

MOUNTAIN STATE COLLEGE CATALOG

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The College certifies this publication as true and correct in content and policy as of the date of publication and enforced by the appropriate authorized representatives of the College.

Mountain State College reserves the right to make amendments or revisions at any time.

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STATEMENT OF ACCREDITATION

Mountain State College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The Accrediting Commission of Career Schools and Colleges (ACCSC) is a recognized accrediting agency by the U.S. Department of Education.



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 moved into the second and third floors of the Camden Theater Building on Market Street, just above Seventh Street. On November 30, 1929, a fire destroyed that building and the College was suddenly without a home. The College then moved to the corner of Spring and Sixteenth Streets 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

ADKINS, AMBER – STUDENT SERVICES ASSISTANT

AAS Dependency Disorders Technology - Mountain State College, Parkersburg, WV

DAVIS, LEASA NRB-A – DIRECTOR OF STUDENT SERVICES, INSTRUCTOR

National Registered Bookkeeper - Advanced

Bachelor of Science Degree - Glenville State College, Glenville, WV

AAS Accounting - Parkersburg Community College

AAS Business Administration - Parkersburg Community College

GERNHARDT, HENRY – COMPUTER INFORMATION INSTRUCTOR

Bachelor of Science Degree - Concord College, Athens, WV

MAXWELL, LARRY (MAD MAX) – GENERAL EDUCATION INSTRUCTOR

Master of Arts Degree - Marshall University, Huntington, WV

Bachelor of Arts Degree - Marshall University, Huntington, WV

MCCUNE, ROGER – LIBRARIAN

Master of Arts Degree - WV University, Morgantown, WV

MERRITT, KEVIN – CHIEF OPERATIONS OFFICER

RUSSELL, PAMELA – REGISTRAR

AOS Associate Degree in Administrative Assistant - Mountain State College, Parkersburg, WV

STRICKLAND, KIMBERLY – MEDICAL PROGRAM ADMINISTRATOR AND INSTRUCTOR

GRN/BSN Nursing - Mountain State University, Beckley, WV

LPN - Wood County School of Practical Nursing, Parkersburg, WV

AOS Medical Assistant - Mountain State College, Parkersburg, WV

SUTTON, DAVID – CLINICAL DIRECTOR

Master of Arts Degree - Marshall University, Huntington WV

Bachelor of Arts Degree - Fairmont State College, Fairmont WV

SUTTON, JUDITH – PRESIDENT/DIRECTOR

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

TOOTHMAN, TONYA – DEPENDENCY PROGRAM ADMINISTRATOR AND INSTRUCTOR

Master of Science Psychology - University of Phoenix Online, Phoenix, AZ

Bachelor of Child Development - Berea College, Berea, KY

WAGONER, FAYE – DIRECTOR OF STUDENT FINANCIAL SERVICES

AOS 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). The College requires official documentation before enrollment. All applicants must complete an entrance exam. Admission requires a minimum score of 125. Prospective students should contact the College for a personal interview. After the interview, the applicant may submit a formal application for admission and make financial arrangements through the Student Financial Services Office.

Mountain State College designed the programs for graduates to obtain employment. Prospective students should enroll only if 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 with criminal records may be unable to find sites willing to act as a host and thus be unable to graduate regardless of completed coursework. The College encourages applicants 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 externship sites to determine if the past event will be an issue before continuing the enrollment process.

TUITION, FEES, & BOOKS

The College charges tuition, fees, and supplies on a term-by-term basis and charges are due in full at the beginning of each term. Student may purchase books from the College or may purchase books from other sources. The College may defer payment of these charges 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 Associates Degree)	21,600	115	3825	500	varies	26,040
Dependency Disorders Technology (Occupational Associate 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.					
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

INSTITUTIONAL CHARGES

This policy applies 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 College calculates the institutional charges incurred by the student and funds retained by the College **per term** as follows:

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

*Exception: First-time students withdrawing 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.

FEDERAL TITLE IV FUNDS

This policy applies 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.

Federal regulations require the College to return funds to Title IV programs when a student withdraws prior to completing 60% of the payment period. Percentage of payment period completed is the number of calendar days completed in a term divided by the total calendar days in the term. The College uses the number of calendar days from the start date to the last date of attendance or academic activity in determining the number of days completed.

The College returns unearned Title IV or other funds to the applicable programs in the following order in accordance with Federal Return of Title IV requirements:

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.

