

INFORMATION ABOUT OHIO VALLEY COLLEGE OF TECHNOLOGY

ACCREDITATION

The College is accredited by the Accrediting Council for Independent Colleges and Schools .

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

ACCREDITING COUNCIL FOR INDEPENDENT COLLEGES & SCHOOLS
750 First Street, NE, Suite 980
Washington, DC 20002-4241
202-336-6780

The Ohio Valley College of Technology Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), upon recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of Allied Health Education Programs
35 W. Wacker Dr., Ste. 1970
Chicago, IL 60601-2208
312.553.9355

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.

COLLEGE AFFILIATIONS

- * Ohio Association of Career Colleges and Schools
- * Vocational Rehabilitation: Ohio, Pennsylvania, West Virginia
- * State Approving Agency for Training of Veterans
- * State Board of Career Colleges and Schools #00-07-1555B East Gay Street,

Columbus, Ohio 43266, Phone (614) 466-2752, John Ware, J.D., Executive Director.

- * Northern Panhandle Workforce Investment Board
- * Mahoning/Columbiana County Training Association
- * Career College Association
- * Pearson/VUE Authorized Test Center
- * East Liverpool Area Chamber of Commerce
- * Calcutta Area Chamber of Commerce

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, technological, 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.

PLAN FOR IMPROVING THE INSTITUTION'S ACADEMIC PROGRAMS

The institution is always reviewing its academic programs to provide students with the most current and relevant education necessary to enhance employability. For specific current information on improvement plans to any academic program (if any), please contact the Academic Dean.

ASSOCIATE DEGREES

An Associate Degree is an academic credential granted upon successful completion of an educational program of at least two academic years (60 semester credit hours), but less than four academic years of college work. Ohio Valley College of Technology awards Associate Degrees in

Applied Business for the following programs:

1. Accounting and Business Technology
2. Computer Technology

3. Dental Assistant
4. Medical Assistant
5. Health Information Technology

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.

OHIO VALLEY COLLEGE OF TECHNOLOGY VACCINATION POLICY

Students in a health career program have an increased risk of exposure to various health risks and illnesses, including Hepatitis-B. In regard to Hepatitis-B, the college informs students that this is a very serious illness but it can be prevented by a Hepatitis-B vaccination. The student is responsible for obtaining this immunization during training at the college unless a physician documents that he/she is medically prohibited from receiving the immunization.

Students at the college should understand that exposure to health risks is an inherent part of working in the health field. Furthermore, the student shall release Ohio Valley College

of Technology from responsibility if the student should contract Hepatitis-B or any other health problems resulting from training or employment in the health-care field.

STUDENT RECORDS AND PUBLICITY

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.

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. 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.

Tuition and fees

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 registration fee, (for the student's first term only), such other charges are listed in the student's enrollment agreement and supplies needed for individual courses in any program. Also, medical students are required to purchase individual insurance policies.

Registration fee is charged for first semester only and is non-refundable. This fee will be charged for re-admission each time a student re-enrolls 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 value of textbooks in their possession. However, the charge will be removed for students who return their books in good and usable condition within twenty (20) days.

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. 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.

REFUND AND CANCELLATION POLICY

A. Cancellation: An applicant who is accepted for admission may cancel his/her enrollment agreement not later than the fifth calendar 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 starts class and officially withdraws during the first calendar week of the semester shall be obligated for twenty-five percent of the tuition for the period plus the registration fee and the educational resource fee. (b) A student who officially withdraws during the second calendar week of the period shall be obligated for fifty percent of the tuition for that period plus the registration fee and the educational resource fee. (c) A student who officially withdraws during the third calendar week of the period shall be obligated for seventy-five percent of the tuition for that period plus the registration fee and the educational resource fee. (d) A student who officially withdraws beginning with the fourth calendar week of the period will not be entitled to a refund of any portion of the tuition. Registration and other fees are non-refundable. 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 twenty (20) 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.

**STUDENT BODY DIVERSITY
OHIO VALLEY COLLEGE OF TECHNOLOGY**

The following is a breakdown into category of student body diversity by ethnicity and gender. The percentage of Pell Grant recipients by category is also listed. This list was compiled based on enrolled, full-time students as of March 19, 2009 using IPEDS ethnicity criteria.

ETHNICITY	MALE	FEMALE	% RECEIVING PELL GRANT
Black or African American	3		100%
		3	100%
Hispanic of Any Race	0		
		1	100%
White	18		83%
		121	85%
TOTALS	21		76%
		125	86%

**EMPLOYMENT STATISTICS
OHIO VALLEY COLLEGE OF TECHNOLOGY**

The following employment statistics/placement information was gathered from the institution's most recently completed Annual Institution Report (AIR), as required by the college's accrediting body, the Accrediting Council for Independent Colleges and Schools (ACICS). This data is based on the last academic year July 1, 2007 to June 30, 2008.

Total # of Graduates: 67

As of the date this report was completed, how many of the students who completed or graduated were:

- a. Placed in their field of study: 41 61%
- b. Placed in a related field: 4 6%
- c. Placed out of field: 2 3%
- d. Not available for placement: 1 1.5%
(due to pregnancy, death or other health related situations)
- e. Not available for placement: 1 1.5%
(due to continuing education)
- f. Not available due to active military: 0 0%
- g. Not Working: 18 27%

Overall Placement Rate: 69.2%

RETENTION RATES

OHIO VALLEY COLLEGE OF TECHNOLOGY

The institution is required to disclose the retention rate of Full-Time, First-Time students entering the Institution in the Fall of 2007 who were still enrolled or have graduated as of the Fall of 2008. This cohort of students includes only first-time students entering the college that have never attended another college before and represents only a very small percentage of the college's student body. Therefore, the required retention rate disclosure is not reflective of the institution's student body as a whole.

Retention Rate as reported on the Spring 2008/2009 IPED Survey: 63%

FACILITIES, LIBRARY, AND EQUIPMENT

The College classrooms are comfortable with adequate ventilation and acoustics. Lobby, restrooms and classrooms are accessible to wheel chairs and walking-assist equipment. A conference room is available for small groups, visitors and parents desiring private consultation. This room also is used for College Staff meetings. All building and sanitation codes have been met. Fire safety is observed. A physical reference library is maintained for the use of students and faculty in addition the College's on-line collection. The College maintains an inventory of teaching aids and equipment to assist instructors in their duties and to enhance learning in the classroom.

CARE OF FACILITIES

Ohio Valley College of Technology is a smoke-free environment. Smoking is not permitted anywhere inside the building. Smoking is not permitted within twenty feet of the front entrance to the College. **Smoking on College property is restricted to the area outside the side entrance to the building or inside of personal vehicles. 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 computer, medical, and dental labs.

CONTACTS FOR FINANCIAL AID ISSUES AND GENERAL SCHOOL ISSUES

The Financial Aid Office will answer any financial aid issues a prospective or current student may have. The Campus Director, Academic Dean or representative of the Academic Department can answer any general question regarding the school.

FACULTY LISTING

The school catalog contains a current list of faculty members. You may request an updated version of this listing at any time from the Academic Office on campus.