

CATALOG



**15258 STATE ROUTE 170
EAST LIVERPOOL, OHIO 43920**

(330) 385-1070

www.ovct.edu

2011–2013
EFFECTIVE JULY 1, 2011

CALENDAR 2011-2013

"A" SEMESTERS

Summer "A" 2011

May 2, 2011 Semester Begins
May 30, 2011 Memorial Day Holiday
July 4, 2011 Independence Day Holiday
August 19, 2011 Semester Ends

Fall "A" 2011

August 29, 2011 Semester Begins
September 5, 2011 Labor Day Holiday
November 24-25, 2011 Thanksgiving Holiday
December 16, 2011 Semester Ends

Spring "A" 2012

January 3, 2012 Semester Begins
January 16, 2012 Martin Luther King, Jr. Holiday
April 20, 2012 Semester Ends

Summer "A" 2012

April 30, 2012 Semester Begins
May 28, 2012 Memorial Day Holiday
July 4, 2012 Independence Day Holiday
August 17, 2012 Semester Ends

Fall "A" 2012

September 3, 2012 Labor Day Holiday
September 4, 2012 Semester Begins
November 22-23, 2012 Thanksgiving Holiday
December 21, 2012 Semester Ends

Spring "A" 2013

January 7, 2013 Semester Begins
January 21, 2013 Martin Luther King, Jr. Holiday
April 26, 2013 Semester Ends

Summer "A" 2013

September 2, 2013 Labor Day Holiday
May 6, 2013 Semester Begins
May 27, 2013 Memorial Day Holiday
July 4, 2013 Independence Day Holiday
August 23, 2013 Semester Ends

Fall "A" 2013

September 3, 2013 Semester Begins
November 28-29, 2013 Thanksgiving Holiday
December 20, 2013 Semester Ends

"B" SEMESTERS

Summer "B" 2011

June 27, 2011 Semester Begins
July 4, 2011 Independence Day Holiday
August 19, 2011 Semester Break Begins
August 29, 2011 Classes Resume
September 5, 2011 Labor Day Holiday
October 21, 2011 Semester Ends

Fall "B" 2011

October 24, 2011 Semester Begins
November 24-25, 2011 Thanksgiving Holiday
December 16, 2011 Semester Break Begins
January 3, 2012 Classes Resume
January 16, 2012 Martin Luther King, Jr. Holiday
February 24, 2012 Semester Ends

Spring "B" 2012

February 27, 2012 Semester Begins
April 20, 2012 Semester Break Begins
April 30, 2012 Classes Resume
May 28, 2012 Memorial Day Holiday
June 22, 2012 Semester Ends

Summer "B" 2012

June 25, 2012 Semester Begins
July 4, 2012 Independence Day Holiday
August 17, 2012 Semester Break Begins
September 4, 2012 Classes Resume
October 26, 2012 Semester Ends

Fall "B" 2012

October 29, 2012 Semester Begins
November 23-24, 2012 Thanksgiving Holiday
December 21, 2012 Semester Break Begins
January 2, 2013 Classes Resume
January 21, 2013 Martin Luther King, Jr. Holiday
February 22, 2013 Semester Ends

Spring "B" 2013

March 4, 2013 Semester Begins
April 26, 2013 Semester Break Begins
May 6, 2013 Classes Resume
May 27, 2013 Memorial Day Holiday
June 28, 2013 Semester Ends

Summer "B" 2013

July 1, 2013 Semester Begins
July 4, 2013 Independence Day Holiday
August 23, 2013 Semester Break Begins
September 3, 2013 Classes Resume
October 25, 2013 Semester Ends

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SECTION I—BACKGROUND

STATEMENT OF LEGAL CONTROL

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

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

BOARD OF DIRECTORS

Annette Rachel
Stephen J. Callen

CORPORATE OFFICERS

President – Scott S. Rogers
Treasurer – Debra L. Shoemaker
Secretary – Debra L. Shoemaker

ADMINISTRATIVE STAFF

Scott S. Rogers Executive Director
Debra A. Sanford Assistant Director
Chad Baker Senior Admissions Representative
Mina Paul Admissions Representative
Victoria Smith Director, Career Services and High School Admissions
Rebecca Steckman Tuition Planning Specialist
Jamie Stine Tuition Planning Specialist
Carla Douglass Nursing Program Director
David Grimes Information Technology Coordinator
Edward Karns Network Administrator
Judy Sharp Registrar/Bursar
Rhonda Stoakes Administrative Assistant
Donna Juszczak Administrative/Library Assistant

FACULTY

NAME	DEGREE	SPECIALTY
Carol Cowan	BS, RDH, The Ohio State University	Dental
Carla Douglass	MSN, West Virginia University BSN, West Liberty State College AAS, West Virginia Northern Community College	Nursing
Jelayne Dray	RN, BSN Kent State University	Medical
Jeannette Ferlaino	AAB, Ohio Valley College of Technology	Medical

David Grimes	M.Ed., The Ohio State University BA, The Ohio State University	Technology
Linda Johnston	RN, East Liverpool City Hospital School of Nursing..	Medical
Terri Joseph	MSN, The University of Akron BSN, The Pennsylvania State University AAS, Youngstown State University	Nursing
Edward Karns.....	BS, Duquesne University AST, Pittsburgh Technical Institute	Technology
Susan Liebschner.....	BS, Youngstown State University BA, The Ohio State University	General Education
Marc Moore.....	JD, University of Cincinnati BA, Wittenberg University	General Education
Jason Pancake.....	MA, Franciscan University of Steubenville.....	General Education
Doris Rogers.....	BS, Kent State University.....	Business
Kristen Scott	CMA, AAB Ohio Valley College of Technology	Medical
Judith Sharp	MBA, Ashford University BS, Youngstown State University	Business
Sherri Smith.....	RN, BSN, Ohio University	Medical
Patricia Taylor.....	M.Ed., BA, Youngstown State University..	General Education

This catalog is current as of the date of printing. Staff, faculty, and other changes may have occurred since the printing date.

EQUAL OPPORTUNITY STATEMENT

The College does not discriminate in any of its programs, activities or employment practices on the basis of race, color, national origin, sex, age or disability or on any other prohibited basis. Any inquiries concerning such matters should be made to the Campus Director.

IMPORTANT NOTICE- Students are expected to read and be familiar with this catalog for attendance at this campus. All of the student's and College's rights and responsibilities and legal obligations to each other are contained exclusively in the student's enrollment agreement, and this catalog is incorporated into and is a part of the enrollment agreement. (In the event of a conflict between the enrollment agreement and this catalog, the enrollment agreement controls.)

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

HISTORY

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

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

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

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

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

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

In July 2010, the College opened a new campus located at 15258 State Route 170 in St. Clair Township.

ACCREDITATION

Ohio Valley College of Technology is accredited by the Accrediting Council for Independent Colleges and Schools to award the following Occupational Associate Degrees:

Associate of Applied Business

Business Administration

Dental Assistant

Medical Assistant

Medical Office Administration

Network and Software Solutions

Associate of Applied Science

Nursing

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

Accrediting Council for Independent Colleges and Schools
750 First Street, NE, Suite 980
Washington, DC 20002-4241
Phone: 202-336-6780

The Ohio Valley College of Technology Medical Assisting Associate Degree program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), upon the recommendation of the Medical Assisting Education Review (MAERB).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727-210-2350

The College is registered with and its degree programs are authorized by the Ohio State Board of Career Colleges and Schools, 35 East Gay Street, Columbus, Ohio 43215-3138, Phone (614) 466-2752, John Ware, J.D., Executive Director.
Registration #00-07-1555B

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

MISSION

The mission of the College is to allow the student to grow both personally and professionally so the student is employable after graduation.

The College will accomplish this mission by:

- Providing specialized training in career fields that offer employment opportunities.
- Providing general education coursework to help develop communication skills, interpersonal skills, and citizenship responsibilities.
- Emphasizing business and professional skills necessary for employability.
- Assisting students in developing skills, work habits, and attitudes so that they will achieve a level of employability.

INSTITUTIONAL OPERATING STANDARDS

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

- To provide quality value-added service to our customers,
- To exhibit a high level of ethical standards in every action taken and statement made,
- To comply with all federal, state or other laws, rules or regulations,
- To operate in the progressive, professional manner required in a competitive, worldwide marketplace while always maintaining the above three principles.

While these standards are general in nature, they reflect the institution's expectations that all employees and representatives act with integrity, honesty, and fairness at all

times. This applies to both conduct towards fellow employees as well as to the general public, the government, and all regulatory agencies and their staff. The institution recognizes that its reputation is its most valuable asset, and its reputation depends on the actions of its employees, hence, the above-stated requirements.

COLLEGE AFFILIATIONS

- * Ohio Association of Career Colleges and Schools
- * Vocational Rehabilitation: Ohio, Pennsylvania, West Virginia
- * State Approving Agency for Training of Veterans
- * National Center for Competency Testing
- * Northern Panhandle Workforce Investment Board
- * Mahoning/Columbiana County Training Association
- * Association of Private Sector Colleges and Universities
- * Council for Higher Education Accreditation
- * National League for Nursing
- * East Liverpool Area Chamber of Commerce
- * Calcutta Area Chamber of Commerce

SECTION II—ACADEMIC INFORMATION

ADMISSION REQUIREMENTS

Applicants must meet the following requirements to be considered for acceptance to Associate Degree Programs:

1. Be interviewed by an Admissions Representative.
2. Applicants for admission to programs shall be admitted on the basis of a high school diploma or GED, and taking into consideration such other factors as the institution deems appropriate. Acceptance of applicants is also subject to minimum and maximum class size and academic scheduling requirements. Acceptance for admission only indicates that the applicant meets the minimum acceptance requirements. Applicants should not assume acceptance is an express or implicit guarantee or a representation of the likelihood of academic or career success or ability of the applicant to achieve the applicant's goals.

Applicants may affirmatively attest to high school graduation or GED completion prior to admission.

At the discretion of the director and subject to maximum class sizes, applicants may be accepted through the first week of the semester.

ASSESSMENT TEST

Applicants will be required to take an assessment test at the discretion of the institution.

ATTENDANCE POLICY

Class attendance is considered both necessary and important. Students are required to attend all class sessions. Attendance records are given considerable weight by employers during the hiring process. A poor attendance record will seriously damage

a graduate's employment prospects. Students are cautioned that in most courses, if a student misses classes, he/she will have to put forth a significant effort to get caught up with the material covered. Once a student gets behind, it is very difficult to catch up as the class continues to move forward.

If a student accumulates an excessive number of absences, the student may be withdrawn from the college for the current semester. Instructors in individual classes may set individual class attendance standards, including lowering grades or terminating a student from the class for absences.

A student who is absent from all classes for ten consecutive class days without prior approval will automatically be considered to have withdrawn from the institution.

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

DISMISSAL POLICY

Students may be dismissed from the College for the following reasons:

Excessive absenteeism (see attendance), failure to maintain satisfactory academic progress, failure to comply with the institution's Honor Code or general conduct policies, default on tuition payment, or other factors determined by the administration to be in the best interest of the institution, its students, or staff. (Students terminated will receive no credit for incomplete work and may be permitted to re-enter as outlined under re-admission policy.)

Students will be issued a copy of the student's handbook and are required to be familiar with the rules and regulations contained therein.

READMISSION POLICY

If a student withdraws from Ohio Valley College of Technology, or if a student should be dismissed for any reason, readmission may be gained by meeting the following requirements:

1. Be interviewed by an Admissions Representative and complete an application for readmission.
2. Meet the general requirement for admission as outlined in this catalog.
3. Re-enroll in any course which had not been completed satisfactorily as outlined in this catalog.
4. Pay a readmission fee of \$25.00

TRANSFER OF CREDIT

Credit may be given for previous training upon receipt of an official transcript from an accredited college. Transferable credits are limited to a maximum of 45% of the selected program. The College officials reserve the right to call for additional testing for the granting of credits. Only those courses in which the student has earned a grade of C or better will be considered for transfer. Only courses applicable to the program for which the student is enrolled will be accepted.

Students are advised that it is frequently difficult to transfer credit from one educational institution to another even if both institutions are accredited. Different educational

institutions have different missions, so they design their curriculum, courses, and educational programs differently. As a result, classes taken at one institution will not match up very well with classes offered at another.

This College offers programs and courses with a technical emphasis designed to assist the graduate in obtaining employment; they are not designed for transfer. In addition, the College does not offer programs or courses (with or without a liberal arts/academic emphasis offered at many two or four year colleges) designed to transfer. As such, although this College's accreditation demonstrates that it has met recognized academic and educational standards, courses, credits, diplomas, or certificates awarded by this college are generally not transferable to any other educational institution.

Whether or not credit can be transferred is a determination made solely by the institution at which the student desires to pursue further education. Therefore, applicants for admission to this College are responsible to contact any other institutions to which they may desire to transfer their credits to determine the transferability of credits, before beginning classes. Applicants should assume their credits are not transferable unless they have advance written approval from the institution to which the student may transfer.

A credit hour is a unit of measure, not necessarily an indicator of transferability of credit. The receiving institution, rather than the training institution, decides whether to accept credits for transfer.

ARTICULATION

If your decision whether to enroll in this institution is dependent in whole or in part on the transferability of credits under one of these designated articulation agreements, it is your responsibility to request a copy of the articulation agreement for your review so that you can make a fully informed decision.

