

# 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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## 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.

## FACULTY & STAFF

### 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**

*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

**David Sutton**

*Clinical Director, Dependency Program Director*

Master of Arts Degree, Marshall University, Huntington WV

Bachelor of Arts Degree, Fairmont State College, Fairmont WV

**Bruce Wendelken**

*Instructor, Online Liaison*

National Certified Medical Assistant

National Certified Patient Care Technician

National Certified Phlebotomy Technician

Master of Arts Degree, WV University, Morgantown, WV

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

AAS Medical Assistant, Mountain State College, Parkersburg, WV

### ADJUNCT FACULTY

**Larry Maxwell**

*General Education Instructor*

Master of Arts Degree, Marshall University, Huntington, WV

Bachelor of Arts Degree, Marshall University, Huntington, WV

**Mary Strong**

*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, WV 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, WV 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. Applicants are encouraged to review personal criminal history before enrollment.

If an applicant has concerns about a past conviction or event, the Director of the College and Program Administrators can survey possible externship sites to see if it will be an issue before continuing the enrollment process.

### **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.

## 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. Books can be purchased from the College or students may purchase books from other sources. 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.

Program (Degree)	Tuition	Administrative Fee	Books	Supplies	Tech Fee	Total
Medical Assistant (Occupational Associate Degree)	21,600	115	3825	500	varies	26,040
Dependency Disorders Technology (Academic Associates Degree)	21,600	115	3825	0	varies	25,540
Charge	Description					
Tuition	Charged at \$2,700 Per Term					
Administrative Fee	Charged at initial enrollment (and reenrollment if previous graduate or withdrawal).					
Books	Varies between \$300 and \$700 per term depending on courses.					
Supplies	Medical Assistant students will need to purchase scrubs and obtain vaccinations.					
Tech Fee	\$50 charged for each course taken online					

## 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 <sup>th</sup> week*	50%*
On or after start of 4 <sup>th</sup> 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 the 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
7. 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 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 College 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.

## **CAMPUS SAFETY & ACCESSIBILITY**

### **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.

### **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.

### **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.

## 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](http://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. The course will still count as an attempted credit for Satisfactory Academic Progress purposes.

## **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.

## **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.

## **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**

Classes are scheduled between 9:00 a.m. and 3:00 p.m., Monday through Thursday. 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. Fridays may also be used to make-up classes cancelled due to holidays or instructor absence.

## **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.

Medical Science and Theory courses can be taken online, but the student is required to be on-campus for scheduled ‘Friday Labs’ to demonstrate skills.

## **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. Excessive absence may result in being withdrawn from one or more courses. 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.

## **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.

## **UNIT OF CREDIT / TERM**

Mountain State College uses the Quarter Hour as its unit of credit and 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
- the student is dismissed by the College for conduct reasons
- the student fails to return at the start of the next term

## **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. 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 in a program. 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).

#### **Effect of Grades on CGPA**

F-Failure: Only one "F" is calculated in CGPA if a course is failed multiple times. Once a failing grade is replaced with a passing grade, the failure is not calculated in the CGPA

I-Incomplete: Not calculated in the CGPA; the final grade awarded after the time allotted will be calculated.

Repeated Courses: Only the highest grade for a course is calculated in the CGPA.

The following are not calculated in the CGPA: W/WP/WF-Withdrawals, E-Exempt, T-Transfer, S/U-Satisfactory/Unsatisfactory

#### **2) Rate of Progress (ROP)**

ROP is calculated by dividing the credits earned by the credits attempted in a program. An earned credit is any course a student successfully completes or receives credit for. Exempts, Transfers, Satisfactory, Unsatisfactory, Withdrawals, Earned Grades (A, B, C, D, F), and all instances of a repeated course (regardless of grade) are attempted credits and are calculated in the ROP.

#### **3) Maximum Time Frame (MTF)**

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

#### **Change of Program or Seeking an Additional Degree**

Only courses in a student's current program of study are used in SAP calculations. Previously attempted or earned credits that are not in the current program are removed from the SAP calculation but will still be listed on the transcript.

