties in commercial software, all students must assume the following responsibilities of legal and ethical computer and network use. Depending on the severity of any violation of this policy, consequences may include a written or oral reprimand, loss of computer use privileges, expulsion from this Institution and/or referral to the appropriate legal authorities.

- Any currently enrolled student or graduate in good standing may use the computer labs and resource center computer facilities. Guests are not permitted in the computer labs or resource center. These resources are to be used primarily for school or job-search related activities such as research, homework assignments, and resume preparation. Limited personal use of computing facilities (e.g. checking e-mail, web browsing, etc.) is permitted so long as it is done outside of class time and does not unduly burden the Institution’s facilities or prevent others from making use of them. The Institution reserves the right to limit or prohibit personal use of computing facilities at any time.

- Students are prohibited from using Internet resources or computer facilities for the purpose of accessing pornographic content; for the purpose of sending, receiving and/or storing chain mail, advertising, or fraudulent materials; for any commercial or for-profit activity; for annoying or harassing other users by such means as broadcasting unsolicited messages or sending harassing, obscene, or offensive messages; and for any purpose which is prohibited by law.

- The computer facilities of the computer labs and resource center may be used for authorized purposes only. The computer labs may be used whenever the Institution is open and classes are not in session in the labs. The resource center may be used anytime during its normal operating hours. The Institution reserves the right to close the labs or resource center at any time, with or without advance notice, whenever necessary for maintenance or other purposes.

- Food or drinks may not be brought into the computer labs or the resource center. NO EXCEPTIONS.

- Students are prohibited from installing, downloading and/or running any software, other than that provided by the Institution, without explicit permission from a faculty member or administrator.

- Changing any settings or running any diagnostic or utility programs on any computer or network of the Institution without specific instruction by a faculty member or administrator is strictly prohibited. “Settings” include, but are not limited to, video display settings, mouse settings, printer settings, network settings and protocols, etc.
• Students will be provided with personal storage space on the Institution’s computer network for saving files. Students may also choose to save files on a personal USB flash drive. Saving data to any location other than the student’s personal network storage space or USB flash drive is prohibited. Attempting to change or delete any data on the Institution’s computers or computer network is also prohibited.
• Although the Institution makes a best effort to ensure the integrity of files saved on its network, students are strongly encouraged to keep a backup of all files saved on either a personal USB flash drive. The Institution is not responsible for any lost or damaged data saved on its computer network.
• Every student in good standing will be assigned an account on the Institution’s computer network. Sharing of accounts is strictly prohibited. Students will be held accountable for all activity occurring on their account! Therefore, all account information including passwords must be kept confidential. Use these basic account safety measures:
  • Choose hard-to-guess passwords, such as short word phrases (e.g. learn2learn). Do not use common names. If you forget your password, notify administration so that your password may be reset. Never use another student’s account to log on for any reason!
  • Never leave computers unattended without logging off. Always log off at the end of class.
  • Never give passwords to someone else or allow others to use your account.
  • If you suspect that your account has been used by someone else, notify administration immediately.
  • Use shared resources considerately. Do not monopolize systems, overload networks with excessive data, or waste computer time, disk space, paper or other resources. Leave the work area clean and in order for the next person when finished.
  • Do not assume information stored on the Institution’s computer facilities to be private. Any and all information saved on Institution computer facilities may be accessed or deleted at any time.
  • All computer files, disks, USB flash drives, etc. belong to somebody. Assume them to be private and confidential unless the owner has given explicit permission to make them available to others. If in doubt, ask first.
  • Staff, faculty and students are strictly prohibited from copying commercial or otherwise copyrighted software, whether for use on or off campus (except as specifically permitted by the software’s author or manufacturer) or engaging in any other activity that may violate a copyright, patent or trademark. (Consult the Campus President or the appropriate software license agreement should you have any questions.) It is the institution’s policy to comply with all copyright laws. All faculty, staff, students, and members of the campus community are expected to be aware of and follow these requirements. Copyright law information can be found at www.copyright.gov.
• Students are prohibited from accessing data or programs for any reason without the owner’s explicit permission.
• Students are prohibited from downloading, installing, creating, modifying or transmitting any computer program or instruction intended to gain unauthorized access to, or make unauthorized use of, any computer facilities or software.
• Students are prohibited from using the Institution computer facilities with the intent to compromise other computers or networks, to commit crimes, or to engage in other unethical acts. The Institution will take necessary steps to preserve the security of its computer resources.
• Students will be billed for the cost of any damage to computer hardware or the cost of reconfiguration of any software, or for any other costs incurred by the institution as a result of a violation of these rules.
• Report any violation of this Institution Computer Use Policy to the administration immediately.

Resource Center
The Institution 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.

**Attendance**

A. Absences and Class Cuts -

Class attendance is extremely important. Attendance records are normally given considerable weight by prospective employers during the hiring process. A poor attendance record will seriously damage a graduate’s employment prospects. In addition, students are cautioned that in most courses, if a student misses classes, he/she will fall behind very quickly and will have to put forth a great deal of effort to get caught up. Once a student gets behind, it is very difficult to catch up as the class continues to move forward.

Students are required to attend class sessions regularly unless conditions over which they have no control prevent them from being present. If a student accumulates an excessive number of absences, the student may be dropped from school for the term, unless extenuating circumstances exist. Instructors in individual classes may set individual class standards, or cut grades in or terminate a student from the class for absences.

Students terminated for non-attendance will receive no credit for work completed up to that point in the term. Consideration will be given to the student’s academic standing in application of this policy.

B. Tardiness-

Students not in their classrooms at the scheduled start of class will be considered tardy. Instructors may count tardy students as absent, cut grades, or excuse the tardiness, at the instructor’s discretion.

**Withdrawals**

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

Students withdrawing from individual classes will received a “W” (Withdrawal) on their transcripts if they withdraw by the midpoint of the course (end of week three – Non-Nursing, end of week eight – Nursing) and a “WF” (Withdrawal-Failing) if the withdrawal occurs after the midpoint of the course. Withdrawals are not used to calculate grade point average but are used to calculate rate of progression standards. The institution does not offer Withdrawal-Passing.

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

**Graduation**

Graduation ceremonies are held at least once each year for all students meeting graduation requirements since the previous graduation ceremony. Dates, times and locations are announced well in advance of each scheduled graduation.

**Review Privileges**

To help graduates keep their skills up-to-date in a fast changing world, the Institution offers review privileges on a continuing basis to all of its graduates. A graduate may re-take any class in a graduate’s original curriculum at no tuition charge after graduation. The graduate is responsible for routine out-of-pocket costs/fees such as books and supplies, and in the case of online courses, for the associated technology fees/costs. **This privilege is subject to continued campus operation and to the Institution offering the particular classes in the graduate’s original program at the location where the graduate received his/her training and is also subject to seat availability for the class.**
Refund and Cancellation Policy

A. Cancellation:
By the Applicant – If within five days of signing the enrollment agreement an applicant would like to cancel his/her contract and receive a full refund of all tuition and fees paid, he/she must submit in writing, email or certified mail, to the Campus President notice of intent to cancel. The refund will be sent to the last address on record with the institution unless the written notice of cancellation provides an alternative.

By the Institution - An applicant who is accepted for admission may have his/her enrollment cancelled at the discretion of the Institution not later than thirty (30) calendar days after the start of scheduled classes in the applicant’s first payment period in school. This cancellation provision applies ONLY to students in their FIRST payment period of a first time enrollment. Applicants whose enrollment is cancelled will be given a full refund of all monies paid for first payment period tuition and Educational/Resource fees. Five (5) days after the date the enrollment agreement is signed, the enrollment fee and the seat fee are non-refundable. Students who continue attending classes in second or subsequent school payment periods (or after the 30-day cancellation period in the first payment period) and then drop out or are dismissed are subject to the refund policy described in the catalog which is available on the campus website or will be provided upon request. The cancellation period may be extended by the institution if it determines there are extenuating circumstances.

B. Cancellation after Re-enrollment: An applicant who is accepted for re-enrollment may have his/her re-enrollment cancelled not later than 5 business days after signing the re-enrollment agreement. Applicants whose re-enrollment is cancelled will be given a full refund of all monies paid for the re-enrollment payment period only. The cancellation period may be extended by the institution if it determines there are extenuating circumstances.

C. Cancellation after Program Change: An applicant who changes programs may have his/her enrollment in the new program cancelled not later than 5 business days after signing the program change enrollment agreement. Applicants whose program change enrollment is cancelled will be given a full refund of all monies paid for the first payment period of the new program only. The cancellation period may be extended by the institution if it determines there are extenuating circumstances.

D. Refund – Students are charged tuition for each payment period during which they attend class. A student who begins classes and then withdraws, or is terminated, prior to the end of a payment period will receive a refund of tuition and fees for that payment period in accordance with the standards described below. (1) For a student withdrawing from school during the first full week of the payment period, the tuition charges refunded by the institution shall be 75% of the tuition and fees of the payment period. (2) For a student withdrawing from school during the second full week of the payment period, the tuition charges refunded by the institution shall be 50% of the tuition and fees for the payment period. (3) For a student withdrawing from school during the third full week of the payment period, the tuition charges refunded by the institution shall be 25% of the tuition and fees for the payment period. (4) For a student withdrawing from school during or after the fourth full week of the payment period, the student is entitled to no refund. (5) The refund shall apply only to that payment period (the payment period in which the student discontinued attendance prior to the end of the payment period); tuition and fees for all prior payment periods have been earned and are not subject to refund. Refunds will be made only of tuition actually charged, received, and retained by the institution. The institution will retain tuition equal to the tuition charged for the payment period, less the refund as calculated in this policy. (6) Refunds will be made to the program, public or private entity or student as described elsewhere in this policy, and in accordance with the rules of any financial assistance program from which the student received aid.

E. 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 last date of attendance from the Institution will be used in the computation of the student’s refund. The last date of attendance is defined as the last day a student had an academic related activity. The institution will begin the refund process no later than 45 days after the date of determination (DOD). If a student begins the official withdrawal process or provides official notification to the school of his or her intent to withdraw, the DOD will be the date the
student began the official withdrawal process or the date of the student notification, whichever is later. If a student did not begin the official withdrawal process or provide a notification of his or her intent to withdraw, the DOD would be the date the institution became aware that the student ceased attendance.

F. 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 the student by the Institution, or reasons beyond the control of either party.

G. Notifications of withdrawal of cancellation and requests for refund must be in writing and addressed to the Campus President; 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.

Return to Title IV Policy

The law specifies how Ohio Valley College of Technology must determine the amount of Title IV program assistance funds that a student earns if he or she withdraws from school. A student is considered withdrawn if the student ceases attendance and is not scheduled to begin another course within the payment period. If the student is enrolled in programs taught in modules, the student is considered withdrawn if the student ceases attendance and is not scheduled to begin another course within the payment period for more than 45 calendar days after the end of the module the student ceased attending.

A student is not considered to have withdrawn (in the case a student is enrolled in a program taught in modules) if the institution obtains written confirmation from the student at the time of withdrawal that he or she will attend a later module in the same payment period.

Additionally, there are exceptions to when a student is considered withdrawn. For all programs, a student who completes all the requirements for graduation from his or her program before completing the days or hours in the period that he or she was schedule to complete is not considered to have withdrawn. For programs offered in modules, a student is not considered to have withdrawn if the student successfully completes one module that includes 49 percent or more of the number of days in the payment period, excluding schedule breaks of five or more consecutive days and all days between modules. Successful completion means earning at least one passing grade. For programs offered in modules, a student is not considered to have withdrawn if the student successfully completes coursework equal to or greater than the coursework required for the institution’s definition of half-time status (6 credit hours) for the payment period. Successful completion means earning at least one passing grade.

If a student does not meet one of the exceptions above, a calculation is performed to determine the amount of federal student aid a student has earned up to his or her point of withdrawal.

The Title IV Federal student aid programs covered by this Return to Title IV policy are Federal Pell Grants, Iraq and Afghanistan Service Grants, Direct Loans (Subsidized and Unsubsidized), Direct PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOG).

Though the student’s aid is posted to the student’s account at the start of each payment period, the student earns the funds as he or she completes the payment period. If the student withdraws during the payment period, the amount of Title IV program assistance that was earned up to that point is determined by a specific formula. If the student received (or the institution or parent received on your behalf) less assistance than the amount earned, the student may be able to receive those additional funds. If the student received more assistance than the amount earned, the excess funds must be returned by the institution and or the student.

The amount of assistance that is earned is determined on a pro rata basis. For example, if a student completed 30% of the payment period, the student earned 30% of the assistance that was originally scheduled for the student to receive. Once the student has completed more than 60% of the payment period, the student earned all the assistance that was scheduled for the student to receive for that period. If the student did not receive all the funds that were earned, the student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the institution will obtain the student’s (or parent’s in the case of a PLUS Loan) permission before it can disburse them. The student (or parent) may choose to decline some or all the loan funds so that additional debt is not incurred. Ohio Valley College of Technology may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition and fees.
Any excess grant funds will be disbursed to the student. Ohio Valley College of Technology needs a student’s permission to use the post-withdrawal grant disbursement for all other 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 institution will return a portion of the excess equal to the lesser of:

1. the institutional charges multiplied by the unearned percentage of the student’s Title IV funds, or
2. the entire amount of excess funds.

Ohio Valley College of Technology must return this amount even if it didn’t keep this amount of the Title IV program funds.

If Ohio Valley College of Technology is not required to return all of the excess funds, the student must return the remaining amount. For any loan funds that the student must return, the student (or the parent for a Direct PLUS Loan) must repay the loan in accordance with the terms and conditions of the promissory note. That is, a student will make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the 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 or were scheduled to receive. A student does not have to repay a grant overpayment if the original amount of the overpayment is $50 or less. The student must make arrangements with Ohio Valley College of Technology 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 Ohio Valley College of Technology 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. Iraq and Afghanistan Service Grants
6. Federal Supplemental Educational Opportunity Grant (SEOG)

If the institution is required to return Title IV funds as a result of the Return to Title IV calculation, this return will occur within 45 days of the date the institution determined you have withdrawn.

The requirements for Title IV program funds when a student withdraws are separate from the refund policy that the institution has. Therefore, the student may still owe funds to Ohio Valley College of Technology to cover unpaid institutional charges. The institution may also charge the student for any Title IV program funds that the institution was required to return. Students should review the institution’s cancellation and refund policy which is described in the Ohio Valley College of Technology catalog.

To Officially Withdrawal, a student should contact the Registrar (verbally or in writing).

An Unofficial Withdrawal Occurs when:
- a student leaves the school without notice, Or
- When all courses in which the student is enrolled are given a W or WF grade due to non-completion of the course.

The student’s last date of attendance or participation in any academic activity will be the date used to calculate the Return of Title IV Funds. This last date of attendance is determined by using the institution’s attendance records.

**Campus Security and Drug Abuse Policy**

It is the policy of this Institution to maintain a drug free and alcohol free environment. Students and staff are urged to review and abide by the Institution’s policy.
This institution distributes information regarding drug abuse prevention and counseling. This information includes adverse effects of alcohol and drugs, drug abuse offenses and penalties, tips for preventing alcohol and drug abuse, and a listing of area drug and alcohol abuse treatment facilities.

It’s the policy of this Institution that any criminal acts of any nature occurring on campus should be reported to the Campus President, and to the local law enforcement agencies. The Institution maintains records relating to crimes committed on campus and any property immediately adjacent to the campus.

Students and employees should also review the Institution’s policy regarding prevention and reporting of campus crime. A copy of the Institution’s policy and crime statistics is distributed to students.

Firearms of any nature, knives, clubs, brass knuckles or other weapons are strictly prohibited on campus. Bringing any type of weapon on campus will result in disciplinary action, up to and including termination from school in the case of students and termination of employment in the case of an employee.

Advising Services

In addition to career services, the administrative staff is generally available during normal school hours to provide additional vocational or academic advising. Students in need of assistance should notify the office staff, which will arrange an appointment with the Campus President. Students in need of other types of assistance not provided by the school, such as drug and alcohol abuse, family crisis, etc., will be referred to community based counseling services.

Academic Governance Policy

The following standards have been adopted by this Institution to clearly define the responsibility and authority of faculty in matters of academic governance:

1. The Institution administration regularly seeks out the advice of its instructors in matters pertaining to academic affairs and strongly encourages its instructors to provide input on an ongoing basis.
2. The Institution administration views instructors’ opinions and suggestions as providing critical insight into the assessment of student learning outcome planning for institutional effectiveness.
3. The Institution administration regularly seeks out instructors’ opinions in the evaluation and revision of existing curriculum and the assistance in the development of new educational programs.
4. The Institution administration regularly seeks out instructors’ opinions in the planning for Institutional Effectiveness.
5. The Institution administration grants individual instructors the academic freedom to teach assigned courses utilizing the methodology and techniques that the instructor, in his/her professional judgment, deems most appropriate to the situation.

Instructional Prerogative

The Institution administration grants individual instructors the academic freedom to teach assigned courses utilizing the methodology and techniques that the instructor, in his/her professional judgment, deems most appropriate for each course. This includes the selection of appropriate course materials, instructional equipment, and other educational resources. An instructor’s academic freedom shall not interfere with his/her responsibility to administer and implement the academic policies of the Institution. The Institution administration values the professional experience, education, and judgment of its instructors. Instructors’ opinions and suggestions provide critical insight into the planning for institutional effectiveness including assessment of student learning outcomes, the evaluation and revision of existing curriculum, and the assistance in the development of new educational programs. This policy applies only to the instructor’s academic freedom to present coursework in assigned classes and in no way affects any other aspect of the instructor’s legal relationship to the Institution.

Title IX: Sexual Harassment

I. STATEMENT OF NON-DISCRIMINATION POLICY
Ohio Valley College of Technology (The institution) does not discriminate on the basis of sex, sexual orientation, or gender identity in the education programs or activities that it operates, and it is required by Title
IX of the Education Act and the Regulations of the Department of Education (34 C.F.R. § 106, et. seq.) not to discriminate in such a manner. The requirement not to discriminate in the institution’s education programs or activities extends to admission to the institution and employment opportunities with the institution. Pursuant to this policy and the procedures stated in this policy, the institution must respond to alleged incidents of sexual harassment, as defined below that occurred in the institution’s education program or activity, against a person in the United States.