The College returns unearned funds up to the amount due to each program, with any balance then going to the next program in order. The College will pay the student the remaining balance (if any) after the College fully reimburses all programs. The return of unearned funds to Title IV and other sources may result in the student incurring a debt with the College. The student is responsible for repaying this debt.

Students withdrawing after completing 60% of the payment period or term have no unearned funds. However, the College will determine whether the student is eligible for a post-withdrawal disbursement.

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. The College provides this service on a local basis and endeavors to place each graduate in a position commensurate with skills developed. The College provides services to the graduate to assist in employment. The graduate is still responsible to seek job openings, send resumes, prepare for job interviews, and do all things suggested by the College and/or customarily done to aggressively obtain employment.

Graduates may 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. The College advises students that 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. Students should not consider such information nor the College's assistance as a guarantee of employment or the likelihood of employment or an indication of the level of employment graduates may expect.

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. The College assists 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. The College encourages students to discuss academic problems in a subject with the instructor.

Director of Student Services: The College encourages students to seek counseling and advice from the Director of Student Services when a situation arises that prevents a student from performing at maximum capacity. The Director of Student Services will schedule counseling sessions as necessary for any student with academic, attendance, or personal problems.

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

LIBRARY & LEARNING RESOURCE SYSTEM

Faculty and students have access to a wide range of research and resource materials in the library. The library collection covers all areas of curriculum 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 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 the College deems such action 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 College gives the student written notification. Dismissal is a terminal action and a dismissed student may not reenroll.

SECURITY AND DRUG ABUSE POLICY

It is the policy of the College to maintain a drug-free and alcohol-free environment. The College requires students and staff to review and abide by the 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

The policy of Mountain State College is 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. The College encourages anyone with a concern about discrimination or harassment 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

Mountain State College prohibits sexual harassment of students, faculty, or staff. Individuals can find a full enumeration of laws at <http://www.eeoc.gov>. All Mountain State College employees and students are responsible for compliance with this policy. Individuals may bring specific concerns or complaints regarding sexual harassment to the attention of the President and/or Director of Student Services. The College holds such consultations in absolute confidence and will take no action 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. Students may present grievances 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 given 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 the President deems such action appropriate.

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

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
<http://www.accsc.org>
(p.) 703.247.4212
(e.) info@accsc.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 the College records the appropriate grade.
W	Withdrew	Yes	No	No	Student withdrew from the course.
WP	Withdrew Passing				
WF	Withdrew Failing				
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

Students may take exams prepared by Program Administrators to demonstrate the student has pre-existing knowledge or skill in a course to earn credit; exams are not available for all courses. The College records a grade of “E” when a student successfully bypasses a course.

TRANSFER-IN CREDITS

Mountain State College gives incoming students credit (if accepted) for comparable program credits received at accredited institutions after review by the President and Program Director. The College may require a syllabus from the previous institution. Transfer-In credits count as attempted credits and affects the ‘maximum time frame’ for program completion.

WITHDRAW 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 applying 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 College will then change the Incomplete to the appropriate grade.

REPEATING A FAILED COURSE

A student must repeat (or replace with an equivalent) any course in which a student receives a grade of "F". The College calculates the "F" in a student's Cumulative Grade Point Average until such time that the student successfully completes the failed course. The College calculates only the most recent “F” if a student fails a course more than once. When successfully completed, the College calculates the passing grade into the Cumulative Grade Point Average and removes prior “F’s” from the calculation; however, all grades will appear on the transcript. A student should retake a failed course the next term if scheduling permits.

REPEATING A PASSED COURSE

A student may choose to repeat a course for a higher grade. The College calculates the highest grade in 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

Graduation from any program requires a 2.0 Cumulative Grade Point Average (C). A student must complete all stated requirements for a program 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

The College schedules classes 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. Students may access online classes at the student's convenience, but the College requires weekly activity. Classrooms and instructors are available between 9:00 a.m. and 12:30 p.m. on Friday for individual instruction and assistance. The College may also use Fridays to make-up classes cancelled due to weather, 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. 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 complete online training before starting online courses. The College schedules training near the start of each term or at the time of the interview if possible.

Resources and Equipment needed: Students can access Sakai through an Internet browser (Google Chrome, Internet Explorer, Firefox, etc.). Students may use smartphones and tablets, but the College does not recommend such devices 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.

