

MOUNTAIN STATE COLLEGE CATALOG

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Statement of Accreditation - Accredited by the Accrediting Council for Independent Colleges and Schools to award associate degrees.

Statement of Legal Control - Mountain State College is a private corporation, chartered and incorporated under the laws of the State of West Virginia. The corporation has no other campuses and is not affiliated with any other public or private organization or educational institution. Mountain State College operates under policies and guidelines established by its Board of Directors (Judith K. Sutton, Phil Postlewait, Kevin Merritt). Judith Sutton is the sole stockholder of the corporation.

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MOUNTAIN STATE COLLEGE

HISTORY

Albert Grant Sine founded Mountain State College in September 1888. It was located on Market Street, just above Third Street in downtown Parkersburg. In 1901, the College was moved into the second and third floors of the Camden Theater Building on Market Street, just above Seventh Street. On November 30, 1929, that building was destroyed by fire and the College was suddenly without a home. The College then moved to the corner of Spring and Sixteenth Streets (pictured above) where it has remained to this day. For 72 years, Mountain State College was the only college in Parkersburg. Then, in a three-year span from 1960 to 1963, three more institutions of higher learning opened: Ohio Valley University, West Virginia University at Parkersburg, and Valley Beauty School (now closed).

MISSION & OBJECTIVES

The mission of Mountain State College is to serve students, employers, and the community through occupational education for careers in Health, Legal, Computer Technology, Accounting and Dependency by providing a content-rich, highly focused, relevant curriculum.

The goal of Mountain State College is to equip graduates with promotable skills required to adapt to a rapidly changing workforce community.

The objectives of Mountain State College are:

To serve the student

*By providing educational programs that take full advantage of today's technological advancements to foster a learning environment that thrives on open communication, progressive thought, and skill acquisition.

*By providing student services committed to helping students overcome problems, which may prevent them from successfully completing their educational programs.

*By providing job search assistance and professional development guidance.

To serve the employers

*By providing employers with quality personnel with promotable skills.

To serve the community

*By providing a choice at no cost to taxpayers that is independent, innovative, responsive, and flexible.

FULL-TIME FACULTY

Leasa Davis, RCCPA-Accounting Program Administrator

National Registered Bookkeeper - Advanced
Bachelor of Science Degree, Glenville State College, Glenville, WV
AAS Accounting, Parkersburg Community College
AAS Business Administration, Parkersburg Community College

Henry Gernhardt-Computer Program Administrator

Bachelor of Science Degree, Concord College, Athens, WV

Judith (Judy) Goff-General Education Instructor

Bachelor of Arts Degree, Glenville State College, Glenville, WV

Kimberly Strickland-Medical Program Administrator

AAS Medical Assistant, Mountain State College, Parkersburg, WV
LPN, Wood County School of Practical Nursing, Parkersburg, WV
GRN/BSN Nursing, Mountain State University, Beckley, WV

Bruce Wendelken-Medical Instructor, Online Liaison

National Certified Medical Assistant, Patient Care Technician, and Phlebotomy Technician
Master of Arts Degree, West Virginia University, Morgantown, WV
Bachelor of Arts Degree, Glenville State College, Glenville, WV
AAS Medical Assistant, Mountain State College, Parkersburg, WV

ADJUNCT FACULTY

Mindi Line-Legal Program Administrator

Doctorate of Jurisprudence, West Virginia University, Morgantown, WV
Bachelor of Arts Degree, West Virginia University, Morgantown, WV

Larry Maxwell-General Education Instructor

Master of Arts Degree, Marshall University, Huntington, WV
Bachelor of Arts Degree, Marshall University, Huntington, WV

Mary Strong-Medical Instructor

BS Nursing, West Liberty University, West Liberty, WV

Tonya Toothman-DDT Lead Instructor

Master of Science Psychology, University of Phoenix Online, Phoenix, AZ
Bachelors of Child Development, Berea College, Berea, KY

Pamela Wendelken-General Education Instructor

Master of Education Degree, West Virginia University, Morgantown, WV
Bachelor of Science, Indiana University of Pennsylvania, Indiana, PA

STAFF

Teresa McAtee-Director of Student Services

Roger McCune-Librarian

Master of Arts Degree, West Virginia University, Morgantown, WV

Stacie McElfresh-Community Relations Coordinator

AAS Administrative Assistant and Diploma in Medical Secretary
Mountain State College, Parkersburg WV

Kevin Merritt-Chief Operations Officer

Pamela Russell-Registrar

AAS Associate Degree in Administrative Assistant
Mountain State College, Parkersburg, WV

Judith K. Sutton-President/Director

Bachelor of Science Degree, Fairmont State College, Fairmont, WV

Faye Wagoner-Director of Student Financial Services

AAS Higher Accounting Management, Mountain State College, Parkersburg, WV

ADMISSIONS

APPLICANT REQUIREMENTS

Applicants for admissions must be a high school graduate, possess a GED certificate, or have completed the TASC (Test Assessing Secondary Completion). Official documentation will be required before enrollment. All applicants must complete an entrance exam. A minimum score of 125 is required for admission. Prospective students should contact the College for a personal interview with the Community Relations Coordinator. After the interview, the formal application for admission may be submitted and financial arrangements made through the Student Financial Services Office.

The programs at Mountain State College are designed for obtaining employment. They are not for a student who wishes to take a few terms then transfer to another institution. Prospective students should not enroll unless they are willing and able to complete the program and pursue employment. Mountain State College will prepare students educationally for employment and will assist students in all employment matters but does not, in any way, guarantee employment.

BACKGROUND CHECKS

Medical Assistant and Dependency Disorders Technology programs require externships to graduate. Applicants who have criminal records may not be able to find sites willing to act as a host and thus not be able to graduate regardless of completed coursework. Students are encouraged to review personal criminal history before enrollment.

TUITION, FEES, & BOOKS

Tuition, fees, and supplies are charged on a term-by-term basis and due and payable in full at the beginning of each term. (Payment of these charges may be deferred until receipt of financial aid in those cases where students are relying on such aid to pay educational costs.) Payment of tuition is not contingent upon receipt of financial aid of any kind. The College does not guarantee the receipt or likelihood of receipt of any financial aid. Payment of tuition is solely for the right to attend classes and is no way contingent upon satisfactory progress or placement upon graduation.