The following colleges/universities have entered into an articulation agreement with this school:

DeVry University – Any Ohio Valley College of Technology graduate of a qualifying associate degree program is accepted to DeVry University into the Technical Management bachelor degree completion program. This program allows an associate degree graduate to complete a bachelor's degree with a minimum of 25% of their program's required credit hours or 30 semester hours (whichever is greater) completed at DeVry University. A maximum of 80 DeVry credit hours may be awarded for lower division or community college courses subject to DeVry's residence requirements for the Technical Management Program.

Mountain State University – This agreement pertains to students who successfully complete an associate degree program conferred by the Participant. Successful graduates of an associate degree may apply for admission to MSU and petition MSU's Registrar to award academic credit from the Participant to MSU in accordance with this Agreement. No student shall be granted admission to MSU unless and until the student has met all admission requirements of MSU which requirements are in effect at the time of the student's application for admission to MSU.

MSU agrees to review and evaluate all relevant curriculum and instructional components, including course syllabi and textbooks that are associated with the degree programs offered by the Participant and MSU will determine appropriate course equivalencies for transfer credit applied at MSU.

University of Phoenix – All credit from associate degrees (including vocational degrees, awarded by Ohio Valley College of Technology will transfer to the University of Phoenix, meaning that all associate degree-related courses, subject to program limitations detailed on the transfer literature, will automatically transfer. Although credits will be accepted as transfer, additional general education credits may be needed to fulfill the program requirements. Students from Ohio Valley College of Technology will be granted admission to a baccalaureate degree program at the University of Phoenix based on academic requirements as a result of having earned an associate degree and upon satisfaction of all other conditions for admission as stated in the University catalog.

CREDIT BY EXAMINATION/REVIEW

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

DEFINITION OF A SEMESTER CREDIT HOUR/ACADEMIC YEAR

The College measures and awards credits using semester credit hours as its unit of credit. The College operates on a semester term calendar year. A semester term is between 14 and 17 weeks in length.

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than—

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fourteen to seventeen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or
- (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Credit will be calculated based on the following attribution formula:

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

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

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

PROGRAM OBJECTIVES/OPTIONAL CERTIFICATIONS AND CREDENTIALS

The objective of this institution's programs and courses is to prepare students to obtain the skills and knowledge necessary to pass their classes and ultimately meet graduation requirements. As such, graduates will have basic skills and knowledge that will assist the student to enter his/her chosen career field. This background will also prepare graduates for more advanced study. To enhance their own employability and career advancement opportunities, graduates should strive to become more knowledgeable in their field and obtain optional certifications and credentials (as all people in the workforce should do in today's rapidly changing economy). This is the graduate's responsibility. The individual courses and programs are not specifically designed to prepare students to obtain any type of computer, medical, dental, technology, or other outside certifications or credentials. Passing written examinations or meeting other requirements necessary to obtain state, national, industry, or other types of certification, licensure, registration, or credential available in the computer field, medical field, dental field, or in other fields will require additional out-of-class study and preparation on the student's part. As with any endeavor, the student is responsible to put forth the time and effort to master the subject matter required to pass written examinations, practical tests, oral examinations, or other requirements.

STUDENT RECORDS AND PUBLICITY

- A. Disclosure: The institution reserves the right to provide without permission academic, student conduct, financial aid, and/or other relevant information to prospective employers, government agencies, financial institutions, credit reporting and/or collection organizations, guarantee agencies, and other relevant organizations for purposes of financial aid administration and student loan servicing/collection and to accrediting agencies for accreditation-related purposes. Except as provided in this catalog, the institution will not disclose any information (including personally identifiable or directory information) about any current or former student or applicant, to any other individual, entity, or organization unless required to do so by a specific statute, regulation, court order, or unless the student/applicant gives written permission.
- B. Inspection of Student Records: The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's educational records within 45 days of the day the school receives a request for access. Students should submit to the campus director written requests that identify the records they wish to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected.
 2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students should write the campus director for the record, clearly identify the part they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.
 3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. This may include a person or company with whom the institution has contracted (such as an attorney, auditor, collection agent, or others). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA.
- C. In the course of normal operations, staff, faculty, students, and graduates, their educational programs, professional accomplishments, career successes, etc., may be recognized and publicized in news media, such as through newspaper articles and pictures, in brochures, television and radio advertisements, or in other types of advertising and publicity. The College reserves the right to utilize and publicize individual or group photographs and the educational, employment, and personal achievements and background of such individuals as described above.

TRANSCRIPT POLICY

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

GRADING POLICY

Student progress will be measured according to the following scale:

GRADE	NUMERICAL EQUIVALENT	EVALUATION	QUALITY POINTS PER QUARTER HOUR
A	90 – 100%	Excellent	4
B	80 – 89%	Good	3
C	70 – 79%	Average	2
D	60 – 69%	Poor	1
F	Below 60%	Failure	0
WF		Withdrawal-Failure	0
W		Withdrawal	*
I		Incomplete	*
TR		Transfer	*
CBE		Credit by Examination	*
NA		Not Attempted	*

* Not used in GPA calculation.

Grade reports are issued at the end of each semester.

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

INCOMPLETES

A student may receive an incomplete grade “I” when he/she has in advance obtained permission of the instructor to postpone required course work. An incomplete grade of “I” may be given to a student who has been doing satisfactory work in a course, but has not completed all the requirements because of reasons beyond their control and deemed justifiable by the instructor. A grade of “I” will not be used to allow a deficient student extra time to avoid failing a course. Course requirements must be completed within a mandatory time frame agreed upon by the instructor and approved by the director. Failure to complete class requirements by the deadline will result in a grade of “F”.

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

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (Effective Date: First Term Beginning after July 1, 2011)

All students must meet certain standards of satisfactory academic progress as stated in the institution’s policy regardless of whether or not the students receive federal financial aid. If a student does not achieve the minimum standards, the student is no longer eligible for Title IV unless the student is on financial aid warning or financial aid probation or following an Academic Plan as set forth by the institution.

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

1. Maximum Program Length. A student must successfully complete his or her program of study while attempting no more than one and one-half time the credit hours required for the program. For the purposes of this standard, credit hours attempted shall mean any credit hours for which a student has incurred a financial obligation. If at any point it becomes mathematically impossible for the student to complete within 150% of the maximum program length, the student will become ineligible for Title IV funds.
2. Evaluation Points. A student's progress will be evaluated at the end of each semester and at the end of 100% of the maximum program length. If an evaluation point occurs during a semester, the evaluation will occur at the end of the previous semester.
3. Required Grade Point Average/ Rate of Progression Standards.
 - A. At each evaluation point (with the exception of the end of the second academic year as described in Section B below), a student must have earned a cumulative grade point average of 2.0 and have successfully completed 67% of the credits attempted. Failure to meet either of these standards will result in being automatically placed on financial aid warning for one semester. At the end of the second academic year, a student must have earned a cumulative grade point average of 2.0. Failure to meet this standard will result in the student being dismissed from school.
 - B. At 100% of the maximum program length, a student must have earned a cumulative grade point average of 2.0 and have successfully completed 67% of the credits attempted. Failure to meet the rate of progression standard will result in the student being dismissed from school.
4. Warning. If a student fails to earn a 2.0 cumulative grade point average and/or a 67% rate of progression percentage at the end of an evaluation point, the student will be placed on warning, without appeal, for one semester without being dismissed from school (except for the end of the second academic year as previously described). A student placed on warning will be notified and will continue to receive Title IV financial aid and will be required to participate in academic counseling. As part of this academic counseling process, the student will be informed of how to reestablish his or her eligibility for Title IV financial aid. If the student meets both standards at the next evaluation point, the student will be removed from warning. If the student does not meet both standards at the end of the warning period, the student will be notified his or she is no longer eligible for Title IV financial aid funds unless the student files a successful appeal and is placed on financial aid probation. If the student does not file an appeal or an appeal is not successful, the student may continue in school in an extended enrollment status without receiving Title IV financial aid funds for one semester provided the student has arranged for other means of satisfying his or her tuition and fees

obligation. If the student is not meeting standards after that one additional extended enrollment semester, he or she will be dismissed from school.

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

An appeal will only be considered for students who have a reasonable likelihood of achieving a 2.0 cumulative grade point average by the end of the second academic year and have a reasonable likelihood of successfully graduating within 150% of the maximum time frame of a program regardless of any mitigating circumstance.

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

- A. Lack of mitigating circumstances – in this case, the appeal is denied and the student will remain ineligible for Title IV federal student aid funds. The student may continue in school in an extended enrollment status for one semester without Title IV financial aid funds if he or she can satisfy his or her tuition and fees obligation from other sources. If the student cannot, he or she will be dismissed from school. If the student continues in school in an extended enrollment status for one semester without Title IV funds and achieves the minimum requirements, Title IV financial aid will be reinstated. If the student does not achieve the minimum standards, the student will be dismissed from school. The student is required to have academic counseling during this semester of extended enrollment. As part of this academic counseling process, the student will be informed of how he or she can reestablish their eligibility for Title IV financial aid.
- B. Mitigating circumstances did exist and the appeal is granted. The student will continue in school for one semester on a probation status with no loss of Title IV financial aid.
6. Probation. A student may be placed on financial aid probation for one semester if, after the warning period, the student is still not meeting standards and the student has successfully appealed his or her failure to meet satisfactory academic progress due to mitigating circumstances. The student will continue to receive Title IV financial aid funds during this probationary period and the student is required to participate in academic counseling. As part of this academic counseling process, the student will be informed of how he

or she can reestablish standards of satisfactory progress. At the end of this probationary semester, the student must meet the standards of satisfactory progress to continue in school for the next semester and to continue to receive Title IV federal student aid funds. If the student does not meet standards at the end of this probationary semester, the student will be dismissed from school unless the student is following an academic plan developed by the institution and agreed to by the student.

7. Academic Plan. If after the probationary semester the student is still not meeting the minimum standards of satisfactory academic progress, the student may remain in school and continue to receive Title IV financial aid funds if the student is performing in accordance with a written academic plan. This academic plan will clearly outline the minimum standards the student must meet at the end of each semester of the academic plan with regards to both cumulative grade point average and rate of progression percentage to continue to receive Title IV financial aid funds. The student will remain on the academic plan until the student is meeting standards or until the student is dismissed from school. An Academic Plan also will be required for all students who reenroll at the School pursuant to Section 11 of this policy after previously failing to maintain satisfactory academic progress.
8. Course Incompletes/Withdrawals/Repetitions/Non-Credit Remedial Work/Transfer-/Credit By Examination Credits.
 - A. The school does not offer non-credit remedial courses; therefore, they are not used in the determination of satisfactory academic progress.
 - B. Withdrawals, incompletes, transfer credits, and credit by examination credits are not used to calculate grade point average but are used to calculate rate of progression standards.
 - C. When a student repeats a failed course, the higher of the two grades earned in the course will be used in computing the student's grade point average; however, all courses will count as attempted and will be used to compute rate of progression percentages. The student is eligible for Title IV funding for the course repeat.
 - D. A student may receive Title IV financial aid for a previously passed course as long as it is not the result of more than one repetition of the previously passed course or any repetition of a previously passed course due to the student's failing other coursework. When a student voluntarily repeats a passed course, both grades will be used in computing both the student's grade point average and rate of progression. The credits from the original course and the repeated course will count as credits attempted.
9. Leaves of Absence. The School does not grant leaves of absence.
10. Change in Program. When a student changes programs or seeks an additional credential, all institutional courses accepted into the student's new program will be counted in the cumulative grade point average and coursework attempted and completed when computing standards of academic progress of the new program.

11. Re-Admittance. Any student dismissed from school under these standards may apply for a re-admittance after sitting out one year. To be accepted for re-admittance, the student must appeal to the satisfaction of the Campus Director that his/her personal circumstances have improved to the point that the student now has a reasonable likelihood for success. Students re-admitted under this subsection will return in the same SAP status and must agree to an academic plan to receive Title IV financial aid funds. The student will remain on the academic plan until the student is meeting standards or until the student is dismissed from school.

GRADUATION REQUIREMENTS

To qualify for graduation, a student must:

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

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

ADDING/DROPPING CLASSES

A student may add a class to his or her schedule during the first week of the semester with approval of the Campus Director.

A student may withdraw from a course during the first week of any semester. Any changes made during this period will not become a part of the permanent academic transcript of the student. All changes must be approved by the director and the financial aid office.

A student may withdraw from an individual course(s) during the first six weeks of the course and a letter grade of "W" will be entered on the student's permanent academic transcript. Failure to attend class does not constitute a withdrawal. Since classes for each student are scheduled in a manner that will permit matriculation within the period of time required for the student's individual program, adding and dropping courses is discouraged; however, if the student can justify a request to add or drop a course, the administration may permit such action. Students are cautioned that changing schedules may result in a loss of credit, an extension of the program length, or other adverse consequences.

Any student who needs to withdraw from the College must notify the Campus Director and meet with a Tuition Planning Specialist to conduct exit counseling.

CHANGE OF MAJOR

Students electing to change major do so with the understanding that their date of graduation may be delayed. Changes may result in a student not being able to enroll on a full-time basis.