Students may take Medical Science and Theory courses online, but the College requires students to be on-campus for scheduled lab sessions to demonstrate skills.

ATTENDANCE

Any student habitually absent will not benefit from an instructor's knowledge, supplementary material, and any personal help necessary to achieve satisfactory grades. Excessive absence may result in the College withdrawing the student from one or more courses.

The College takes campus attendance daily. The College counts a student not present on a scheduled class day as absent that day for that class. The College takes online attendance weekly. The College counts a student not active in an online class during a week (Sunday-Saturday) as absent that week for that class.

The College may administratively withdraw students absent for four (4) consecutive weeks. The College records all absences and does not excuse absences 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 assignments. The College allows make-up work in the event a hospital admits a student or student's child (doctor appointments do not qualify), a court orders the student to appear, or the student experiences a death in the immediate family (spouse, partner, child, or parent). The College requires documentation (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 disallowing make-up work. For all other reasons, the make-up policy is at the discretion of the instructor.

GENERAL EDUCATION COURSES

These courses provide graduates with experience in writing, speaking, problem solving, successful interaction with a variety of individuals, and basic business principles. Each program outline groups General Education courses.

UNIT OF CREDIT / TERM

Mountain State College uses the Quarter Hour unit of credit and operates on a quarter-term calendar year. A term is 11 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, each contact hour requires a minimum of two hours of out-of-class work. A standard contact (class) hour is fifty minutes in length. The definition of an academic year for Title IV purposes is 36 quarter credit hours.

ENROLLMENT STATUS

The following criteria determines a student's enrollment status:

Credits Attempted in Current Term	Enrollment Status
12 or more	Full-Time
8-11	$\frac{3}{4}$ -Time
6-7	$\frac{1}{2}$ -Time

CHANGE OF PROGRAM

A student wanting 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.

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. Students anticipating a transfer of credits should have already contacted the enrolling institution and independently determined the acceptance of credits earned at Mountain State College.

LEAVE OF ABSENCE

The structured nature of the programs at Mountain State College do not allow for an approved Leave of Absence per Title IV regulations. A student needing to take a leave for personal or medical reasons must Withdraw with Intent to Return.

READMISSION

When a student withdraws, or the College withdraws a student, the College takes into consideration previous academic standing before readmission. Students dismissed for conduct reasons are not eligible for readmission.

WITHDRAW WITH INTENT TO RETURN

A student withdrawing for personal or medical reasons with intent to return later must complete a Withdraw Form. A Withdraw Form is available from the Director of Student Services.

WITHDRAW POLICY

The College considers a student enrolled until one of the following conditions occurs:

- the College receives notification the student desires to withdraw
- the College administratively withdraws the student due to attendance
- the College dismisses the student for conduct reasons
- the student fails to return at the start of the next term

SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress (SAP)

The College uses Satisfactory Academic Progress (SAP) standards to insure a student is progressing normally through the program. Evaluation of SAP occurs 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)

The College calculates CGPA by dividing total Quality Points by total Credits Attempted in a program. Multiplying the Credit Hours by the grade (A=4, B=3, C=2, D=1, F=0) results in the Quality Points for each course. Some grades calculate differently as shown below.

Effect of Grades on CGPA

- F-Failure: Only one "F" calculates in the CGPA if a student fails a course more than once. If a student replaces a failing grade with a passing grade, the College removes the failure from the CGPA.
- I-Incomplete: Not calculated in the CGPA; the College calculates the final grade awarded after the time allotted.
- Repeated Courses: Only the highest grade for a course calculates in the CGPA.
- Grades not calculated in the CGPA:
W/WP/WF-Withdrawals, E-Exempt, T-Transfer, S/U-Satisfactory/Unsatisfactory

2) Rate of Progress (ROP)

Dividing the credits earned by the credits attempted results in the ROP. 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 calculated in the ROP.

3) Maximum Time Frame (MTF)

The maximum time frame for any program is 150% of the total program credits. The College will withdraw students unable to finish before that limit.

Change of Program or Seeking an Additional Degree

SAP calculations only include courses in a student's current program of study. The College removes previously attempted or earned credits that are not in the current program from the SAP calculation.