Charge	Amount	When Charged (Notes)
Administrative Fee	\$115	Initial Enrollment (and reenrollment if previous graduate or withdrawal)
Tuition	\$2,700	Per Quarter (tuition may be reduced for students who are not full-time)
Books	\$500	Per Quarter (average cost over entire program, may vary depending on course load)
Tech Fee	\$50	Per Quarter (for each course taken online)
Supplies	~\$400	One Time-Medical Assistant Only (students will need to purchase scrubs and obtain vaccinations)

INSTITUTIONAL REFUND POLICY

This refund policy shall apply to all situations in which a student ceases enrollment prior to completion of a program whether such cessation is the result of the student's voluntary decision to withdraw, dismissal of the student by the College, or reasons beyond the control of either party. The date the student notifies the College in writing of withdraw, the date the College withdraws the student, or date of dismissal will be used in the computation of the student's refund. Funds will be returned or disbursed within 45 days of that date.

Refund of tuition will be calculated per term as follows:

When Enrollment Ceased:	Tuition Refund
Before start of 4 th week*	50%*
On or after start of 4 th week	No Tuition Refund

*Exception: **First-time** students who withdraw before the start of the fourth week will receive a tuition and fees refund credit of 100%. The student is liable for unreturned books or materials. Tuition for completed terms is not refundable.

Students receiving Title IV funds who withdraw from College and are entitled to a tuition refund will have the funds returned to the Title IV programs in the following order of priority:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Perkins Loan
4. Federal PLUS Loan
5. Federal Pell Grants
6. Federal SEOG Funds

Other Federal, State, private, or institutional financial assistance. Refunds will be distributed up to the amount due to each program, with the balance (if any) then going to the next program in order. The balance after all programs have been fully reimbursed (if any) will be paid to the student.

STUDENT SERVICES

CAREER PLANNING AND SERVICES

Mountain State College provides job search assistance for each graduate if the graduate is making a substantial, good faith effort to find employment. This service is handled on a local basis and endeavors to place each graduate in a position commensurate with skills developed. Services are 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 College and/or customarily done to aggressively obtain employment. Graduates may generally expect entry-level positions; however, level of employment obtained and the likelihood of obtaining employment is heavily dependent on the student's job search efforts and the record the student makes while in school. Students are advised grades, absences, dress, conduct, work ethic, and attitude displayed in school may significantly affect both the likelihood of finding employment and the level of employment obtained.

Employment statistics, data on career opportunities, wage rates, and related projections, opinions, and information provide only general employment trends. Neither such information nor the College's Career Services assistance is to be considered (expressed or implied) as a guarantee of employment or the likelihood of employment or an indication of the level of employment graduates may expect. (Graduates may generally expect entry-level positions.)

Prior to starting classes, students should review information regarding career fields, employment opportunities, wage rates, and related information available from the U.S. Department of Labor, the local job service office, area employment agencies, state agencies, and other appropriate sources.

The Director of Student Services promotes through personal contact, direct delivery of resumes, announcement letters and employment surveys, the availability of Mountain State College graduates for employment. Assistance is given in the completion of employment applications, successful resume writing, and proper interviewing techniques. Mountain State College will prepare students educationally for employment and will assist students in all employment matters but does not, in any way, guarantee employment.

GUIDANCE

Faculty and staff are committed to helping students overcome problems that may prevent successful completion of the educational program. Student advisory services are available from several sources:

Instructor: The instructor is the first source of information concerning any course requirements. Students are encouraged to discuss academic problems in a subject with the instructor.

Director of Student Services: Students are encouraged to seek counseling and advice from the Director of Student Services when a situation arises that prevents a student from performing at maximum capacity. Counseling sessions will be scheduled as necessary for any student who has academic, attendance, or personal problems.

Tutoring: Students may request tutoring through the Director of Student Services. There are no charges for tutoring services.

REFRESHER COURSES

Mountain State College offers refresher privileges on a continuing basis to all its graduates. A graduate may re-take any courses in the graduate's original curriculum at no tuition charge at any time after graduation. The graduate is responsible for purchasing books and routine supplies. This privilege is subject to the college offering the courses in the graduate's original program and if space is available. No grades or credit hours will be awarded. Information regarding refresher courses may be obtained through the Main Office.

LIBRARY & LEARNING RESOURCE SYSTEM

Faculty and students have access to a wide range of research and resource materials in the library. All areas of curriculum are covered in the library collection and include books, reference materials, videos, magazines, newspapers, audio and computerized collections. Computers with Internet access are available for use. The library staff is available daily to assist students and faculty with research or reference projects. Faculty members may also schedule classes in for group and individual research.

STUDENT CONDUCT

Each student is held responsible for conforming to local, state, and federal laws and for behaving in a manner consistent with the best interest of the College and of the student body. The College reserves the right to dismiss any student at any time for misconduct or when such action is deemed to be in the best interest of the student or the student body of the College, and to do so without setting forth the cause for such action. At the time of dismissal, the student will be given written notification. Dismissal is a terminal action and a dismissed student is not permitted to reenroll.

DISCRIMINATION

As required by Title IX, it is the policy of Mountain State College that there shall be no discrimination against any individual in educational or employment opportunities because of race, religion, national origin, sex, veteran status, or disability. Also, there shall be no discrimination because of age except in compliance with requirements of retirement plans or state and federal laws and guidelines.

The President monitors hiring of faculty and staff, advises students and employees about college policies and procedures regarding nondiscrimination, investigates complaints of discrimination, and seeks to foster a climate that encourages the full realization of the College's mission. Anyone with a concern about possible discrimination or harassment is encouraged to contact the President. In coordinating services for persons with disabilities, the President advises employees, and the Director of Student Services advises students about specific resources available at Mountain State College.

SEXUAL HARASSMENT

Sexual harassment of students, faculty, or staff is prohibited at Mountain State College. Full enumeration of laws can be found at <http://www.eeoc.gov>. All Mountain State College employees and students are responsible for compliance with this policy. Specific concerns or complaints regarding sexual harassment should be brought to the attention of the President and/or Director of Student Services. Such consultation will be held in absolute confidence and no action will be taken without the approval of complainant.

SECURITY AND DRUG ABUSE POLICY

It is the policy of the College to maintain a drug free and alcohol free environment. Students and staff are urged to review and abide by the College's policy. Any student or employee of the College needing drug abuse information may contact the President of the College for information regarding resources in the prevention of drug abuse.

The College makes available to current students, prospective students, employees, and prospective employees, information about campus safety policies and procedures and statistics concerning whether certain crimes took place on campus.

STUDENT GRIEVANCE PROCEDURE

Mountain State College believes in resolving any problems that might impair a student's ability to complete a program and become employed. Student grievances may be presented for resolution as set forth below.