Any student desiring a change of major must schedule an appointment with the Director to complete the required paperwork and discuss any ramifications of the change.

TUITION AND FEES INFORMATION

Tuition is charged on a term-by-term basis, and is due and payable in full at the beginning of each term. (Payment of tuition may be deferred until receipt of financial aid in those cases where students are relying on such aid to pay tuition.) In addition to tuition, the student is responsible for payment of application fee, such other charges as listed in the student's enrollment agreement, and supplies needed for individual courses in any program.

Payment of tuition is not contingent upon receipt of financial aid of any kind including, but not limited to, Federal Pell Grants, Federal Stafford Student Loans, or other types of loans, grants, benefits, etc. The 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. In the event a student fails to pay tuition for any term (regardless of the reason), the College shall have no further obligation to that student. The tuition and fees schedules may be found in this catalog. In addition, delinquent tuition balances may be turned over to collection agencies and/or collection actions may be taken.

The College's only obligation under the student's enrollment agreement is to complete classes in any term that it begins offering classes and for which the student has paid in full all tuition and fees due. The College reserves the right to delay the start of, suspend, cancel or permanently terminate any course, class, educational program, school term or other educational activities or other school/campus operations.

If a student withdraws from school and believes individual circumstances related to that student warrant an exception from the refund policy published in the student's enrollment agreement, the student may appeal to the Campus Director. The appeal must be in writing and must explain in detail the reasons justifying an exception.

TUITION AND FEES FOR ALL PROGRAMS EXCEPT NURSING

Status	Credits	Tuition/Fees	Educational Resource Fee
Full-time	12 or more	\$4795.00	\$350.00
¾ time	9-11	\$3795.00	\$350.00
½ time	6-8	\$2795.00	\$350.00
< ½ time	2-5	\$1795.00	\$350.00

REGISTRATION FEE: All students are assessed a Registration fee of \$25.00.

Registration fee charged prior to first semester only. However, this fee will be charged for re-admission each time a student re-applies after withdrawal from the first enrollment period.

TEXTBOOKS: Textbooks are the property of Ohio Valley College of Technology. Students who terminate attendance must return all books in good and usable condition on or before their last day of attendance. Students failing to return their books on or before their last day of attendance will be charged the replacement cost of textbooks

in their possession. However, the charge will be removed for students who return their books in good and usable condition within five (5) days.

TUITION AND FEES FOR NURSING

Status	Credits	Tuition	Resource/ Lab Fee	Testing Fee
Full-time	12 or more	\$6295.00	\$745.00	\$100.00
¾ time	9-11	\$5295.00	\$745.00	\$100.00
½ time	6-8	\$4295.00	\$745.00	\$100.00
< ½ time	2-5	\$3295.00	\$745.00	\$100.00

REGISTRATION FEE: All nursing students are assessed a Registration fee of \$35.00.

Registration fee charged prior to first semester only. However, this fee will be charged for re-admission each time a student re-applies after withdrawal from the first enrollment period.

ENTRANCE TESTING FEE: Nursing students are assessed a non-refundable \$30.00 entrance testing fee.

SEAT RESERVATION FEE: Nursing students are assessed a \$125.00 seat reservation fee.

TEXTBOOKS: Nursing textbooks are included in fees and will be retained by the student.

SECTION III – FINANCIAL AID INFORMATION

GENERAL INFORMATION

Prospective students and their parents are encouraged to visit with the college Financial Aid Officer for detailed information, forms, and assistance in completing application forms for the financial aid programs. Although students may pay their tuition in full at entry, Ohio Valley College of Technology has a tuition payment plan available for students.

It is a fundamental principle of financial aid that the student's first resource must be his/her own earning capacity, followed by the income and assets of his/her immediate family. The College administers several assistance programs to help students finance their education when their own and family's resources are not adequate to meet the cost of a student's education.

The difference between the cost of attendance and the amount of your family's contribution according to the Federal Aid Application is your financial need. Family contribution is calculated on the basis of parent/student income, assets, and family size. The actual amount of aid you may receive depends on your financial need, whether you are a full-time or part-time student, how long you will be enrolled during the academic year, the cost of your education, and the availability of funds. In general, to receive federal or state aid, you must:

- * Be enrolled in an eligible program and attending school at least half time (6 credits) for federal and full time (12 credits) for state aid.

- * Be an undergraduate student who has not yet received a Bachelor's Degree.
- * Be maintaining satisfactory progress in the course of study being pursued, (See Standards of Satisfactory Progress).
- * Not be in default on a Stafford Loan, Perkins, Federal Direct Loan, or owe a Title IV overpayment received for attendance at any College.

To apply for financial aid a student must:

- * Complete the Free Application for Federal Student Aid (FAFSA) Application for Federal and State grants.
- * Submit a signed copy of parent's/student's Federal Income Tax return, or a signed statement that no Federal Income Tax was filed

Transfer Students: If you are planning on transferring from another school, check with the Financial Aid Office as soon as possible for details on transferring your aid. Students should be aware that the amount of aid they receive may differ from school to school.

Financial aid information and forms can be picked up at the Financial Aid Office or Admissions Office, Monday through Friday, between the hours of 8:00 a.m. and 4:00 p.m. or by appointment.

Students who receive financial aid are responsible for reporting accurate information and documentation and meeting the deadlines for application for financial aid. Students must also report additional earnings or funds from outside sources and any changes in financial, marital, or enrollment status to the Financial Aid Office. Additional information concerning students' rights and responsibilities is included in A Student Consumer's Guide, published by the Department of Education and is available from the Financial Aid Office or the Admissions Office.

GRANTS AND LOAN INFORMATION

The following types of aid may be available at the College. Grants are gifts of aid that do not have to be repaid.

Federal Pell Grant

This grant is available to undergraduates of full or part-time status. Award amounts for a year are dependent on the financial situation of the family. Each family must submit a copy of the prior year's income tax return, along with the student aid report to the College Financial Aid Officer. Other verification may be asked for at this time.

Federal Supplemental Educational Opportunity Grant (FSEOG)

This grant is awarded to students of full or part-time status that have not earned a bachelor's degree. The amount of funding available to the College for the SEOG program is based on authorization from the Department of Education and is subject to change on a yearly basis. As with the Pell Grant, eligibility is determined by information obtained from the FAFSA and is awarded first to Federal Pell recipients who have the lowest Expected Family Contribution.

Federal Stafford Loan and Direct Loan Programs

Loan repayment begins six (6) months after graduation or when a student falls below half-time status. The loan may not exceed the cost of education less other student financial assistance.

Federal PLUS Loan Program

Parents of dependent undergraduate students may borrow an amount limited to the cost of education minus estimated financial aid. Repayment of principal and interest begins immediately upon full disbursement of funds.

Other Loan Programs

The institution may, at its option, provide loans to students to assist in paying tuition. The amount of the loans and repayment terms will vary based on the individual student's needs; however, the rate of interest shall not exceed 4%. Information will be provided according to the student's needs when entering students meet with the financial aid officer.

All loans must be repaid! Students must repay funds received under loan programs whether or not they are successful in completing their program and/or obtaining employment. In regard to student loans, students are cautioned to carefully evaluate their needs. **Failure to repay loans can have adverse consequences including negative credit ratings for at least seven years for the student, ineligibility for any additional federal financial aid, loss of the generous repayment schedule and deferment options, possible seizure of federal and state income tax refunds, exposure to civil suit, liability for collection costs, possible referral of the account to a collection agency, and garnishment of wages if the borrower is a federal employee.** In addition, the institution will not release diplomas, transcripts, or other records to any student who is in default in repayment of any type of federal student loan.

SELECTIVE SERVICE REGISTRATION-MALE STUDENTS

The Selective Service Registration Rule requires selective service registration of all male students or a statement of qualified exemption if males are to be eligible for benefits under federal and state Financial Aid Programs. To secure your selective service number, call toll free 1-800-621-5388.

SCHOLARSHIP OPPORTUNITIES

The following scholarships are available at Ohio Valley College of Technology. Information and applications for these awards can be obtained by contacting the College's admissions office.

Ohio Valley College of Technology High School Merit Scholarship

The College will award up to eight (8) \$1,000 merit scholarships each year to qualified high school seniors. Applications are available through the admissions office at the College. Applications are accepted on a rolling basis each year, with current year deadlines available through the admissions office. Unsuccessful applicants are automatically entered into each subsequent monthly scholarship competition; however,

an individual may only be awarded one scholarship. A high school transcript must accompany the application along with a letter of recommendation from the student's high school counselor or teacher. Recipients are selected monthly September through April by the OVCT scholarship selection committee based on high school GPA, essay, and letter(s) of recommendation. The award amount will be credited to tuition charges in four equal semester installments of \$250 each. Students must maintain satisfactory academic progress in order to remain eligible for the award.

Ohio Valley College of Technology Examination Scholarship

The College will award up to eight (8) \$1,000 academic scholarships each year to qualified high school seniors based on examination results on the Career Programs Assessment Test (CPAT). Applicants must take the CPAT during scheduled examination times. These scheduled examination times vary yearly and are available from the College's admissions office. Awards are granted on a rolling basis, with one scholarship awarded following each examination session. Student's scores are automatically qualified for entry into subsequent examination sessions, with the award after each session being granted to the highest scoring examinee. Applicants must also submit a high school transcript, as the student's cumulative high school grade-point average will be used to award the scholarship in the event of a tie. The award amount will be credited to tuition charges in four equal semester installments of \$250 each. Students must maintain satisfactory academic progress in order to remain eligible for the award.

Ohio Valley College of Technology Community Service Scholarship

The College annually awards two High School Community Service Scholarships to graduates of area high schools. These scholarships are valued at \$1,000 each. Applications are available through the admissions office at the College. Applications are accepted on a rolling basis each year, with current year deadlines available through the admissions office. Applicants must include a current copy of their high school transcript, a minimum 250-word essay describing the impact community service has had on their lives, and at least one letter of recommendation from a high school teacher, counselor, principal, or community leader. The award amount will be credited to tuition charges in four equal semester installments of \$250 each. Students must maintain satisfactory academic progress in order to remain eligible for the award.

Legislative Scholarship

The College awards up to ten (10) \$2,000 scholarships each year through an arrangement with the Ohio Association of Career Colleges and Schools. To be eligible to apply for this scholarship, the applicant must be a graduating high school senior and an Ohio resident. Applications may be obtained through the College's admissions office or from the student's high school guidance office. Students must be nominated by their State Senator or Representative. The scholarship is provided by the College and selection is made by the scholarship selection committee of the Ohio Association of Career Colleges and Schools, Columbus, Ohio. The award amount will be credited to tuition charges in four equal semester installments of \$500 each. Students must maintain satisfactory academic progress in order to remain eligible for the award.

Imagine America Scholarship

As a participating Imagine America institution, the College will award up to ten (10) Imagine America scholarships annually. Additional scholarships may be accepted at

the sole discretion of the institution. This scholarship is awarded based on nomination by each student's home high school and is valued at \$1,000. Students seeking to apply for the scholarship should submit their application on-line at www.imagine-america.org. The award amount will be credited to tuition charges in four equal semester installments of \$250 each. Students must maintain satisfactory academic progress in order to remain eligible for the award.

Lou Holtz Upper Ohio Valley Hall of Fame Scholarship Matching Award

The College will match up to thirty (30) \$2,000.00 Lou Holtz Upper Ohio Valley Hall of Fame Scholarships each year, limited to the maximum number of scholarships awarded by the Hall of Fame. Funding is provided by the college in the form of a tuition credit. This credit will be applied to the student's account upon receipt of funds from the Hall of Fame. The award amount will be credited to tuition charges in four equal semester installments of \$500.00 each. Responsibility for selection of scholarship recipients rest solely with the Hall of Fame; The College has no role in the selection of recipients. Students must maintain satisfactory academic progress in order to remain eligible for the award.

STATEMENT OF FINANCIAL AID POLICIES

1. Financial aid is awarded for legitimate educational expenses. You are required to sign an affidavit of educational purpose before you receive aid.
2. Financial aid will not be awarded if you:
 - a. are not making satisfactory progress
 - b. are in default on a Perkins Loan or Stafford Loan made by a bank or other lending institution for attendance at any college.
 - c. owe a refund on grants previously received for attendance at any college.
3. If a student drops below full-time status, his/her financial aid may be reduced accordingly.
4. Financial need is evaluated and awarded each year. You must reapply for financial aid each year, and complete the appropriate applications.
5. The College reserves the right to correct clerical or computational errors that may result in an overaward or underaward and to adjust a financial aid award accordingly.
6. All financial aid funds are credited each semester directly to your account in the Business Office for payment of tuition and fees.
7. It is the policy of this institution that all grants, scholarship, and loans are first applied to the student's institutional costs. **If (and only if) the total amount of aid credited to the student's account exceeds expenses, a refund will be issued to the student within fourteen calendar days.** Students are cautioned that the amount of financial aid received and timing of the receipt of financial aid from various programs can vary greatly due to circumstances beyond the institution's control. Therefore, the institution cannot and does not guarantee any particular amounts of financial aid or the timing of the receipt of financial aid. **Under no circumstances will funds be returned to students whose institutional charges have not been satisfied.**

8. The College's refund policy applies to all financial aid funds credited to your account or disbursed directly to you. If you withdraw from the College prior to the end of the refund period, the amount of the refund that was paid by financial aid must be returned to that financial aid program according to the College's refund policy and the U.S. Department of Education's Return to Title IV Funds Policy.