Academic Plan

An academic plan outlines everything necessary for a student to meet SAP standards. The College may limit a student in the number of credits attempted and may require a student to retake any previously failed course. Implementation of other restrictions is at the discretion of the College. The College may implement a plan 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 indicates the student is meeting all minimum academic requirements and is eligible for Federal Student Aid, State Student Aid, Veterans Administration benefits, and other sources if the student meets other eligibility requirements for such funds.

SAP Warning

The College will notify in writing students failing to maintain minimum SAP standards and place the student on SAP Warning. The student remains enrolled for one additional term and is eligible for Federal Student Aid, State Student Aid, Veterans Administration benefits, and other sources if the student meets other eligibility requirements for such funds. The College will implement an Academic Plan. The College will withdraw the student if the student does not meet minimum SAP standards at the end of the SAP Warning term.

SAP Withdraw & Appeal Procedures

A student withdrawn for failing to meet SAP standards may appeal. Students must submit an appeal in writing to the Director of Student Services within 30 days of the withdraw notice. The appeal must explain any mitigating circumstances that prohibited the student from maintaining SAP (e.g., serious personal injury or illness, hospitalization, or death of an immediate family member). An Academic Review Committee consisting of the College's faculty and staff will consider the appeal. The College will send a letter of notification of appeal results to the student. A student will sit out a minimum of one term while the College considers an appeal.

SAP / Financial Aid Probation

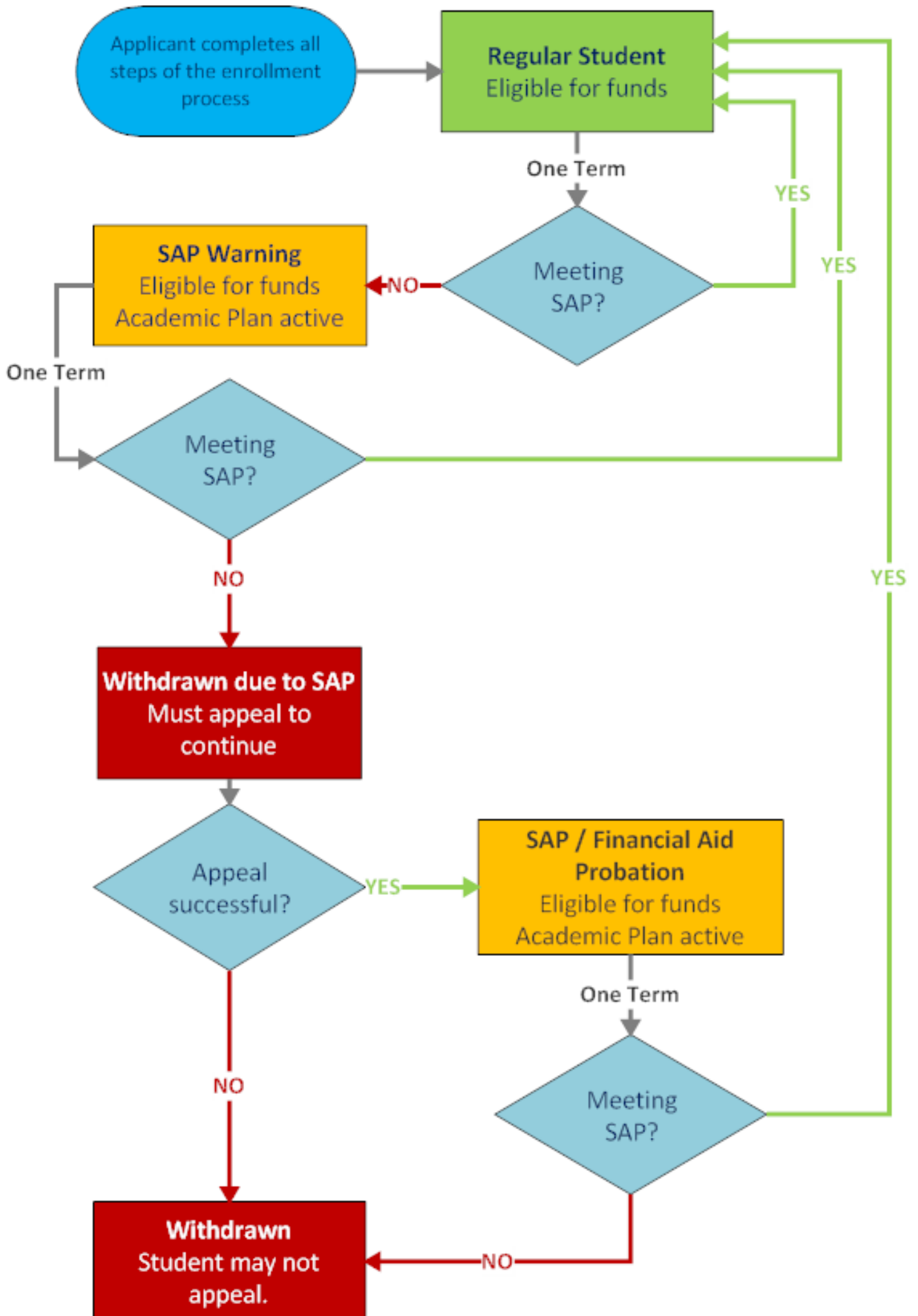
A successful appeal will result in the College placing the student on SAP / Financial Aid Probation. The student may return for one term and be eligible for Federal Student Aid, State Student Aid, Veterans Administration benefits, and other sources if the student meets other eligibility requirements for such funds. The College will implement an Academic Plan. If the student meets minimum SAP standards by the end of the SAP / Financial Aid Probation term, the student will continue as a Regular Student. The College will withdraw the student if the student fails to meet minimum SAP standards at the end of the SAP / Financial Probation period.