Step 1: Within 24 hours of the student's knowledge of any perceived incident or action detrimental to the student, the student may file a grievance in writing with the Director of Student Services who will attempt to resolve the grievance through an informal conference of all parties involved with a written copy of the grievance and its outcome to go to the President.

Step 2: If the grievance remains unresolved, the President will conduct a second conference among all parties involved within five business days, if such action is deemed appropriate.

Step 3: If the grievance remains unresolved to the students' satisfaction, the student may contact the Accrediting Council for Independent Colleges and Schools for further review.

The Accrediting Council for Independent Colleges and Schools
750 First Street NE Suite 980, Washington, DC 20002-4241
Telephone: 202-336-6780 Website: www.acics.org

ACADEMIC POLICIES & PROCEDURES

GRADING SYSTEM

Students at Mountain State College receive grades based on classroom participation, laboratory or project work, and written examinations. Final grades are issued at the end of each term based on the following criteria:

Grade Letter (Numeric)	Grade Name	Attempted Credit?	Earned Credit?	Computed in GPA?	Description
A (4.0)	A	Yes	Yes	Yes	Excellent
B (3.0)	B	Yes	Yes	Yes	Above Average
C (2.0)	C	Yes	Yes	Yes	Average
D (1.0)	D	Yes	Yes	Yes	Passing
F (0.0)	F	Yes	No	Yes (until replaced)	Failure
S	Satisfactory	Yes	Yes	No	Student satisfactorily completed the course objectives.
U	Unsatisfactory	Yes	No	No	Student unsatisfactorily completed the course objectives.
I	Incomplete	Yes	No	No	Student will have three weeks after the end of the term to complete the course at which time it will be changed to the appropriate grade.
W WP WF	Withdrew Withdrew Passing Withdrew Failing	Yes	No	No	Student withdrew from the course.
E	Exempt	Yes	Yes	No	Student bypassed the course by examination.
T	Transfer	Yes	Yes	No	Student received a transfer of credit.
L	Leave of Absence	No	No	No	Student went on leave or summer interruption.
X	Cancellation	No	No	No	Course cancelled or scheduling error.

BYPASSED COURSE

An entrance exam is used to measure the basic English and Mathematics skills of all entering students. This assessment allows a student to bypass either EN 101 English or MA 101 Mathematics provided the minimum score is met. A minimum Raw Score of 52 is required for bypassing EN101 and 24 for bypassing MA101. A grade of "E" will be recorded.

TRANSFER-IN CREDITS

When a student transfers to MSC, credit is given (if accepted) for comparable program credits received at accredited institutions after review by the President and Program Director. A syllabus from the previous institution may be required. Transfer-In credits are counted as attempted credits and the maximum time frame for program completion will be affected.

WITHDRAWAL FROM A COURSE

A student may withdraw from a course until mid-term without incurring a failing grade for that course. A student must request an application from the Student Services Office.

INCOMPLETES

A student who wishes to apply for an Incomplete for a course must meet with the Director of Student Services before the last day of the term to determine if circumstances warrant an Incomplete. Upon approval, a student will have three weeks after the end of the term to complete the course. The Incomplete will then be changed to the appropriate grade.

GRADUATION

A 2.0 Cumulative Grade Point Average (C) is required for graduation from any program. All stated requirements for a program must be completed with a "D" or better grade. The program requirements are those outlined in the catalog current at the time of enrollment in the curriculum or at the time of graduation or at the discretion of the College.

TRANSCRIPTS

Each student is issued an official transcript upon graduation. Subsequent transcripts are available upon request. Transcripts are available unless the student is indebted financially to the College.

CLASSES & SCHEDULE - DAY, NIGHT, AND ONLINE

Day classes are scheduled between 9:00 a.m. and 2:00 p.m., Monday through Thursday. Night classes meet from 5:00 p.m. to 9:30 p.m. on Monday, Tuesday, and Thursday nights. The typical class size is less than 12 students. A student's schedule will vary each term within these hours. Online classes are accessed at a student's convenience but require weekly activity. Classrooms and instructors are available between 9:00 a.m. and 12:30 p.m. on Friday for individual instruction and assistance.

ATTENDANCE

Any student habitually absent cannot hope to benefit from an instructor's knowledge, supplementary material, and any personal help necessary to achieve satisfactory grades. Campus students who are absent 8 consecutive or 12 total scheduled class hours in a term will be administratively withdrawn from the class. Example: Eight class hours would be 8 sessions of a class that meets 1 hour per day or 4 sessions of a class that meets 2 hours. Online students inactive for 14 consecutive calendar days will be administratively withdrawn from the course. If a student is administratively withdrawn from all courses in a term, the student will be withdrawn from the College. All absences are recorded and cannot be excused regardless of reason.

MAKE-UP WORK

The make-up policy only applies to tests, quizzes, and scheduled lab sessions for online courses, not out-of-class work or assignments. Make-up work will be allowed in the event the student or student's child is admitted to the hospital (doctor appointments do not qualify), the student is ordered to appear for court, or the student experiences a death in the immediate family (spouse, partner, child, or parent). Documentation is required (hospital discharge papers, court record, etc.). The student must inform the Director of Student Services and the instructor as soon as possible; failing to inform or provide proper documentation will result in make-up work being disallowed. For all other reasons, the make-up policy is at the discretion of the instructor.

DISTANCE / ONLINE LEARNING

Distance learning is education delivered to locations other than the classroom. Distance learning can supplement or replace traditional classroom education. Mountain State College offers online courses through web-based delivery using Sakai Collaborative Management System (CMS). Sakai is an online collaboration and learning management system used to support various teaching and learning activities. Not all courses are available through distance education. All students must attend an online training seminar before starting online courses. This seminar is scheduled near the start of each term.

Resources and Equipment needed: Students can access Sakai through an Internet browser (Google Chrome, Internet Explorer, Firefox, etc.). Smartphones and tablets may be used, but are not recommended for all activities. Students are responsible for having a working computer/device, reliable Internet, and necessary third-party software for a course (if required by the syllabus-e.g. Microsoft Office). A student may also access online courses using the campus library.

GENERAL EDUCATION COURSES

The General Education requirements at Mountain State College are consistent with the College's mission which states that the curriculum is content-rich, highly-focused, and relevant to today's marketplace. These courses provide graduates with experience in writing, speaking, problem solving, successful interaction with a variety of individuals, and basic business principles. General Education courses are grouped separately on each program outline.

REPEATING A FAILED COURSE

A student must repeat (or replace with an equivalent) any course in which a grade of "F" is received. The "F" will be computed in a student's cumulative Grade Point Average until such time that the failed course is successfully completed. Only the most recent "F" is computed if a course is failed multiple times. When successfully completed, the passing grade will be calculated into the cumulative GPA and all "F's" removed from calculation; however, all grades will appear on the transcript. A failed course should be retaken the next term if scheduling permits.