#### **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.

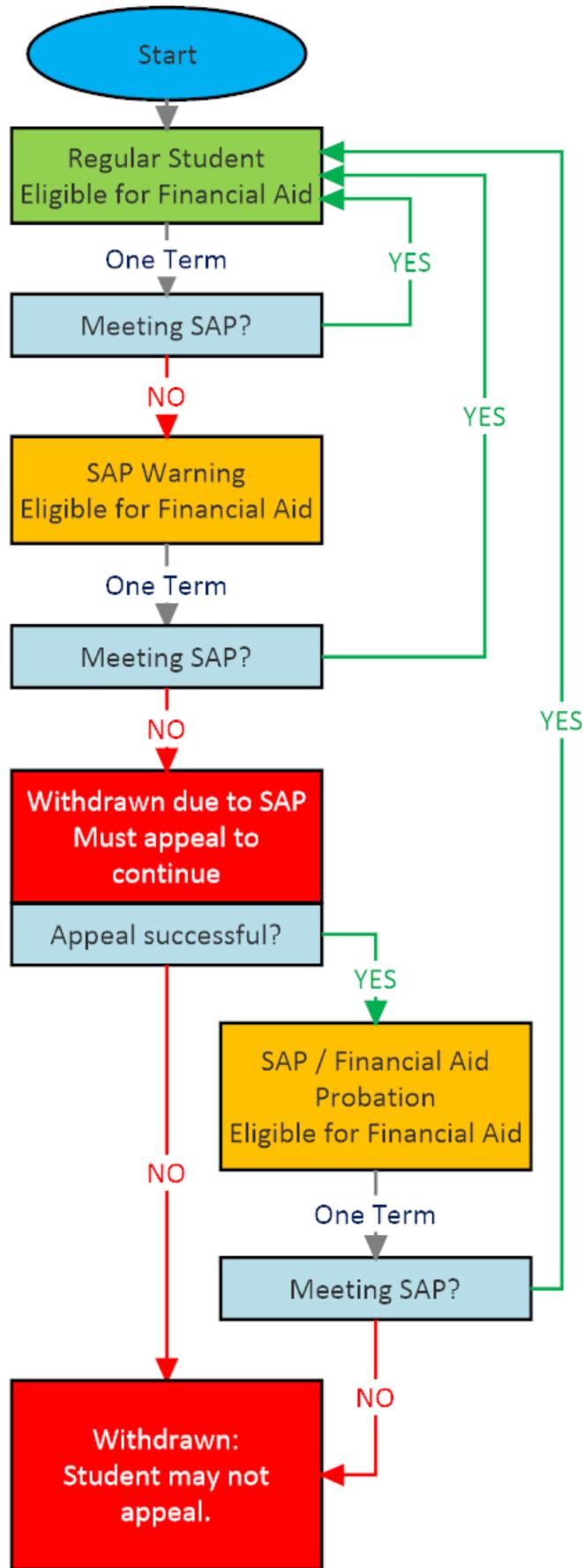
**SAP / Financial Aid Probation**

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**

<u>Credits Attempted</u>	<u>CGPA</u>	<u>ROP</u>
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

This program will result in an Academic Associates Degree upon successful completion of the General Education Courses, Program Core Courses, and Supporting Courses identified in the program outline.

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**

<b>GENERAL EDUCATION COURSES</b>			<b>CREDITS</b>
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
<b>PROGRAM CORE &amp; SUPPORTING COURSES</b>			
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
MA	101	Mathematics I	4.8
PD	400	Professional Development	2.4
<b>TOTAL</b>			<b>111.2</b>

## MEDICAL ASSISTANT PROGRAM

This program will result in an Occupational Associates Degree upon successful completion of the General Education Courses, Program Core Courses, and Supporting Courses identified in the program outline.

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

<b>MEDICAL ASSISTANT PROGRAM OUTLINE</b>			
<b>OCCUPATIONAL ASSOCIATES DEGREE – 24 MONTHS</b>			
<b>GENERAL EDUCATION COURSES</b>			<b>CREDITS</b>
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
<b>PROGRAM CORE &amp; SUPPORTING COURSES</b>			
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
<b>TOTAL</b>			<b>110.3</b>

\*\*\* Medical Science and Theory courses can be taken online, but the student is required to be on-campus for scheduled lab days to demonstrate skills.

## 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**

A study of useful listening, verbal, and nonverbal skills. The dynamics of one to one relationships as well as small group interactions are explored. ◊

#### **EN101 ENGLISH I ..... 4.8 CREDIT HOURS**

A study of English punctuation and grammar fundamentals. ◊

#### **EN102 ENGLISH II ..... 4.8 CREDIT HOURS PRQ: EN101**

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

#### **MT102 PSYCHOLOGY ..... 4.8 CREDIT HOURS**

A study of biological and social bases of behavior, and clinical and psychometric approaches to personality. ◊

#### **MT206 ECONOMICS..... 4.8 CREDIT HOURS**

An introduction to the basic concepts of economic policies, government finance, and social economic problems. ◊

#### **LE105 INTRODUCTION TO GOVERNMENT..... 4.8 CREDIT HOURS**

A study of the of the American system of government. ◊

### PROGRAM SUPPORT COURSES

#### **AC101 PRINCIPLES OF ACCOUNTING ..... 4.8 CREDIT HOURS PRQ: MA101**

An introduction to fundamental accounting principles and practices. ◊

#### **CI101 INTRODUCTION TO COMPUTERS..... 4.0 CREDIT HOURS**

Introduction to basic computer operations and terminology, Microsoft Windows, Microsoft Office, and the Internet. ◊