II. TITLE IX COORDINATOR
Inquiries about the application of Title IX Regulations of the Department of Education may be referred to the institution’s Title IX Coordinator or the Assistant Secretary of the Department of Education, or both. The institution’s Title IX Coordinator can be contacted at:

Ohio Valley College of Technology
Attn: Tim Clutter
15258 St. Rte. 170
East Liverpool, OH 43920
330-385-1070
timclutter@ovct.edu

As an alternative to the above Title IX Coordinator, the following individual has also been trained as a Title IX Coordinator and can be contacted at:

Courtney Martin, Campus President
15258 St. Rte. 170
East Liverpool, OH 43920
330-385-1070
cmartin@ovct.edu

The Assistant Secretary of the Department of Education can be contacted at:

U.S. Department of Education
Assistant Secretary for Civil Rights
Kenneth L. Marcus
400 Maryland Avenue, SW
Washington, D.C. 20202-1101
1-800-421-3481
OCR@ed.gov

III. TITLE IX POLICIES & PROCEDURES
The Institution has adopted specific policies and procedures for the handling of Title IX Sexual Harassment issues. This includes procedures for the reporting of an allegation, the filing of a formal complaint, and the grievance process for the resolution of a formal complaint. The full disclosure of these policies and procedures are located on the Institution’s website at the following link: https://www.ovct.edu/title-ix-sexual-harassment/

Harassment Policy
This Institution recognizes its responsibility to all employees and students to maintain an environment free from all forms of discrimination and conduct which can be considered harassing, abusive, coercive or disruptive, including harassment related to a person’s sex, age, race, national origin, religion or disability. Harassment includes, but is not limited to, verbal abuse, suggestive comments, inappropriate gestures or physical contact.

Any employee or student who feels he/she has a complaint of harassment (whether engaged in by a co-worker, supervisor, teacher, staff member, or anyone dealing with the Institution as a vendor or otherwise),
should discuss the matter with the Campus President. If for any reason the employee or student cannot discuss the situation, or does not feel comfortable discussing the situation with the Campus President, then the individual should call the General Counsel’s Office at (304) 296-8284 and ask for the General Counsel. If the employee or student does contact the Campus President and is not satisfied with the Campus President’s actions, then the General Counsel should also be called. Confidentiality will be protected as much as feasible while still being able to investigate the complaint. No retribution will be taken against any employee or student because of his/her complaint. Any employee or student having found to have violated this policy will be subject to appropriate disciplinary action.

All employees and students or others associated with this Institution who are aware of any incidents of harassment (other than sexual harassment which is covered in the section above “Title IX Sexual Harassment”) in the work place are responsible for reporting such incidents directly to the Campus President or to the General Counsel. In doing so, the Institution will work together with all involved to establish and maintain a pleasant working environment free of discrimination or harassment, where each individual strives to treat all others fairly and with respect.

**Ethics and Legal Compliance Policy**

This institution is proud of its community reputation and recognizes that following sound ethical principles and compliance with all governing laws and regulations is the best way to maintain its reputation. It is the policy of this institution that all individuals associated with this institution shall: (a) at all times observe and comply with all laws, rules and regulations, and all other applicable requirements, including accrediting agency criteria and, (b) carry out their duties in an ethical manner.

Any staff, faculty member, employee, or student who acts in an unethical manner or violates any law or regulation is in violation of this policy and is subject to discipline that is appropriate for the severity of the violation. Discipline may include termination of employment, in the case of an employee, or dismissal from school, in the case of a student. All persons affiliated with this institution, including employees and students, are expected to conduct themselves in accordance with this policy and with integrity and respect for other individuals at all times.

In the event that anyone becomes aware of a possible violation of this policy (including any violations of law or governing regulations or ethical conduct), the possible violation should be reported to the Campus President. Retaliation against anyone reporting a possible violation of this policy (including any violations of law or governing regulations or ethical standards) is strictly prohibited and is a violation of this policy. In the event the Campus President fails to adequately address the situation in the opinion of the person reporting the possible violation, or if the possible violation involves the Campus President, then the matter is to be reported to the Office of the General Counsel at (304) 296-8284, or Office of the General Counsel, 3280 University Avenue, Suite 6, Morgantown, WV  26505. The General Counsel will review the matter and make a preliminary decision as quickly as practical under the circumstances, considering the facts involved, needed investigation, etc. If the General Counsel’s Office has not acknowledged receipt of the notification within 14 days, please call the office and specifically ask to speak to the Campus General Counsel.

**Quality Assurance/Legal Compliance Monitoring**

This institution takes seriously its responsibility to operate in an ethical manner and in compliance with all applicable regulations and laws. To encourage development of an institutional culture based on this key operating principle and for customer service, quality control, training, supervision, legal compliance, and other business purposes. The institution reserves the right and all employees and students grant permission for the institution to:

a. Monitor and/or record all internal or external communications (i.e. telephone calls, emails, texts, other electronic communications, etc.).

b. Monitor and/or record computer and internet usage.

c. Monitoring and recording may involve video as well as audio monitoring and recording (using electronic means or otherwise). This may include the use of “secret shoppers” utilizing video and
audio recording equipment to monitor and record specific actions in the presence of the individual involved.

This policy is applicable to all students, staff, faculty, employees or other individuals (whether or not the individual is using campus computers and/or campus telephone systems or other communications equipment) and there should be no expectation of privacy or right to privacy. The institution may utilize its own monitoring/recording devices or may utilize a 3rd party’s services. By enrolling in school, students grant permission for monitoring and/or recording as described in this section. By accepting employment, employees grant permission for monitoring and/or recording as described in this section. This policy is subject to specific local legal requirements, if any, applicable to the specific situation.

**Electronic Communication Disclosure Notice**

To reduce paper waste and help our environment, this campus will be communicating with the campus community by email and other electronic means for most correspondence. You will be able to retrieve letters and notices quickly and easily by accessing your assigned email account.

Upon enrollment at this campus, you will be assigned an institution email account. You will be given detailed instructions on how to access your campus email account during the orientation session.

In addition, by enrolling, you give the campus permission to contact you by text message, fax, telephone, or any other electronic or customary means.

It will be your responsibility to access your account regularly to retrieve important email messages from the institution. In many cases, the institution’s ability to receive Financial Aid on your behalf depends on communication and cooperation with you, 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 our website. We will send you an email notice that informs you where this information can be obtained.

You can access this website from the convenience of your home if you have internet access or in one of the computer labs on campus or in the school library.

You 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.
Official School Calendar (Non-Nursing)
East Liverpool Campus
“A” Quarters

Summer A Quarter 2021
June 28, 2021 ................................................................. Summer A Quarter Begins
July 5, 2021 ................................................................. Independence Day Observed (Holiday)
August 9, 2021 ............................................................... Summer A Quarter Break Begins
August 16, 2021 .............................................................. Classes Resume
September 6, 2021 ....................................................... Labor Day (Holiday)
September 26, 2021 ...................................................... Summer A Quarter Ends

Fall A Quarter 2021
September 27, 2021 ......................................................... Fall A Quarter Begins
November 25-26, 2021 ................................................... Thanksgiving (Holiday)
December 19, 2021 ....................................................... Fall A Quarter Ends

Winter A Quarter 2022
January 3, 2022 .......................................................... Winter A Quarter Begins
March 27, 2022 .......................................................... Winter A Quarter Ends

Spring A Quarter 2022
April 4, 2022 .............................................................. Spring A Quarter Begins
May 30, 2022 .............................................................. Memorial Day (Holiday)
June 26, 2022 .......................................................... Spring A Quarter Ends

Summer A Quarter 2022
June 27, 2022 .............................................................. Summer A Quarter Begins
July 4, 2022 .............................................................. Independence Day (Holiday)
August 8, 2022 ............................................................. Summer A Quarter Break Begins
August 15, 2022 .............................................................. Classes Resume
September 5, 2022 ....................................................... Labor Day (Holiday)
September 25, 2022 ...................................................... Summer A Quarter Ends

Fall A Quarter 2022
September 26, 2022 ......................................................... Fall A Quarter Begins
November 24, 2022 ..................................................... Thanksgiving (Holiday)
December 18, 2022 ....................................................... Fall A Quarter Ends

Winter A Quarter 2023
January 2, 2023 .......................................................... Winter A Quarter Begins
March 26, 2023 .......................................................... Winter A Quarter Ends

Spring A Quarter 2023
April 3, 2023 .............................................................. Spring A Quarter Begins
May 29, 2023 .............................................................. Memorial Day (Holiday)
June 25, 2023 .............................................................. Spring A Quarter Ends
Official School Calendar
East Liverpool Campus
“B” Quarters

Summer B Quarter 2021
May 17, 2021 .................................................. Summer B Quarter Begins
May 31, 2021 .................................................. Memorial Day (Holiday)
July 5, 2021 .................................................. Independence Day Observed (Holiday)
August 8, 2021 .................................................. Summer B Quarter Ends

Fall B Quarter 2021
August 16, 2021 .................................................. Fall B Quarter Begins
September 6, 2021 .............................................. Labor Day (Holiday)
November 7, 2021 .............................................. Fall B Quarter Ends

Winter B Quarter 2021/2022
November 8, 2021 .............................................. Winter B Quarter Begins
November 25-26, 2021 ........................................ Thanksgiving (Holiday)
December 20, 2021 .............................................. Winter B Quarter Break Begins
January 3, 2022 ............................................... Classes Resume
February 13, 2022 .............................................. Winter B Quarter Ends

Spring B Quarter 2022
February 14, 2022 .............................................. Spring B Quarter Begins
March 28, 2022 .............................................. Spring B Quarter Break Begins
April 4, 2022 ............................................... Classes Resume
May 15, 2022 .............................................. Spring B Quarter Ends

Summer B Quarter 2022
May 16, 2022 .................................................. Summer B Quarter Begins
May 30, 2022 .................................................. Memorial Day (Holiday)
July 4, 2022 .................................................. Independence Day (Holiday)
August 7, 2022 .................................................. Summer B Quarter Ends

Fall B Quarter 2022
August 15, 2022 .................................................. Fall B Quarter Begins
September 5, 2022 .............................................. Labor Day (Holiday)
November 6, 2022 .............................................. Fall B Quarter Ends

Winter B Quarter 2022/2023
November 7, 2022 .............................................. Winter B Quarter Begins
November 24-25, 2022 ........................................ Thanksgiving (Holiday)
December 19, 2022 .............................................. Winter B Quarter Break Begins
January 2, 2023 ............................................... Classes Resume
February 12, 2023 .............................................. Winter B Quarter Ends
Official School Calendar
Nursing and LPN to RN Bridge Programs ONLY

Spring Semester 2021
January 4, 2021..........................................................Spring A Semester Begins
April 25, 2021..........................................................Spring A Semester Ends

Summer Semester 2021
May 3, 2021..........................................................Summer A Semester Begins
May 31, 2021..........................................................Memorial Day (Holiday)
July 5, 2021..........................................................Independence Day (Holiday)
August 22, 2021..........................................................Summer A Semester Ends

Fall Semester 2021
August 30, 2021..........................................................Fall A Semester Begins
September 6, 2021..........................................................Labor Day (Holiday)
November 25-26, 2021..........................................................Thanksgiving (Holiday)
December 19, 2021..........................................................Fall A Semester Ends

Spring Semester 2022
January 3, 2022..........................................................Spring A Semester Begins
April 24, 2022..........................................................Spring A Semester Ends

Summer Semester 2022
May 2, 2022..........................................................Summer A Semester Begins
May 30, 2022..........................................................Memorial Day (Holiday)
July 4, 2022..........................................................Independence Day (Holiday)
August 21, 2022..........................................................Summer A Semester Ends

Fall Semester 2022
August 29, 2022..........................................................Fall A Semester Begins
September 5, 2022..........................................................Labor Day (Holiday)
November 24-25, 2022..........................................................Thanksgiving (Holiday)
December 18, 2022..........................................................Fall A Semester Ends

Spring Semester 2023
January 3, 2023..........................................................Spring A Semester Begins
April 23, 2023..........................................................Spring A Semester Ends

Summer Semester 2023
May 1, 2023..........................................................Summer A Semester Begins
May 29, 2023..........................................................Memorial Day (Holiday)
July 4, 2023..........................................................Independence Day (Holiday)
August 20, 2023..........................................................Summer A Semester Ends

Fall Semester 2023
August 28, 2023..........................................................Fall A Semester Begins
September 4, 2023..........................................................Labor Day (Holiday)
November 23-24, 2023..........................................................Thanksgiving (Holiday)
December 17, 2023..........................................................Fall A Semester Ends

Spring Semester 2024
January 2, 2024..........................................................Spring A Semester Begins
April 21, 2024..........................................................Spring A Semester Ends

Summer Semester 2024
April 29, 2024..........................................................Summer A Semester Begins
May 27, 2024..........................................................Memorial Day (Holiday)
July 4, 2024..........................................................Independence Day (Holiday)
August 18, 2024..........................................................Summer A Semester Ends

Fall Semester 2024
August 26, 2024..........................................................Fall A Semester Begins
September 2, 2024..........................................................Labor Day (Holiday)
November 28-29, 2024..........................................................Thanksgiving (Holiday)
December 15, 2024..........................................................Fall A Semester Ends
SECTION V. – Financial Aid

Financial Aid

Students attending the Institution may receive various types of student aid depending upon their eligibility and qualifications. All students entering the Institution are required to meet with the Institution’s financial aid officer who can provide the student with the information and applications necessary to apply for financial aid.

Students should understand that the student financial assistance programs described in this catalog may change from year–to-year as may the qualifications and eligibility to receive financial aid. Determinations regarding eligibility for financial assistance, as well as the amount and timing of financial assistance, are made by the U.S. Department of Education.

Additionally, students should understand that the school has no control over financial aid program regulations, which are generally increasing in complexity and compliance requirements. (One example is the “Gainful Employment Regulations” published October 31, 2014, which could result in a loss of financial aid for a specific educational program and/or closure of the campus before all students graduate.) As such, the school makes no promises or representations whatsoever regarding the timing, amount or availability of financial aid for students.

The eligibility of students to receive financial assistance (including student loans, student grants, etc.) while enrolled in a particular educational program, and/or the eligibility of the school itself to participate in financial assistance programs, could be terminated/restricted/limited prior to the student graduating for numerous reasons under current regulations. If any of these circumstances occurs, the school may terminate the program and/or close the campus prior to all students graduating.

In the event of program termination or campus closure, any student who has not yet graduated will be released from any further tuition payment obligations beyond the student’s final term in school and the school will have no further obligation to the student to continue offering classes or providing other services, etc. under the student’s enrollment contract or otherwise. Both the school and the student will be deemed to have discharged his/her/its obligations to the other. The decision to terminate a program and/or close a campus will depend on the circumstances existing at that time, including, whether an adequate number of students are able and willing to pay their tuition and fees without financial aid assistance to make program and/or campus continuation feasible, in the judgment of the school’s administration.

In regard to student loans, students are cautioned to carefully evaluate their needs. Failure to repay loans can have adverse consequences including negative credit ratings for at least seven years for the student, ineligibility for any additional federal financial aid, loss of the generous repayment schedule and deferment options, possible seizure of federal and state income tax refunds, exposure to civil suit, liability for collection costs, possible referral of the account to a collection agency, and garnishment of wages if the borrower is a federal employee. In addition, the Institution will not release diplomas, transcripts, or other records to any student who is in default in repayment of any type of federal student loan. Students are responsible to repay student loans regardless of whether the student is satisfied with his/her education, graduates or achieves his/her career or other educational goals, unless the student has a legal defense to repayment.

The following is a list of different types of financial aid for which the student may qualify at this Institution:

1. Grants – Grants are given on the basis of financial need.
   a. Federal Pell Grant Program – Students who qualify may receive the funding levels as established by the federal government for each award year. This money is not a loan and does not have to be paid back; however, the student may be required to pay back part of the grant if the student does not complete the term for which the grant was issued. The exact amount each student receives will depend upon financial information provided by the student on the student’s application. Only undergraduates are eligible to apply for Pell grants.
   b. Federal Supplemental Education Opportunity Grant – Like the Pell Grant, this money is awarded to students based on their financial need; it is a grant and not a loan and does not have to be paid back.
addition to financial need, the amount a student receives, if any, also depends on the availability of funding in the year in which the student is attending school. This program is a campus-based program available only to students who do not have a bachelor’s degree.

c. Iraq and Afghanistan Service Grant – This Grant is for undergraduate students who are not eligible for Pell Grants whose parent or guardian died as a result of military service in Iraq or Afghanistan after 9/11; and who, at the time of the parent or guardian’s death, were less than 24 years old or were enrolled at least part-time at an institution of higher education. Students who qualify may receive a maximum award equivalent to the Pell Grant maximum.

2. LOANS – In recognition of the national concern for excessive student loan debt, this institution has made an explicit commitment to protect students, taxpayers, and the integrity of the US Department of Education student loan program. The institution carries out its commitment by consistently providing the utmost efforts to reduce student loan debt. As such, it is this institution’s policy to protect students from over-borrowing by providing individualized, comprehensive counseling and through all other appropriate means, on a case-by-case basis, in order to determine the appropriate level of borrowing for each student. Under the Stafford program, payments begin six months after graduation or the student ceases at least half-time enrollment. Under the Perkins program, payments begin 9 months after graduation or after the student ceases to be enrolled on a half-time basis. Under the PLUS (Parent Loan) program, payment begins approximately 60 days after the final disbursement of the loan, but may be deferred until after graduation or the student ceases half-time enrollment at the request of the parent.

a. Federal Direct Stafford Loan Program – The Stafford Loan is either subsidized or unsubsidized. A Subsidized loan is awarded on the basis of financial need. The student will not be charged any interest during periods of at least half-time enrollment. The Federal Government “subsidizes” the interest during these periods.

b. An Unsubsidized Stafford Loan is not awarded on the basis of need. A student will be charged interest from the time the loan is disbursed until it is paid in full. A student can choose to pay this interest while in school or let it capitalize.

c. The maximum loan amounts a student may be eligible for is $9,500 for the student’s first year, $10,500 for the student’s second year, and $11,500 for the student’s third year with no more than $3,500 the first year, $4,500 the second year, and $5,500 the third year from the Subsidized program.

d. Federal PLUS (Parent Loans) for Undergraduate students are for parents of dependent students. The parent may borrow up to the student’s cost or attendance minus other financial assistance. The parent must pass a credit check for eligibility.

3. FEDERAL WORK STUDY PROGRAM – The Institution has funding available on a limited basis whereby a student, who is determined eligible through a needs analysis calculation, may work on or off campus. The employer pays the student as a regular employee. However, a percentage of the wage is returned to the employer as a reimbursement through federal funds.

4. BENEFITS – Benefits are funds some people are entitled to under special conditions. Like grants, benefits do not have to be paid back. Eligibility for benefits is established by the agency administering the program.