REPEATING A PASSED COURSE

A student may choose to repeat a course for a higher grade. The highest grade is used in calculating the cumulative grade point average, but all attempts at the course count as attempted credits and count towards satisfactory academic progress. A student receiving federal financial aid may only repeat a passed course once using those funds.

UNIT OF CREDIT

Mountain State College uses the Quarter Hour as its unit of credit. The College operates on a quarter term calendar year. A term is between 11 and 12 weeks in length. An hour of credit is equal to 10 hours of classroom lecture, 20 hours of laboratory work, 30 hours of externship/internship, or an appropriate combination of all three. In cases of direct faculty instruction, a minimum of two hours of out-of-class work for each contact hour of class is required. A standard contact (class) hour is fifty minutes in length. A student is "full-time" when carrying twelve or more quarter credit hours per term. The definition of an academic year for Title IV purposes is 36 quarter credit hours.

CHANGE OF PROGRAM

A student who wishes to change programs of study can request an application through the Student Services Office. Approval or refusal is based on an evaluation of career objectives, sincerity, and prior academic achievement.

LEAVE OF ABSENCE

The College recognizes that personal situations might arise which take an extended period to resolve. In such a case, a request for a Leave of Absence could be approved. The leave must be requested before the start of the third week of the term. No applications will be accepted after that. The Director of Student Services, the Director of Student Financial Services, and the President must approve the applications. The duration of a Leave of Absence is through the end of term in which it is approved. A Leave of Absence will be denied if it would adversely affect or prevent the student from successfully completing the program of study.

SUMMER INTERRUPTION

A student wishing to request a Summer Interruption must complete the request before the start of the summer term. No applications will be accepted once the term starts. The Director of Student Services, the Director of Student Financial Services, and the President must approve the applications. The duration of a Summer Interruption is through the end of the summer term in which it is approved. A Summer Interruption will be denied if it would adversely affect or prevent the student from successfully completing the program of study.

WITHDRAWAL POLICY

To officially terminate enrollment, a student is requested to give written notice to the Director of Student Services. The student is requested to arrange an appointment with the Director of Student Services and the Director of Student Financial Services for a withdrawal interview and counseling. Students shall be considered enrolled until one of the following conditions is met:

- the College receives written notification that the student desires to withdraw
- the student is administratively withdrawn due to attendance or dismissed by the College
- the student fails to return at the start of the next term

READMISSION

When a student withdraws or is withdrawn by the college, a review of previous academic standing will be taken into consideration for readmission. Students dismissed for conduct reason are not eligible for readmission.

TRANSFER OF CREDITS TO OTHER COLLEGES

The College neither implies nor guarantees that other institutions will accept credits completed at Mountain State College. Each institution has policies which govern the acceptance of credit from other institutions, since rules and grade requirements vary from school to school. Transfer of credit is a privilege granted by the institution to which a student may seek admission. If the student anticipates a transfer of credits earned at Mountain State College, the student should have already inquired of those institutions from which recognition of academic work at Mountain State College will be sought and independently determine if the program or courses will be accepted by those other institutions into which future enrollment is anticipated.

SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress standards are used to insure a student is progressing normally through the program. It will be evaluated at the end of every term. This policy applies to all Mountain State College students. Students must maintain minimum academic standards in three areas:

- 1) Cumulative GPA (CGPA)
- 2) Rate of Progress (ROP)
- 3) Maximum Time Frame (MTF)

1) Cumulative GPA (CGPA)

CGPA is calculated by dividing total Quality Points by total Credits Attempted. Quality Points is calculated for each course by multiplying the Credit Hours by the grade (A=4, B=3, C=2, D=1, F=0).

2) Rate of Progress (ROP)

ROP is calculated by dividing the credits earned by the credits attempted. An attempted credit is any course a student takes or receives credit for by transfer or exemption. An earned credit is any course a student successfully completes or receives credit for.

3) Maximum Time Frame (MTF)

The maximum time frame for any program is 150% of the total program length. Students who cannot finish before that limit will be withdrawn.

Academic Plan

An academic plan will outline everything necessary for a student to meet SAP standards. A student may be limited in the number of credits attempted and may be required to retake any previously failed course. Other restrictions may be implemented at the discretion of the College. A plan may be implemented for more than one term.

Minimum Term GPA

Students with any term GPA below 1.00 may be subject to selective scheduling even if meeting minimum SAP standards.

Regular Student

This status means the student is meeting all minimum academic requirements and is eligible for financial aid (if the student is qualified to receive such aid).

SAP Warning

The College will notify in writing students who fail to maintain minimum SAP standards and the student will be placed on SAP Warning and remain enrolled and be eligible for federal financial aid for one term. An Academic Plan will be implemented. If the student does not meet minimum SAP standards at the end of the SAP Warning term, the student will be withdrawn.

SAP Withdrawal & Appeal Procedures

A student may appeal being withdrawn due to failing to meet SAP. The appeal must be in writing and explain any mitigating circumstances that prohibited the student from maintaining SAP (i.e., serious personal injury or illness, hospitalization, or death of an immediate family member). Students must submit an appeal in writing to the Director of Student Services within 30 days of the withdraw notice. An Academic Review Committee will consider the appeal. A letter of notification of appeal results will be sent to the student. A student will sit out a minimum of one term while appeal is considered.

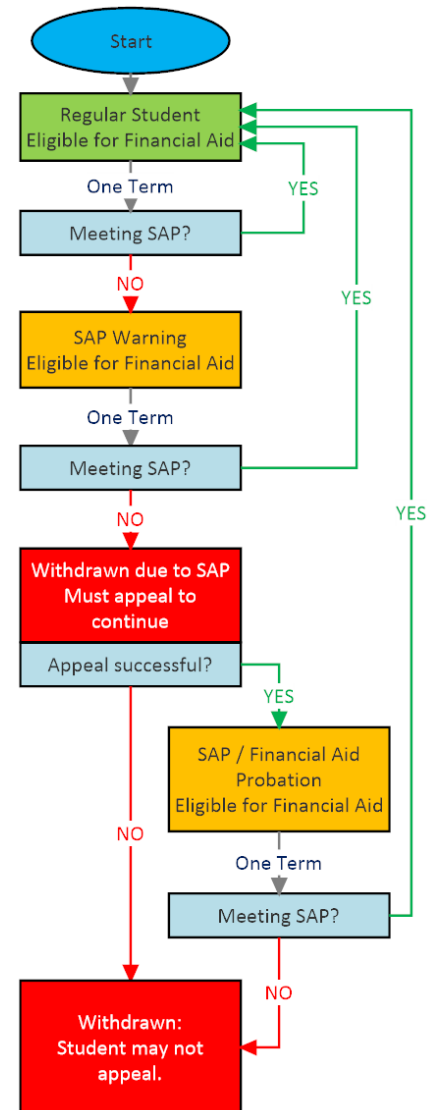
SAP / Financial Aid Probation

A successful appeal will result in the student being placed on SAP / Financial Aid Probation. The student may return for one term and be eligible for financial aid. An Academic Plan will be implemented. If the student meets minimum SAP standards by the end of this term, the student will continue as a Regular Student. Failure to meet minimum SAP standards will result in the student being withdrawn.