FULL-TIME/PART-TIME STUDENT

For Title IV funding, a full time student is defined as a student enrolled in at least 12 credits per semester. A part-time student is defined as a student enrolled in 11 credits or less per semester. A student must secure permission from the director to enroll in a schedule load exceeding 22 credits per semester. Students must follow the suggested program progression in order to graduate in four semesters.

REFUND AND CANCELLATION POLICY

A. Cancellation: An applicant who is accepted for admission may cancel his/her enrollment agreement not later than the fourteenth day after the first day of scheduled classes in the applicant's first term in school. This cancellation provision applies ONLY to students in their FIRST term. Students who continue attending classes in second or subsequent school terms and then drop out or are dismissed are subject to the refund policy described in paragraph B below. Applicants who cancel their enrollment will be given a full refund of all monies paid for first term tuition and fees.

B. Refund: Students are charged tuition for each term during which they attend classes. State refund policy for programs organized on a credit hour basis: (a) A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee. (b) A student who starts class and withdraws during the first full calendar week of the academic term shall be obligated for twenty-five percent of the tuition and refundable fees for that academic term plus the registration fee. (c) A student who withdraws during the second full calendar week of the academic term shall be obligated for fifty percent of the tuition and refundable fees for that academic term plus the registration fee. (d) A student who withdraws during the third full calendar week of the academic term shall be obligated for seventy-five percent of the tuition and refundable fees for that academic term plus the registration fee. (e) A student who withdraws beginning the fourth full calendar week of the academic term will not be entitled to a refund of any portion of the tuition and fees. The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity. Students are charged for the cost of their books on the last day of their attendance in class; however, the charge will be removed for students who return their books in good and usable condition within five (5) days. Students are not charged tuition for any term unless they attend classes during that term.

C. For purposes of computing the amount of refund due, if any, for students who discontinue attendance for any reason after enrollment and commencement of classes, the last date of attendance at the institution will be used in the computation of the student's refund.

D. This refund policy shall apply to all situations in which a student ceases attending classes prior to graduation whether such cessation is the result of the student's voluntary decision to withdraw, the expulsion of a student by the institution, or reasons beyond the control of either party.

E. Students receiving USDOE Title IV funds, who withdraw or are terminated from the institution and who are entitled to a return of Title IV funds, will have the funds returned to Title IV programs in the following order of priority*:

1. Unsubsidized Federal Stafford loans
2. Subsidized Federal Stafford loans
3. Unsubsidized Federal Direct Stafford loans
4. Subsidized Federal Direct Stafford loan
5. Federal Perkins loans
6. Federal PLUS loans received on behalf of the student
7. Federal Direct PLUS loans received on behalf of the student
8. Federal Pell Grants
9. Federal SEOG funds
10. Other grant or loan assistance authorized by Title IV of the HEA.
11. Other Federal, State, private, or institutional student financial assistance.
12. The student

Returns of Title IV aid 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.

*If applicable program regulations require a different order of refund priority, the program regulations will govern and the order of refund priority will be modified accordingly.

F. Notifications of withdrawal or cancellation and requests for refund must be in writing and addressed to the campus Director; however, failure to make such written notification or requests shall not invalidate the student's rights under this contract to withdraw, cancel enrollment, or receive the refund to which the student would otherwise be entitled.

FEDERAL RETURN OF TITLE IV FUNDS POLICY

The Return of Title IV Funds Policy applies to every student receiving funds from the Federal PELL Grant, Federal Supplemental Educational Opportunity Grant, and any Federal Student Loan program, including the PLUS loan.

Under the Return of Title IV Funds Policy, students need to be aware of the following:

1. A student earns federal funds based on the length of time he or she attended school.
2. A student cannot earn 100% of the federal funds to which he or she is entitled until he or she has completed more than 60% of the semester.
3. If a student withdraws from the College, the last day of attendance (LDA) determines the cut-off day for federal funds eligibility.
4. After the College determines the LDA, the College will determine the number of days the student attended as a percent of the total number of days in the semester.
5. The institutional charges incurred by a student do not factor into the amount of federal funds that a student has earned. **[Example: A student that withdraws on the second day of the fourth week of a 16 week-semester would owe the College for the entire semester**

(100%), but this student would have only earned 27% of the Federal Funds at this point. Therefore, the student would owe the College the remaining balance.]

6. The College is not entitled to keep students' unearned federal funds. Unearned federal funds that have already been posted to a student's account must be returned to the Federal Government if a student withdraws before completing 60% of the semester.
7. Any student who needs to withdraw from the College must notify the Financial Aid Officer or Campus Director.

SECTION IV—GENERAL INFORMATION

ORIENTATION

All incoming students are required to attend an orientation program at the start of each semester. This program is intended to familiarize the student with procedures, student activities, program of study, adjustment to college life, and the mission of the college.

PERSONAL DRESS

Since it is the goal of the college to train students for entry-level jobs in office occupations, students are expected to dress in a manner appropriate for a professional or business office. The Director may establish such standards as he/she deems proper. Students not dressed properly may be dismissed from classes for the day and be marked absent or otherwise penalized.

STUDENT ORGANIZATIONS/ACTIVITIES

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

The local area offers diverse opportunities and social activities. The College will sponsor extracurricular activities in accordance with student interest. Student suggestions for additional activities should be provided to the Director.

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

STUDENT CONDUCT

Classes and activities at Ohio Valley College of Technology are conducted under the assumption that, as responsible individuals, students will adhere to generally accepted social standards forbidding plagiarism, cheating, dishonesty, theft, defacement of property, and drug abuse. Students are expected to be courteous to staff, faculty, and fellow students and to conduct themselves in a manner appropriate for a college setting. In addition, threatening, abusive, harassing, disruptive, or intimidating conduct is strictly prohibited. Individuals found to be in violation of these standards are subject to disciplinary actions which may include dismissal from the College.

GRADUATE CAREER OPPORTUNITIES/ASSISTANCE

The College is proud of its graduates' career success; however, the individual graduate is responsible and should receive the credit for his/her career successes. The College's role is to provide job search assistance for each graduate, and the graduate's role is to make substantial, good-faith efforts to find employment. The College's services assist graduates in obtaining positions commensurate with their skill development. **The service is provided to assist in the job search; the graduate is still responsible to seek job openings, send resumes, prepare for job interviews and do all those things suggested by the College and/or customarily done to aggressively obtain employment. Students are advised that the goal of the Institution's career services program is to provide assistance; it does not obtain jobs for the graduate for a very simple reason. Only the graduate can properly prepare his/her resume, conduct a job search, attend a job interview, impress the prospective employer, etc. The Institution's role is to assist the graduate in accomplishing these activities.** Graduates should keep a detailed job search record that includes items such as jobs applied for, interviews attended, leads obtained, and other job search efforts.

Graduates can generally expect entry-level positions; however, the 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 for himself/herself while in school. Students are advised that their grades, absences, dress, conduct, work ethic, and attitude displayed in school can significantly affect both the likelihood of finding employment and the level of employment obtained, if any.

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

In preparing students for their job search, the institution assumes certain responsibilities and the student assumes certain responsibilities as described in this catalog.

Students will take a class which teaches job search techniques and helps students begin their career search. The information students receive in that class must be thoroughly learned; it is important. Students will learn:

- How to prepare a personal resume and/or application letter.
- The importance of writing interview thank you or follow up letters.
- The importance of filling out employment applications correctly.
- Interviewing techniques and types of questions that may be asked.
- The importance of professional appearance and dress on the interview.
- Job search techniques and how to find job leads.

As students prepare to graduate in their last term, they are encouraged to meet with the administrator in charge of career services and begin their job search on a part-time basis. The administrator will review job search readiness and give suggestions as the student begins the job search. Students/graduates are encouraged to keep a detailed daily or weekly job search personal journal. All job search activities, including jobs applied for, job opening search activities, contacts with the college for assistance, etc., are to be recorded in the journal. The journal is an important and valuable tool. Students/graduates who fail to keep the journal are putting themselves at a severe disadvantage in their job hunt. **Upon graduation, students who are not employed are responsible to continue their job search, on a full-time basis, by contacting potential employers, searching out job leads, making applications for available job openings, etc. Students/graduates are also expected to stay in contact with the administrator at least weekly for suggestions, updates, to receive available job leads, etc., and to work full-time to find the job the graduate wants.**

The College reviews job leads that it receives and attempts to “fit” available graduates to specific job leads. It will determine which graduate’s strengths and weaknesses most closely approximate the requirements of a specific job lead and then provide that lead to those graduates or students about to graduate. It is the graduate’s responsibility to contact the employer, using the skills he/she learned, set a job interview, and ultimately earn the job offer. The College reserves the right to withhold assistance from students/graduates who do not follow the techniques they have been taught, or who are not making a dedicated job search effort. Please note that the career services/assistance described above is available only to graduates and students in their final term preparing to graduate. The College does not provide or arrange part-time or full-time employment.

EMPLOYMENT STATISTICS

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

Prior to starting classes, students are to review information regarding their career field, employment opportunities, wage rates, and related information available from the U.S. Department of Labor, the local job service office, area employment agencies, state agencies and other appropriate sources. It is each student’s responsibility to thoroughly review the career field he/she has chosen and make an independent decision as to whether the opportunities in that field meets the student’s goals and needs prior to starting classes.

All of the College’s programs provide students with a background in general skills plus additional specialized training in other fields such as legal, allied health, etc. In this manner, graduates are prepared for a variety of jobs. As such, the College considers a student in program to be placed in their field if the graduate obtains any type of general office position such as secretary, clerk, computer operator, bookkeeper, or a

position utilizing the student's specialized skills such as medical assistant. In addition, the College considers the graduates to be placed infield if the graduate's job duties include use of skills learned at the College or if the position is such that a graduate might be promoted into the position by virtue of his her training at the college and/or additional on-the-job experience.

FACILITIES, LIBRARY, AND EQUIPMENT

The College occupies a newly remodeled, handicapped-accessible facility, compliant with all applicable occupancy regulations and fire codes. A reference library and electronic media center are maintained for the use of students and faculty. The College maintains an inventory of teaching aids and equipment to assist the learning process.

SMOKING POLICY/FOOD IN CLASSROOMS

Ohio Valley College of Technology is a smoke-free environment. Smoking is not permitted anywhere inside the building nor in exterior spaces adjacent to the buildings. **Smoking on College property is restricted to the rear student parking area only. Adequate receptacles are provided for the disposal of cigarette waste and are expected to be used.** Any student or employee who improperly disposes of cigarette or other waste is subject to disciplinary action, up to and including dismissal from the College. The Institution reserves the right to ban smoking on all campus property if these regulations are not adhered to by all students and employees. Eating and drinking are prohibited in all classrooms.

LOSS OF PERSONAL PROPERTY

The College is not responsible for the loss of any personal property. However, all employees and students are instructed to give the administrative assistant articles found so that they may be claimed by the owner.

COMPUTER USE POLICY

(Subject to Change without Notification)

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

- You may use the Ohio Valley College of Technology computer labs and resource center computer facilities if you are a currently enrolled student or a graduate in good standing. You are not permitted to bring guests into the computer lab or resource center. **You are to use these resources only for college or job-search related activities such as research, homework assignments, and resume preparation.**
- You are prohibited from using Internet resources or network facilities for solely personal pursuits such as electronic mail, downloading or viewing pornographic web sites, chat rooms, games, for the purposes of sending, receiving, or storing chain mail, advertising or fraudulent materials, or using

the network for commercial or for-profit activity. You are prohibited from annoying other users by such means as broadcasting unsolicited messages, or sending harassing, obscene, or offensive messages.

- The computer lab may be used for **authorized purposes** whenever the college is open and classes are not in session in the lab(s). The resource center may be used anytime that the college is open. The college reserves the right to close the labs or resource center when necessary for maintenance, etc. without prior notice.
- You are not to take any food or drinks into the computer lab(s). **There are NO EXCEPTIONS to this policy.**
- You are not authorized to change any settings, or run any diagnostic or utility programs, on any Ohio Valley College of Technology-owned computer or network without specific instruction by a faculty member or administrator of Ohio Valley College of Technology. "Settings" include, but are not limited to, video display settings, mouse settings, wallpaper, screen savers, printer specifications, network settings or protocols, etc.
- You are prohibited from installing software on any Ohio Valley College of Technology-owned computer equipment without explicit permission from the appropriate authority. This includes, but is not limited to, freeware, shareware, public domain, or commercial software. You are not permitted to "download" software from the Internet to any Ohio Valley College of Technology-owned computer.
- To safeguard the college's computers and networks against viruses and damage, you are required to follow these guidelines with respect to diskettes:
 1. Purchase only new, sealed diskettes for use in the classroom. Label them with your name.
 2. You are responsible for backing-up and monitoring the quality of your diskettes. Damaged or worn-out diskettes can damage disk drives.
 3. Ohio Valley College of Technology is not responsible for damage to diskettes or for information not retrievable in any Ohio Valley College of Technology-owned computer.
- Every student in good standing will be assigned an account on the College's computer network. Sharing accounts is prohibited. **Students will be held accountable for all activity occurring on their account;** therefore, all passwords and accounts must be kept confidential. Use these account access safety measures:
 1. Choose hard-to-guess passwords: i.e., short word phrases such as "learn2earn" (not common names). Students are responsible for remembering their own passwords. Administration will not know it. Failure to remember your password may result in a temporary loss of computer use privileges while your account is reactivated.
 2. Never leave computers unattended without logging off. Always log off at the end of class.
 3. Never give passwords to someone else or allow others to use your account.
- Use shared resources considerately. Don't monopolize systems, overload networks with excessive data, or waste computer time, disk space, paper, or other resources. Any student files stored on the hard drive are not secured and may be accessed or deleted by others. Therefore, it is required that you save all work to a diskette. Leave the work area clean and in order for the

next class when you have finished. All computer hard drives and network folders will be cleaned off periodically at the discretion of the administration and the network administrator.