#### **EN103 BUSINESS COMMUNICATION..... 4.8 CREDIT HOURS PRQ: EN102**

A study of effective correspondence, communication skills, and listening skills in a business environment. ◊

#### **MA101 MATHEMATICS I..... 4.8 CREDIT HOURS**

A review of basic mathematic principles. ◊

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

A study of mathematics and basic accounting used in the business environment. ◊

#### **PD400 PROFESSIONAL DEVELOPMENT..... 2.4 CREDIT HOURS**

A course to prepare graduates to better understand the job-seeking process and gain employment. ◊

#### **SE101 RECORDS MANAGEMENT ..... 4.8 CREDIT HOURS**

Modern filing rules and procedures are studied and practiced. ◊

#### **WA101 MICROSOFT WORD I..... 3.8 CREDIT HOURS PRQ: CI101**

An introduction to basic concepts of word processing computer applications used in a business environment. ◊

**DEPENDENCY DISORDERS TECHNOLOGY COURSES****DD101 INTRODUCTION TO ADDICTION ..... 4.8 CREDIT HOURS**

A study of common addictions and the functions of the addiction counselor. ◊

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

A study of laws, confidentiality, and ethics applicable to those with problems of dependence. ◊

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

A study of counseling methods, with emphasis on person-centered therapy, that have been found effective in dealing with the special needs of dependent persons.

**DD203 PSYCHOLOGY ..... 4.8 CREDIT HOURS**

A study of the basic principles of scientific methodology, biological and social bases of behavior, and clinical and psychometric approaches to personality. ◊

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

A study of various therapies and the practical techniques in the therapeutic process with emphasis on person-centered therapy.

**DD303 MOTIVATIONAL INTERVIEWING ..... 4.8 CREDIT HOURS PRQ: DD101**

Skills and strategies that are critical in the counseling process are explored.

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

A study of group counseling methods and the role of 12-step self-help groups in the addiction recovery process.

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

This course will prepare the student to be proficient in developing a treatment plan, discharge planning, after-care, client advocacy, outreach, and the intake interview.

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

A study of 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**

A study of the pros and cons Alcoholics Anonymous and the relationships to all varieties of addiction.

**DD501 CRISIS INTERVENTION ..... 4.8 CREDIT HOURS PRQ: DD101**

A study of the basic principles of crisis intervention with emphasis on intake procedures, violence management techniques, and appropriate referral systems.

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

A study of pharmaceuticals, and illicit drugs.

**DD701 EATING DISORDERS ..... 4.8 CREDIT HOURS PRQ: DD101**

An overview of eating disorders and issues relevant to the treatment of eating disorders with emphasis on the behavioral aspects and appropriate interventions.

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

A survey of the literature, statistics, and intervention techniques geared towards the goal of relapse prevention.

**IN501 EXTERNSHIP ..... 4.0 CREDIT HOURS**

This course 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 for 120 hours. Must be meeting SAP requirements; Students must be within 3 terms of completion.

**MEDICAL ASSISTANT COURSES****ME100MEDICAL TERMINOLOGY I..... 4.8 CREDIT HOURS**

The study of roots, prefixes, suffixes, and abbreviations used in the medical field and an introduction to human anatomy and physiology. ◊

**ME101MEDICAL TERMINOLOGY II..... 4.8 CREDIT HOURS PRQ: ME100**

A continuation of ME100. The study of roots, prefixes, suffixes, and abbreviations used in the medical field and an introduction to human anatomy and physiology. ◊

**ME102MEDICAL SCIENCE – BIO ORGANIZATION ..... 4.8 CREDIT HOURS PRQ: ME101**

Anatomy and physiology of the human body, reproductive system, and urinary system and diseases, disorders, treatments, and diagnostic tests for those systems. Laws, ethics, and HIPPA are discussed. ◊

**ME103MEDICAL THEORY AND TECHNIQUE – BASIC LAB ..... 2.9 CREDIT HOURS PRQ: ME101**

Lab course for ME102. Practical use of lab equipment, preparing patients for physical exams, Universal and Standard Precautions, sterile and aseptic techniques, urinalysis, specimen collection, and vital signs are covered through labs and demonstrations. ◊\*\*\*

**ME104MEDICAL SCIENCE – CARDIOLOGY ..... 4.8 CREDIT HOURS PRQ: ME101**

Anatomy and physiology of respiratory, cardiovascular, and digestive systems and diseases, disorders, treatments, and diagnostic tests for those systems. ◊

**ME105MEDICAL THEORY AND TECHNIQUE – ECG ..... 2.9 CREDIT HOURS PRQ: ME101**

Lab course for ME104. Respiratory functions; First Aid; ECG use; heart, lung, and bowel sounds; dietary education; and vital signs are covered through labs and demonstrations. ◊\*\*\*