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

In this flow chart, 'funds' refers to Federal Student Aid, State Student Aid, Veterans Administration benefits, and other sources if the student meets other eligibility requirements for such funds.



DEPENDENCY DISORDERS TECHNOLOGY 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 develop graduates 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**OCCUPATIONAL ASSOCIATES DEGREE – 24 MONTHS**

GENERAL EDUCATION COURSES			CREDITS
GE	100	English Grammar	4.0
GE	105	English Composition	4.0
GE	110	Communication Skills	4.0
GE	115	Psychology I	4.0
GE	120	Psychology II	4.0
PROGRAM CORE & SUPPORTING COURSES			
CI	100	Introduction to Computers	4.0
DD	100	Intro to Addiction/Dependency	4.0
DD	105	Public Law, Confidentiality, and Ethics	4.0
DD	200	Introduction to Helping Skills	4.0
DD	205	Treatment Modalities & Therapeutic Approaches	4.0
DD	210	Motivational Interviewing	4.0
DD	215	Nature of Group and Group Process	4.0
DD	220	Case Management	4.0
DD	225	Family Systems	4.0
DD	230	Alcoholics Anonymous and Addiction	4.0
DD	235	Crisis Intervention	4.0
DD	240	Pharmacology and Physical Aspects of Other Drugs	4.0
DD	245	Eating Disorders	4.0
DD	250	Relapse Prevention	4.0
DD	299	Dependency Externship (<i>required for completion of degree</i>)	4.0
ME	125	Medical Office Management	4.0
ME	130	Medical Records, Billing, and Coding	4.0
PD	100	Business Communication	4.0
PD	105	Professional Development	4.0
TOTAL			96

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. The program combines an emphasis on medical theory/applications and medical terminology 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
GE	100	English Grammar	4.0
GE	105	English Composition	4.0
GE	110	Communication Skills	4.0
GE	115	Psychology	4.0
PROGRAM CORE & SUPPORTING COURSES			
AC	100	Accounting	4.0
CI	100	Introduction to Computers	4.0
DD	100	Intro to Addiction/Dependency	4.0
ME	110	Medical Terminology I	4.0
ME	115	Medical Terminology II	4.0
ME	120	Medical Law & Ethics	4.0
ME	125	Medical Office Management	4.0
ME	130	Medical Records, Billing, and Coding	4.0
ME	135	Pharmacology	4.0
ME	260	Medical Science – Bio Organization***	5.0
ME	265	Medical Theory & Technique – Basic Lab***	3.0
ME	270	Medical Science – Cardiology***	5.0
ME	275	Medical Theory & Technique – ECG***	3.0
ME	280	Medical Science – EENT***	5.0
ME	285	Medical Theory & Technique – Endocrinology***	3.0
ME	290	Medical Science – Hematology***	5.0
ME	295	Medical Theory & Technique – Lab Testing***	3.0
ME	299	Medical Externship <i>(Externship required for completion of degree)</i>	4.0
PD	100	Business Communication	4.0
PD	105	Professional Development	4.0
TOTAL			96

*** Students may take Medical Science and Theory courses online, but the College requires a student to be on-campus for scheduled lab days to demonstrate skills.