- All computer and electronic files and diskettes belong to somebody. Assume them to be private unless the owner has explicitly made them available to you. If you're in doubt, ask first.
- You are prohibited from copying commercial software on or off campus except as specifically permitted by the software's author or manufacturer, or engaging in other activities that may violate a copyright. (Check with the Campus Director or read the appropriate license agreement if you have any questions.)
- You are prohibited from accessing data or programs for any reason without the owner's explicit permission. Do not create, modify, execute, or re-transmit any computer program or instructions intended to gain unauthorized access to, or make unauthorized use of, any computer facilities or software.
- You are prohibited from using Ohio Valley College of Technology-owned computers or networks with the intent to compromise other computers or networks, or to commit crimes or other unethical acts.
- You will be billed for the cost of any damage to computer hardware or the cost of reconfiguration of any software caused by willful disregard of this policy.
- Report any violations of system access or policies to the Faculty or Administration.

GRADUATION AND ACADEMIC RECOGNITION

Graduation ceremonies are held annually for all students meeting the graduation requirements since the previous graduation ceremony. The date, time, and location are announced well in advance of the scheduled ceremony.

The faculty of the College may annually select an outstanding graduate in each of the College's programs. These individuals may be honored at graduation. The award of leadership/academic recognition is at the sole discretion of the institution.

REVIEW PRIVILEGES

This College offers review privileges on a continuing basis to all of its graduates. A graduate may re-take any classes in a graduate's original curriculum at no tuition charge at any time after graduation. The graduate is responsible to purchase textbooks and pay for routine supplies. This privilege is subject to the College offering the particular classes in the graduate's original program, to the continued operation of the college at the location where the graduate received his or her training, and is also subject to seat availability for the classes in the term for which review privileges are requested.

DRUG/ALCOHOL POLICY AND CAMPUS SECURITY

It is the policy of this institution to maintain a drug-free and alcohol-free environment. Students and staff must review and abide by the institution's policy.

This institution has available information regarding drug abuse prevention and counseling. Any student or employee of the school seeking drug abuse information may contact the director of the institution for information regarding available literature, counseling services, and other assistance in the prevention of drug abuse.

It is the policy of this institution that any criminal acts of any nature occurring on campus be reported to the Campus Director and to local law enforcement agencies. The institution maintains records relating to crimes committed on campus.

Students and employees should also review the institution's policy regarding prevention and reporting of campus crime. Additional copies of the institution's drug-free policy and campus security policy may be obtained from the director.

ACADEMIC FREEDOM POLICY

The administration of the College recognizes the individual instructor's right to academic freedom, which may include the following:

1. Freedom to conduct research and publish materials, if these activities do not interfere with the adequate performance of academic duties.
2. Freedom in the classroom to discuss controversial issues as long as the topic is related to the course, is approached objectively, and opinions are not stated as fact.
3. Retention of all rights as citizens to free speech and publication within a private employment setting. Such rights are not, as such, subject to instructional censorship or discipline. However, the instructor presents an image by which the College may be judged. Therefore, instructors must be accurate, show respect for the opinions of others, and make clear they are not an institutional spokesperson.

INSTRUCTIONAL PREROGATIVE

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

ACADEMIC GOVERNANCE POLICY

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

1. The College administration regularly seeks out the advice of its instructors in matters pertaining to academic affairs and strongly encourages its instructors to provide input on an ongoing basis.
2. The College administration views instructors' opinions and suggestions as providing critical insight into the assessment of student learning outcome planning for institutional effectiveness.

3. The College administration regularly seeks out instructors' opinions in the evaluation and revision of existing curriculum and the assistance in the development of new educational programs.
4. The College administration regularly seeks out instructors' opinions in the planning for Institutional Effectiveness.
5. The College administration grants individual instructors the academic freedom to teach assigned courses utilizing the methodology and techniques that the instructor, in his/her professional judgment, deems most appropriate to the situation.

GRIEVANCE, MEDIATION, AND ARBITRATION AND WAIVER OF TRIAL BY JURY

Recognizing that each student is a unique individual with different needs, concerns, and perceptions, it is the policy of the College to attempt to meet students' needs and concerns if the College is reasonably able to do so. The College also recognizes that differences of opinion may arise between the student and the College concerning some aspect of the services provided by the College or concerning some duty or obligation the student believes the College has failed to discharge. As such this College has established the procedures in this section to resolve such differences in a reasonable manner. **Any current or former student who feels that the College has not discharged its obligations to the student in any manner (or that through any action or inaction the College is legally liable to this student for any reason) must follow the procedures contained in his/her "Enrollment Agreement" including the section titled "Dispute Resolution Procedure Ending in Mandatory, Binding Arbitration, and Waiver of Right to Trial By Jury", to attempt to resolve the dispute before taking any other actions to settle the matter, such as filing a civil complaint (lawsuit).**

In the event that a student and the College become involved in litigation despite these procedures (for example, a lawsuit is filed), **then both the College and the student waive their respective rights to a jury trial and agree that a judge will settle all issues without a jury.**

Failure to follow these procedures will result in the student being bound by the Campus director's decision of the matter. Students should refer to their enrollment agreement for complete information on the student's (and College's) Grievance, Mediation, and Arbitration obligations, and waiver of right to a trial by jury.

The purpose of these procedures is to bring about a reasonable resolution to situations where any current or former student or applicant for admission believes that the college has failed to comply with the terms of this enrollment contract or has otherwise breached a legal obligation/duty, or some other dispute has occurred. The procedure is mandatory and must be used in a good faith attempt to resolve the matter.

Students who have concerns/complaints not addressed to their satisfaction by these procedures may contact the State Board of Career Colleges and Schools, 35 East Gay Street, Suite 403, Columbus, OH 43215-3138; Telephone: (614) 466-2752 after you have followed all of the procedures provided in this agreement. Concerns/complaints not addressed at the state level may be directed to the Accrediting Council for Independent Colleges and Schools at the following address: ACICS, 750 First Street, N.E., Suite 980, Washington, D.C. 20002-4241; Telephone: (202) 336-6780

HARASSMENT POLICY

This institution recognizes its responsibility to all employees and students to maintain an environment free from all forms of discrimination and conduct which can be considered harassing, abusive, coercive, or disruptive, including harassment related to a person's sex, age, race, national origin, religion, or disability. Harassment includes, but is not limited to, verbal abuse, suggestive comments, inappropriate gestures, or physical contact. **SEXUAL AND OTHER FORMS OF HARASSMENT ARE UNACCEPTABLE AND WILL NOT BE TOLERATED.** Sexual harassment in particular may range from inappropriate sexual suggestions to coerced sexual relations. It includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which is offensive or objectionable to the recipient or creates an intimidating, hostile or otherwise offensive work environment. Any employee or student who feels he/she has a complaint of harassment, sexual or otherwise, (whether engaged in by a co-worker, supervisor, teacher, staff member, or anyone dealing with the institution as a vendor or otherwise), should discuss the matter with the campus director. If for any reason the employee or student cannot discuss the situation, or does not feel comfortable discussing the situation with the campus director, then the individual should call the General Counsel's Office at (304) 296-8284 and ask for the General Counsel. If the employee or student does contact the campus director and is not satisfied with the campus director's actions, then the General Counsel should also be called. Confidentiality will be protected as much as feasible while still being able to investigate the complaint. No retribution will be taken against any employee or student because of his/her complaint. Any employee found to have violated this policy will be subject to appropriate disciplinary action. All employees and students or others associated with this institution who are aware of any incidents of harassment, sexual or otherwise, in the work place are responsible for reporting such incidents directly to the campus director or to the General Counsel. In doing so, the institution will work together with all involved to establish and maintain a pleasant working environment free of discrimination or harassment, where each individual strives to treat all others fairly and with respect.

ETHICS AND LEGAL COMPLIANCE POLICY

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

Any staff, faculty member, employee, or student who acts in an unethical manner or violates any law or regulation is in violation of this policy and is subject to discipline that is appropriate for the severity of the violation. Discipline may include termination

of employment, in the case of an employee, or dismissal from college, in the case of a student. All persons affiliated with the institution, including employees and students, are expected to conduct themselves in accordance with this policy and with integrity and respect for other individuals at all times.

In the event anyone becomes aware of a possible violation of this policy (including any violations of law or governing regulations or ethical conduct), the possible violation should be reported to the Campus Director. Retaliation against anyone reporting a possible violation of this policy (including any violations of law or governing regulations or ethical standards) is strictly prohibited and is a violation of this policy. In the event the Campus Director fails to adequately address the situation in the opinion of the person reporting the possible violation, or if the possible violation involves the Campus Director, then the matter is to be reported to the Office of the General Counsel at (304) 296-8284 or Office of the General Counsel, 144 Willey Street, Morgantown, WV 26505. The General Counsel will review the matter and make a preliminary decision as quickly as practical under the circumstances, considering the facts involved, needed investigation, etc. If the General Counsel's office has not acknowledged receipt of the notification within 14 days, please call the office and specifically ask to speak to the Campus General Counsel.

QUALITY ASSURANCE/LEGAL COMPLIANCE MONITORING

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

- a. All internal or external communications (i.e. telephone calls, emails, texts, other electronic communications, etc.) may be monitored and/or recorded.
- b. Computer and internet usage may be monitored and/or recorded.
- c. Monitoring and recording may involve video as well as audio monitoring and recording (using electronic means or otherwise). This may include the use of "secret shoppers" utilizing video and audio recording equipment to monitor and record specific actions in the presence of the individual involved.

This policy is applicable to all students, staff, faculty, employees or other individuals (whether or not the individual is using campus computers and/or campus telephone systems or other communications equipment) and there should be no expectation of privacy or a right to privacy. This policy is subject to specific local legal requirements, if any, applicable to the specific situation.

SECTION V—COURSES OF STUDY

BUSINESS ADMINISTRATION

A101	Accounting I	4
A102	Accounting II	4
A205	Fundamentals of Taxation	3
B103	Student Success Strategies	1
B122	Keyboarding	2
B201	Business Law	3
B210	Introduction to Business	3
B303	Career Preparation	1
B310	Sales and Customer Service	3
B316	Marketing	3
B320	Human Resource Management	3
B400	Management Concepts and Practices	3
CT105	Introduction to Computers	3
CT220	Computerized Accounting	3
CT213	Spreadsheet Applications	3
CT240	Social Media Applications	3
E106	English Composition	3
M105	Introduction to Mathematics	3

GENERAL EDUCATION REQUIREMENTS

B232	Human Relations	3
E206	Creative Writing/Research	3
E306	Effective Communication	3
P100	Psychology	3
	Total Credits	63

The objective of this program is to prepare graduates for entry-level positions requiring a background in basic business or office skills. Opportunities may exist in business and industry, government, non-profit organizations, and other organizational settings. This is a broad-based program that includes business and general education classes. It is designed to prepare graduates for a variety of career paths. Some career paths may require additional training or education.

DENTAL ASSISTANT

B103	Student Success Strategies	1
B122	Keyboarding	2
B303	Career Preparation	1
CT105	Introduction to Computers	3
DA111	Dental Anatomy	3
DA120	Dental Pathology	2
DA211	Dental Materials	4
DA213	Dental Science	2
DA220	Preventive Dentistry	3
DA231	Infection Control in Dentistry	3
DA311	Dental Radiology	3
DA320	Dental Practice Management	2
DA322	Dental Pharmacology	3
DA331	Chairside Assisting	3
DA410	Dental Assistant Externship *	4
E106	English Composition	3
M105	Introduction to Mathematics	3
MA116	Medical Law & Ethics	3
MA236	Anatomy & Physiology	3

GENERAL EDUCATION REQUIREMENTS

B232	Human Relations	3
E206	Creative Writing/Research	3
E306	Effective Communication	3
P100	Psychology	3
	Total Credits	63

The Dental Assistant graduate works with the dentist in a variety of clinical situations. She/he will be able to assist the dentist with patient procedures, expose and develop radiographs, prepare instruments, and perform lab procedures. The assistant will be able to demonstrate ability to keep records, manage a dental office and handle public relations. This program seeks to develop the individual through its general education component with the professional and personal qualities that will enable the graduate to succeed in their career.

* Externship is completed for college credit and not for pay.

+ Graduates are eligible to apply for the Dental Assistant Radiographer Certificate through the Ohio State Dental Board.

+ At the time of graduation the student must have current certification for CPR and First Aid.

+ Proof of Hepatitis-B Vaccination must be provided to the college by the end of the third semester.