5. INSTITUTION PROVIDED LOANS –

   CRITERIA: The Institution is required by federal regulations to determine a Cost of Attendance as a basis for awarding financial aid. The sum of all resources including this Institution provided loan cannot exceed this cost of attendance. Students attending who after applying all aid from all sources have a gap in funding and show an unmet need as defined by this calculation are eligible to receive this loan.

   PROCEDURES & DEADLINES: The student may make application at any time by meeting with the Institution’s financial aid officer who will assist the student in determining the student’s unmet need and their eligibility for this institutional loan based on the criteria above. There are no written applications other than the Free Application for Federal Student Aid (FAFSA). Terms and conditions of the loan; including interest rates, minimum payments, truth in lending disclosures etc. are provided during this meeting and prior to any commitment on the part of the student.
AWARD AMOUNTS: The minimum award is $200. There is no maximum, up to the unmet need after all other aid sources are considered.

TERMS & CONDITIONS: The loan has an annual interest rate of 4%. Interest will accrue from the beginning of the repayment period until the full amount of principal, with the accrued interest, has been paid. The repayment period begins on the first day of the second calendar month after the student’s enrollment at the Institution has ended regardless of whether the student graduated or withdrew. Payments will be made in consecutive monthly installments equal to an amount sufficient to fully pay off the principal together with accrued interest in ten years or $40.00, whichever is greater. There are no deferments or forbearances on this loan, unless the student returns to school at the Institution. Upon return, the student will be eligible for in school deferment.

6. PAYMENTS IN LIEU OF DEBT – In recognition of the national concern for excessive student loan debt, this institution has made an explicit commitment to protect students, taxpayers, and the integrity of the US Department of Education student loan program. The institution carries out its commitment by consistently providing the utmost efforts to reduce student loan debt. As such, it is this institution’s policy to protect students from over-borrowing by providing individualized, comprehensive counseling and through all other appropriate means, on a case-by-case basis, in order to determine the appropriate level of borrowing for each student. Thus, the institution allows the student to make monthly payments which are applied as a credit against tuition and other fee charges. Each student’s situation is different and the institution is willing to work within the student’s means, therefore, each student’s payment will vary accordingly. Additionally, if once a student begins school and is making payments and subsequently determines that the payments should be modified, either up or down, to accommodate the student’s individual situation the institution will modify payments. Any payment modification must ensure that the student ultimately meets their tuition and fee obligations.

7. OTHER IMPORTANT INFORMATION – This institution takes seriously its obligation to maintain strict confidentiality regarding any student’s financial aid and account status. As such, it is an absolute violation of the institution’s confidentiality policy for an employee or for a student to discuss or disclose any matter that involves the student’s financial aid or account status with anyone outside of those administrators authorized to address such matters. Students are cautioned that every individual’s financial aid is unique to that student and any disclosure by a student of any aspect of his or her financial aid is likely to cause confusion and concern among other students and such a disclosure is considered a violation of the institution’s confidentiality policy in the same manner as such a disclosure by a financial aid officer. Violation of this policy may subject the offending student or financial aid officer, as the case may be, to discipline up through and including dismissal from school, in the case of the student, or termination from employment, in the case of the employee.

It is the policy of this Institution that all grants, scholarships, and Perkins loans be applied first to the student’s institutional costs, such as tuition, books, and other required fees.

The Campus President shall provide to any current or prospective student or other individual authorized to receive such information, documentation relating to the Institution’s accreditation, licensing, financial aid selection, procedures, disbursements, Title IV Funds return policy, and other required student consumer information, upon written request. Any student aggrieved by adverse decisions of the Financial Aid Officer may appeal those decisions to the Financial Aid Supervisor. This applies only to decisions made by the Financial Aid Officer.

Additional information concerning students’ rights and responsibilities may be found in the publication “Funding Your Education” which the Institution posts on its website.

Institutional Policy on Multiple Grants

OVCT has a desire to assist as many students as possible through the awards of scholarships and grants. Therefore, it is the policy of this institution to limit the total monetary amount awarded by OVCT to any one
student to a total of $3,000. All institutional grants or scholarships are reduced by 25% for a 3/4-time student and by 50% for a 1/2-time student for any term in which the student does not attend full-time. Any student that withdraws from his or her program of study without graduating will forfeit any remaining grant. An exception to the $3,000 scholarship limit is applied for the following grants/scholarships, where the limit will extend to award level received up to tuition and fees, if award level is higher than institutional limit:

- Nursing Pathway Grant
- Lou Holtz Upper Ohio Valley Hall of Fame Matching Award
- Nurses Touch Lives Grant
- Employee and Family Appreciation Grant

**Scholarships and Institutional Grants**

1. **Early Admission Grant**
   **Description:**
   The College understands the necessity for high school graduates to begin their futures with marketable skills which are critical to career satisfaction. The College also believes that high school graduates should be presented the opportunity to develop these valuable skills while prudently managing the amount of financial investment required to obtain a post-secondary education. In the spirit of these goals, the College offers high school students the opportunity to receive the Early Admission Grant.

   **Eligibility Criteria:**
   - Applicant must be a current high school student.
   - Applicant must (a) complete application requirements and (b) remit enrollment and seat fees prior to the application deadline.
   - The scholarship may be applied to Associate Degree programs only.
   - Applicant must begin classes within six (6) months of high school graduation
   - While enrolled at the College, the applicant must maintain (a) continuous enrollment and (b) Satisfactory Academic Progress
   - Application Materials Submitted for Review Must Include:
     - An expressive demonstration of “why going to college is important to you” (Mediums could include, but are not limited to, one or more of the following: written expression, video, presentation, social media engagement, expressive piece of art, etc.)

   **Awards:**
   - Eligible students will be awarded a $3,000 grant ($500/term maximum).
   - The grant will be disbursed equally throughout the entire length of the program.

   **Application Process & Deadlines:**
   - **Application Process:** (1) Complete a college interview. (2) Apply to and be accepted to the college.
     - (3) Remit enrollment fee and seat fee. (4) Submit your expressive demonstration.
   - **Application Deadline:** November 30

2. **College Commitment Grant**
   **Description:**
   The College understands the importance of developing high school graduates into productive members of society who are committed to taking an active role in the betterment of our community. Therefore, the College offers the College Commitment Grant to high school students who can demonstrate their high level of commitment to completing their degree and pursuing their career path to shape society and the surrounding community.

   **Eligibility Criteria:**
   - Applicant must be a current high school student or have graduated from high school within the past six months.
• Applicant must (a) complete application requirements and (b) remit enrollment and seat fees prior to the application deadline.
• The scholarship may be applied to Associate Degree programs only.
• Applicant must begin classes within six (6) months of high school graduation.
• While enrolled at the College, the applicant must maintain (a) continuous enrollment and (b) Satisfactory Academic Progress.
• Application Materials Submitted for Review Must Include:
  ○ An expressive demonstration of five or more reasons that going to college and pursuing your career path is important to you. How are you going to shape society and the surrounding community with what you are going to study and pursue in your career? You can use a medium of your choice for your expressive demonstration. Mediums could include but are not limited to, one or more of the following: written expression, video, song, presentation, social media engagement, expressive piece of art, etc.

Awards:
• Five (5) eligible students per high school graduation year will be awarded a grant. $2,000 grants are awarded if the applicant completes all of the eligibility requirements before the first deadline and have a June start date. Applicant will be awarded a $1,000 grant if all of the eligibility requirements have been met before the second deadline and have an August start date.
• Scholarship awards will be disbursed equally throughout the entire length of the program.

Application Process & Deadlines:
• Application Process: (1) Complete a college interview. (2) Apply to and be accepted to the college. (3) Remit enrollment fee and seat fee. (4) Submit your expressive demonstration.
• Application Deadline: There are two different deadlines for this grant. The spring deadline is May 15 and the summer deadline is July 1 of each year following the applicant’s year of graduation.

3. Lou Holtz Upper Ohio Valley Hall of Fame Scholarship Matching Award
The Institution will match up to five Lou Holtz Upper Ohio Valley Hall of Fame Scholarships each year. Funding is provided by the institution in the form of a tuition credit. This credit will be applied to the student’s account upon receipt of funds from the Hall of Fame. The award amount will be credited up to tuition charges in the amount of $5,000 per academic year. Responsibility for selection of scholarship recipients rest solely with the Hall of Fame; The Institution has no role in the selection of recipients. Students must maintain satisfactory academic progress in order to remain eligible for the award. The deadline is set by the Lou Holtz Upper Ohio Valley Hall of Fame Scholarship Matching Award.

4. Nursing Pathway Grant
Description:
Ohio Valley College of Technology recognizes the need for trained healthcare and nursing professionals in our community. To support this need and the lifelong career goals of our students, OVCT offers the following Nursing Pathway Grant to qualified Alumni.
Eligibility Criteria:
• Students must be a graduate of one of OVCT’s allied health associate degree programs.
• Students must apply for and be accepted into the institution’s Nursing program.
• Nursing Alumni Grants may not be combined with the Nurses Touch Lives Grant.
Awards:
Any student meeting the eligibility criteria will be awarded a $3,000 grant ($500/term maximum) which will be disbursed equally throughout the entire length of the program.
Application Process & Deadlines:
Qualified alumni are auto-applied for the Alumni Grant for Nursing Education by virtue of their enrollment. There are no application deadlines.
5. **Academic Success Grant**  
**Description:**  
It is the goal of the institution to produce graduates who are productive and contributing members of their profession and their communities. The purpose of the Academic Success Grant is to motivate and reward responsible students who strive to that end. Grant amounts vary based on each student’s academic achievement.  
**Application Process:**  
All students are auto-applied for the Academic Success Grant by virtue of their enrollment. There is no application or deadline. This grant can be applied to only one program per student. The grant is awarded for each term that the student is in attendance during his or her FINAL academic year.  
**Eligibility Requirements:**  
- Student must be enrolled in an Associate Degree Program  
- Student maintains Satisfactory Academic Progress  
- Student completes at least one academic year of his/her program with a minimum 3.0 CGPA for nursing programs and 2.5 for all other programs.  
- Student completes at least one academic year of his/her program with a minimum 80% attendance rate.  
**Awards:**  
**Nursing and LPN to RN Bridge Programs:**

<table>
<thead>
<tr>
<th>CGPA</th>
<th>Grant Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.00</td>
<td>$1,000/semester</td>
</tr>
<tr>
<td>3.00-3.99</td>
<td>$700/semester</td>
</tr>
</tbody>
</table>

**Other Programs:**

<table>
<thead>
<tr>
<th>CGPA</th>
<th>Grant Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.00</td>
<td>$1,000/quarter</td>
</tr>
<tr>
<td>3.00-3.99</td>
<td>$700/quarter</td>
</tr>
<tr>
<td>2.50-2.99</td>
<td>$400/quarter</td>
</tr>
</tbody>
</table>

6. **Nurses Touch Lives Grant**  
**Description:**  
The Nurses Touch Lives Grant is designed to financially support students desiring an education and career as a nurse.  
**Eligibility Criteria:**  
- Student is accepted for enrollment into the institution’s School of Nursing.  
- Student has financial need where financial need is defined as tuition and fees remaining after all other resources, including all external grants are applied to the cost of attendance.  
**Awards:**

<table>
<thead>
<tr>
<th>Grant Categories (Per Award Period)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
</tr>
<tr>
<td>Need</td>
</tr>
</tbody>
</table>
During each application period all accepted students will be divided into three (3) categories based on financial need.

For each cohort, two students from the highest financial need category, one student from the next highest financial need category and one student from the lowest financial need category shall be eligible for consideration for grants.

The School of Nursing director or designee shall then apply points to each student in the 3 categories. Points may be awarded for:
- Entrance Exam Score
- School of Nursing Interview Score
- Application Period
- Number of Nursing Scholarships or Grants Applied For
- Military Service
- Employment Experience
- Previous Education
- CPR Certification
- Community Involvement

The number of points awarded is determined solely by the Nursing Director or his/her designee and it is his/her absolute discretion. The decision regarding points awarded is final.

**Application Process & Deadlines:**
- The School of Nursing enrolls students in an open rolling enrollment for each class start. The open enrollment period shall be determined individually for each nursing class and will include specific application periods within the open enrollment period. Contact the admissions department for a current list of dates and deadlines.
- Students overall applicant scorecard results will roll over to all subsequent award periods within the current enrollment cycle. These students, based on the applicant score card results, could earn grants in these subsequent award periods.
- Awards will be disbursed equally throughout the entire length of the program.

7. **OVCT Grant for Boardman Training Center Alumni**
Ohio Valley College of Technology recognizes the need for trained healthcare professionals to advance their career by obtaining further education and higher-level credentials. As such, the College offers graduates of the Boardman Training Center Cardio-phlebotomy or Medical Office Specialist programs the opportunity to receive a $3,000 Grant to pursue an Associate Degree.

**Eligibility Criteria:**
- Student must be a graduate of either the Cardio-phlebotomy or Medical Office Specialist program at Boardman Training Center.
- Student must apply for and be accepted into any non-nursing associate degree program at Ohio Valley College of Technology. This grant does not apply to the School of Nursing.

**Awards:**
Any student meeting the eligibility criteria will be awarded a $3,000 grant which will be disbursed evenly throughout the entire length of the program in no more than 6 equal installments of $500 per quarter.

**Application Process and Deadlines:**
Qualified Boardman Training Center alumni are auto-applied for the grant by virtue of their enrollment. There are no application deadlines.

8. **Employee and Family Appreciation Grant**
Ohio Valley College of Technology appreciates its employees and their dedication to helping OVCT students improve their lives and the lives of their family through career-focused training and support. As a
token of its gratitude for the great service OVCT employees provide, OVCT offers the Employee and Family Appreciation Grant to its qualified employees and family members.

**Application Process:**
Employees should make a written request to the Campus President detailing (a) the proposed grant recipient, (b) the program of interest, and (c) how the proposed recipient will benefit from the grant.

**Eligibility Requirements:**
- The employee must be employed by this Institution, another institution under common ownership, or a related company that provides support to those institutions.
- For the purpose of this grant only, “Eligible Family Member” is defined as a spouse, child, stepchild, or grandchild. This includes family members that are formally adopted. (Note: siblings, aunts, uncles, cousins and other extended family members are not eligible.) Documentation must be provided upon request.
- The employee must be in good standing, which includes but is not limited to, consideration of length of employment. The minimum employment is one year of service.
- The proposed grant recipient must meet the qualification for acceptance, apply and be accepted into one of the Institution’s non-nursing educational programs.

**Awards (Non-Nursing Programs Only)**
- Award Amounts

<table>
<thead>
<tr>
<th></th>
<th>Non-Nursing Programs</th>
<th>Nursing Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>90%</td>
<td>15%</td>
</tr>
<tr>
<td>Eligible Family Members</td>
<td>50%</td>
<td>15%</td>
</tr>
</tbody>
</table>

- Application of Awards
  - The grant will be disbursed equally throughout the entire length of the program and is applied to the amount of Tuition and the Educational Resource Fee.
  - Should the employee’s employment be terminated either voluntarily or involuntarily while the employee or his/her qualified family member is receiving the grant, awards will be discontinued at the end of the current term.

- Award Restrictions
  This grant is not restricted by the Institutional Grant Limit; however, no combination of institutional grants may exceed 90% of any program

9. **Armed Services Grant**

**Description:**
The Ohio Valley College of Technology Armed Services Grant is designed to recognize the sacrifice made by volunteering for duty in a branch of the armed services. The objective of the scholarship is to help finance career education for the family members of these individuals.

**Eligibility Requirements:**
- Family member are defined as spouse and children including step-children and legal dependents.
- Applicants must (a) make application for enrollment and (b) be accepted into one of the institution’s associate degree or diploma programs.
- While enrolled at the college the student must maintain Satisfactory Academic Progress.
- Eligible students will be awarded a $2,000 grant to be distributed equally throughout the entire program ($333/term maximum).

**Application Process and Deadlines:**
Qualified students and prospective students who have been accepted for enrollment are automatically applied for the Armed Services Grant by virtue of their enrollment.
There are no application deadlines.

10. Imagine America Scholarship
As a participating Imagine America institution, the Institution will award up to ten (10) Imagine America scholarships annually. Additional scholarships may be accepted at the sole discretion of the institution. This scholarship is awarded based on nomination by each student’s home high school and is valued at $1,000. Students seeking to apply for the scholarship should submit their application on-line at www.imagine-america.org. The award amount will be distributed evenly throughout the terms in the program. Students must maintain satisfactory academic progress in order to remain eligible for the award. The Institution’s deadline is September 15 of each year; however, earlier deadlines may be set by the awarding agency.
Section VI - Curriculum
Curriculum

Business Administration
Associate of Applied Business – Occupational
72 Weeks
Available methods of delivery: Residential *

The objective of this program is to prepare graduates for a wide variety of entry-level positions requiring a background in basic business and office administration skills. Besides the general education component, graduates receive training in information technology and fundamentals of various business principles including accounting/bookkeeping, sales and marketing, and software applications. With this broad background, graduates are prepared to work in a wide variety of occupational settings in business and industry, government, non-profit public and private institutions and agencies. The base curriculum prepares graduates for both entry level front office and back office career paths. Some career paths may require additional training and/or experience. The completion of this program could also be used as an opportunity to maintain existing employment or advance in a career.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Subject</th>
<th>Quarter Credits</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*WPA 101</td>
<td>Word Processing Applications</td>
<td>3</td>
<td>48</td>
</tr>
<tr>
<td>*SPA 101</td>
<td>Spreadsheet Applications</td>
<td>3</td>
<td>48</td>
</tr>
<tr>
<td>*IPS 101</td>
<td>Introduction to Presentation Software</td>
<td>3</td>
<td>48</td>
</tr>
<tr>
<td>*ITC 101</td>
<td>Introduction to Computers</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>*ACC 101</td>
<td>Accounting</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>*MAT 101</td>
<td>Math</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>*BUS 101</td>
<td>Introduction to Business</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>*CAC 201</td>
<td>Computerized Accounting</td>
<td>3</td>
<td>48</td>
</tr>
<tr>
<td>*TAX 201</td>
<td>Fundamentals of Taxation</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>*MKT 101</td>
<td>Marketing</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>*HRM 201</td>
<td>Human Resource Management</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>*SCS 101</td>
<td>Sales and Customer Service</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>*BLW 201</td>
<td>Business Law</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>*MCP 201</td>
<td>Management Concepts and Practices</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>*SBF 201</td>
<td>Small Business Finance</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>*BAX 201</td>
<td>Business Administration Externship</td>
<td>3</td>
<td>90</td>
</tr>
<tr>
<td>CAR 201</td>
<td>Career Preparation</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>SSS 101</td>
<td>Student Success Strategies</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>+RAW 101</td>
<td>Research and Writing</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>+COM 101</td>
<td>Effective Communication</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>+CMP 101</td>
<td>English Composition</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>+CUR 101</td>
<td>Current Events</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>+PSY 201</td>
<td>Psychology</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>+LOG 201</td>
<td>Logic and Critical Thinking</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td></td>
<td>TOTAL HOURS</td>
<td>91</td>
<td>1194</td>
</tr>
</tbody>
</table>

Graduation Requirements:
A student must have an overall “C” (2.0) grade point average and satisfactorily complete all requirements. (See section in catalog entitled, “Graduation Requirements”.)

