

CATALOG



www.unitedcareer.edu

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History

United Career Institute @ Mt. Braddock was established in 1987 by West Virginia Junior College in Morgantown, West Virginia. The Pennsylvania campus was established to provide short-term career-focused training to meet the needs of southwestern Pennsylvanians and their employers.

West Virginia Junior College (then called Morgantown Commercial College) was founded in 1922. Its original emphasis was basic office skills, such as typing, bookkeeping and business writing. Over the years, the College evolved to meet the changing needs of area employers. Today, the campuses offer a variety of short-term career-focused programs in the fields of health, business and technology.

The original Pennsylvania campus was established on US 119 North, approximately a half mile south of its current location. In 1998, the land was acquired at the current campus location and a modern, expanded campus was constructed. The location was carefully selected to provide a quiet, pleasant atmosphere to maximize learning. The campus is designed to meet the needs and demands of a modern learning environment. The main building is tastefully decorated and provides quiet space for student study, a student lounge for students to relax and socialize between classes, and space for other student activities and uses.

Accreditation/Authorization to Operate

- United Career Institute @ Mt. Braddock is accredited* by the Accrediting Bureau of Health Education Schools (ABHES) to award diplomas and associate's degrees. Accrediting Bureau of Health Education Schools (ABHES) contact information is 7777 Leesburg Pike, Suite 314, N. Falls Church, VA 22043, Phone (703) 917-9503.
- The West Virginia Junior College (Morgantown main campus) is authorized to offer post-secondary education programs leading to a certificate, diploma, or associate degree in the state of West Virginia in accordance with its permit issued by the West Virginia Council for Community and Technical College Education 1018 Kanawha Boulevard, East, Suite 700, Charleston, WV 25301, (304) 558-0265 in accordance with Chapter 18B of the West Virginia State Code.
- The Pennsylvania Campus is licensed by the Pennsylvania State Board of Private Licensed Schools, 333 Market Street, 12th Floor, Harrisburg, PA 17126 (717) 783-8228.
- The United Career Institute @ Mt. Braddock Practical Nursing program has been granted full approval by the Pennsylvania State Board of Nursing Professional License Examiners for LPNs. PO Box 2649, Harrisburg, PA 17105-2649 (717) 783-7142

*Accreditation is a complex subject. This institution is "institutionally" accredited by a national accreditation agency. Other types of accreditation include regional institutional, and programmatic accreditation. The type of accreditation can impact important student benefits, such as academic credit transfer and graduate job eligibility. Prospective students should direct any accreditation questions to the Campus President before enrolling.

Statement of Legal Control

The West Virginia Junior College is a private corporation. It operates a main campus in Morgantown, WV and an additional campus in Mt. Braddock, PA. The corporation has no other campuses and is not affiliated with any other public or private organization or educational institution. WVJC operates under policies and guidelines established by its Board of Directors. Its Chief Executive Officer is its on-site Campus President.

The Campus President is charged with responsibility to manage all aspects of the 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 similar ministerial functions as required of corporate officers by law. No corporate officer has managerial or administrative responsibility and is not in the chain of command, unless he or she also holds the position of Campus President.

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SECTION I. – Background General Information

IMPORTANT NOTICE – Students are expected to read and be familiar with this catalog before they begin classes. It contains important information for attendance at this campus. The student’s and Institution’s contractual rights and responsibilities to each other are contained in the student’s enrollment agreement, arbitration 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, the student’s enrollment agreement and arbitration agreement 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 Institution reserves the right to make changes, additions, or deletions or to waive or change any requirement or rule, or to terminate any other campus or educational activities or services, where the administration, in its sole opinion, deems such actions to be appropriate. 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 Institution (such as review privileges, placement assistance, etc.) shall end if the Institution terminates operation of this campus.**

This catalog is current at the time of publication. Check with the campus president for updated information.