MEDICAL ASSISTANT

B103	Student Success Strategies	1
B122	Keyboarding	2
B303	Career Preparation	1
E106	English Composition	3
M105	Introduction to Mathematics	3
MA116	Medical Law & Ethics	3
MA151	Medical Terminology I	3
MA205	Medical Keyboarding	2
MA225	Clinical Procedures I *	4
MA230	Medical Administrative Procedures	3
MA232	Medical Insurance and Coding I	3
MA236	Anatomy & Physiology	3
MA240	Pharmacology	3
MA251	Medical Terminology II	3
MA255	Clinical Procedures II	4
MA265	Clinical Procedures III	4
MA351	Medical Terminology III	3
MA355	Medical Assistant Practicum **	3

GENERAL EDUCATION REQUIREMENTS

B232	Human Relations	3
E206	Creative Writing/Research	3
E306	Effective Communication	3
P100	Psychology	3
	Total Credits	63

When the student successfully completes this program, he/she will be able to assist health professionals to conduct examinations, perform medical and clinical procedures, practice safe procedures for infection control, perform administrative/clerical duties, utilize proper medical terminology, demonstrate competency using appropriate medical equipment and supplies, display professionalism, communicate effectively and provide instructions to patients. Ohio Valley College of Technology is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board. Graduates are eligible to sit for a National Certification Test to become a Certified Medical Assistant. This program seeks to develop the individual through its general education component with the professional and personal qualities that will enable the graduate to succeed in their career.

*** Proof of Hepatitis-B Vaccination and Mantoux test must be provided to the college by the end of Introduction to Clinical Techniques (MA225).**

** Medical Assistant Practicum is completed for College credit and not for pay.

MEDICAL OFFICE ADMINISTRATION

A101	Accounting I	4
B103	Student Success Strategies	1
B122	Keyboarding	2
B303	Career Preparation	1
CT105	Introduction to Computers	3
CT206	Computer Applications	3
CT213	Spreadsheet Applications	3
E106	English Composition	3
M105	Introduction to Mathematics	3
MA116	Medical Law & Ethics	3
MA151	Medical Terminology I	3
MA205	Medical Keyboarding	2
MA230	Medical Administrative Procedures	3
MA232	Medical Insurance and Coding I	3
MA233	Medical Insurance and Coding II	3
MA236	Anatomy & Physiology	3
MA240	Pharmacology	3
MA251	Medical Terminology II	3
MA351	Medical Terminology III	3

GENERAL EDUCATION REQUIREMENTS

B232	Human Relations	3
E206	Creative Writing/Research	3
E306	Effective Communication	3
P100	Psychology	3
	Total Credits	64

The objective of this program is to prepare the graduate for entry-level medical secretarial and/or medical office administrative positions. Graduates are trained in general office skills, computer operations skills, receiving patients, preparing medical forms, and in the administration of today's complex offices. Employment is directed towards doctors' offices, hospitals, clinics, and related professional offices.

NETWORK AND SOFTWARE SOLUTIONS

B103	Student Success Strategies	1
B122	Keyboarding	2
B301	Sales and Customer Service	3
B303	Career Preparation	1
CT105	Introduction to Computers	3
CT206	Computer Applications	3
CT210	Website Design	3
CT212	Introduction to Computer Networks	3
CT214	Introduction to Computer Support	3
CT215	Computer Networks	3
CT250	Introduction to Network Security	3
CT251	Network Security	3
CT260	Computer Software Support	3
CT261	Computer Hardware Support	3
CT300	Wireless Technologies	3
CT301	Virtual Environments	3
CT313	Network Operating Systems	3
E106	English Composition	3
M105	Introduction to Mathematics	3

GENERAL EDUCATION REQUIREMENTS

B232	Human Relations	3
E206	Creative Writing/Research	3
E306	Effective Communication	3
P100	Psychology	3
	Total Credits	64

The objective of the program is to provide graduates with a broad-based background in core IT concepts and the standards of information technologies. Students will review computer hardware components, system application and software components, and networking concepts. This program seeks to develop the individual through its general education component with the professional and personal qualities that will enable the graduate to succeed in his/her career.

NURSING

B104	Success Strategies for the Pre-Nursing Student	1
BIO100	Anatomy and Physiology for Health Professionals	5
MATH100	Math for Health Professions	3
CHEM100	General Applied Chemistry	4
E106	English Composition	3

NURSING CORE

BIO103	Introduction to Microbiology	4
NUR101	Fundamentals of Nursing I	3
NUR102	Fundamentals of Nursing II	3
NUT100	Nutrition and Diet Therapy	3
PHARM100	Basic Pharmacology	3
NUR103	Nursing Care of Clients I	3
NUR104	Nursing Care of Clients: Maternal/Child Nursing	4
NUR105	Nursing Care of Clients II	3
NUR106	Nursing Care of Clients III	4
NUR201	Nursing Care of Clients IV	4
NUR202	Community Nursing	2
NUR203	Nursing Care of Clients: Critical Care Nursing	4
NUR204	Professional Development and Leadership	5
NUR205	Community Nursing Service Project	1

GENERAL EDUCATION REQUIREMENTS

P100	Psychology	3
P101	Human Growth and Development	3
SOC100	Introduction to Sociology	3
E206	Creative Writing/Research	3
	Total Credits	74

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

Successful completion of the NCLEX-RN and application for licensure as a registered nurse in the state of their choosing is the responsibility of the graduate.

The College has been granted conditional approval by the Ohio Board of Nursing.

ADMISSION TO NURSING

The student is first accepted into Ohio Valley College of Technology into the general education courses. Admission into the nursing core courses will begin the second semester. Admission will be based on the following requirements:

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

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

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

- Current CPR card, which must include infant, adult, and AED
- Submit a history and physical with current immunization records performed by a licensed physician. The immunizations or positive titers must include measles, mumps, rubella, varicella, and Tdap (tetanus, diphtheria, and pertussis). Boosters vaccines are required if titers are negative.

RE-ADMISSION REQUIREMENTS

The OVCT policy for readmission implies that the student will be admitted under the current catalog and therefore the current curriculum and policies. If a student withdraws from PIHT, or if a student should be suspended for any reason, re-admission may be gained by meeting the following requirements:

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

Re-admission is not guaranteed. The student's application for readmission will be evaluated along with the other current applications. Acceptance of applicants is also subject to minimum and maximum class size and academic scheduling requirements.

NURSING PROGRAM ATTENDANCE

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

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

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

NURSING ADVANCED CREDIT

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

For credit for the following courses the student must present evidence of successful completion of the course materials with a grade of "A" and meet the specific criteria listed within each course. Applicants will be required to provide an official transcript verifying their completion of the course with a grade of "A". In order to be eligible to receive credit in these courses, students must be at or above the advanced level in the subject area on the Test of Essential Academic Skills (TEAS).

BIO100 Anatomy and Physiology for Health Professionals
Course must be no more than 12 months old

M100 Math for Health Professionals
Must include dosage and calculation
Course must be no more than 12 months old

CHEM100 General Applied Chemistry/ with a lab
Course must be no more than 12 months old

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

E106	English Composition
E206	Creative Writing/Research
P100	Psychology
SOC100	Introduction to Sociology

Due to the rigorous nature of the program, no other courses are eligible for transfer into the nursing program.

NURSING GRADUATION REQUIREMENTS

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

- A. Pass all required nursing courses with a "C" grade or better.
- B. Have an overall cumulative 2.0 GPA ("C" grade) on a 4.0 scale.
- C. Complete all laboratory skill competencies in the nursing curriculum.
- D. Complete all clinical requirements in the nursing curriculum.

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

GRADUATE CERTIFICATION TO THE STATE BOARD OF NURSING

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

Nursing licensure is required in each state and is governed by each state's legislature. The graduate may obtain copies of their transcripts for submission to other state boards of nursing. Successful completion of the NCLEX-RN and application for licensure as a registered nurse in the state of their choosing is the responsibility of the graduate. The College will report graduates to the State of Ohio Board of Nursing.

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

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

GAINFUL EMPLOYMENT DISCLOSURES

<i>Program Name and CIP Code</i>	<i>Occupation Title and Occupation Profile</i>	<i>Standard Occupational Classification (SOC) Code</i>	<i>On-Time Graduation Rate</i>	<i>Placement Rate</i>	<i>Median Loan Debt</i>	<i>Cost of Program</i>
<i>Business Administration</i> <i>52.0201</i>	<i>Administrative Services Managers</i> www.mynextmove.org/profile/summary/11-3011.00	<i>11-3011.00</i>	*	*	*	<i>Tuition:</i> <i>\$19,180</i> <i>Fees:</i> <i>\$1,425</i> <i>Supplies:</i> <i>\$452</i> <i>Total Cost:</i> <i>\$21,057 **</i>
<i>Dental Assistant</i> <i>51.0601</i>	<i>Dental Assistant</i> www.mynextmove.org/profile/summary/31-9091.00	<i>31-9091.00</i>	<i>71.43%</i>	<i>92.9%</i>	<i>Private: \$0</i> <i>Financing Plan: \$0</i> <i>Title IV: \$14,818.20</i>	<i>Tuition:</i> <i>\$19,180</i> <i>Fees:</i> <i>\$1,425</i> <i>Supplies:</i> <i>\$452</i> <i>Total Cost:</i> <i>\$21,057 **</i>
<i>Medical Assistant</i> <i>51.0801</i>	<i>Medical Assistant</i> www.mynextmove.org/profile/summary/31-9092.00	<i>31-9092.00</i>	<i>81.82%</i>	<i>80%</i>	<i>Private: \$0</i> <i>Financing Plan: \$0</i> <i>Title IV: \$15,080.57</i>	<i>Tuition:</i> <i>\$19,180</i> <i>Fees:</i> <i>\$1,425</i> <i>Supplies:</i> <i>\$452</i> <i>Total Cost:</i> <i>\$21,057 **</i>

Medical Office Administration	Medical Secretaries	43-6013.00				Tuition: \$19,180
51.0716	www.mynextmove.org/profile/summary/43-6013.00		*	*	*	Fees: \$1,425
						Supplies: \$452
						Total Cost: \$21,057 **
Network and Software Solutions	Network and Computer Systems Administrators	15-1071.00	70%	55.6%	Private: \$0	Tuition: \$19,180
11.0103	www.mynextmove.org/profile/summary/15-1071.00				Financing Plan: \$0	Fees: \$1,425
					Title IV:	Supplies: \$452
					\$9,802.50	Total Cost: \$21,057 **
Nursing	Registered Nurses	29-1111.00				Tuition: \$35,770
51.1601	www.mynextmove.org/profile/summary/29-1111.00		*	*	*	Fees: \$5,520
						Supplies: \$622
						Total Cost: \$41,912 **

*Business Administration, Medical Office Administration, and Nursing are new program offerings and therefore, information does not exist for on-time graduation rates, placement rates, and median loan debt.

** For more information regarding the Cost of Attendance, visit the school's website at <http://ovct.edu/pdf/Price%20of%20Attendance.pdf>

COURSE NUMBERING SYSTEM:

Each Course offered by the College has a brief description. Included in this description is the course number, course name, and number of semester credits awarded. A prerequisite (PRQ) course number is listed where applicable. The letters included in the numbering system refer to the major area for the course requirement. Refer to the examples and explanations below:

COURSE DESCRIPTIONS

A101 ACCOUNTING I 4 Credits
"A"
"100 series"
4 credits
–represents Accounting courses
–generally represents an entry level course
–number of credits the student earns

DA211 DENTAL MATERIALS 4 Credits
"DA"
"200 series"
4 credits
–represents Dental Assisting classes
–generally represents a course beyond the student's first semester
–number of credits the student earns

General Education requirements are listed at the bottom of each program outline.

A101 ACCOUNTING I.....4 credits
This course introduces the student to accounting fundamentals. Topics introduced in the course include the full accounting cycle, the handling of cash, the books of original entry, the ledger, working papers, and financial statements.

A102 ACCOUNTING II.....4 credits
Accounting for payroll, notes receivable and payable, depreciation, bad debts, inventories, voucher systems, partnership, corporation formation and operation, statement of cash flows. PRQ A101

A205 FUNDAMENTALS OF TAXATION3 credits
This course is a study of taxation as it relates to individuals and various types of business with an emphasis on payroll taxes and other related business tariffs. Basic tax forms will be explained in compliance with federal, state, and local laws. Real life examples and sample computations will be used to enhance these tax concepts and procedures.

B103 STUDENT SUCCESS STRATEGIES..... 1 credit
This course is designed to present to the student the various skills and techniques that can be employed to achieve academic, interpersonal, and professional success. At the completion of the course, the student will have been introduced to study and test-taking techniques, interpersonal skills, stress management, time management, and motivation.

B104 SUCCESS STRATEGIES FOR THE PRE-NURSING STUDENT 1 credit
This course emphasizes basic learning principles with a focus on time management, setting learning goals, learning strategies, test preparation, note-taking skills, and use

of computers in nursing. This course is designed to assist the student in understanding his/her learning style and putting that information to practical use.

B122 KEYBOARDING2 credits

This course introduces the student to the theories utilized in the operation of standard keyboards. The student will learn the keyboard pad, touch techniques, key control, and tabulation. In addition, the basics of letter writing, formatting, and proofreading are presented.