Minimum SAP Standards

Credits Attempted	CGPA	ROP
00 - 11	1.00	35.0%
12 - 23	1.50	40.0%
24 - 35	1.60	45.0%
36 - 47	1.70	50.0%
48 - 59	1.80	55.0%
60 - 71	1.90	60.0%
72 and up	2.00	66.6%

SAP Flow Chart



DEPENDENCY DISORDERS TECHNOLOGY PROGRAM

The objective of this program is to develop graduates who will be technically proficient in dealing with the problems of addiction in a variety of settings and function under the supervision of a health care professional. Graduates can expect entry level employment as a Behavioral Health Tech, Substance Abuse Counseling Assistant, and other positions needed in prevention and education programs.

Program Objectives:

- Understand the concept of the twelve core functions of the addiction counselor
- Develop interviewing skills
- Prepare to be able to develop treatment plans, discharge planning, and after care
- Gain knowledge of the role of the family and/or significant others and how they impact on the addiction process
- Gain knowledge of the pros and cons of Alcoholics Anonymous and the relationships to all varieties of addiction
- Learn how to develop a relapse plan
- Gain knowledge of psychopharmacology drugs
- Gain knowledge of West Virginia laws that are applicable to those with problems with dependence
- Promote ethical behavior and professionalism befitting a health care professional
- Develop a balanced view of the major concepts of various therapies and the practical techniques in the therapeutic process
- Provide a comprehensive understanding of the skills and strategies that are critical in the counseling process
- Understand the role of 12-step self-help groups in recovery from addiction
- Develop communication skills necessary for effective interaction with other members of the health care team
- Foster investigative and critical thinking skills
- Gain knowledge of how agencies work through participation in the externship

DEPENDENCY DISORDERS TECHNOLOGY PROGRAM OUTLINE

ACADEMIC ASSOCIATES DEGREE – 24 MONTHS

GENERAL EDUCATION COURSES			CREDITS
EN	101	English I	4.8
EN	102	English II	4.8
DD	102	Communication Skills	4.8
LE	105	Introduction to Government	4.8
MT	206	Economics	4.8
PROGRAM CORE & SUPPORTING COURSES			
CI	101	Introduction to Computers	4.0
DD	101	Intro to Addiction/Dependency	4.8
DD	201	Public Law, Confidentiality, and Ethics	4.8
DD	202	Introduction to Helping Skills	4.8
DD	203	Psychology	4.8
DD	301	Treatment Modalities & Therapeutic Approaches	4.8
DD	303	Motivational Interviewing	4.8
DD	401	Nature of Group and Group Process	4.8
DD	402	Case Management	4.8
DD	403	Family Systems	4.8
DD	405	Alcoholics Anonymous and Addiction	4.8
DD	501	Crisis Intervention	4.8
DD	601	Pharmacology and Physical Aspects of Other Drugs	4.8
DD	701	Eating Disorders	4.8
DD	801	Relapse Prevention	4.8
EN	103	Business Communication	4.8
IN	501	Externship (<i>Externship is required for completion of degree</i>)	4.0
IN	601	Externship (<i>Externship is required for completion of degree</i>)	4.0
IN	701	Externship (<i>Externship is required for completion of degree</i>)	4.0
MA	101	Mathematics I	4.8
PD	400	Professional Development	2.4
SE	101	Records Management	4.8
WA	101	Microsoft Word I	3.8
TOTAL			127.8

MEDICAL ASSISTANT PROGRAM

The objective of this program is to provide students with thorough training and options in the administrative and clinical functions of an office in the health care industry. Emphasis on medical theory/applications and medical terminology are combined with strong business and clerical background to meet the requirements of professionals and industry. The program offers training in preparing patients for examinations, conducting important tests, sterilizing vital instruments, or assisting in minor surgeries. Graduates can expect entry level employment as a Medical Clinical Assistant.

Program Objectives:

- Gain knowledge of medical terminology
- Gain knowledge of the human body, including cells, tissues, organs, and systems
- Gain knowledge of the cardiology, the respiratory system, and digestive system
- Learn First Aid procedures including certification in CPR and the Heimlich maneuver
- Gain knowledge of orthopedics; musculoskeletal systems
- Gain knowledge of urology, renal system, and Hematology
- Learn how to take vital signs, preparing patients for physical exams, sterile technique, and venipuncture
- Learn how to do ECG
- Learn how to use eye and ear drops and to do throat cultures
- Learn how to collect specimens
- Learn how to take blood pressures and blood tests such as hemoglobin, hematocrit, sedimentation rate, blood counts
- Prepare for the National Certified Medical Assistant exam
- Prepare for the National Certified Phlebotomy Technician exam
- Acquire the ability to use comprehensive medical management software program for medical offices
- Develop knowledge of sources of drugs, drug standards and legislation, pharmaceutical preparations, sites of drug actions, physiological responses to drugs and drug classification

MEDICAL ASSISTANT PROGRAM OUTLINE

OCCUPATIONAL ASSOCIATES DEGREE – 24 MONTHS

GENERAL EDUCATION COURSES			CREDITS
EN	101	English I	4.8
EN	102	English II	4.8
DD	102	Communication Skills	4.8
MT	102	Psychology	4.8
MT	206	Economics	4.8
PROGRAM CORE & SUPPORTING COURSES			
AC	101	Principles of Accounting I	4.8
CI	101	Introduction to Computers	4.0
EN	103	Business Communication	4.8
MA	101	Mathematics I	4.8
MA	102	Mathematics II	4.8
ME	100	Medical Terminology I	4.8
ME	101	Medical Terminology II	4.8
ME	102	Medical Science – Bio Organization	4.8
ME	103	Medical Theory & Technique – Basic Lab	2.9
ME	104	Medical Science – Cardiology	4.8
ME	105	Medical Theory & Technique – ECG	2.9
ME	106	Medical Science – EENT	4.8
ME	107	Medical Theory & Technique – Endocrinology	2.9
ME	108	Medical Science – Hematology	4.8
ME	109	Medical Theory & Technique – Lab Testing	2.9
ME	204	Computerized Medical Office	2.9
ME	309	Pharmacology	4.8
ME	320	Medical Externship (<i>Externship is required for completion of degree</i>)	4.0
PD	400	Professional Development	2.4
SE	101	Records Management	4.8
WA	101	Microsoft Word I	3.8
TOTAL			110.3