*This Campus has entered in a Consortium Agreement with West Virginia Junior College (WVJC), 148 Willey Street, Morgantown, WV, 26505 for the delivery of its on line training. For any portion of this program that may delivered through an on line format, that training will be provided by WVJC. The portion of this program that can be delivered by WVJC is limited to 75% of the total credit hours. There are no additional costs incurred to receive this training through the on line delivery format.
Dental Assisting
Associate of Applied Business – Occupational
72 Weeks
Available methods of delivery: Residential *

The objective of this program is to prepare graduates for entry-level positions as a Dental Assistant and related clinical and administration careers. Graduates are trained to assist the dentist with patient procedures, expose and develop radiographs, prepare instruments, and perform lab procedures. Graduates will be able to keep and manage the records required for a dental office. Some career paths may require additional training and/or experience. The completion of this program could also be used as an opportunity to maintain existing employment or advance in a career.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Code</th>
<th>Subject</th>
<th>Quarter Credits</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*ANP 101</td>
<td>ANP</td>
<td>Introduction to Anatomy and Physiology</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>*ANP 102</td>
<td>ANP</td>
<td>Anatomy and Physiology</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>*DTM 101</td>
<td>DTM</td>
<td>Dental Terminology</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>*DOP 101</td>
<td>DOP</td>
<td>Dental Office Procedures</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>*DSC 101</td>
<td>DSC</td>
<td>Dental Science I</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>*DSC 102</td>
<td>DSC</td>
<td>Dental Science II</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>*PRD 101</td>
<td>PRD</td>
<td>Preventive Dentistry</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>*DPM 101</td>
<td>DPM</td>
<td>Dental Practice Management</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>*DPH 101</td>
<td>DPH</td>
<td>Dental Pharmacology</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>*LME 201</td>
<td>LME</td>
<td>Law and Medical Ethics</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>*DMA 201</td>
<td>DMA</td>
<td>Dental Materials</td>
<td>3</td>
<td>48</td>
</tr>
<tr>
<td>*DRA 201</td>
<td>DRA</td>
<td>Dental Radiology</td>
<td>3</td>
<td>48</td>
</tr>
<tr>
<td>*CSA 201</td>
<td>CSA</td>
<td>Chairside Assisting I</td>
<td>3</td>
<td>48</td>
</tr>
<tr>
<td>*CSA 202</td>
<td>CSA</td>
<td>Chairside Assisting II</td>
<td>3</td>
<td>48</td>
</tr>
<tr>
<td>*DAX 201</td>
<td>DAX</td>
<td>Dental Assisting Externship</td>
<td>5</td>
<td>160</td>
</tr>
<tr>
<td>CAR 201</td>
<td>CAR</td>
<td>Career Preparation</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>ITC 101</td>
<td>ITC</td>
<td>Introduction to Computers</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>SSS 101</td>
<td>SSS</td>
<td>Student Success Strategies</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>+RAW 101</td>
<td>RAW</td>
<td>Research and Writing</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>+COM 101</td>
<td>COM</td>
<td>Effective Communication</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>+CMP 101</td>
<td>CMP</td>
<td>English Composition</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>+CUR 101</td>
<td>CUR</td>
<td>Current Events</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>+LOG 201</td>
<td>LOG</td>
<td>Logic and Critical Thinking</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>+PSY 201</td>
<td>PSY</td>
<td>Psychology</td>
<td>4</td>
<td>48</td>
</tr>
</tbody>
</table>

TOTAL HOURS: 93 Quarter Hours, 1264 Contact Hours

Graduation Requirements:
A student must have an overall “C” (2.0) grade point average and satisfactorily complete all requirements. (See section in catalog entitled, “Graduation Requirements”.)

*This Campus has entered in a Consortium Agreement with West Virginia Junior College (WVJC), 148 Willey Street, Morgantown, WV, 26505 for the delivery of its on line training. For any portion of this program that may delivered through an on line format, that training will be provided by WVJC. The portion of this program that can be delivered by WVJC is limited to 75% of the total credit hours. There are no additional costs incurred to receive this training through the on line delivery format.
Medical Assisting
Associate of Applied Business – Occupational
72 Weeks
Available methods of delivery: Residential *
The objective of this program is to prepare graduates for a wide variety of entry-level, primarily medical related positions, both clinical and office/administrative. With greater emphasis on clinical skills, graduates are prepared for entry level positions working in any setting in which healthcare is delivered including, but not limited to, doctors’ offices, hospitals, clinics, urgent care centers, nursing homes, home health services, wellness centers, private care, and a wide variety of health care facilities. The office/administrative skills also prepare the graduate to work in medically related office positions, such as medical secretary, medical receptionist, and in other medical related offices such as health insurance offices, as well as non-medically related offices. Some career paths may require additional training and/or experience. The completion of this program could also be used as an opportunity to maintain existing employment or advance in a career.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Subject Description</th>
<th>Quarter Credits</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*TER 101</td>
<td>Medical Terminology I</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>*TER 102</td>
<td>Medical Terminology II</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>*PHM 101</td>
<td>Pharmacology I</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>*PHM 202</td>
<td>Pharmacology II</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>*ANP 101</td>
<td>Introduction to Anatomy and Physiology</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>*ANP 102</td>
<td>Anatomy and Physiology</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>*MIC 101</td>
<td>Medical Insurance and Coding</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>*EHR 201</td>
<td>Electronic Health Records</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>*MAP 201</td>
<td>Medical Administrative Procedures</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>*LME 201</td>
<td>Law and Medical Ethics</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>*MTO 202</td>
<td>Medical Topics</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>*ICP 101</td>
<td>Introduction to Clinical Procedures</td>
<td>3</td>
<td>48</td>
</tr>
<tr>
<td>*CLP 202</td>
<td>Clinical Laboratory Procedures</td>
<td>3</td>
<td>48</td>
</tr>
<tr>
<td>*CMP 203</td>
<td>Clinical Medical Procedures</td>
<td>3</td>
<td>48</td>
</tr>
<tr>
<td>*MAX 201</td>
<td>Medical Assisting Externship</td>
<td>5</td>
<td>160</td>
</tr>
<tr>
<td>CAR 201</td>
<td>Career Preparation</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>SSS 101</td>
<td>Student Success Strategies</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>ITC 101</td>
<td>Introduction to Computers</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>+RAW 101</td>
<td>Research and Writing</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>+COM 101</td>
<td>Effective Communication</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>+CMP 101</td>
<td>English Composition</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>+CUR 101</td>
<td>Current Events</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>+PSY 201</td>
<td>Psychology</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>+LOG 201</td>
<td>Logic and Critical Thinking</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>TOTAL HOURS</td>
<td></td>
<td>94</td>
<td>1264</td>
</tr>
</tbody>
</table>

*Core Courses +General Education

Graduation Requirements:
A student must have an overall “C” (2.0) grade point average and satisfactorily complete all requirements. (See section in catalog entitled, “Graduation Requirements”.)

*This Campus has entered in a Consortium Agreement with West Virginia Junior College (WVJC), 148 Willey Street, Morgantown, WV, 26505 for the delivery of its on line training. For any portion of this program that may delivered through an on line format, that training will be provided by WVJC. The portion of this program that can be delivered by WVJC is limited to 75% of the total credit hours. There are no additional costs incurred to receive this training through the on line delivery format.
Medical Billing/Administration
Associate of Applied Business – Occupational
72 Weeks
Available methods of delivery: Residential *

The objective of this program is to prepare graduates for a wide variety of entry-level medical front office positions. Graduates receive training in general office skills, computer skills, and skills related specifically to medical offices such as receiving patients, preparing medical forms, and other skills related to administration with today’s complex medical offices. Although medical office specific skills are emphasized, the general education, office and computer skills’ components also prepare the graduate for office opportunities outside the medical field. Some career paths may require additional training and/or experience. The completion of this program could also be used as an opportunity to maintain existing employment or advance in a career.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Subject Code</th>
<th>Subject Name</th>
<th>Quarter Credits</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*TER 101</td>
<td>Medical Terminology I</td>
<td>4</td>
<td>48</td>
<td></td>
</tr>
<tr>
<td>*TER 102</td>
<td>Medical Terminology II</td>
<td>4</td>
<td>48</td>
<td></td>
</tr>
<tr>
<td>*PHM 101</td>
<td>Pharmacology I</td>
<td>4</td>
<td>48</td>
<td></td>
</tr>
<tr>
<td>*MCC 101</td>
<td>Medical Coding</td>
<td>4</td>
<td>48</td>
<td></td>
</tr>
<tr>
<td>*MCC 102</td>
<td>Medical Coding-CPT</td>
<td>4</td>
<td>48</td>
<td></td>
</tr>
<tr>
<td>*ANP 101</td>
<td>Introduction to Anatomy and Physiology</td>
<td>4</td>
<td>48</td>
<td></td>
</tr>
<tr>
<td>*ANP 102</td>
<td>Anatomy and Physiology</td>
<td>4</td>
<td>48</td>
<td></td>
</tr>
<tr>
<td>*MIC 101</td>
<td>Medical Insurance and Coding</td>
<td>4</td>
<td>48</td>
<td></td>
</tr>
<tr>
<td>*WPA 101</td>
<td>Word Processing Applications</td>
<td>3</td>
<td>48</td>
<td></td>
</tr>
<tr>
<td>*SPA 101</td>
<td>Spreadsheet Applications</td>
<td>3</td>
<td>48</td>
<td></td>
</tr>
<tr>
<td>*EHR 201</td>
<td>Electronic Health Records</td>
<td>4</td>
<td>48</td>
<td></td>
</tr>
<tr>
<td>*MAP 201</td>
<td>Medical Administrative Procedures</td>
<td>4</td>
<td>48</td>
<td></td>
</tr>
<tr>
<td>*LME 201</td>
<td>Law and Medical Ethics</td>
<td>4</td>
<td>48</td>
<td></td>
</tr>
<tr>
<td>*MTO 202</td>
<td>Medical Topics</td>
<td>4</td>
<td>48</td>
<td></td>
</tr>
<tr>
<td>*MIX 201</td>
<td>Medical Billing/Administration Externship</td>
<td>3</td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>CAR 201</td>
<td>Career Preparation</td>
<td>4</td>
<td>48</td>
<td></td>
</tr>
<tr>
<td>SSS 101</td>
<td>Student Success Strategies</td>
<td>4</td>
<td>48</td>
<td></td>
</tr>
<tr>
<td>ITC 101</td>
<td>Introduction to Computers</td>
<td>4</td>
<td>48</td>
<td></td>
</tr>
<tr>
<td>+RAW 101</td>
<td>Research and Writing</td>
<td>4</td>
<td>48</td>
<td></td>
</tr>
<tr>
<td>+COM 101</td>
<td>Effective Communication</td>
<td>4</td>
<td>48</td>
<td></td>
</tr>
<tr>
<td>+CMP 101</td>
<td>English Composition</td>
<td>4</td>
<td>48</td>
<td></td>
</tr>
<tr>
<td>+CUR 101</td>
<td>Current Events</td>
<td>4</td>
<td>48</td>
<td></td>
</tr>
<tr>
<td>+PSY 201</td>
<td>Psychology</td>
<td>4</td>
<td>48</td>
<td></td>
</tr>
<tr>
<td>+LOG 201</td>
<td>Logic and Critical Thinking</td>
<td>4</td>
<td>48</td>
<td></td>
</tr>
<tr>
<td>TOTAL HOURS</td>
<td></td>
<td></td>
<td>93</td>
<td>1194</td>
</tr>
</tbody>
</table>

Graduation Requirements:
A student must have an overall “C” (2.0) grade point average and satisfactorily complete all requirements. (See section in catalog entitled, “Graduation Requirements”.)

*This Campus has entered in a Consortium Agreement with West Virginia Junior College (WVJC), 148 Willey Street, Morgantown, WV, 26505 for the delivery of its on line training. For any portion of this program that may delivered through an on line format, that training will be provided by WVJC. The portion of this program that can be delivered by WVJC is limited to 75% of the total credit hours. There are no additional costs incurred to receive this training through the on line delivery format.
Dental Assisting
Diploma
48 Weeks
Available methods of delivery: Residential *

The objective of this program is to prepare graduates for entry-level positions as a Dental Assistant and related clinical and administration careers. Graduates are trained to assist the dentist with patient procedures, expose and develop radiographs, prepare instruments, and perform lab procedures. Graduates will be able to keep and manage the records required for a dental office. The curriculum in this short-term program is limited to basic skills; so graduates may need additional training and/or experience to qualify for some positions. The completion of this program could also be used as an opportunity to maintain existing employment or advance in a career.

<table>
<thead>
<tr>
<th>Code</th>
<th>No.</th>
<th>Subject</th>
<th>Quarter Credits</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTM</td>
<td>101</td>
<td>Dental Terminology</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>DOP</td>
<td>101</td>
<td>Dental Office Procedures</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>DSC</td>
<td>101</td>
<td>Dental Science I</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>DSC</td>
<td>102</td>
<td>Dental Science II</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>PRD</td>
<td>101</td>
<td>Preventive Dentistry</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>DPM</td>
<td>101</td>
<td>Dental Practice Management</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>DPH</td>
<td>101</td>
<td>Dental Pharmacology</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>ANP</td>
<td>101</td>
<td>Introduction to Anatomy and Physiology</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>DMA</td>
<td>201</td>
<td>Dental Materials</td>
<td>3</td>
<td>48</td>
</tr>
<tr>
<td>DRA</td>
<td>201</td>
<td>Dental Radiology</td>
<td>3</td>
<td>48</td>
</tr>
<tr>
<td>CSA</td>
<td>201</td>
<td>Chairside Assisting I</td>
<td>3</td>
<td>48</td>
</tr>
<tr>
<td>CSA</td>
<td>202</td>
<td>Chairside Assisting II</td>
<td>3</td>
<td>48</td>
</tr>
<tr>
<td>DAX</td>
<td>201</td>
<td>Dental Assisting Externship</td>
<td>5</td>
<td>160</td>
</tr>
<tr>
<td>ITC</td>
<td>101</td>
<td>Introduction to Computers</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>SSS</td>
<td>101</td>
<td>Student Success Strategies</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>CAR</td>
<td>201</td>
<td>Career Preparation</td>
<td>4</td>
<td>48</td>
</tr>
</tbody>
</table>

TOTAL HOURS 61 880

Graduation Requirements:
A student must have an overall “C” (2.0) grade point average and satisfactorily complete all requirements. (See section in catalog entitled, “Graduation Requirements”.)

*This Campus has entered in a Consortium Agreement with West Virginia Junior College (WVJC), 148 Willey Street, Morgantown, WV, 26505 for the delivery of its on line training. For any portion of this program that may delivered through an on line format, that training will be provided by WVJC. The portion of this program that can be delivered by WVJC is limited to 75% of the total credit hours. There are no additional costs incurred to receive this training through the on line delivery format.
Medical Assisting
Diploma
48 Weeks
Available methods of delivery: Residential *
The objective of this program is to prepare graduates for a wide variety of entry level office positions. Although healthcare related clinical skills are emphasized, the office skills component provides career flexibility allowing the graduate to work in a wide variety of offices such as doctors’ offices, clinics, health care facilities, physical therapy facilities, insurance offices, and other health care related facilities. The curriculum in this short-term program is limited to basic skills; so graduates may need additional training and/or experience to qualify for some positions. The completion of this program could also be used as an opportunity to maintain existing employment or advance in a career.

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Subject</th>
<th>Quarter Credits</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TER</td>
<td>101</td>
<td>Medical Terminology I</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>TER</td>
<td>102</td>
<td>Medical Terminology II</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>PHM</td>
<td>101</td>
<td>Pharmacology I</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>PHM</td>
<td>202</td>
<td>Pharmacology II</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>ANP</td>
<td>101</td>
<td>Introduction to Anatomy and Physiology</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>ANP</td>
<td>102</td>
<td>Anatomy and Physiology</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>MIC</td>
<td>101</td>
<td>Medical Insurance and Coding</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>ICP</td>
<td>101</td>
<td>Introduction to Clinical Procedures</td>
<td>3</td>
<td>48</td>
</tr>
<tr>
<td>CLP</td>
<td>202</td>
<td>Clinical Laboratory Procedures</td>
<td>3</td>
<td>48</td>
</tr>
<tr>
<td>CMP</td>
<td>203</td>
<td>Clinical Medical Procedures</td>
<td>3</td>
<td>48</td>
</tr>
<tr>
<td>LME</td>
<td>201</td>
<td>Law and Medical Ethics</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>MTO</td>
<td>202</td>
<td>Medical Topics</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>MAX</td>
<td>201</td>
<td>Medical Assisting Externship</td>
<td>5</td>
<td>160</td>
</tr>
<tr>
<td>ITC</td>
<td>101</td>
<td>Introduction to Computers</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>SSS</td>
<td>101</td>
<td>Student Success Strategies</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>CAR</td>
<td>201</td>
<td>Career Preparation</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOTAL HOURS</td>
<td>62</td>
<td>880</td>
</tr>
</tbody>
</table>

Graduation Requirements:
A student must have an overall “C” (2.0) grade point average and satisfactorily complete all requirements. (See section in catalog entitled, “Graduation Requirements”.)

*This Campus has entered in a Consortium Agreement with West Virginia Junior College (WVJC), 148 Willey Street, Morgantown, WV, 26505 for the delivery of its on line training. For any portion of this program that may delivered through an on line format, that training will be provided by WVJC. The portion of this program that can be delivered by WVJC is limited to 75% of the total credit hours. There are no additional costs incurred to receive this training through the on line delivery format.
Medical Office Administration
Diploma
48 Weeks
Available methods of delivery: Residential *

The objective of this program is to prepare graduates for a wide variety of entry-level medical front office positions. Graduates receive training in general office skills, computer skills, and skills related specifically to medical offices such as receiving patients, preparing medical forms, and other skills related to administration with today’s complex medical offices. Although medical office specific skills are emphasized, the general education, office and computer skills’ components also prepare the graduate for office opportunities outside the medical field. Some career paths may require additional training and/or experience. The completion of this program could also be used as an opportunity to maintain existing employment or advance in a career.