B201 BUSINESS LAW3 credits

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

B210 INTRODUCTION TO BUSINESS3 credits

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

B232 HUMAN RELATIONS3 credits

This course is designed to help students improve their interpersonal skills. The ideas and concepts discussed in this class should help students in areas such as: building and maintaining productive relationships and achieving greater work/life balance. Concepts discussed should also help to develop and improve leadership skills.

B303 CAREER PREPARATION 1 credit

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

B310 SALES AND CUSTOMER SERVICE3 credits

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

B316 MARKETING3 credits

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

B320 HUMAN RESOURCES MANAGEMENT3 credits

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

B400 MANAGEMENT CONCEPTS AND PRACTICES3 credits

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

BIO100ANATOMY AND PHYSIOLOGY FOR HEALTH PROFESSIONALS.....5 credits

This course will provide the student with a comprehensive study of the anatomy of the body, including the organization of the body systems, a basic introduction to chemistry, cells and tissues, a basic introduction to microbiology, and body systems. This course is designed to provide the student with a comprehensive study of the structure and function of the body along with labeling of body parts and identification of system functions.

BIO103 INTRODUCTION TO MICROBIOLOGY4 credits

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

CHEM100 GENERAL APPLIED CHEMISTRY.....4 credits

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

CT105 INTRODUCTION TO COMPUTERS.....3 credits

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

CT202 WORD PROCESSING3 credits

This course is designed to introduce the student to the basic functions of a word processing program as well as how to properly format documents such as letters and memorandums. Topics will include mail merge, table of contents, desktop publishing, headers and footers, columns, book fold, sorting, bulleted list, tabs, drop cap, and templates. PRQ CT105

CT203 DESKTOP PUBLISHING3 credits

The student is introduced to desktop publishing and will create newsletters, brochures, pamphlets, forms, and other miscellaneous promotional material. PRQ CT105

CT206 COMPUTER APPLICATIONS3 credits

Since core computer competencies are learned from the prerequisite, students will build upon their skills and knowledge to continue to explore the word processing, spreadsheets, presentations, and database applications through integrated, project-based learning in a simulated business setting. PRQ CT105

CT210 WEBSITE DESIGN..... 3 CREDITS

This course covers the fundamental skills necessary to plan, design, implement, and maintain a website. Topics covered include: Anatomy of a website, Web publishing ethics, site design, basic HTML, integration of graphics, graphics editing and conversion, use of design and authoring tools for websites, website publishing, and website maintenance. PRQ CT105

CT212 INTRODUCTION TO COMPUTER NETWORKS.....3 credits

This course is designed to teach students the basic concepts of what computer networks are and how they work. The student will study topologies of local and wide area networks, networking protocols, cabling, interconnections, network hardware, and design considerations.

CT213 SPREADSHEET APPLICATIONS3 credits

This course is designed to introduce the student to spreadsheet application software commonly utilized in the business setting. Topics will include workbooks, linking files and worksheets, charting, database functions and formulas, and templates. PRQ CT105

CT214 INTRODUCTION TO COMPUTER SUPPORT3 credits

The Student will be introduced to a variety of computer hardware components; Topics covered include architecture of a computer system, interface hardware, Peripherals, printer, motherboards, hard drives, and memory.

CT215 COMPUTER NETWORKS.....3 credits

This course is a continuation of concepts learned in Introduction to Computer Networks. It is designed to teach students advanced concepts of what computer networks are and how they work. Topics include; the OSI model, common TCP/IP applications, routers, DNS, WINS, and user authentication. PRQ CT212

CT220 COMPUTERIZED ACCOUNTING3 credits

This course expands the student's ability to accomplish accounting functions by exposing students to additional and more complicated accounting functions. Students

utilize commonly available software to automate standard accounting procedures.
PRQ CT105, A101

CT240 SOCIAL MEDIA APPLICATIONS3 credits

This course introduces popular social media technologies to students who will gain practical skills and knowledge in various social media tools, focusing on the best and most efficient use for each. Students will discover how social media is changing the interaction between businesses and customers and will develop their own social media strategy plan. Upon completion, students will have a strong comprehension of the tools in social media and be able to leverage those tools to improve their personal or company's goal.

CT250 INTRODUCTION TO NETWORK SECURITY3 credits

Students will be introduced to a variety of computer security principles. Basic securities and threats will be demonstrated along with common vulnerabilities and attacks. Principles of security including confidentiality, integrity, and availability will be emphasized throughout the course. Other topics covered will be protecting systems, network security, operating systems security concepts, and network defenses.

CT251 NETWORK SECURITY3 credits

This course is designed to extend the understanding of topics presented in Introduction to Network Security. Topics covered include access control fundamentals, authentication, performing vulnerability assessments, and conducting security audits. Emphasis will be placed throughout the course on cryptography, security management, and wireless security. Students will also learn about the human elements and how they play a factor on social, legal and ethical issues for network security.

CT260 COMPUTER SOFTWARE SUPPORT3 credits

This course focuses on the desktop operating systems that run today's personal computer. Emphasis will be placed on commands, functions, and terminology through practical application of installation, configuration, and upgrade of operating systems. Topics covered will include networking components, installation of TCP/IP, connecting to Windows servers, user profiles, system policies, remote desktop, recovery console, security, and creating users.

CT261 COMPUTER HARDWARE SUPPORT3 credits

Students will be introduced to a variety of hardware components and their related functions in personal computers. Topics included are installing, diagnosing, troubleshooting, and repairing PC hardware. Upon completion of this course, the student will be able to build and repair personal computers, as well as diagnose and repair malfunctions in an existing machine. This course concentrates on practical, "hands-on" solutions that can be implemented considering displacement of end user, and priority.

CT300 WIRELESS TECHNOLOGIES3 credits

This course focuses on principles of wireless communications and how they differ from wired communications. Fundamental concepts including transmission and mitigation techniques for wireless systems, multiplexing techniques, wireless system architectures, mobility management, security, protocols, and location technology. Systems include

cellular phone networks, wireless local area networks, personal area networks, fixed-point broadband wireless, and satellite systems.

CT301 VIRTUAL ENVIRONMENTS3 credits

This course will be an introduction to virtual computing and working with virtual networks. Students will install and configure various host-based virtual machines and virtual servers, including software needed for support. The course will offer students the background in virtualization technology needed to advance in today's technology workplace. Other virtual topics covered are implementing disaster recovery, high availability and reliability, enhancing virtual security and performance, and virtualization best practices.

CT313 NETWORK OPERATING SYSTEMS3 credits

This course is designed to extend the understanding of topics presented in Introduction to Computer Networks. The student will study network troubleshooting techniques, wide area network planning, internet connectivity, network software installations, security, network performance, and basic network administration fundamentals. Emphasis will be to perform common administrative tasks, manage a variety of network services, and perform tasks often required of employees who provide network administration support. Upon completion, the student will be able to install and properly configure network operating systems.

DA111 DENTAL ANATOMY3 credits

An introduction to dental terminology and the anatomy and physiology of the primary and permanent teeth and related oral structures.

DA120 DENTAL PATHOLOGY.....2 credits

This course offers a study of both general and oral pathology. It includes the study of the clinical examination, principles of pathology, inflammation and repair, benign and malignant abnormalities, dental manifestations of systemic diseases.

DA211 DENTAL MATERIALS4 credits

This course introduces the student to the physical and chemical properties of the materials used in the dental office which include sealants, fluoride, amalgam, composites, cements, impression and model materials, waxes, gold, plastics, and porcelains. The student will learn to handle and manipulate these materials as well as working with a typodont during application of materials as they increase their skill level. The care and maintenance of lab equipment will be included. PRQ DA111

DA213 DENTAL SCIENCE2 credits

The study of the bones, muscles, blood vessels, and nerves of the skull; occlusion, tooth development, temporomandibular joint syndrome, embryology and histology.

DA220 PREVENTIVE DENTISTRY3 credits

This course is designed to teach the student about preventive dentistry programs which include oral hygiene, the value of tooth brushing and flossing, the role played by nutrition in preventing dental diseases, and the best methods of caries control. The importance of fluoride, sealants, and mouth rinses will also be discussed. The student will be required to do nutritional counseling, a plaque control study, and visit local schools to teach oral health care to students.

DA231 INFECTION CONTROL IN DENTISTRY3 credits

This course is designed to teach the student patient assessment, personal protection, sterilization and chemical disinfection, environmental surface and equipment disinfection, aseptic technique, OSHA guidelines, and legal issues in the dental office.

DA311 DENTAL RADIOLOGY3 credits

This course will emphasize the basic principles of radiology and instruct the student in the techniques to expose, develop, and mount radiographs, identify anatomical landmarks, and interpret abnormalities. Radiographs will be developed and mounted. PRQ DA111 or DA213

DA320 DENTAL PRACTICE MANAGEMENT.....2 credits

This course gives a comprehensive overview of the dental business office. The course includes business and communication management, office systems, patient and dental team management, legal and ethical issues, new technology, dental office documents, written communications, appointment management, bookkeeping, and marketing.

DA322 DENTAL PHARMACOLOGY3 credits

This course is designed to teach students general principles of pharmacology, drug actions, medications used in dentistry, prescription interaction, medical emergencies in the dental office, principles of pain control, and local anesthesia.

DA331 CHAIRSIDE ASSISTING3 credits

This course introduces the student to chairside assisting and four-handed dentistry. Instrumentation will be emphasized so the student will have a working knowledge of dental instruments used in restorative dentistry. Instruments and procedures of the dental specialties will be taught. The course also includes emphasis on infection control, sterilization procedures, charting, and medical and dental emergencies. PRQ DA111, DA211

DA410 DENTAL ASSISTING EXTERNSHIP4 credits

The student is assigned to a dental office (192 hours) for supervised experience and will apply the knowledge gained in the first three semesters. This course must be taken the last semester and an appropriate dress code must be followed. Students will be evaluated by a supervisor at the extern site.

E106 ENGLISH COMPOSITION3 credits

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

E206 CREATIVE WRITING/RESEARCH3 credits

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

E306 EFFECTIVE COMMUNICATION.....3 credits

This course is designed to focus on the fundamentals of effective oral communication and the application of the fundamental principles of public speaking. The textbook,

lectures, speaking assignments, and all written work will acquaint the student with the basic theory and practice of public speaking.

MATH100 MATH FOR HEALTH PROFESSIONALS3 credits

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

M105 INTRODUCTION TO MATHEMATICS3 credits

This introductory course reviews basic concepts involving fractions, decimals, percentages, markup, markdown, payroll, and interest. Emphasis is based on practical application of these concepts in business situations.

MA116 MEDICAL LAW AND ETHICS.....3 credits

This course is designed to give the student an understanding of the legal aspects of medicine, the importance of the medical record as a legal document and the effect of confidential communication, laws on the release of information, and the rights of patients.

MA151 MEDICAL TERMINOLOGY I3 credits

This course introduces the student to the method of building a medical vocabulary: root words, prefixes, suffixes and combining forms. Medical terminology will be related to anatomy and physiology, diagnoses, pathology, and treatment of disorders concerning the following systems: integumentary, musculoskeletal, blood and lymphatic, cardiovascular, respiratory, and digestive.

MA205 MEDICAL KEYBOARDING.....2 credits

Students experience realism in production work with replicate forms used in medical facilities. Decisions are made when taking notes for messages and scheduling. Medical transcription includes reports and correspondence. Office work deals with charts, day sheets, billing, ledgers, itineraries, and drug research using the Internet.

MA225 CLINICAL PROCEDURES I.....4 credits

This course will provide instruction in the following: medical asepsis and infection control, the medical record, vital signs, the physical examination, sterilization and disinfection. A grade of C or higher is required to advance to MA255. PRQ MA151 or MA236

MA230 MEDICAL ADMINISTRATIVE PROCEDURES3 credits

Projects and simulations of medical office activities are used. Students are exposed to filing, setting appointments, gathering and receiving patients' case histories, charting, billing, correct telephone procedures, arranging meetings and travel preparations, preparing for legal procedures, managing an office, and composing written communications.

MA232 MEDICAL INSURANCE AND CODING I3 credits

This course is designed to present a practical approach to insurance billing. The student will learn: basic medical insurance terminology and abbreviations, insurance claim process, common types of medical insurance, role of the medical insurance specialist, effects of insurance claim errors, basics of ICD and CPT coding, use of the HCFA form, legal considerations/how to avoid fraud, follow-up reimbursement/denials/dealing with patient's questions.

MA233 MEDICAL INSURANCE AND CODING II3 credits

This course is designed for the student to receive a more in-depth knowledge and practical applications of diagnostic and procedural coding and the various types of major nationwide medical insurance programs. Additional topics may include, but are not limited to, HCFA claims, EOB's, reimbursement, inquiries, fraud and abuse, appeals and managed health care. PRQ MA232

MA236 ANATOMY AND PHYSIOLOGY3 credits

This course will provide the student with a comprehensive study of the following: the organization of the body, the chemistry of life, cells and tissues, circulation of blood and lymph, musculoskeletal system, respiratory system, immune system, nutrition and metabolism.

MA240 PHARMACOLOGY3 credits

This course is designed to teach students drug legislation and standards, fundamental principles of drug action, classification, system of measurement, calculations, drug administration, safety precautions, the use of the Physician's Desk Reference and drug identity software.