COURSE DESCRIPTIONS

The College identifies each course first by an alpha ID and a numeric ID. The alpha ID represents the course subject (GE for General Education, ME for Medical, etc.) and the numeric ID represents the level of the course (100s are introductory, 200s are intermediate and advanced). The College reserves the right to determine when to offer each course, to decide the number of credit hours a student may carry, and to adjust the program or course content. A \diamond after the description indicates the College may offer the course online. **PRQ=Prerequisite.**

GENERAL EDUCATION COURSES

GE100 ENGLISH GRAMMAR 4.0 CREDIT HOURS

A study of English punctuation and grammar fundamentals. \diamond

GE105 ENGLISH COMPOSITION 4.0 CREDIT HOURS PRQ: GE100

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. \diamond

GE110 COMMUNICATION SKILLS..... 4.0 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. \diamond

GE115 PSYCHOLOGY I 4.0 CREDIT HOURS

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

GE120 PSYCHOLOGY II 4.0 CREDIT HOURS PRQ: GE115

A continuation of GE115 Psychology I. A study of biological and social bases of behavior, and clinical and psychometric approaches to personality. \diamond

PROGRAM CORE AND SUPPORTING COURSES

AC100 ACCOUNTING 4.0 CREDIT HOURS

An introduction to fundamental accounting principles and practices. \diamond

CI100 INTRODUCTION TO COMPUTERS..... 4.0 CREDIT HOURS

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

DD100 INTRODUCTION TO ADDICTION 4.0 CREDIT HOURS

A study of common addictions and the functions of the addiction counselor. \diamond

DD105 PUBLIC LAW, CONFIDENTIALITY, AND ETHICS 4.0 CREDIT HOURS PRQ: DD100

A study of laws, confidentiality, and ethics applicable to those with problems of dependency. \diamond

DD200 INTRODUCTION TO HELPING SKILLS 4.0 CREDIT HOURS PRQ: DD100

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.

DD205 TREATMENT MODALITIES & THERAPEUTIC APPROACHES 4.0 CREDIT HOURS PRQ: DD100

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

DD210 MOTIVATIONAL INTERVIEWING 4.0 CREDIT HOURS PRQ: DD100

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

DD215 NATURE OF GROUP AND GROUP PROCESS..... 4.0 CREDIT HOURS PRQ: DD100

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

DD220 CASE MANAGEMENT	4.0 CREDIT HOURS	PRQ: DD100
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.		
DD225 FAMILY SYSTEMS.....	4.0 CREDIT HOURS	PRQ: DD100
A study of the role of the family and/or significant others and the impact on the addiction process.		
DD230 ALCOHOLICS ANONYMOUS AND ADDICTION.....	4.0 CREDIT HOURS	PRQ: DD100
A study of the pros and cons Alcoholics Anonymous and the relationships to all varieties of addiction.		
DD235 CRISIS INTERVENTION.....	4.0 CREDIT HOURS	PRQ: DD100
A study of the basic principles of crisis intervention with emphasis on intake procedures, violence management techniques, and appropriate referral systems.		
DD240 PHARMACOLOGY AND PHYSICAL ASPECTS OF DRUGS	4.0 CREDIT HOURS	PRQ: DD100
A study of pharmaceuticals, and illicit drugs.		
DD245 EATING DISORDERS	4.0 CREDIT HOURS	PRQ: DD100
An overview of eating disorders and issues relevant to the treatment of eating disorders with emphasis on the behavioral aspects and appropriate interventions.		
DD250 RELAPSE PREVENTION	4.0 CREDIT HOURS	PRQ: DD100
A survey of the literature, statistics, and intervention techniques geared towards the goal of relapse prevention.		
DD299 DEPENDENCY 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.		
ME110MEDICAL TERMINOLOGY I.....	4.0 CREDIT HOURS	
The study of roots, prefixes, suffixes, and abbreviations used in the medical field and an introduction to human anatomy and physiology. ◊		
ME115MEDICAL TERMINOLOGY II.....	4.0 CREDIT HOURS	
A continuation of ME110. The study of roots, prefixes, suffixes, and abbreviations used in the medical field and an introduction to human anatomy and physiology. ◊		
ME120MEDICAL LAW & ETHICS	4.0 CREDIT HOURS	
A study of laws, confidentiality, and ethics applicable to the medical field. ◊		
ME125MEDICAL OFFICE MANAGEMENT	4.0 CREDIT HOURS	
A study of office procedures, insurance, billing, and use of practice management software. ◊		
ME130MEDICAL RECORDS, BILLING, AND CODING.....	4.0 CREDIT HOURS	
Modern filing rules, medical procedure and service classification, and insurance and patient billing procedures are studied and practiced. ◊		
ME135PHARMACOLOGY	4.0 CREDIT HOURS	PRQ: ME101
The study of drug classifications, sources, standards, legislation, pharmaceutical preparations, sites of actions, routes of administration, and physiological responses. ◊		
ME260MEDICAL SCIENCE – BIO ORGANIZATION	5.0 CREDIT HOURS	PRQ: ME115
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. ◊		
ME265MEDICAL THEORY AND TECHNIQUE – BASIC LAB	3.0 CREDIT HOURS	PRQ: ME115
Companion course for ME260. 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. ◊***		