<table>
<thead>
<tr>
<th>Course</th>
<th>Subject</th>
<th>Quarter Credits</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TER</td>
<td>Medical Terminology I</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>TER</td>
<td>Medical Terminology II</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>PHM</td>
<td>Pharmacology I</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>ANP</td>
<td>Introduction to Anatomy and Physiology</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>MCC</td>
<td>Medical Coding</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>MCC</td>
<td>Medical Coding – CPT</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>MIC</td>
<td>Medical Insurance and Coding</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>MAP</td>
<td>Medical Administrative Procedures</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>EHR</td>
<td>Electronic Health Records</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>MTO</td>
<td>Medical Topics</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>MOX</td>
<td>Medical Office Administration Externship</td>
<td>3</td>
<td>90</td>
</tr>
<tr>
<td>WPA</td>
<td>Word Processing Applications</td>
<td>3</td>
<td>48</td>
</tr>
<tr>
<td>SPA</td>
<td>Spreadsheet Applications</td>
<td>3</td>
<td>48</td>
</tr>
<tr>
<td>ITC</td>
<td>Introduction to Computers</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>SSS</td>
<td>Student Success Strategies</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td>CAR</td>
<td>Career Preparation</td>
<td>4</td>
<td>48</td>
</tr>
</tbody>
</table>

TOTAL HOURS 61 810

Graduation Requirements:
A student must have an overall “C” (2.0) grade point average and satisfactorily complete all requirements. (See section in catalog entitled, “Graduation Requirements”.)

*This Campus has entered in a Consortium Agreement with West Virginia Junior College (WVJC), 148 Willey Street, Morgantown, WV, 26505 for the delivery of its on line training. For any portion of this program that may delivered through an on line format, that training will be provided by WVJC. The portion of this program that can be delivered by WVJC is limited to 75% of the total credit hours. There are no additional costs incurred to receive this training through the on line delivery format.
Nursing

Associate of Applied Science – Occupational
96 Weeks

Available methods of delivery: Residential

The objective of the Nursing program is to prepare the graduate to function as a member of the health care team within the scope and practice of the Registered Nurse as defined by the State Nurse Practice Act. Students will utilize the nursing process in assessment, nursing diagnosis, planning, implementation, and evaluation of persons, families, and communities in a diversity of health care environments. The program seeks to prepare the student with accountability for their personal and professional conduct as nursing graduates and to meet the eligibility requirements to sit for the NCLEX-RN licensing exam.

Successful completion of the NCLEX-RN and application for licensure as a registered nurse in the state of their choosing is the responsibility of the graduate. Additional information regarding professional licensure or certification requirements can be located on the college’s website at the following link: https://www.ovct.edu/wp-content/uploads/2020/06/OVCT_Nursing-Disclosure.pdf The Institution has been granted full approval by the Ohio Board of Nursing.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Subject</th>
<th>Credits</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSN 101</td>
<td>Student Success Strategies for the Nursing Student</td>
<td>1</td>
<td>16</td>
</tr>
<tr>
<td>APN 101</td>
<td>Anatomy and Physiology for Health Professionals</td>
<td>5</td>
<td>96</td>
</tr>
<tr>
<td>MHP 101</td>
<td>Math for Health Professionals</td>
<td>3</td>
<td>48</td>
</tr>
<tr>
<td>+CHM 101</td>
<td>General Applied Chemistry</td>
<td>4</td>
<td>80</td>
</tr>
<tr>
<td>BIO 101</td>
<td>Introduction to Microbiology</td>
<td>4</td>
<td>80</td>
</tr>
<tr>
<td>HGD 101</td>
<td>Human Growth and Development</td>
<td>3</td>
<td>48</td>
</tr>
<tr>
<td>*NUR 101</td>
<td>Fundamentals of Nursing</td>
<td>3.5</td>
<td>88</td>
</tr>
<tr>
<td>*NUT 101</td>
<td>Nutrition and Diet Therapy</td>
<td>3</td>
<td>48</td>
</tr>
<tr>
<td>*PHN 101</td>
<td>Basic Pharmacology</td>
<td>3</td>
<td>64</td>
</tr>
<tr>
<td>*NUR 110</td>
<td>Medical/Surgical Nursing I</td>
<td>6</td>
<td>160</td>
</tr>
<tr>
<td>*NUR 207</td>
<td>Maternity Nursing</td>
<td>3</td>
<td>80</td>
</tr>
<tr>
<td>*NUR 208</td>
<td>Pediatric Nursing</td>
<td>3</td>
<td>80</td>
</tr>
<tr>
<td>*NUR 203</td>
<td>Critical Care Nursing</td>
<td>4</td>
<td>96</td>
</tr>
<tr>
<td>*NUR 204</td>
<td>Professional Development and Leadership</td>
<td>5</td>
<td>144</td>
</tr>
<tr>
<td>*NUR 205</td>
<td>Community Nursing Service Project</td>
<td>1</td>
<td>48</td>
</tr>
<tr>
<td>*NUR 210</td>
<td>Medical/Surgical Nursing II</td>
<td>4</td>
<td>96</td>
</tr>
<tr>
<td>*NUR 220</td>
<td>Mental Health Nursing</td>
<td>4</td>
<td>96</td>
</tr>
<tr>
<td>*GNP 201</td>
<td>Graduate Nurse Preparation</td>
<td>2</td>
<td>48</td>
</tr>
<tr>
<td>+PSY 201</td>
<td>Psychology</td>
<td>3</td>
<td>48</td>
</tr>
<tr>
<td>+CMP 101</td>
<td>English Composition</td>
<td>3</td>
<td>48</td>
</tr>
<tr>
<td>+SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
<td>48</td>
</tr>
<tr>
<td>+CWR 101</td>
<td>Creative Writing/Research</td>
<td>3</td>
<td>48</td>
</tr>
</tbody>
</table>

TOTAL CREDITS/HOURS ....................... 73.5  1608

*Core Courses +General Education

This program satisfies the educational prerequisites for professional licensure in this state. Upon program completion, graduates will be eligible to take the state licensing examination for Nursing. The institution makes available and will provide to the public information regarding employment statistics, graduation statistics, and relevant state licensing requirements.
ADMISSION TO NURSING
The student is first accepted into Ohio Valley College of Technology. Admission into the nursing core courses will begin the second semester. Admission will be based on the following requirements:

- TEAS entrance test results
- Interview with the Nursing Program Director, faculty member and/or Campus President
- Two Completed Reference Forms
- Essay
- High School Diploma/ High School Equivalency (TASC/GED, etc.) and/or any prior College GPA as applicable
- All nursing students are required to complete criminal background testing and drug testing prior to admission. Each potential nursing student must determine, based on the law, if they are permitted to complete the requirements of a nursing education program. See the information on the Board of Nursing site at http://www.nursing.ohio.gov/pdfs/OHCRC.pdf for information on criminal activity that disqualifies the applicant. All graduates are required to complete a criminal background check as part of the application for licensure to the Board of Nursing. A positive drug screen or criminal background check may prevent admission to the program due to the inability of the applicant to complete the program requirements.

SEE ADDITIONAL PROGRAM POLICIES FOLLOWING LPN TO RN BRIDGE PATHWAY ON FOLLOWING PAGES!
LPN to RN Bridge Pathway
Associate of Applied Science – Occupational
64 Weeks
Available methods of delivery: Residential and Blended

The objective of the LPN to RN Bridge Pathway program is to prepare the graduate to function as a member of the health care team within the scope and practice of the Registered Nurse as defined by the State Nurse Practice Act. Students will utilize the nursing process in assessment, nursing diagnosis, planning, implementation, and evaluation of persons, families, and communities in a diversity of health care environments. The program seeks to prepare the student with accountability for their personal and professional conduct as nursing graduates and to meet the eligibility requirements to sit for the NCLEX-RN licensing exam.

Successful completion of the NCLEX-RN and application for licensure as a registered nurse in the state of their choosing is the responsibility of the graduate. The Institution has been granted full approval by the Ohio Board of Nursing.

TRANSITIONAL COURSES: Students who are accepted into the LPN to RN Bridge Pathway will complete the following required transition courses during their first semester:

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
<th>Credits</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*LRT100</td>
<td>LPN to RN Transition</td>
<td>6</td>
<td>152</td>
</tr>
<tr>
<td>APN100</td>
<td>Anatomy and Physiology for LPN's</td>
<td>3</td>
<td>64</td>
</tr>
<tr>
<td>SCI100</td>
<td>Sciences for LPN's</td>
<td>4</td>
<td>80</td>
</tr>
<tr>
<td></td>
<td>TOTAL TRANSITIONAL COURSES</td>
<td>13</td>
<td>296</td>
</tr>
</tbody>
</table>

REPLACED COURSES: LPN to RN Bridge Pathway students are not required to complete the following courses. These 13 credit hours are replaced by the transitional courses. Subsequent prerequisite requirements based on these four courses (BIO101, NUR110, and HGD101) are satisfied by completion of the transitional courses (LRT100, APN100, and SCI100).

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR110</td>
<td>Medical/Surgical Nursing I</td>
<td>6</td>
</tr>
<tr>
<td>BIO101</td>
<td>Introduction to Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>HGD101</td>
<td>Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TOTAL REPLACED COURSES</td>
<td>13</td>
</tr>
</tbody>
</table>

TRANSFER COURSES: Successful completion of the transitional semester requires a minimum grade of “C” in every course and a GPA of 2.25. Following the transitional semester, students must maintain a minimum cumulative GPA of 2.50. Students who successfully complete the transitional semester courses will be awarded transfer credit for the following courses:

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSN101</td>
<td>Success Strategies for the Nursing Student</td>
<td>1</td>
</tr>
<tr>
<td>APN101</td>
<td>Anatomy and Physiology for Health Professionals</td>
<td>5</td>
</tr>
<tr>
<td>MHP101</td>
<td>Math for Health Professionals</td>
<td>3</td>
</tr>
<tr>
<td>PSY201</td>
<td>Psychology</td>
<td>3</td>
</tr>
<tr>
<td>CHM101</td>
<td>General Applied Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>NUT101</td>
<td>Nutrition and Diet Therapy</td>
<td>3</td>
</tr>
<tr>
<td>NUR101</td>
<td>Fundamentals of Nursing</td>
<td>3.5</td>
</tr>
<tr>
<td>PHN101</td>
<td>Basic Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>TOTAL TRANSFER COURSES</td>
<td>25.5</td>
</tr>
</tbody>
</table>
REMAINING COURSES: Following successful completion of the Transition Courses, LPN to RN Bridge Pathway students must complete the following courses to complete the program.

<table>
<thead>
<tr>
<th>Code</th>
<th>Subject</th>
<th>Credits</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*NUR210</td>
<td>Medical/Surgical Nursing II</td>
<td>4</td>
<td>96</td>
</tr>
<tr>
<td>*NUR220</td>
<td>Mental Health Nursing</td>
<td>4</td>
<td>96</td>
</tr>
<tr>
<td>*NUR203</td>
<td>Critical Care Nursing</td>
<td>4</td>
<td>96</td>
</tr>
<tr>
<td>*NUR207</td>
<td>Maternity Nursing</td>
<td>3</td>
<td>80</td>
</tr>
<tr>
<td>*NUR208</td>
<td>Pediatric Nursing</td>
<td>3</td>
<td>80</td>
</tr>
<tr>
<td>*NUR204</td>
<td>Professional Development and Leadership</td>
<td>5</td>
<td>144</td>
</tr>
<tr>
<td>*NUR205</td>
<td>Community Nursing Service Project</td>
<td>1</td>
<td>48</td>
</tr>
<tr>
<td>*GNP201</td>
<td>Graduate Nurse Preparation</td>
<td>2</td>
<td>48</td>
</tr>
<tr>
<td>+CMP101</td>
<td>English Composition</td>
<td>3</td>
<td>48</td>
</tr>
<tr>
<td>+CWR101</td>
<td>Creative Writing/Research</td>
<td>3</td>
<td>48</td>
</tr>
<tr>
<td>+SOC101</td>
<td>Introduction to Sociology</td>
<td>3</td>
<td>48</td>
</tr>
</tbody>
</table>

TOTAL REMAINING COURSES: 35 credits, 832 contact hours

TOTAL CREDITS/HOURS: 73.5 credits, 1128 contact hours

ADMISSION TO LPN TO RN BRIDGE PATHWAY
LPN’s who hold a current, valid, and unencumbered license in the State of Ohio are eligible to apply for the LPN to RN Bridge. Applicants must meet all admission requirements outlined below:

1. Graduated from an approved LPN program.
2. Currently licensed as an LPN state of Ohio.
3. Take the TEAS exam within the past 12 months with satisfactory OVCT passing scores
4. Complete an RN admission application for OVCT School of Nursing
5. Provide two completed reference forms
6. Interview with the RN Program Director or alternative representative
7. Provide official copies of high school and college transcripts
8. Successfully pass the criminal background testing and drug testing prior to admission.
9. Complete all required health requirements for the RN program—physical, immunization records or titers demonstrating immunity. Flu Vaccine must be obtained by October 1 of the current year.
10. Hold a current CPR certification for infant, child, adult, and AED.

LPN to RN Bridge Pathway students must adhere to the ATI Progression and Remediation Policy for the LPN to RN Bridge.

LPN to RN Bridge Pathway students who successfully complete the transition semester will join the regular nursing cohort during their second semester. Bridge students are bound by all program policies in place for the nursing program.

THE FOLLOWING POLICIES APPLY TO BOTH THE NURSING AND LPN TO RN BRIDGE PATHWAY PROGRAMS:

Admission to the nursing program is highly competitive. Completion of the minimum admissions requirements does not guarantee admission to the program.

Upon admission to the program, the following items must be completed prior to beginning nursing core courses. Failure to complete or submit the required documentation may result in dismissal from the program.

- Current CPR card, which must include infant, adult, and AED
- Submit a history and physical with current immunization records performed by a licensed physician. The immunizations or positive titers must include measles, mumps, rubella, varicella, and Tdap (tetanus, diphtheria, and pertussis). Boosters vaccines are required if titers are negative.
RE-ADMISSION REQUIREMENTS
The OVCT policy for readmission implies that the student will be admitted under the current catalog and therefore the current curriculum and policies. If a student withdraws from OVCT, or if a student should be suspended for any reason, re-admission may be gained by meeting the following requirements:

- Be interviewed by the Program Director and/or Campus President
- Complete an application for re-admission
- TEAS exam (taken within the past 12 months)
- Meet the general requirement for admissions as outlined in the school’s catalog
- Re-enroll in any course which had not been completed satisfactorily as outlined in the school’s catalog

Re-admission is not guaranteed. The student’s application for readmission will be evaluated along with the other current applications. Applications for re-admission will be considered with great scrutiny. Re-admission will be granted only once. Any student who is granted re-admission and subsequently withdraws or is dismissed from the program may not re-apply. Acceptance of applicants is also subject to minimum and maximum class size and academic scheduling requirements.

PROGRAM ATTENDANCE
Students are expected to attend all lecture hours to obtain and maintain the information for successful completion of the classes. If the student is unable to attend class for any reason, he/she is to call the school.

Clinical attendance is required! If a student is unable to attend a clinical experience for any reason, he/she is responsible to notify the clinical instructor and the clinical facility prior to the scheduled arrival time. One clinical absence will require a make-up at the discretion of the clinical instructor. If the student has two absences from clinical in any course, he/she will be dismissed from the program.

If the student is dismissed from the clinical site or barred from performing client care at the clinical site for unsatisfactory performance or conduct, the student will receive a failing grade for the clinical experience/preceptorship, and a failure for the course.

ADVANCED/TRANSFER CREDIT
Applicants wishing to receive transfer credit into the nursing program must meet all of the admission criteria as any applicant. The amount of credit granted to an applicant shall be determined by the administrator of the program or the designated officer of the controlling agency utilizing the following established written policy.

For credit for the following courses the student must present evidence of successful completion of the course materials with a grade of “A” and meet the specific criteria listed within each course. Applicants will be required to provide an official transcript verifying their completion of the course with a grade of “A”.

- APN 101 Anatomy and Physiology for Health Professionals-at least 5 credit hours including lab
  Course must be no more than 12 months old

For credit, the following courses the student must present evidence of successful completion of the course materials with a grade of “B” or better, be 5 years or less since completion, and meet the specific criteria listed within each course.

- BIO101 Introduction to Microbiology/with a lab
- MHP 101 Math for Health Professionals
  Must include dosage and calculation
- CHM 101 General Applied Chemistry - at least 4 credit hours with lab

For credit for the following courses the student must present evidence of successful completion of the course materials with a grade of “C” or better and meet the specific criteria listed within each course.

- CMP 101 English Composition
- CWR 101 Creative Writing/Research
- PSY 201 Psychology
- SOC101 Introduction to Sociology
- HGD101 Human Growth and Development

Due to the rigorous nature of the program, no other courses are eligible for transfer into the nursing program. No advanced standing will be granted based on previously completed nursing education courses.
Effective February 1, 2014, for individuals with experience in the US armed forces, National Guard or a reserve component, the college will conduct a review of the military education and skills training. This will include a review of any official transcripts or other official documents reflecting the type and level of education or training. Following this review, the institution will make an assessment of credit based on equivalency as reflected on the official transcripts and other documents or whether credit by examination would be applicable.

**GRADUATION REQUIREMENTS**

To qualify for graduation from the nursing program, a student must:

- Pass all required courses with a “C” grade or better.
- Have an overall cumulative 2.5 GPA (“C” grade) on a 4.0 scale.
- Complete all laboratory skill competencies in the nursing curriculum.
- Complete all clinical requirements in the nursing curriculum.
- Achieve a minimum score on the ATI RN Comprehensive Predictor exam as defined in the Nursing Program Student Handbook.

An Associate of Applied Science Degree in Nursing will be issued to each student that has successfully completed all the requirements of the nursing program.

**GRADUATE CERTIFICATION TO THE STATE BOARD OF NURSING**

In order to become licensed as a registered nurse, graduates must sit for the National Council of State Boards of Nursing’s National Certification Licensure Exam for Registered Nursing (NCLEX-RN).