COURSE DESCRIPTIONS

Each course is identified first by an alpha ID, then by a numeric ID. The alpha ID represents the course subject. Such as: EN: English, CI: Computer Information, etc. 100's courses are introductory, 200's intermediate, and 300's and above are advanced courses. The College reserves the right to determine when each course is offered, to decide the number of credit hours a student may carry, and to adjust the program or course content. Courses offered online denoted with ◊ after the description. PRQ=Prerequisite.

GENERAL EDUCATION COURSES

DD102 COMMUNICATION SKILLS 4.8 CREDIT HOURS

This course goes beyond theory and teaches the student useful listening, verbal, and nonverbal skills. The dynamics of one to one relationships as well as small group interaction are explored. ◊

EN101 ENGLISH I 4.8 CREDIT HOURS

This course is a study of the fundamentals of effective written and oral communication; it is primarily a study of grammar. All parts of speech are explored. ◊

EN102 ENGLISH II 4.8 CREDIT HOURS PRQ: EN101

Students write expository essays which are well organized and centered on a definite thesis statement. Students learn planning, drafting and revision skills. ◊

MT102 PSYCHOLOGY 4.8 CREDIT HOURS

The effective application of the principles of psychology to the personal relationships of business is the objective of this course. It covers the study of human behavior and methods by which attitudes and actions may be altered. It also deals with such matters as personal efficiency analyzing motivations, influencing behavior, and measurement and improvement of attitudes between executives and employees. ◊

MT206 ECONOMICS..... 4.8 CREDIT HOURS

MT206 is a non-technical course in economics, policies, government finance, and domestic economic problems. It is a systematic study of matter related to the efforts of the individuals to satisfy wants by the consumption of goods and services. This course introduces students to the basic economic concepts needed in order to analyze the issues in this text and other issues encountered later in life. These are social issues, poverty, crime and drugs, unemployment, inflation, and global economic issues. ◊

LE105 INTRODUCTION TO GOVERNMENT 4.8 CREDIT HOURS

The purpose of this course is to provide students with an overview of American Government. Students will study the origins of American Government from the Articles of Confederation to the U.S. Constitution. Students will study the processes and institutions of the American system of government. Students will also debate issues of current concern and opportunities to Take Action in each chapter. ◊

PROGRAM SUPPORT COURSES

AC101 PRINCIPLES OF ACCOUNTING 4.8 CREDIT HOURS PRQ: MA101

The student is introduced to the fundamental accounting principles and practices. This course also includes a study of the accounting cycle from business transactions through journals, ledgers, worksheets, and financial statements. ◊

CI101 INTRODUCTION TO COMPUTERS 4.0 CREDIT HOURS

This introductory course is 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 operating systems, Microsoft Office applications and a brief introduction to the World Wide Web. Projects are self-paced which provides flexibility for students to meet deadlines. ◊

EN103 BUSINESS COMMUNICATION 4.8 CREDIT HOURS PRQ: EN102

A comprehensive study of the major aspects of communication in the business world is the focus of this course. Topics include theories of communication, effective business correspondence, listening skills, and oral communication. Students learn to communicate based on actual business case problems and develop public speaking skills by presenting speeches to the class. ◊

MA101 MATHEMATICS I..... 4.8 CREDIT HOURS

This course provides an intensive review and basic application of mathematics related to calculations with fractions, decimals, percentages, bank records, commissions, and payroll. ◊

MA102 MATHEMATICS II..... 4.8 CREDIT HOURS PRQ: MA101

This course is designed for the purpose of mastering the principles of mathematics in the business world and everyday living. The student studies cash and trade discounts, interest on loans, notes, and interest variable, inventories, turnover, and depreciation. ◊

PD400 PROFESSIONAL DEVELOPMENT 2.4 CREDIT HOURS

This course is designed to prepare future graduates to better understand the interview process in order to successfully gain desired employment. This is met by gaining knowledge of goal setting, applications, resume preparations, the interviewing process, job market sources, and a professional image. A mock employment interview is required. ◊

SE101 RECORDS MANAGEMENT 4.8 CREDIT HOURS

Modern filing rules and procedures (indexing/filing in accordance with alphabetic, numeric, geographic, chronological, and subject systems) are studied and practiced. In addition, requisition and card-out methods are taught. ◊

WA101 MICROSOFT WORD I..... 3.8 CREDIT HOURS

Introduces students to the basic concepts of word processing. Letters, memos, and reports are used to introduce the basic function of entering, editing, inserting, deleting, formatting, and printing. A student's progress will be evaluated in the areas of character formatting, tabulations, text alignment, and envelope and label creation. Functions learned will be reinforced with numerous exercises. ◊

DEPENDENCY DISORDERS TECHNOLOGY COURSES

DD101 INTRODUCTION TO ADDICTION 4.8 CREDIT HOURS

The student will be exposed to an overview of common addictions. These will include, but will not be limited to sexual, gambling and eating disorders; dual diagnosis; and chemical dependencies. The concept and twelve core functions (as defined by the ICRC/AODA) of the addiction counselor will be explored and defined. ◊

DD201 PUBLIC LAW, CONFIDENTIALITY, AND ETHICS 4.8 CREDIT HOURS PRQ: DD101

This course will focus on West Virginia state laws that are applicable to those with problems of dependence. Also to be covered will be the issues of confidentiality and a six-hour component dealing with ethics. ◊

DD202 INTRODUCTION TO HELPING SKILLS..... 4.8 CREDIT HOURS PRQ: DD101

This course will acquaint the student with a variety of counseling methods that have been found effective in dealing with the special needs of dependent persons. There will be an emphasis on reality therapy.

DD203 PSYCHOLOGY 4.8 CREDIT HOURS

This course is a general study of psychology in which the important basic principles of scientific methodology will be presented. Biological and social bases of behavior, clinical, and psychometric approaches to personality and the study of learning and retention are also examined.