ME270 MEDICAL SCIENCE – CARDIOLOGY 5.0 CREDIT HOURS PRQ: ME115

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

ME275 MEDICAL THEORY AND TECHNIQUE – ECG 3.0 CREDIT HOURS PRQ: ME115

Companion course for ME270. Respiratory functions; First Aid; ECG use; heart, lung, and bowel sounds; dietary education; and vital signs are covered through labs and demonstrations. ◊***

ME280 MEDICAL SCIENCE – EENT 5.0 CREDIT HOURS PRQ: ME115

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

ME285 MEDICAL THEORY & TECHNIQUE – ENDOCRINOLOGY 3.0 CREDIT HOURS PRQ: ME115

Companion course for ME280. 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. ◊***

ME290 MEDICAL SCIENCE – HEMATOLOGY 5.0 CREDIT HOURS PRQ: ME115

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

ME295 MEDICAL THEORY AND TECHNIQUE – LAB TESTING 3.0 CREDIT HOURS PRQ: ME115

Companion course for ME290. Common lab tests and results, finger stick and venipuncture techniques, injection techniques, and vital signs are covered through labs and demonstrations. ◊***

ME299 MEDICAL 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: ME260, ME270, ME280, ME290.

PD100 BUSINESS COMMUNICATION 4.0 CREDIT HOURS

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

PD105 PROFESSIONAL DEVELOPMENT 4.0 CREDIT HOURS

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

*** Students may take Medical Science and Theory courses online, but the College requires a student to be on-campus for scheduled lab days to demonstrate skills.