Nursing licensure is required in each state and is governed by each state’s legislature. Additional information regarding professional licensure or certification requirements can be located on the college’s website at the following link: [https://www.ovct.edu/wp-content/uploads/2020/06/OVCT_LPN-TO-RN-Bridge-Pathway-Disclosure.pdf](https://www.ovct.edu/wp-content/uploads/2020/06/OVCT_LPN-TO-RN-Bridge-Pathway-Disclosure.pdf). The graduate may obtain copies of their transcripts for submission to other state boards of nursing. Successful completion of the NCLEX-RN and application for licensure as a registered nurse in the state of their choosing is the responsibility of the graduate. The Institution will report graduates to the State of Ohio Board of Nursing.

Upon successful completion of NCLEX-RN, the student will be permitted to apply for licensure in any state in the United States of America.

Successfully completing the program does not guarantee passing the nursing boards. The greatest contributor to success is the effort put into school and in preparing for the nursing boards. Effort will include out-of-class work and extra preparation both in school and after graduation to maximize the likelihood of passing the NCLEX-RN exam.

**GRADING SYSTEM FOR NURSING PROGRAMS**

<table>
<thead>
<tr>
<th>GRADE</th>
<th>NUMERICAL EQUIVALENT</th>
<th>EVALUATION</th>
<th>QUALITY POINTS PER SEMESTER CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93 – 100%</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>85 – 92%</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>80 - 84%</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>76 - 79%</td>
<td>Poor</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0 - 75%</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>WF</td>
<td></td>
<td>Withdrawal-Failure</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td></td>
<td>Withdrawal</td>
<td>*</td>
</tr>
<tr>
<td>D*</td>
<td></td>
<td>Course Repeated</td>
<td>*</td>
</tr>
<tr>
<td>F*</td>
<td></td>
<td>Course Repeated</td>
<td>*</td>
</tr>
<tr>
<td>WF*</td>
<td></td>
<td>Course Repeated</td>
<td>*</td>
</tr>
<tr>
<td>I</td>
<td></td>
<td>Incomplete</td>
<td>*</td>
</tr>
<tr>
<td>TR</td>
<td></td>
<td>Transfer</td>
<td>*</td>
</tr>
<tr>
<td>CBE</td>
<td></td>
<td>Credit by Examination</td>
<td>*</td>
</tr>
<tr>
<td>NA</td>
<td></td>
<td>Not Attempted</td>
<td>*</td>
</tr>
<tr>
<td>CXL</td>
<td></td>
<td>Cancel</td>
<td>*</td>
</tr>
</tbody>
</table>

* Not used to calculate Grade Point Average
Course Numbering System

Each course offered by the Institution is identified by a unique 6 character code. The various components of this code are as follows:

SSS 101 Student Success Strategies

The first three characters of the code are an alphabetic identification representing the course name. “SSS” represents the course Student Success Strategies.

The first digit of the number represents the level at which the course is generally offered:
“1” designates courses generally offered during the student’s first year of study.
“2” designates courses generally offered during the student’s second year of study.

In the example, the first digit, “1”, indicates that this course is generally offered during the first year of the program.

The second digit of the number is a placeholder.

The final digit of the number represents the point at which the course generally falls within a series or group of courses. It also insures that each course is unique.

“1” indicates that the course is the first course within a group or series.
“2”, “3”, etc. indicates additional courses within a series or group of courses, but does not necessarily imply a sequence within the series or group. That is, these courses may or may not require a prerequisite.

The area of concentration courses in the degree programs are marked with an * and the general education courses are marked with a +.

Course Descriptions (Non-Nursing)

ACC 101 Accounting .......................................................... 4 Quarter Credits
This course introduces the student to accounting fundamentals. Topics introduced in the course include the full accounting cycle, the handling of cash, the books of original entry, the ledger, working papers, and financial statements.

ANP 101 Introduction to Anatomy and Physiology ........................................ 4 Quarter Credits
The course will begin with an introduction of the levels of organization and general plan of the body. This will include an overview of basic chemistry, body temperature and metabolism, fluid-electrolyte and acid-base balance, cells, tissues, and membranes. This course will also present the student with an introduction to Microbiology and human disease.

ANP 102 Anatomy and Physiology ..................................................... 4 Quarter Credits
This course will review Integumentary, Skeletal, Muscular, Nervous, Male and Female Reproductive, and Endocrines body systems and topics focusing on abnormal structure and function, and related diseases and disorders. Prerequisite: ANP 101 Introduction to Anatomy and Physiology.
BAX 201 Business Administration Externship ................................................................. 3 Quarter Credits
The Business Administration externship is a capstone course that is taken in the last quarter of a student’s training. The student will complete 90 hours at an externship site with the goal of applying classroom skills to a real world environment. The externship is designed to integrate the classroom training and transform it into hands-on application, creating on-the-job experiences.

BLW 201 Business Law ........................................................................................................ 4 Quarter Credits
The objective of this course is to familiarize the students with law as it relates to business operations. Legal concepts and principles related to contracts, sales, commercial paper, agency and employment, partnerships, corporations, and property are standard in this course.

BUS 101 Introduction to Business ..................................................................................... 4 Quarter Credits
This course is a study of the characteristics and functions of business in a free enterprise environment and how business impacts the economy in which we live. Characteristics studied may include opportunities, organizations, management, marketing, analysis, and any other activity related to general ownership and operation.

CAC 201 Computerized Accounting .................................................................................. 3 Quarter Credits
This course expands the student's ability to accomplish accounting functions by exposing students to additional and more complicated accounting functions. Students utilize commonly available software to automate standard accounting procedures. Prerequisite: ITC 101 Introduction to Computers, ACC 101 Accounting.

CAR 201 Career Preparation .............................................................................................. 4 Quarter Credits
This course presents to the student information in the behavioral skills necessary to effectively present himself/herself to potential employers with confidence and professionalism. The student will also have acquired skills which enable him/her to maintain a position. The student will be presented with the skills and tasks of preparing a personal resume, letter of application, thank you letter, and employment application. Interviewing and job search techniques are also studied.

CLP 202 Clinical Laboratory Procedures .......................................................................... 3 Quarter Credits
This course is designed to introduce the student to the clinical laboratory including urinalysis, phlebotomy, hematology, chemistry, serology, and medical microbiology. Focus will be placed on specimen collection, handling, testing, and selected examinations. The student must achieve a minimum of a “C” grade or repeat the course. Prerequisite: ICP 101 Introduction to Clinical Procedures.

CMP 101 English Composition ......................................................................................... 4 Quarter Credits
This course is designed to expand the student’s abilities in written communications. Principles of composition are developed through writing and revising various types of communications. Emphasis is placed on construction and composition, including word usage, grammar, and sentence analysis.

CMP 203 Clinical Medical Procedures ............................................................................. 3 Quarter Credits
This course is designed to introduce the student to additional clinical skills including administration of medications, assisting with minor office surgery, cardiopulmonary and emergency procedures, and selected examinations. The student must achieve a minimum of a “C” grade or repeat the course. Prerequisite: ICP 101 Introduction to Clinical Procedures.

COM 101 Effective Communication ................................................................................. 4 Quarter Credits
This course is designed to focus on the fundamentals of effective oral communication and the application of the fundamental principles of public speaking. The textbook, lectures, speaking assignments, and all written work will acquaint the student with the basic theory and practice of public speaking.
CSA 201 Chairside Assisting I

This course incorporates previous skills obtained and introduces the student to chairside assisting and four-handed dentistry. Instrumentation will be emphasized so that the student will have a working knowledge of dental instruments used in restorative dentistry. Instruments and procedures of dental specialties will be taught. Students must achieve a minimum of a “C” grade or repeat the course. Prerequisite: DSC 101 Dental Science I.

CSA 202 Chairside Assisting II

This course is a continuation of CSA 201 Chairside Assisting I. This course also includes emphasis on infection control procedures, vital signs, and clinical charting. An additional focus will center on certification examination preparation. Students must achieve a minimum of a “C” grade or repeat the course. Prerequisite: CSA 201 Chairside Assisting I.

CUR 101 Current Events

This course will cover the current issues affecting our lives today. World, National, and local news including areas of economics, political science, government, pop culture, and sports will be discussed. This will be presented with emphasis placed on how it impacts today’s society.

DAX 201 Dental Assisting Externship

The Dental Assisting externship is a capstone course that is taken in the last quarter of a student’s training. The student will complete 160 hours at an externship site with the goal of applying classroom skills to a real world environment. The externship is designed to integrate the classroom training and transform it into hands-on application, creating on-the-job experiences. Prerequisite: Prior to being scheduled for the externship, the student must have achieved a minimum of “C” grade in CSA 201 Chairside Assisting I.

DMA 201 Dental Materials

This course introduces the student to the physical and chemical properties of the materials used in the dental office. The student will learn to handle and manipulate these materials as well as working with a typodont during the application of materials as they increase their skill level. The care and maintenance of lab equipment will be included. Prerequisite: DSC 101 Dental Science I.

DOP 101 Dental Office Procedures

This course introduces the student to dental coding techniques and infection control procedures in the dental office. The student will acquire a basic understanding of the CDT coding system used in dentistry. Additionally, the student will learn intricate details of infection control procedures within the dental office, including blood-borne pathogens, standard precautions, principles of disinfection, instrument sterilization techniques, waste management, and the methods for reducing bacterial contamination in dental unit waterlines. Prerequisite: DTM 101 Dental Terminology.

DPH 101 Dental Pharmacology

This course is designed to teach the student general principles of pharmacology, drug actions, medications used in dentistry, prescription interaction, principles of pain control, local anesthesia, and dental emergencies. Additional emphasis will be placed on existing patient medical conditions and/or prescriptions.

DPM 101 Dental Practice Management

This course provides a comprehensive overview of the dental business office. The course includes business and communication management, keyboarding skills, patient and dental team management, legal and ethical issues, dental office documentation, and new dental technology.
DRA 201 Dental Radiology .......................................................... 3 Quarter Credits
This course will emphasize the basic principles of radiology and instruct the student in techniques to expose, develop, and mount radiographs, identify anatomical landmarks, and interpret abnormalities. Prerequisite: DSC 102 Dental Science II.

DSC 101 Dental Science I .................................................................................. 4 Quarter Credits
This course introduces the student to dental terminology and the anatomy and physiology of the primary and permanent dentition, and oral structures.

DSC 102 Dental Science II .................................................................................. 4 Quarter Credits
This course introduces the student to the anatomy of the head and neck region including bones, muscles, blood vessels, and nerves and how it relates to the function of occlusion, and histology. Prerequisite: DSC 101 Dental Science I.

DTM 101 Dental Terminology ............................................................................. 4 Quarter Credits
This course presents the student with the method to identify, spell, define, and apply the terminology and language specific to the dental field. The student will be introduced to dental terms and abbreviations as they relate to head and neck anatomy, oral structures, tooth formation, dental instruments and equipment, and other dental practice topics.

EHR 201 Electronic Health Records .................................................................. 4 Quarter Credits
This course is an introduction to electronic health record information management, including patient and health care data, data collection, processing, quality, storage, access, retention, and release of patient information and health care statistics.

HRM 201 Human Resource Management ......................................................... 4 Quarter Credits
This course is an introduction to the fundamentals of human resource management. The class is designed to assist students in developing the appropriate skills necessary to utilize and manage Human Resources in an ever-changing environment. The course framework includes strategic human resource management, staffing, training and development, and compensation.

ICP 101 Introduction to Clinical Procedures ...................................................... 3 Quarter Credits
This course is designed to provide the student with the theories and techniques involving the clinical aspects of the medical assisting profession. The student is introduced to the areas of medical asepsis and OSHA standards, vital signs, assisting with general and selected physical examinations, sterilization and disinfecting techniques, and proper medical records completion. The student must achieve a minimum of a “C” grade or repeat the course.

ITC 101 Introduction to Computers .................................................................... 4 Quarter Credits
This course is an introductory course designed to teach students fundamental computer concepts. Students will learn basic computer operations, computer terminology, and basic concepts. Students will receive an overview of various software applications including word processing, spreadsheet, and presentation applications.

IPS 101 Introduction to Presentation Software .................................................... 3 Quarter Credits
This course is designed to introduce the student to presentation software. Topics will include creating, editing, saving a presentation, custom animation, slide transition, bulleted list, tables, design templates, saving a presentation as a web page, pack and go, and sound. Prerequisite: ITC 101 Introduction to Computers
LME 201 Law and Medical Ethics
This introductory course provides an overview of law and ethics for allied health professionals and legal professionals functioning in a wide variety of settings. This course provides an introduction to the legal foundations of health care in America. It is the responsibility of the American government to promote and protect the health and welfare of the public while respecting the interests, and upholding the rights, of the individual. The content of this course addresses how the law balances these collective and individual rights. The material covers a broad range of legal issues/topics in health care, including but not limited to: the American legal system, standards of care, scope of practice, physician patient relationships, standards of professional conduct, public duties, documentation, employment laws and practices, pertinent federal/state statutes, ethical codes, and bioethical issues. The content will provide an understanding of ethical and legal obligations to self, patients, and employer. Emphasis will be placed on applicable federal law, as well as limited state laws and regulations of the healthcare and legal professions.

LOG 201 Logic and Critical Thinking
This course is designed to teach the practical application of skills necessary to analyze a problem, determine the solutions and options available, and weigh the pros and cons of each to reach a workable solution.

MAP 201 Medical Administrative Procedures
The purpose of this course is to prepare the student to assume the professional role in medical office procedures. Emphasis is placed on the development of communication and interaction skills as they apply to screening telephone calls, scheduling appointments, and interviewing techniques with special emphasis placed on adherence to appropriate medical law and medical ethics.

MAT 101 Math
This course reviews concepts involving fractions, decimals, metric system, percentages, markup, markdown, payroll and interest. Emphasis is based on practical application of these concepts in business situations.

MAX 201 Medical Assisting Externship
The Medical Assisting Externship is a capstone course that is taken in the last quarter of a student’s training. The student will complete 160 hours at an externship site with the goal of applying classroom skills to a real world environment. The externship is designed to integrate the classroom training and transform it into hands-on application, creating on-the-job experiences. Prerequisite: Prior to being scheduled for the externship, the student must achieve a minimum of a “C” grade in CLP 202 Clinical Laboratory Procedures or CMP 203 Clinical Medical Procedures.

MCC 101 Medical Coding
This course gives the student a basic understanding of the ICD10-CM coding system used to convert diagnoses and procedures on a medical record to the proper code for insurance billing and statistical reporting. This class will teach ethical coding and reporting in determining reimbursement in a variety of healthcare settings.

MCC 102 Medical Coding – CPT
This course gives the student a basic understanding of the CPT-4 coding system used to convert outpatient procedures from an operative report, ER record, laboratory test, or physician office visit to the proper code for insurance billing and statistical reporting. The proper use of modifiers will be covered as well. This course will teach ethical coding and reporting in determining reimbursement in a variety of healthcare settings.

MCP 201 Management Concepts and Practices
This course acquaints the student with supervisory training in management. The course focuses upon the managerial process and examining the following managerial functions: planning, organizing, staffing,
directing, and controlling. The student, therefore, views the business world through the eyes of higher management.

**MIC 101 Medical Insurance and Coding** ................................................................. 4 Quarter Credits
This course gives the student a basic understanding of the coding system used to convert written diagnoses and procedures on a medical record to numbers which are then used for insurance billing and for statistical purposes. Instruction will be given for the different types of insurance forms utilized by the medical profession.

**MIX 201 Medical Billing/Administration Externship** ........................................... 4 Quarter Credits
The Medical Billing/Administration externship is a capstone course that is taken in the last quarter of a student’s training. The student will complete 90 hours at an externship site with the goal of applying classroom skills to a real world environment. The externship is designed to integrate the classroom training and transform it into hands-on application, creating on-the-job experiences.

**MKT 101 Marketing** ................................................................................................. 4 Quarter Credits
Business and economic activities involved in marketing of goods ranging from producer to consumer are stressed. Attention is given to price, product, promotion, and distribution. Special emphasis is placed on market research dealing with consumer preferences, needs and desires, product, advertising, and price.

**MOX 201 Medical Office Administration Externship** ............................................. 3 Quarter Credits
The Medical Office Administration externship is a capstone course that is taken in the last quarter of a student’s training. The student will complete 90 hours at an externship site with the goal of applying classroom skills to a real world environment. The externship is designed to integrate the classroom training and transform it into hands-on application, creating on-the-job experiences.

**MTO 202 Medical Topics** ......................................................................................... 4 Quarter Credits
This capstone course will encompass many of the major topics covered in the medical programs. With a particular emphasis on certification, this course reviews the principles of Test Taking Strategies, Learning Styles, Communication Strategies, Medical Office Management, Compliance Standards, Anatomy and Physiology, Medical Terminology, Diagnostic Testing and Procedures, and Pharmacology Basics.

**PHM 101 Pharmacology I** ......................................................................................... 4 Quarter Credits
This course is designed to provide the administrative and clinical medical assistant student with an introduction to the world of pharmacology. This will include areas such as prescription reading, interpretation of medication orders, drug classifications, and controlled substances. Emphasis will be placed on commonly prescribed medications and their effects on the respective body systems.

**PHM 202 Pharmacology II** ......................................................................................... 4 Quarter Credits
This course is designed to meet the needs of the clinical medical assisting student. The course will begin with an overview of basic pharmaceutics and factors affecting drug action. Proper storage, handling, preparation, and administration of medications will be reviewed. The student will then progress on to calculating dosages of medications for administration in a clinical setting. Emphasis will be placed on accuracy and competency in dosage calculations. Prerequisite: PHM 101 Pharmacology I.

**PRD 101 Preventive Dentistry** .................................................................................. 4 Quarter Credits
This course is designed to teach the student about preventive dentistry programs and oral hygiene. Topics include tooth brushing and flossing techniques, use of auxiliary aids, fluoride, sealants, and mouth rinses, caries control, and the role played by nutrition in preventing dental diseases. Prerequisite: DTM 101 Dental Terminology
PSY 201 Psychology ................................................................. 4 Quarter Credits
Students will explore basic psychological principles and will learn terminology and concepts that psychologists use to explain behavior and mental processes. This course applies the study of psychology to real-life situations such as work, school, relationships, and personal well-being.

RAW 101 Research and Writing .................................................. 4 Quarter Credits
This course is designed to introduce students to basic research principles and the relationship to effective and valid writing skills. Emphasis will be placed upon a fundamental understanding of MLA and APA writing formats.

SBF 201 Small Business Finance .............................................. 4 Quarter Credits
This course will cover the fundamentals of financing a small business such as estimating a business's startup costs, developing a cash flow analysis, exploring financial assistance eligibility, using personal assets to finance a business, creating a break even analysis, preparing financial statements, and securing several different types of business loans and grants.