**ME106MEDICAL SCIENCE – EENT ..... 4.8 CREDIT HOURS PRQ: ME101**

Anatomy and physiology of the skeletal, muscular, nervous, sensory, and endocrine systems and diseases, disorders, treatments, and diagnostic tests for those systems. ◊

**ME107MEDICAL THEORY & TECHNIQUE – ENDOCRINOLOGY .... 2.9 CREDIT HOURS PRQ: ME101**

Lab course for ME106. Eye exams, eye drops, ear drops, ear irrigations, throat cultures, diabetic testing, use of ambulatory equipment, hot and cold treatments, and vital signs are covered through labs and demonstrations. ◊\*\*\*

**ME108MEDICAL SCIENCE – HEMATOLOGY ..... 4.8 CREDIT HOURS PRQ: ME101**

Anatomy and physiology of the blood and lymphatic system, integumentary system, and immune system and diseases, disorders, treatments, and diagnostic tests for those systems. ◊

**ME109MEDICAL THEORY AND TECHNIQUE – LAB TESTING ..... 2.9 CREDIT HOURS PRQ: ME101**

Lab course for ME108. Common lab tests and results, finger stick and venipuncture techniques, injection techniques, and vital signs are covered through labs and demonstrations. ◊\*\*\*

**ME204COMPUTERIZED MEDICAL OFFICE ..... 2.9 CREDIT HOURS**

A study of office procedures, insurance, billing, and use of practice management software. ◊

**ME309PHARMACOLOGY ..... 4.8 CREDIT HOURS PRQ: ME101**

The study of drug classifications, sources, standards, legislation, pharmaceutical preparations, sites of actions, routes of administration, and physiological responses. ◊

**ME320MEDICAL EXTERNSHIP ..... 4.0 CREDIT HOURS**

Students obtain experience by working in a supervised medical setting as a volunteer for 120 hours. Must be meeting satisfactory academic progress. Instructor and Director of Student Services' discretion. Must have completed three of the following: ME102, ME104, ME106, ME108.

\*\*\* Medical Science and Theory courses can be taken online, but the student is required to be on-campus for scheduled lab days to demonstrate skills.

## FACILITIES

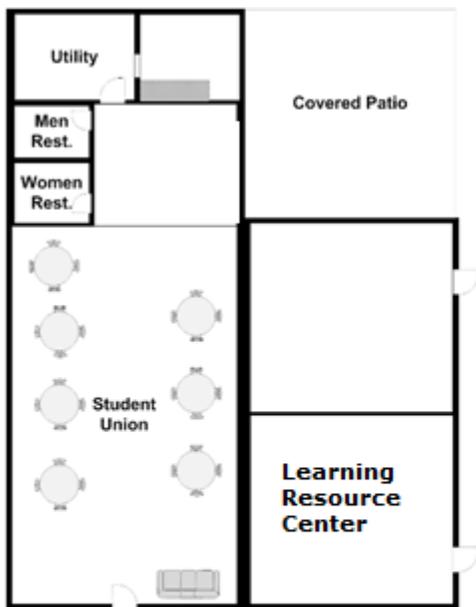
Mountain State College is made up of three campus buildings. All buildings are air conditioned, well-lighted, and easily accessible.

1508 Spring St. – “Albert Grant Sine Hall”, named for the College's founder, houses the College's Administrative Offices on the first floor.

509 16<sup>th</sup> 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 16<sup>th</sup> St. - The “Student Union” houses the Learning Resource Center and the Student Union.

## MAPS



501 16th St.



509 16th St.

## ACADEMIC CALENDAR

### 2018

January 2	Winter Term Classes Begin
January 15	Martin Luther King Jr.'s Birthday – School Closed
February 5	Mid Term
February 19	President's Day – School Closed
February 27	Registration Begins for Spring 2018
March 15	Winter Term Ends
March 16 – March 25 Spring Break	
March 26	Spring Term Classes Begin
March 30	Good Friday – School Closed
May 7	Mid Term
May 28	Memorial Day – School Closed
May 30	Registration Begins for Summer 2018
June 14	Spring Term Ends
June 15 – June 24 Summer Break	
June 25	Summer Term Classes Begin
July 4	Independence Day – School Closed
August 6	Mid Term
September 3	Labor Day – School Closed
September 5	Registration Begins for Fall 2018
September 13	Summer Term Ends
September 14 – September 23 Fall Break	
September 24	Fall Term Classes Begin
October 8	Columbus Day – School Closed
November 5	Mid Term
November 12	Veterans Day – School Closed
November 22-23	Thanksgiving – School Closed
November 27	Registration Begins for Winter 2019
December 13	Fall Term Ends
December 14 – January 2, 2019 Winter Break	

**END OF CATALOG**