DD301 TREATMENT MODALITIES & THERAPEUTIC APPROACHES 4.8 CREDIT HOURS PRQ: DD101

It is the aim of this course to develop a balanced view of the major concepts of various therapies and the practical techniques in the therapeutic process. The student will receive an overview of nine therapeutic approaches with an emphasis placed on reality therapy and the AA 12-step addiction model.

DD303 MOTIVATIONAL INTERVIEWING 4.8 CREDIT HOURS PRQ: DD101

This course is designed to provide students with a comprehensive understanding of the skills and strategies that are critical in the counseling process.

DD401 NATURE OF GROUP AND GROUP PROCESS 4.8 CREDIT HOURS PRQ: DD101

This course will study group counseling methods and look at the role of 12-step self-help groups in recovery from addiction.

DD402 CASE MANAGEMENT..... 4.8 CREDIT HOURS PRQ: DD101

This course will prepare the student to be proficient in developing treatment plans, discharge planning and after-care. Also to be covered are the areas of client advocacy, outreach, and the intake interview.

DD403 FAMILY SYSTEMS..... 4.8 CREDIT HOURS PRQ: DD101

Examination of the sex, marriage, family and kinship network with society. Specifically, this course will study the role of the family and/or significant others and the impact on the addiction process.

DD405 ALCOHOLICS ANONYMOUS AND ADDICTION 4.8 CREDIT HOURS PRQ: DD101

This course is designed to teach the student pros and cons of Alcoholics Anonymous and the relationships to all varieties of addiction

DD501 CRISIS INTERVENTION 4.8 CREDIT HOURS PRQ: DD101

This course will acquaint students with the basic principles of crisis intervention. An emphasis will be placed on intake procedures, violence management, techniques, and appropriate referral systems.

DD601 PHARMACOLOGY AND PHYSICAL ASPECTS OF DRUGS 4.8 CREDIT HOURS PRQ: DD101

Study of drug abuse in modern times, including the pharmacology of chronic drug abuse with respect to the individual as well as society and the law.

DD701 EATING DISORDERS 4.8 CREDIT HOURS PRQ: DD101

This course will present an overview of eating disorders and issues relevant to the treatment of eating disorders. The emphasis will be placed on the behavioral aspects of eating disorders and appropriate interventions.

DD801 RELAPSE PREVENTION..... 4.8 CREDIT HOURS PRQ: DD101

The object of this course is to provide the student with a survey of the literature, statistics, and intervention techniques geared towards the goal of relapse prevention.

IN501 EXTERNSHIP..... 4.0 CREDIT HOURS

IN601 EXTERNSHIP..... 4.0 CREDIT HOURS

IN701 EXTERNSHIP..... 4.0 CREDIT HOURS

These courses will provide the student with practical field experience which cannot be obtained in the classroom. This will be facilitated in the professional community where such helping skills are practiced daily. The student will apply classroom experience to real world situations while under the joint supervision of the College and appropriate on-site supervisor. Must be meeting SAP requirements; Students must be within 3 terms of completion

MEDICAL ASSISTANT COURSES

ME100 MEDICAL TERMINOLOGY I 4.8 CREDIT HOURS

Medical terminology is studied by incorporating the study of roots, prefixes, suffixes, and the study of human anatomy and physiology. An emphasis is also placed on the importance of spelling accuracy as well as the proper use of abbreviations. ◊

ME101 MEDICAL TERMINOLOGY II 4.8 CREDIT HOURS PRQ: ME100

This is a continuation of ME100. The study of roots, prefixes, suffixes, the study of human anatomy and physiology, and the importance of spelling accuracy as well as the proper use of abbreviations continue to be emphasized. ◊

ME102 MEDICAL SCIENCE – BIO ORGANIZATION..... 4.8 CREDIT HOURS PRQ: ME101

This course includes the study of Bio-organization, which is the study of the plan of the human body, including cells, tissues, organs, and systems. The Urinary and Reproductive systems are also studied. This includes the anatomy and physiology, as well as diseases, disorders, and diagnostic tests for these systems. Treatment options for the diseases and disorders are also discussed. (Law & Ethics, Insurance/Billing, and HIPPA Laws are also discussed.) ◊

ME103 MEDICAL THEORY AND TECHNIQUE – BASIC LAB..... 2.9 CREDIT HOURS PRQ: ME101

This laboratory course covers the medical practical use of the microscope, centrifuge, autoclave, and other appropriate lab equipment. Preparing patients for physical exams, sterile techniques, urinalysis, and specimen collection are covered. Vital signs are reviewed. This is accomplished through lecture, demonstration, and other resources. ◊

ME104 MEDICAL SCIENCE – CARDIOLOGY 4.8 CREDIT HOURS PRQ: ME101

This course includes the study of Respiratory, Cardiovascular, and Digestive systems. This includes the anatomy and physiology, as well as diseases, disorders, and diagnostic tests for these systems. Treatment options for the diseases and disorders are also discussed. ◊

ME105 MEDICAL THEORY AND TECHNIQUE – ECG 2.9 CREDIT HOURS PRQ: ME101

In this laboratory course, Vital signs, Respiratory functions, First Aid, ECG use, Heart, Lung, Bowel sounds, and Dietary Education are covered. This is accomplished through lecture, demonstration, and other resources. ◊

ME106 MEDICAL SCIENCE – EENT 4.8 CREDIT HOURS PRQ: ME101

This course includes the study of Skeletal, Muscular, Nervous, and Endocrine Systems, as well as the senses. This includes the anatomy and physiology, as well as diseases, disorders, and diagnostic tests for these systems. Treatment options for the diseases and disorders are also discussed. ◊

ME107 MEDICAL THEORY & TECHNIQUE – ENDOCRINOLOGY 2.9 CREDIT HOURS PRQ: ME101

This laboratory course, Eye exams, eye drops, ear drops, ear irrigations, throat cultures, diabetic testing, use of ambulatory equipment, and hot and cold treatments, and vital signs are covered. This is accomplished through lecture, demonstration, and other resources. ◊

ME108 MEDICAL SCIENCE – HEMATOLOGY..... 4.8 CREDIT HOURS PRQ: ME101

This course includes the study of Hematology (blood and lymph systems), the Integumentary system and the Immune System. This includes the anatomy and physiology, as well as diseases, disorders, and diagnostic tests for these systems. Treatment options for the diseases and disorders are also discussed. ◊

ME109 MEDICAL THEORY AND TECHNIQUE – LAB TESTING 2.9 CREDIT HOURS PRQ: ME101

In this laboratory course, the study of chemical tests regarding blood, finger stick and venipuncture techniques, injection techniques (SQ, ID, and IM), and vital signs are covered. This is accomplished through lecture, demonstration, and other resources. ◊