SCS 101 Sales and Customer Service ........................................ 4 Quarter Credits
This class is an introduction to principles, terminology, and concepts of sales and customer service. It focuses on the selling skills and service delivery essential to business and organizations. The course framework includes a brief introduction to marketing and incorporates the key ingredients required to identify, sell to, service, and retain a customer. This course is designed specifically for those students with little or no previous experience of the subject matter.

SPA 101 Spreadsheet Applications .......................................... 3 Quarter Credits
This course is designed to introduce the student to spreadsheet application software commonly utilized in the business setting. Topics will include workbooks, linking files and worksheets, charting, database functions and formulas, and templates. Prerequisite: ITC 101 Introduction to Computers.

SSS 101 Student Success Strategies ....................................... 4 Quarter Credits
This course is designed to present to the student the various skills and techniques that can be employed to achieve academic, interpersonal, and professional success. At the completion of the course, the student will have been introduced to study and test-taking techniques, interpersonal skills, stress management, time management, and motivation.

TAX 201 Fundamentals of Taxation ............................................ 4 Quarter Credits
This course is a study of taxation as it relates to individuals and various types of business with an emphasis on payroll taxes and other related business tariffs. Basic tax forms will be explained in compliance with federal, state, and local laws. Real life examples and sample computations will be used to enhance these tax concepts and procedures.

TER 101 Medical Terminology I ............................................... 4 Quarter Credits
This course presents the student with a logical step-by-step method for building a medical vocabulary. It is designed to introduce and provide an understanding of medical root words, secondary word parts, and abbreviations related to directional terms, body structure, and Integumentary, Respiratory, Urinary, Male Reproductive, and Female Reproductive and obstetrics and neonatology body systems and topics. This will allow the student to recognize, spell, pronounce, define, and build medical terms.

TER 102 Medical Terminology II ............................................. 4 Quarter Credits
This course is a continuation of Medical Terminology I. The student will continue to be introduced to more medical word parts and abbreviations as they relate to Cardiovascular, Digestive, Eye and Ear, Musculoskeletal, Nervous, and Endocrine body systems and topics. This will allow the student to build an
extensive medical vocabulary, which is essential to anyone planning to enter the health care profession. Prerequisite: TER 101 Medical Terminology I.

**WPA 101 Word Processing Applications** ................................................................. 3 Quarter Credits
This course is designed to introduce the student to the basic functions of a word processing program as well as how to properly format documents such as letters and memorandums. Topics will include mail merge, table of contents, desktop publishing, headers and footers, columns, book fold, sorting, bulleted list, tabs, drop cap, and templates. Prerequisite: ITC 101 Introduction to Computers

**Course Descriptions (Nursing)**

**APN 100 Anatomy and Physiology for LPN’s** ............................................................... 3 Semester Credits
This course will provide the LPN Transition student with a comprehensive review of the anatomy of the body, including organization of body systems and cells and tissues. This course is designed to provide the LPN Transition student with a comprehensive review of structure of the body and introduce physiology and its relationship to structure and function and related health conditions.

**APN 101 Anatomy and Physiology for Health Professionals** ....................................... 5 Semester Credits
This course will provide the student with a comprehensive study of the anatomy of the body, including the organization of the body systems, a basic introduction to chemistry, cells and tissues, a basic introduction to microbiology, and body systems. This course is designed to provide the student with a comprehensive study of the structure and function of the body along with labeling of body parts and identification of system functions.

**BIO 101 Introduction to Microbiology** ............................................................................. 4 Semester Credits
This course provides the student with a basic understanding of microbiology through the study of the microscopic world, organisms and pathogens, specifically bacteria, viruses, fungi, protozoans, and helminths. In addition, this course provides the student with a basic understanding of the effects of the pathogen on normal human tissue including the most common diseases caused by the specific pathogen and the usual signs and symptoms produced in the host. The characteristics of the microorganisms and the etiology and control of infections are also presented. PRQ APN 101

**CHM 101 General Applied Chemistry** ............................................................................. 4 Semester Credits
This course is an introductory course in chemistry for students who are planning life/health related careers requiring some familiarization with general, organic, and biochemistry. This course stresses the applications of chemistry to health related careers. Topics of study include the metric system, states of matter, elementary atomic and molecular structure, introduction to inorganic and organic chemistry, the Periodic Table, basic laboratory procedures, and descriptive chemistry as it relates to everyday experiences. Problem solving, solution chemistry, equilibria, pH, redox, organic nomenclature, introduction to functional groups, organic reactions, biological molecules and metabolism. This course assists the student in the application of chemistry to homeostasis.

**CMP 101 English Composition** ..................................................................................... 3 Semester Credits
This course is designed to expand the student’s abilities in written communications. Principles of composition are developed through writing and revising various types of communications. Emphasis is placed on construction and composition, including word usage, grammar, and sentence analysis.

**CWR 101 Creative Writing/Research** ............................................................................ 3 Semester Credits
This course is designed to introduce students to basic research principles and the relationship to effective and valid writing skills. Emphasis will be placed upon a fundamental understanding of MLA and APA writing formats.
GNP 201 Graduate Nurse Preparation ........................................................... 2 Semester Credits
This course is designed as a preparation course toward passing the NCLEX-RN exam. Students will review the main components of nursing – Fundamentals, Medical/Surgical, Pediatric, Maternal Child, and Mental Health. An initial assessment will be administered to determine student strengths and weaknesses. Prerequisite: Completion of all nursing courses and general education courses.

HGD 101 Human Growth and Development ..................................................... 3 Semester Credits
Human Growth and Development addresses the knowledge, skills, attitudes, and behaviors associated with supporting and promoting optimal growth and development of infants and children. The course provides the student with a basic understanding of the person as a biological, psychological, and sociological being. It is imperative that professionals in the medical occupations understand the concepts of development throughout the life span. Application of the principles of safe and effective care is guided by the understanding of normal and expected development at different stages throughout the person’s life. This course emphasizes the importance of development from conception to death. Topics that may be addressed include principles of physical, emotional, social, cognitive, and moral development; human needs across the ages, stages of childhood, the impact of family and societal crisis on the development of the individual, the normal developmental crises of aging, puberty, career decisions, dating, marriage, parenthood, loss, and death.

LRT 100 LPN to RN Transition .............................................................................. 6 Semester Credits
This course serves as a mechanism for advanced placement of previous licensed practical nurses. It serves to validate prior learning and update and enhance student knowledge. The course will enable the LPN to integrate the role of LPN to RN by introducing nursing concepts and theories, legal and ethical expectations, and review previous nursing skills. The course introduces the students to the nursing process including assessment, planning, intervention, and evaluation of client needs. The course will also include an introduction to health assessment, care planning, intravenous therapy, and pharmacology. The laboratory portion of this course will review and evaluate nursing procedure competencies. The clinical portion of this course will serve as evaluation of the LPN’s readiness to transition to the role of the registered nursing student.

MHP 101 Math for Health Professionals ............................................................ 3 Semester Credits
This course prepares the student with the mathematical skills required for the basic computing functions of various health occupations. Every health care career utilizes mathematical computation and for success in the occupation, the concepts and principles must be learned. This course utilizes the principle of review of previous knowledge while providing the student with new knowledge related to their chosen profession. This course is appropriate for the student who is pursuing a career in the health professions such as pre-nursing, pre-dental, pre-medical assisting, pre-diagnostic, and many others. This course provides a review of mathematical theory and principles including addition, subtraction, multiplication and division of integers and rational numbers with a strong emphasis on decimals, fractions, ratio, proportions, and percents. In addition the course introduces the student to math utilized in accounting and business and medication administration. This course prepares students with a basic understanding of college math needed as the foundation on which to utilize mathematics as required for their chosen profession.

NUR 101 Fundamentals of Nursing .................................................................... 3.5 Semester Credits
This course will provide the beginning nursing student with a basic understanding of the study of nursing through the discussion of the OVCT nursing philosophy and core concepts of person, health, nursing, nursing process, environment, and teaching and learning. This course prepares the student with the skills required to administer nursing care to a variety of persons in a variety of environments. In addition, the course content includes the discussion and application of the history of nursing; legal and ethical aspects of nursing including confidentiality, patient’s rights, documentation of nursing care, and delegation of nursing tasks; critical thinking; therapeutic communication techniques; various care environments; assessment of all body systems. The skills are related to the individual systems and include but are not limited to the following: assessment of
systems, safety and infection control, dressings, mobility, hygiene, documentation, nursing care plan, teaching plan and communication project. PRQ SSN 101, APN 101, MHP 101

**NUR 110 Medical/Surgical Nursing I**
........................................................................................................6 Semester Credits
This course, as the first nursing medical/surgical course, will provide the beginning nursing student with a basic understanding of the study of nursing through the discussion of the OVCT nursing philosophy and core concepts of person, health, nursing, nursing process, environment, teaching and learning, and professionalism as they relate to alterations in homeostasis and oxygenation. This course prepares the student with the knowledge of basic client needs and provides opportunity to apply the knowledge and skills required to administer nursing care to a variety of persons in a variety of environments. The nursing process provides the basic organizational framework for determining the client’s needs and providing the appropriate nursing care. In addition to health promotion and maintenance and a safe effective care environment, the course content includes the discussion of alterations in health across the lifespan including content in the cardiovascular, respiratory, hemopoietic system, gastrointestinal, hepatobiliary, renal, fluid and electrolytes, acid-base balance, and endocrine system regulation. PRQ NUR 101, NUT 101, PHN 101

**NUR 203 Critical Care Nursing**
........................................................................................................4 Semester Credits
This course in leadership is the first of two courses that will provide the nursing student with a basic understanding of the study of nursing through the discussion of the OVCT nursing philosophy and core concepts of person, health, nursing, nursing process, environment, teaching and learning, and professionalism as they relate to the role of the nurse as leader and as nursing team member. This course prepares the student with the knowledge of basic client needs and provides opportunity to apply the knowledge and skills required to administer nursing care to a variety of persons in a variety of environments. The nursing process provides the basic organizational framework for determining the client’s needs and providing the appropriate nursing care. In addition to health promotion and maintenance and provision of a safe effective care environment, the course content includes discussion of current issues surrounding the profession of nursing, care of the critically ill person, and the transition from student to professional nurse through experience in leadership and responsibility for the care of a group of clients. Clinical experiences will include roles as both team member and team leader in various environments and, as available, team member in critical care. PRQ NUR 210

**NUR 204 Professional Development and Leadership**
........................................................................................................5 Semester Credits
This course in leadership is the first of two courses that will provide the nursing student with a basic understanding of the study of nursing through the discussion of the OVCT nursing philosophy and core concepts of person, health, nursing, nursing process, environment, teaching and learning, and professionalism as they relate to the role of the nurse as leader and as nursing team member. This course prepares the student with the knowledge of basic client needs and provides opportunity to apply the knowledge and skills required to administer nursing care to a variety of persons in a variety of environments. The nursing process provides the basic organizational framework for determining the client’s needs and providing the appropriate nursing care. In addition to health promotion and maintenance and provision of a safe effective care environment, the course content includes the discussion of moral, ethical, and legal issues surrounding the profession of nursing, the person, family, and community, and the transition from student to professional nurse through a preceptorship experience. PRQ NUR 203 and concurrently with NUR 205

**NUR 205 Community Nursing Service Project**
........................................................................................................1 Semester Credit
The faculty and administration of OVCT School of Nursing believe that the student will benefit from an experience in volunteerism and the giving of one’s self to others. This community nursing service project gives the student nurse an opportunity for professional growth and development through service to a community in need. This project provides the nursing student with an increased understanding of the needs of the community and provides them with an opportunity to see and evaluate their own efforts to help. The project provides an opportunity for application of the content from NUR 204 Professional Development and Leadership to a specific population within the larger community. The student will gain a better understanding
of one of the available community resources that provides care to the person/family/group within the community, in the home, in the community based clinic, or through other community resources. PRQ NUR 203 and concurrently with NUR 204

NUR 207 Maternity Nursing ..................................................................................................................................................3 Semester Credits
This course in maternal nursing will provide the nursing student with a basic understanding of the study of nursing through the discussion of the OVCT nursing philosophy and core concepts of person, health, nursing, nursing process, environment, teaching and learning, and professionalism as they relate to nursing care of the child bearing family. This course prepares the student with the knowledge of basic client needs and provides opportunity to apply the knowledge and skills required to administer nursing care to a variety of persons in a variety of environments. The nursing process provides the basic organizational framework for determining the client's needs and providing the appropriate nursing care. In addition to health promotion and maintenance and a safe effective care environment, the course content includes the discussion of alterations in health across the lifespan including content in male and female reproduction, human growth and development from conception through adulthood, family dynamics, and psychosocial and physiological aspects of the family. PRQ NUR 210

NUR 208 Pediatric Nursing ..................................................................................................................................................3 Semester Credits
This course in pediatric nursing will provide the nursing student with a basic understanding of the study of nursing through the discussion of the OVCT nursing philosophy and core concepts of person, health, nursing, nursing process, environment, teaching and learning, and professionalism as the relate to nursing care of the child. This course prepares the student with the knowledge of basic client needs and provides opportunity to apply the knowledge and skills required to administer nursing care to a variety of persons in a variety of environments. The nursing process provides the basic organizational framework for determining the client’s needs and providing the appropriate nursing care. In addition to health promotion and maintenance and a safe effective care environment, the course content includes the discussion of alterations in health throughout the life of children, from infancy through adolescence, family dynamics, and psychosocial and physiological aspects of the family. PRQ HGD 101, NUR 210

NUR 210 Medical/Surgical Nursing II ....................................................................................................................................4 Semester Credits
This course, as the second nursing medical/surgical course, will provide the nursing student with a basic understanding of the study of nursing through the discussion of the OVCT nursing philosophy and core concepts of person, health, nursing, nursing process, environment, teaching and learning, and professionalism as they relate to alterations in neurological, musculoskeletal, and/or neuroendocrine health of the person. This course prepares the student with the knowledge of basic client needs and provides opportunity to apply the knowledge and skills required to administer nursing care to a variety of persons in a variety of environments. The nursing process provides the basic organizational framework for determining the client’s needs and providing the appropriate nursing care. In addition to health promotion and maintenance and provision of a safe effective care environment, the course content includes the discussion of alterations in health across the lifespan including content in the, neurological, musculoskeletal, and/or neuroendocrine systems. PRQ NUR 110

NUR 220 Mental Health Nursing ..............................................................................................................................................4 Semester Credits
This course will assist the nursing student in developing an understanding of the study of nursing through the discussion of the OVCT nursing philosophy and core concepts of person, health, nursing, nursing process, environment, teaching and learning, and professionalism as they relate to alterations in physiological, psychosocial, and spiritual needs of the person. In this course the student will provide care to the total patient based on the previous content and including the content of this course. This course prepares the student with the knowledge of basic client needs and provides opportunity to apply the knowledge and skills required to administer nursing care to a variety of persons in a variety of environments. The nursing process provides the basic organizational framework for determining the client’s needs and providing the appropriate nursing care.
In addition to health promotion and maintenance and provision of a safe effective care environment, the course content includes the discussion of alterations in health across the lifespan and the physiological and psychological needs of the client with alterations in both physical and psychosocial health. Students will care for clients in both medical surgical units and psychiatric units in both acute and long term care as available. PRQ NUR 210 or concurrently with NUR 210

**NUT 101 Nutrition and Diet Therapy** .................................................................3 Semester Credits
This course, although a nursing nutritional course, may be taken as a basic nutrition course for any of the health professions. This course will provide the beginning nursing student with a basic understanding of the study of nutrition from a nursing perspective through the discussion of the core concepts of person, health, nursing, nursing process, environment, teaching and learning, and professionalism in relation to the nutritional health of the person. This course prepares the student with the theory and skills required to administer nursing care to a variety of persons. In addition, the course content includes but is not limited to the discussion and application of basic nutrition, diet therapy, nutritional assessment, care of the client’s nutritional needs through various means including oral, tube, and parenteral access, and application of laboratory values. The skills the student will learn are related to the client’s assessed needs and include but are not limited to recognition of nutritional needs, therapeutic diets, performance of a nutritional assessment, documentation, nursing nutritional care plan, various feeding techniques, and a client nutritional teaching plan. PRQ APN 101, MHP 101, CHM 101 or concurrently with CHM 101

**PHN 101 Basic Pharmacology** .................................................................3 Semester Credits
This course will provide the nursing student with a basic understanding of the study of pharmacology from a nursing perspective through the discussion of the core concepts of person, health, nursing, nursing process, environment, teaching and learning, and professionalism as they relate to the administration of pharmacologic therapies. Content based on client needs will include, but may not be limited to, the safe and effect administration of medications to the client. Specific content will include, but may not be limited to, drug calculations, classifications, dosages, legal aspects of administration and preparation, uses, actions, and side effects of selected drugs in each classification, parenteral administration of crystalloids, colloids, blood products, and client teaching including self-administration of medications. PRQ APN 101, CHM 101, MHP 101, NUR 101 or concurrently with NUR 101

**PSY 201 Psychology** ........................................................................3 Semester Credits
Students will explore basic psychological principles and will learn terminology and concepts that psychologists use to explain behavior and mental processes. This course applies the study of psychology to real-life situations such as work, school, relationships, and personal well-being.

**SCI 100 Sciences for LPN’s** .................................................................4 Semester Credits
This course is an introductory course in chemistry and microbiology for LPN Transition students who are planning life/health related careers requiring some familiarization with general, organic, and biochemistry. This course stresses the applications of chemistry to health related careers. Topics of study include the metric system, states of matter, elementary atomic and molecular structure, introduction to inorganic and organic chemistry, the Periodic Table, basic laboratory procedures, and descriptive chemistry as it relates to everyday experiences. The course also includes a basic understanding of microbiology to provide the student with a basic understanding of the effects of the pathogen on normal human tissue including the most common diseases caused by specific pathogens and the usual signs and symptoms produced in the hosts.

**SOC 101 Introduction to Sociology** .................................................................3 Semester Credits
Sociology is the study of society, the study of human social life, social change, and the social causes and consequences of human behavior. Sociologists investigate the structure of groups, organizations, and societies, and how people interact within these contexts. Sociology, a social science, uses scientific method to systematically and empirically investigate and critically analyze the information and knowledge about human
social structure and activity. Sociology focuses on identifying, explaining, and interpreting patterns and processes of human social relations. The subject matter of sociology ranges from the intimate family to the hostile mob; from organized crime to religious cults; from the divisions of race, gender and social class to the shared beliefs of a common culture; and from the sociology of work to the sociology of sports.