FACILITIES

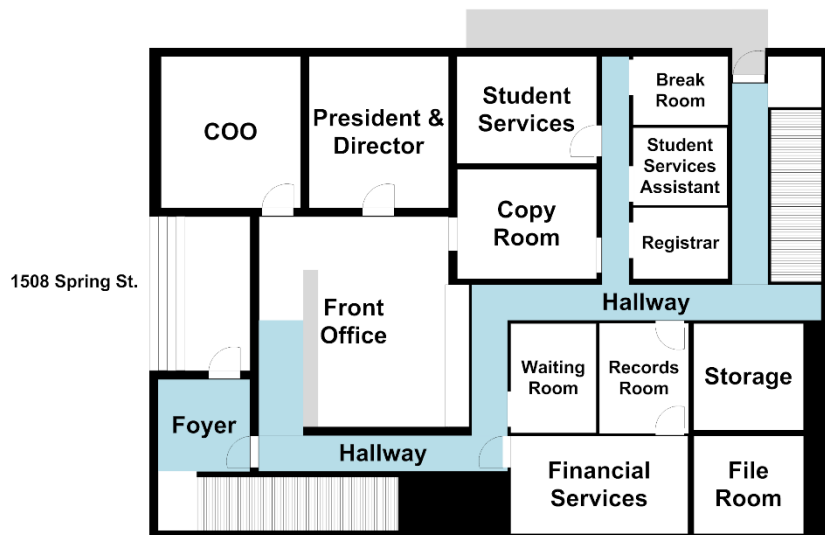
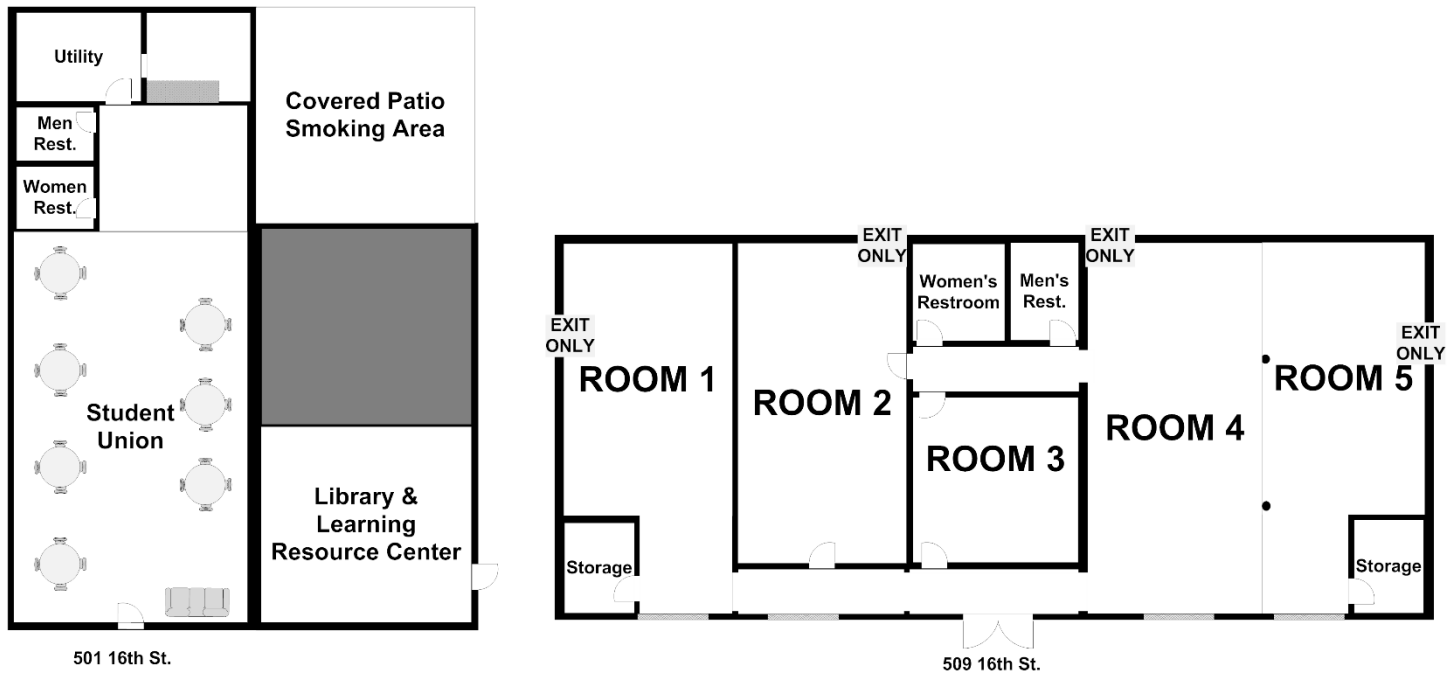
Mountain State College consists of three campus buildings. All buildings are air conditioned, well-lighted, and easily accessible.

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

509 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 the Learning Resource Center and the Student Union.

MAPS



ACADEMIC CALENDAR

WINTER 2019

January 2	Winter Term Begins
January 21	Martin Luther King Jr Birthday (Campus Closed)
February 6	Midterm
February 18	Presidents' Day (Campus Closed)
March 14	Winter Term Ends

March 15-24 BREAK

SPRING 2019

March 25	Spring Term Begins
May 27	Memorial Day (Campus Closed)
June 6	Spring Term Ends
June 7-14	Planning Period

June 15-23 BREAK

SUMMER 2019

June 24	Summer Term Begins
July 4	Independence Day (Campus Closed)
July 31	Midterm
September 2	Labor Day (Campus Closed)
September 5	Summer Term Ends
September 6-13	Planning Period

September 14-22 BREAK

FALL 2019

September 23	Fall Term Begins
October 14	Columbus Day (Campus Closed)
October 30	Midterm
November 11	Veterans Day (Campus Closed)
November 28-29	Thanksgiving (Campus Closed)
December 5	Fall Term Ends
December 6-13	Planning Period

December 14, 2019 – January 1, 2020 BREAK

END OF CATALOG