ME204 COMPUTERIZED MEDICAL OFFICE..... 2.9 CREDIT HOURS

A comprehensive study of the challenges of working in the healthcare office today. This course offers a foundation to the healthcare learner that provides training on the reimbursement process and applies it to using practical electronic practice management software. Students will learn to: schedule appointments, patient registration, procedure posting, medical billing with paper claims and electronically, payment posting, secondary insurance billing, patient billing and patient collections. ◊

ME309 PHARMACOLOGY..... 4.8 CREDIT HOURS PRQ: ME101

The study of drugs is introduced in this course. It includes sources of drugs, drug standards and legislation, pharmaceutical preparations, sites of drug actions, routes of administration, and physiological responses to drugs. Drug classifications are introduced. Metric, apothecary and household systems of measurement and drug conversions are reviewed. ◊

ME320 MEDICAL EXTERNSHIP..... 4.0 CREDIT HOURS

Students obtain valuable experience by working in the medical field as a volunteer for 120 hours. Through participation as a volunteer in a medical related field, students receive “hands on” opportunities to utilize the accumulated knowledge received in the program. Must be meeting satisfactory academic progress. Instructor and Director of Student Services’ discretion. Must have completed three of the following: ME102, ME104, ME106, ME107.

FACILITIES

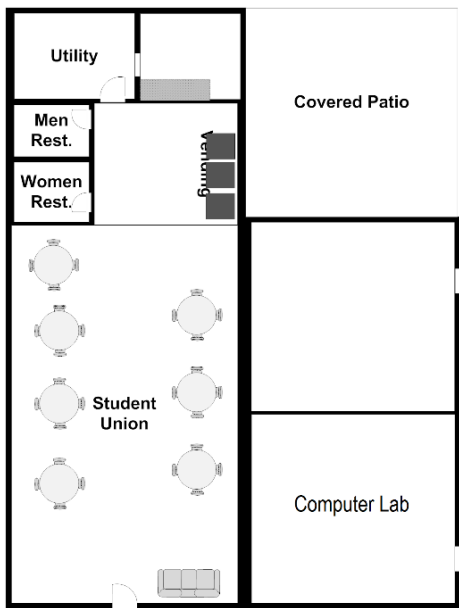
Mountain State College is made up of three campus buildings. All buildings are air conditioned, well lighted, and easily accessible.

1508 Spring St. – “Albert Grant Sine Hall”, named for the College's founder, houses the College's Administrative Offices on the first floor. The second floor contains the Dependency Disorders Resource Center, Library, and one classroom.

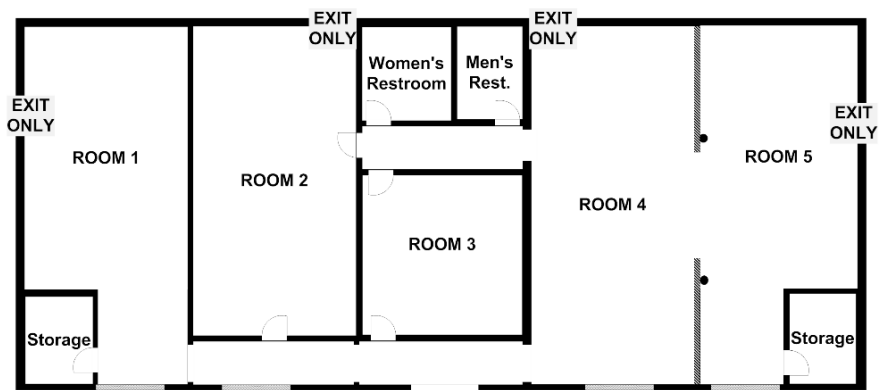
509 16th St. – The “Tech Building” houses five classrooms including a medical lab. Facilities are available in this building for student body assemblies and large gatherings.

501 16th St. - The “Student Union” houses a computer lab and the Student Union.

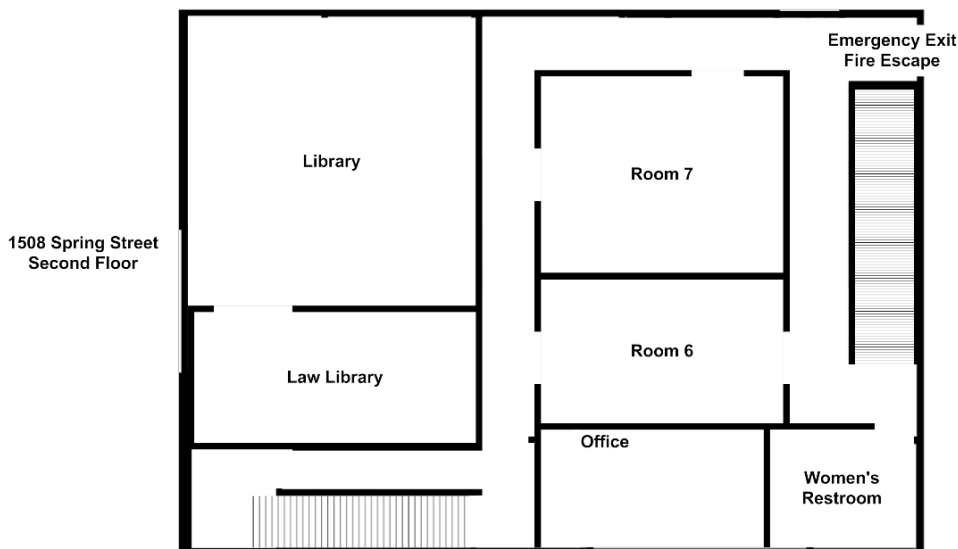
MAPS



501 16th St.



509 16th St.



ACADEMIC CALENDAR

2017

Jan 3	Winter Term Begin
Jan 16	Martin Luther King Jr Day—School Closed
Feb 6	Mid Term
Feb 20	Presidents' Day—School Closed
Mar 17	Winter Term Ends BREAK
Mar 27	Spring Term Begins
Apr 14	Good Friday—School Closed
May 8	Mid Term
May 29	Memorial Day—School Closed
June 15	Spring Term Ends BREAK

June 26	Summer Term Begins
July 4	Independence Day—School Closed
Aug 7	Mid Term
Sept 4	Labor Day—School Closed
Sept 14	Summer Term Ends BREAK
Sept 25	Fall Term Begins
Oct 9	Columbus Day – School Closed
Nov 6	Mid Term
Nov 10	Veterans Day – School Closed
Nov 23	Thanksgiving – School Closed
Nov 24	Thanksgiving – School Closed
Dec 14	Fall Term Ends

END OF CATALOG

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