**SSN 101 Success Strategies for the Nursing Student ................................................................. 1 Semester Credit**

This course emphasizes basic learning principles with a focus on time management, setting learning goals, learning strategies, test preparation, note-taking skills, and use of computers in nursing. This course is designed to assist the student in understanding his/her learning style and putting that information to practical use.
Statement of Tuition and Fees

ALL PROGRAMS EXCEPT NURSING

<table>
<thead>
<tr>
<th>Status</th>
<th>Credits</th>
<th>Tuition*</th>
<th>Education Resource Fee*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td>12 or more</td>
<td>$3995.00</td>
<td>$495.00</td>
</tr>
<tr>
<td>¾ time</td>
<td>9-11</td>
<td>$3395.00</td>
<td>$495.00</td>
</tr>
<tr>
<td>½ time</td>
<td>6-8</td>
<td>$2795.00</td>
<td>$495.00</td>
</tr>
<tr>
<td>&lt; ½ time</td>
<td>2-5</td>
<td>$2195.00</td>
<td>$495.00</td>
</tr>
</tbody>
</table>

Estimated Out of Pocket Expenses

| Medical Assisting | $75.00 |
| Dental Assisting  | $50.00 |

ENROLLMENT FEE: All students are assessed an Enrollment Fee of $25.00.

SEAT FEE: All students are assessed a Seat fee of $25.00.

TUITION AND FEES PER TERM FOR NURSING

<table>
<thead>
<tr>
<th>Status</th>
<th>Credits</th>
<th>Tuition*</th>
<th>Educational Resource Fee*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td>12 or more</td>
<td>$7095.00</td>
<td>$875.00</td>
</tr>
<tr>
<td>¾ time</td>
<td>9-11</td>
<td>$6095.00</td>
<td>$875.00</td>
</tr>
<tr>
<td>½ time</td>
<td>6-8</td>
<td>$5095.00</td>
<td>$875.00</td>
</tr>
<tr>
<td>&lt; ½ time</td>
<td>2-5</td>
<td>$4095.00</td>
<td>$875.00</td>
</tr>
</tbody>
</table>

Estimated Out of Pocket Expenses

| Nursing    | $350.00 |
| LPN to RN  | $350.00 |

ENROLLMENT FEE: All nursing students are assessed an Enrollment fee of $25.00.

SEAT FEE: Nursing students are assessed a $100.00 seat fee.

*Students are charged tuition and education resource fees for each term in which they attend classes, whether or not they have completed their program as scheduled, or they are continuing in another diploma/degree program or otherwise.

Admission Fees Waiver for Military Personnel – In an effort to recognize and support the service of the military men and women to our country, the admissions’ enrollment fee and seat fee* are waived for all Active Duty, Guard, Reserve and Veterans and their spouse/domestic partner or dependents. To qualify for this waiver, military personnel must provide proof of military service as deemed appropriate by the institution.

*For certain programs, Seat Fees may be required to hold a student’s seat but will be refunded after the student starts classes in his/her first term. Ask your admissions advisor for a current list of programs in which this applies.
### Board of Directors

<table>
<thead>
<tr>
<th>Name</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chad T. Callen</td>
<td>2021</td>
</tr>
<tr>
<td>Annette Howard</td>
<td>2021</td>
</tr>
<tr>
<td>Sharon Rhoads</td>
<td>2021</td>
</tr>
</tbody>
</table>

### Corporate Officers

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Courtney Martin</td>
</tr>
<tr>
<td>Vice-President</td>
<td>Patricia A. Callen</td>
</tr>
<tr>
<td>Secretary/Treasurer</td>
<td>Debra L. Shoemaker</td>
</tr>
</tbody>
</table>

### Administration & Staff

- **Campus President**: Courtney Martin
- **Admissions Advisor**: Donna Juszczak
- **High School Admissions Advisor**: Santina Kenney
- **Financial Aid Officer**: TBD
- **Career Management Director**: Timothy Clutter
- **Nursing Program Director**: Jennifer Walker, RN, MSN
- **Medical Assisting/Medical Billing and Coding/Medical Office Administration Program Director**: Kristen Scott, RN, CMA
- **Dental Assisting Program Director**: Jamie Stine, CDA, EFDA
- **Business Administration Program Director/I.T. Coordinator**: Jonathan Ream
- **Front Office Manager**: Rhonda Stoakes
- **Administrative Assistant**: Natalie Gratteri
- **Library Assistant**: Melanie Murphy
- **Librarian**: Helen Snaith

### Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Degree</th>
<th>Granting Institution</th>
<th>Specialty</th>
<th>Full-time or Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lori Allmon, RN</td>
<td>BSN</td>
<td>Mountain State University</td>
<td>Nursing Clinical Coordinator</td>
<td>Full-time</td>
</tr>
<tr>
<td>Alicia Brewer, CDA, EFDA</td>
<td>AAB</td>
<td>Ohio Valley College of Technology</td>
<td>Dental</td>
<td>Part-time</td>
</tr>
<tr>
<td>Jennifer Carroll</td>
<td>BS, MA</td>
<td>Marietta College, Heidelberg College</td>
<td>Sciences</td>
<td>Part-time</td>
</tr>
<tr>
<td>Tamala Clutter, RN</td>
<td>MSN, MBA, BSN</td>
<td>Grand Canyon University, Ohio University</td>
<td>Nursing</td>
<td>Full-time</td>
</tr>
<tr>
<td>Timothy Clutter</td>
<td>BA, MS</td>
<td>Kent State University, Walden University</td>
<td>General Education</td>
<td>Full-time</td>
</tr>
<tr>
<td>Jessica Crabtree, CBCS</td>
<td>AAB</td>
<td>Ohio Valley College of Technology</td>
<td>Medical</td>
<td>Part-time</td>
</tr>
<tr>
<td>Ethan Deleka</td>
<td>BA</td>
<td>West Liberty University</td>
<td>Sciences</td>
<td>Part-time</td>
</tr>
<tr>
<td>Linda Fritsch, RN</td>
<td>MSN</td>
<td>Western Governor’s University</td>
<td>Nursing</td>
<td>Part-time</td>
</tr>
<tr>
<td>Angel Hedrick, CCMA</td>
<td>AAB</td>
<td>Ohio Valley College of Technology</td>
<td>Medical</td>
<td>Part-time</td>
</tr>
<tr>
<td>Kay Janura</td>
<td>MHSA, BS</td>
<td>Strayer University, Fairmont State University</td>
<td>Sciences</td>
<td>Part-time</td>
</tr>
<tr>
<td>Tammy McCoy, RN, CNP, FNP-C</td>
<td>DNP, MSN, BSN</td>
<td>University of Nevada, Las Vegas Duquesne University, Slippery Rock University</td>
<td>Nursing</td>
<td>Part-time</td>
</tr>
<tr>
<td>Melanie Murphy</td>
<td>BA, MFA</td>
<td>Kent State University</td>
<td>General Education</td>
<td>Part-time</td>
</tr>
<tr>
<td>Jonathan Ream</td>
<td>AAB, BS</td>
<td>Ohio Valley College of Technology, Western Governors University</td>
<td>Business, Information Technology</td>
<td>Full-time</td>
</tr>
<tr>
<td>Doris Rogers</td>
<td>BS</td>
<td>Kent State University</td>
<td>Business</td>
<td>Part-time</td>
</tr>
<tr>
<td>Name</td>
<td>Degree(s)</td>
<td>University(s)</td>
<td>Program</td>
<td>Employment Status</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----------</td>
<td>---------------------------------------------------</td>
<td>------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Julie Sattler, RN, CNP</td>
<td>MSN BSN</td>
<td>Franciscan University Kent State University</td>
<td>Nursing</td>
<td>Part-time</td>
</tr>
<tr>
<td>Kristen Scott, RN, CMA</td>
<td>AAS AAB</td>
<td>Ohio Valley College of Technology Youngstown State University</td>
<td>Medical</td>
<td>Full-time</td>
</tr>
<tr>
<td>Jamie Stine, CDA, EFDA</td>
<td>AAB</td>
<td>Ohio Valley College of Technology</td>
<td>Dental Assisting</td>
<td>Full-time</td>
</tr>
<tr>
<td>Jennifer Walker, RN</td>
<td>MSN BSN BA</td>
<td>Western Governor’s University Youngstown State University</td>
<td>Nursing</td>
<td>Full-time</td>
</tr>
<tr>
<td>Alicia Warrick, RN, CNP</td>
<td>MSN BN</td>
<td>Franciscan University Waynesburg University</td>
<td>Nursing</td>
<td>Part-time</td>
</tr>
<tr>
<td>Amanda Bednarek, RN</td>
<td>BNS AAS</td>
<td>Chamberlain University Ohio Valley College of Technology</td>
<td>Nursing Clinical</td>
<td>Part-time</td>
</tr>
<tr>
<td>Miranda Corbin, RN</td>
<td>BSN</td>
<td>Kent State University</td>
<td>Nursing Clinical</td>
<td>Part-time</td>
</tr>
<tr>
<td>Jennifer Harris BSN, RN</td>
<td>MSN BSN ADN</td>
<td>Chamberlain University Ohio University Kent State University</td>
<td>Nursing Clinical</td>
<td>Part-time</td>
</tr>
<tr>
<td>Marc Holt, RN</td>
<td>BSN</td>
<td>Kent State University</td>
<td>Nursing Clinical</td>
<td>Part-time</td>
</tr>
<tr>
<td>Lori Williams, RN</td>
<td>MSN BSN</td>
<td>Indiana Wesleyan University</td>
<td>Nursing Clinical</td>
<td>Part-time</td>
</tr>
</tbody>
</table>
Boardman Training Center

755 Boardman-Canfield Road, Building K, Suite 1
Boardman, OH 44512

Phone 330-729-9244
The Boardman Training Center consists of three multi-purpose classrooms, administrative offices, restrooms and storage space located in the Southbridge West professional complex. The facility is equipped with desks and chairs for the classrooms, whiteboards, medical supplies necessary for instruction purposes, an overhead projector, EKG machine, hospital bed, phlebotomy chairs, etc.

The Boardman Training Center of Ohio Valley College of Technology is registered with and its programs are authorized by the Ohio State Board of Career Colleges and Schools. Courses at the training center are measured by clock hours only and are not for credit. Programs at this satellite campus are NOT ACCREDITED.

Program Descriptions

Cardio-Phlebotomy Certificate Program

Total Program Hours: 214 (Classroom Hours: 155, Laboratory and Practical Hours: 59)
This program includes CPCP100 Introduction to Healthcare, CPCP101 EKG, and CPCP102 Phlebotomy.

The objective of this program is to train students for entry-level positions in the healthcare field to work in hospitals, out-patient centers, laboratories, private physicians’ offices, skilled care and long-term care facilities, or tertiary level facilities including; emergency, trauma, burn, wound and cancer treatment centers. Students will be trained to; operate the electrocardiograph (EKG) machine, read, interpret and understand the results of EKG recordings, operate and adjust EKG heart monitors, obtain vital signs and pulse oximetry. Students will be further trained to perform venipuncture, blood and capillary collection and skin puncture techniques, instructed on HIPAA regulations and quality assurance. The students will also receive cardiopulmonary resuscitation (CPR) training including adult, child, infant, and automated external defibrillator (AED) use. In addition, this program’s focus is to educate the student on the healthcare delivery system, medical law and ethics, healthcare communication, and professional skills for success in the healthcare field.

CPCP100 Introduction to Health Care – Total Hours: 51 (Classroom Hours: 51)
This program provides students with an introduction to the foundational skills necessary for various healthcare professions. It is designed to introduce learners to basic medical terminology and provide core competencies shared by healthcare professionals such as communication, infection control, HIPAA regulations, medical law and ethics, quality assurance, professionalism and critical thinking to expose the student to the reality of practice. The students will receive training in CPR (adult/child/infant) and AED use.

CPCP101 EKG – Total Hours: 51 (Classroom Hours: 34, Laboratory and Practical Hours: 17)
This program is designed to introduce students to the use of an electrocardiograph (EKG) machine, heart monitors, and understand the results of EKG recording. The course will orient students to identify basic normal EKG waveform morphology, describe the normal physiology of cardiac conduction, distinguish between basic dysrhythmias and describe the distinguishing features and associated treatments for each basic dysrhythmia.

CPCP102 Phlebotomy – Total Hours: 112 (Classroom Hours: 70, Laboratory and Practical Hours: 42)
This program is designed to introduce students to the use of specimen collection equipment, collection procedures and skin puncture techniques, and to acceptable standards of work in the industry. The course will further introduce the student to the basics in anatomy, physiology, medical terminology, patient identification, infection control, universal precautions, safety, best practices in the healthcare field, and provide students with opportunities to develop basic phlebotomy skills.
Medical Office Specialist Program
MOS101 Medical Office Specialist - Total Hours: 240 (Classroom Hours: 140; Laboratory and Practical Hours: 100) T
Medical Office Specialist Program students will have also successfully completed the Cardio-Phlebotomy Program.

A Medical Office Specialist must hold the skills necessary to attend to a patient in an office setting. They work alongside doctors and other healthcare providers to triage and treat patients. This includes obtaining vital signs, collection of laboratory specimens, injections, suture removal, oral medication, visual acuity, and basic wound care.

They also hold the skills necessary to attend to the needs of the doctor’s office by scheduling appointments, ensuring patient/provider compliance, proper completion of CMS 1500 forms, ICD 10 coding, and current billing procedures. They work alongside doctors and other healthcare providers to prevent insurance fraud and abuse, and maintain HIPAA.

Not only will the Medical Office Specialist program provide the student with the basic medical knowledge and skills needed to perform direct patient care, but it will also provide the student with the skills necessary for Medical Office Administration. They will become proficient in scheduling, pre-authorizations and referrals, patient intake, charting, office logistics, and compliance. The student will also be skilled in patient education and office policies and procedures.

Refund Policy
A. Cancellation: An applicant who is accepted for admission may cancel his/her enrollment agreement not later than five (5) business days after the date this agreement is signed by notifying the institution in writing.

B. State refund policy for programs organized on a clock hour basis:
   a. A student who starts class and withdraws before the academic term is fifteen percent completed will be obligated for twenty-five per cent of the tuition and refundable fees for the current academic term plus the registration fee.
   b. A student who starts class and withdraws after the academic term is fifteen per cent complete but before the academic term is twenty-five per cent completed will be obligated for fifty percent of the tuition and refundable fees for the current academic term plus the registration fee.
   c. A student who starts class and withdraws after the academic term is twenty-five percent complete but before the academic term is forty percent completed will be obligated for seventy-five percent of the tuition and refundable fees for the current academic term plus the registration fee.
   d. A student who starts class and withdraws after the academic term is forty percent completed will not be entitled to a refund of the tuition and fees for the current academic 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 last date of attendance at the Institution 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 the student by the Institution, or reasons beyond the control of either party.

Notifications of withdrawal of cancellation and requests for refund must be in writing and addressed to the Campus President; 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.
2021 Calendar BTC

<table>
<thead>
<tr>
<th>TERM</th>
<th>DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>WINTER QUARTER</td>
<td></td>
</tr>
<tr>
<td>First Module</td>
<td>01/04/2021-02/14/2021</td>
</tr>
<tr>
<td>Second Module</td>
<td>02/15/2021-03/28/2021</td>
</tr>
<tr>
<td>SPRING QUARTER</td>
<td></td>
</tr>
<tr>
<td>First Module</td>
<td>04/05/2021-05/16/2021</td>
</tr>
<tr>
<td>Second Module</td>
<td>05/17/2021-06/27/2021</td>
</tr>
<tr>
<td>SUMMER QUARTER</td>
<td></td>
</tr>
<tr>
<td>First Module</td>
<td>06/28/2021-08/08/2021</td>
</tr>
<tr>
<td>Second Module</td>
<td>08/16/2021-09/26/2021</td>
</tr>
<tr>
<td>FALL QUARTER</td>
<td></td>
</tr>
<tr>
<td>First Module</td>
<td>09/27/2021-10/07/2021</td>
</tr>
<tr>
<td>Second Module</td>
<td>10/08/2021-12/19/2021</td>
</tr>
</tbody>
</table>

Official Holidays (no classes held)

- Martin Luther King, Jr. Day: January 18
- Labor Day: September 6
- Memorial Day: May 31
- Thanksgiving: November 25-26
- Independence Day: July 5
- Independence Day: July 5
- Independence Day: July 5

2022 Calendar

<table>
<thead>
<tr>
<th>TERM</th>
<th>DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>WINTER QUARTER</td>
<td></td>
</tr>
<tr>
<td>First Module</td>
<td>01/03/2022-02/13/2022</td>
</tr>
<tr>
<td>Second Module</td>
<td>02/14/2022-03/27/2022</td>
</tr>
<tr>
<td>SPRING QUARTER</td>
<td></td>
</tr>
<tr>
<td>First Module</td>
<td>04/04/2022-05/15/2022</td>
</tr>
<tr>
<td>Second Module</td>
<td>05/16/2022-06/26/2022</td>
</tr>
<tr>
<td>SUMMER QUARTER</td>
<td></td>
</tr>
<tr>
<td>First Module</td>
<td>06/27/2022-08/07/2022</td>
</tr>
<tr>
<td>Second Module</td>
<td>08/15/2022-09/25/2022</td>
</tr>
<tr>
<td>FALL QUARTER</td>
<td></td>
</tr>
<tr>
<td>First Module</td>
<td>09/26/2022-11/06/2022</td>
</tr>
<tr>
<td>Second Module</td>
<td>11/07/2022-12/18/2022</td>
</tr>
</tbody>
</table>

Official Holidays (no classes held)

- Martin Luther King, Jr. Day: January 17
- Labor Day: September 5
- Memorial Day: May 30
- Thanksgiving: November 24-25
- Independence Day: July 4

Staff:
On-site Learning Center Coordinator: Sandra Poynter
Admissions Advisor: Nikki Granger
## Tuition and Fees
(Effective July 1, 2019)

<table>
<thead>
<tr>
<th>Individual Program</th>
<th>Tuition*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardio-phlebotomy</td>
<td>$2,100.00</td>
</tr>
<tr>
<td>Medical Office Specialist</td>
<td>$2,280.00</td>
</tr>
<tr>
<td>Introduction to Healthcare</td>
<td>$800.00</td>
</tr>
<tr>
<td>EKG</td>
<td>$800.00</td>
</tr>
<tr>
<td>Phlebotomy</td>
<td>$1,250.00</td>
</tr>
</tbody>
</table>

Enrollment Fee:  $50.00
Enrollment fee charged prior to each program enrollment.

*Cost of Certification Testing is the responsibility of the student. Refer to Program Disclosures and Payment Agreement for details.