MA251 MEDICAL TERMINOLOGY II.....3 credits

This course is a continuation of Medical Terminology I. The student continues to build a medical vocabulary based on root words, prefixes, suffixes, and combining forms. Medical terminology will be based on anatomy and physiology, diagnoses, pathology, and treatment of disorders concerning the following body systems or organs: digestive, urinary, reproductive, endocrine, nervous. PRQ MA151

MA255 CLINICAL PROCEDURES II.....4 credits

This course will provide instruction in the following: sterilization, administration of medicine, injections, electrocardiograms, venipuncture, skin puncture, hematology and the pediatric exam. A grade of C or higher is required to advance to MA265 and MA355. PRQ a grade of C or higher in MA225.

MA265 CLINICAL PROCEDURES III.....4 credits

The course will provide instruction in the following: Visual acuity exam, ear exam, eye and ear irrigations and installations, urinalysis, gynecologic exam, prenatal exam,

colon procedures, radiology and diagnostic procedures, nutrition and CPR. PRQ a grade of C or higher in MA255.

MA351 MEDICAL TERMINOLOGY III3 credits

In this course the student continues to build a medical vocabulary based on root words, prefixes, suffixes, and the combining forms. The medical terminology covered in this course is related to the following topics: eye, ear, nose, throat, history and physical, surgery, discharge summary, radiology, pathology, autopsies, mental health, general review of medical terminology related to selected major body system, including oncology. PRQ MA251

MA355 MEDICAL ASSISTANT PRACTICUM.....3 credits

Practicum is an integral part of the curriculum. The practicum will give the student the opportunity to perform various clinical and administrative procedures under supervision in a medical setting (160 hours). PRQ a grade of C or higher in MA255.

NUR 101 FUNDAMENTALS OF NURSING I3 credits

This course, as a companion course to Fundamentals of Nursing II, will provide the beginning nursing student with a basic understanding of the study of nursing through the discussion of the OVCT nursing philosophy and core concepts of person, health, nursing, nursing process, environment, and teaching and learning. This course prepares the student with the skills required to administer nursing care to a variety of persons in a variety of environments. In addition, the course content includes the discussion and application of the history of nursing; legal and ethical aspects of nursing including confidentiality, patient's rights, documentation of nursing care, and delegation of nursing tasks; critical thinking; therapeutic communication techniques; various care environments; assessment of systems including neuromuscular and integumentary. The skills are related to the individual systems and include but are not limited to the following: assessment of systems, safety and infection control, dressings, mobility, hygiene, documentation, nursing care plan, teaching plan and communication project. PRQ B103, B100, MATH 100, CHEM 100, E106

NUR 102 FUNDAMENTALS OF NURSING II3 credits

This course, as a companion course to Fundamentals of Nursing I, will provide the beginning nursing student with a basic understanding of the study of nursing through the continued discussion of the core concepts of person, health, nursing, nursing process, environment, and teaching and learning. This course prepares the student with the skills required to administer nursing care to a variety of persons in a variety of environments. In addition, the course content includes the discussion and application of nursing care through the assessment of systems including cardiovascular, respiratory, gastrointestinal, genitourinary, endocrine, and fluid and electrolytes. The skills are related to the individual systems and include but are not limited to the following: assessment of specific systems, intravenous therapy, vital signs, oxygen therapy, safety and infection control, nutrition and digestion, feeding, elimination, specimen collection, documentation, and the nursing care planning related to the care. PRQ NUR 101

NUT 100 NUTRITION AND DIET THERAPY3 credits

This course, although a nursing nutritional course, may be taken as a basic nutrition course for any of the health professions. This course will provide the beginning

nursing student with a basic understanding of the study of nutrition from a nursing perspective through the discussion of the core concepts of person, health, nursing, nursing process, environment, teaching and learning, and professionalism in relation to the nutritional health of the person. This course prepares the student with the theory and skills required to administer nursing care to a variety of persons. In addition, the course content includes but is not limited to the discussion and application of basic nutrition, diet therapy, nutritional assessment, care of the client's nutritional needs through various means including oral, tube, and parenteral access, and application of laboratory values. The skills the student will learn are related to the client's assessed needs and include but are not limited to recognition of nutritional needs, therapeutic diets, performance of a nutritional assessment, documentation, nursing nutritional care plan, various feeding techniques, and a client nutritional teaching plan. PRQ BIO100, MATH 100, CHEM 100, NUR 101, previous to or concurrently with NUR 102

NUR 103 NURSING CARE OF CLIENTS I3 credits

This course, as the first nursing medical/surgical course, will provide the beginning nursing student with a basic understanding of the study of nursing through the discussion of the OVCT nursing philosophy and core concepts of person, health, nursing, nursing process, environment, teaching and learning, and professionalism as they relate to alterations in homeostasis and oxygenation. This course prepares the student with the knowledge of basic client needs and provides opportunity to apply the knowledge and skills required to administer nursing care to a variety of persons in a variety of environments. The nursing process provides the basic organizational framework for determining the client's needs and providing the appropriate nursing care. In addition to health promotion and maintenance and a safe effective care environment, the course content includes the discussion of alterations in health across the lifespan including content in the cardiovascular, respiratory, and hemopoietic systems and endocrine system regulation as it applies to the above. PRQ NUR 102, NUT 100

**NUR 104 NURSING CARE OF CLIENTS:
MATERNAL/CHILD NURSING4 credits**

This course in maternal and child nursing will provide the nursing student with a basic understanding of the study of nursing through the discussion of the OVCT nursing philosophy and core concepts of person, health, nursing, nursing process, environment, teaching and learning, and professionalism as they relate to nursing care of the child bearing family. This course prepares the student with the knowledge of basic client needs and provides opportunity to apply the knowledge and skills required to administer nursing care to a variety of persons in a variety of environments. The nursing process provides the basic organizational framework for determining the client's needs and providing the appropriate nursing care. In addition to health promotion and maintenance and a safe effective care environment, the course content includes the discussion of alterations in health across the lifespan including content in male and female reproduction, human growth and development from conception through adulthood, family dynamics, and psychosocial and physiological aspects of the family. PRQ NUR103, P101, previous to or concurrently with PHARM 100

NUR 105 NURSING CARE OF CLIENTS II3 credits

This course, as the second nursing medical/surgical course, will provide the beginning nursing student with a basic understanding of the study of nursing through the discussion of the OVCT nursing philosophy and core concepts of person, health,

nursing, nursing process, environment, teaching and learning, and professionalism as they relate to alterations in homeostasis including but not limited to client needs for ingestion, digestion, absorption, metabolism, elimination, fluid balance, and hormonal secretion. This course prepares the student with the knowledge of basic client needs and provides opportunity to apply the knowledge and skills required to administer nursing care to a variety of persons in a variety of environments. The nursing process provides the basic organizational framework for determining the client's needs and providing the appropriate nursing care. In addition to health promotion and maintenance and a safe effective care environment, the course content includes the discussion of alterations in health across the lifespan including content in gastrointestinal, hepatobiliary, renal, fluid and electrolytes, acid-base balance, and parts of the endocrine system as it applies to the above. PRQ NUR104, PHARM100

NUR106 NURSING CARE OF CLIENTS III.....4 credits

This course, as the third nursing medical/surgical course, will provide the nursing student with a basic understanding of the study of nursing through the discussion of the OVCT nursing philosophy and core concepts of person, health, nursing, nursing process, environment, teaching and learning, and professionalism as they relate to alterations in endocrine, neurological, musculoskeletal, and/or neuroendocrine health of the person. This course prepares the student with the knowledge of basic client needs and provides opportunity to apply the knowledge and skills required to administer nursing care to a variety of persons in a variety of environments. The nursing process provides the basic organizational framework for determining the client's needs and providing the appropriate nursing care. In addition to health promotion and maintenance and provision of a safe effective care environment, the course content includes the discussion of alterations in health across the lifespan including content in the endocrine, neurological, musculoskeletal, and/or neuroendocrine systems. PRQ NUR105

NUR201 NURSING CARE OF CLIENTS IV4 credits

This course, as the fourth nursing medical/surgical course, will assist the nursing student in developing an understanding of the study of nursing through the discussion of the OVCT nursing philosophy and core concepts of person, health, nursing, nursing process, environment, teaching and learning, and professionalism as they relate to alterations in physiological, psychosocial, and spiritual needs of the person. In this course the student will provide care to the total patient based on the previous content and including the content of this course. This course prepares the student with the knowledge of basic client needs and provides opportunity to apply the knowledge and skills required to administer nursing care to a variety of persons in a variety of environments. The nursing process provides the basic organizational framework for determining the client's needs and providing the appropriate nursing care. In addition to health promotion and maintenance and provision of a safe effective care environment, the course content includes the discussion of alterations in health across the lifespan and the physiological and psychological needs of the client with alterations in both physical and psychosocial health. Students will care for clients in both medical surgical units and psychiatric units in both acute and long term care as available. PRQ NUR106

NUR 202 COMMUNITY NURSING2 credits

This course in community nursing provides the nursing students with a basic

understanding of the study of nursing through the discussion of the OVCT nursing philosophy and core concepts of person, health, nursing, nursing process, environment, teaching and learning, and professionalism as they relate to the role of the nurse within the community setting. This course prepares the student with the knowledge of basic client needs and prepares the student for the community service project. This course prepares the student for application of the knowledge and skills required to administer nursing care to a variety of persons in a variety of community environments. The nursing process provides the basic organizational framework for determining the needs of the person and providing the appropriate nursing care. In addition to health promotion and maintenance and provision of a safe effective care environment, the course content includes the discussion of a community assessment, community resources, care of the person and family within the community, in the home, in the community based clinic, in the doctor's office, and more. Incorporated in the discussion of each course has been community-based care. In addition, this course will address various disease processes most likely to be found in the community. PRQ NUR106 and concurrently with or previous to NUR 201

**NUR 203 NURSING CARE OF CLIENTS:
CRITICAL CARE NURSING.....4 credits**

This course in leadership is the first of two courses that will provide the nursing student with a basic understanding of the study of nursing through the discussion of the OVCT nursing philosophy and core concepts of person, health, nursing, nursing process, environment, teaching and learning, and professionalism as they relate to the role of the nurse as leader and as nursing team member. This course prepares the student with the knowledge of basic client needs and provides opportunity to apply the knowledge and skills required to administer nursing care to a variety of persons in a variety of environments. The nursing process provides the basic organizational framework for determining the client's needs and providing the appropriate nursing care. In addition to health promotion and maintenance and provision of a safe effective care environment, the course content includes discussion of current issues surrounding the profession of nursing, care of the critically ill person, and the transition from student to professional nurse through experience in leadership and responsibility for the care of a group of clients. Clinical experiences will include roles as both team member and team leader in various environments and, as available, team member in critical care. PRQ NUR201 AND NUR202

NUR 204 PROFESSIONAL DEVELOPMENT AND LEADERSHIP ...5 credits

This course in leadership is the first of two courses that will provide the nursing student with a basic understanding of the study of nursing through the discussion of the OVCT nursing philosophy and core concepts of person, health, nursing, nursing process, environment, teaching and learning, and professionalism as they relate to the role of the nurse as leader and as nursing team member. This course prepares the student with the knowledge of basic client needs and provides opportunity to apply the knowledge and skills required to administer nursing care to a variety of persons in a variety of environments. The nursing process provides the basic organizational framework for determining the client's needs and providing the appropriate nursing care. In addition to health promotion and maintenance and provision of a safe effective care environment, the course content includes the discussion of moral, ethical, and legal issues surrounding the profession of nursing, the person, family, and community, and the transition from student to professional nurse through a preceptorship experience. PRQ NUR203 and concurrently with or previous to NUR205

NUR 205 COMMUNITY NURSING SERVICE PROJECT 1 credit

The faculty and administration of OVCT School of Nursing believe that the student will benefit from an experience in volunteerism and the giving of one's self to others. This community nursing service project gives the student nurse an opportunity for professional growth and development through service to a community in need. This project provides the nursing student with an increased understanding of the needs of the community and provides them with an opportunity to see and evaluate their own efforts to help. The project provides an opportunity for application of the content from NUR 203 Community Nursing and NUR 205 Professional Development and Leadership to a specific population within the larger community. The student will gain a better understanding of one of the available community resources that provides care to the person/family/group within the community, in the home, in the community based clinic, or through other community resources. PRQ NUR203 and concurrently with or after NUR 204

P100 PSYCHOLOGY.....3 credits

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

P101 HUMAN GROWTH AND DEVELOPMENT3 credits

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

PHARM100 BASIC PHARMACLOLOGY3 credits

This course will provide the nursing student with a basic understanding of the study of pharmacology from a nursing perspective through the discussion of the core concepts of person, health, nursing, nursing process, environment, teaching and learning, and professionalism as they relate to the administration of pharmacologic therapies. Content based on client needs will include, but may not be limited to, the safe and effect administration of medications to the client. Specific content will include, but may not be limited to, drug calculations, classifications, dosages, legal aspects of administration and preparation, uses, actions, and side effects of selected drugs in each classification, parenteral administration of crystalloids, colloids, blood products, and client teaching including self-administration of medications. PRQ BIO100, MATH 100, CHEM 100, NUR 101

SOC100 INTRODUCTION TO SOCIOLOGY3 credits

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

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