Non-Discrimination Policy

This Institution does not discriminate in any of its programs, activities, services or employment practices on the basis of race, religion, national origin, gender, age, color, pregnancy, childbirth or related medical condition, disability or sexual orientation. The institution will conduct all of its activities in accordance with all applicable local, state, and federal anti-discrimination laws. For all disabilities, accessibility to facilities and services will be made through reasonable accommodations in accordance with legal requirements. Any inquiries concerning such matters should be made to the Campus President.

Mission

United Career Institute @ Mt. Braddock is dedicated to providing an opportunity to individuals who desire specialized career training delivered through either a residential or online education experience. It is through the educational process that students receive support and encouragement so they may reach their full potential. This Institution believes this will enhance employability. To accomplish this important goal, this Institution is committed to career training which emphasizes skills, attitudes, and work habits consistent with good business practices through educational excellence.

This Institution maintains the philosophy that the “student comes first” and practices an “open door” policy allowing students accessibility to all faculty and administrative staff. A cohesive bond between the student and the school is developed as a result of this open communication and is fundamental in the development of the skills and knowledge necessary to prepare for entry into a career field.

The mission of the Institution will be accomplished by the achievement of the following objectives:

- a. Continually offer students viable career options by providing quality educational programs based on employer-driven requirements.
- b. Maintaining a qualified faculty and staff dedicated to the personal and professional development of each student.
- c. Develop each student’s ability to communicate effectively, both orally and in writing, and to think critically.
- d. Constantly analyze and update curricula to remain in the forefront of changing and emerging technologies.

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.

Affiliations

The School is a member of the following:

- Chamber of Commerce
- Pennsylvania Association of Private School Administrators

SECTION II. – Admissions

General Admissions Requirements and Procedures

Applicants for admission to programs shall be admitted on the basis of:

- High school diploma, High School Equivalency (TASC/GED, etc.), or home school credentials or other evidence of successful secondary education completion that is permitted or recognized by the state.

Verification of successful secondary education completion is made by securing of independent and substantiating documentation or a signed attestation on the student's enrollment agreement only when permissible by the institution's accrediting body.

- Factors that may limit the ability of the student to complete all necessary graduation requirements and/or factors that may negatively impact the graduate's ability to obtain meaningful employment in field. Examples of such factors include, but are not limited to:
 - family and/or other personal obligations, such as responsibility for minor children in situations where the applicant does not have adequate childcare assistance,
 - lack of a reliable car or other means of transportation to enable the applicant to attend all classes and, after graduation, commute to places of potential employment,
 - Criminal record that would inhibit the applicant's ability to complete the program and/or obtain employment in the field,
 - Lack of intent to seek employment in field or seek other benefit related to the training upon completion of program
- Required technology (See *Online Course/Distance Education > Resource and Equipment Requirements* in this catalog for specific technology requirement.) and computer skills for students applying for online courses.
- Specific programs may have additional admissions requirements. Refer to the specific program sections of this catalog for those requirements.
- The Institution does not currently accept students that either reside in or are living in the following states and U.S. territories: California, Massachusetts, Guam, Puerto Rico.

Individuals interested in one of the Institution's programs are to (1) Meet with a school representative. (2) Acquire and complete an Application for Admission. Applications for admission may be obtained from the Campus President or the admissions staff. (3) Receive admissions decision. (4) Complete and sign the enrollment agreement, remit the respective program fees (See *Statement of Tuition and Fees* for program of interest.), and fill out any other form or provide any other documentation the Institution may deem necessary. In addition, applicants for some healthcare programs must have on file any required immunizations, clearances, or other documentation prior to attending externships or clinicals.

Acceptance of applicants is also subject to minimum and maximum class size and academic scheduling requirements. Acceptance for admission indicates only 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.

Accommodations for Disabilities

Applicants needing an accommodation for a disability must make a written request to the Campus President at the time of acceptance indicating the nature and extent of the disability and specific accommodation requested.

Late Application

Applicants may apply for admission any time prior to the starting date of the term for which the applicant desires admission. At the discretion of the Campus President and subject to maximum class sizes, the applicant may register late after the start of classes, so long as admissions requirements are met and all required documentation is on file.

Cancellation of Enrollment

All students enroll subject to their right to cancel their enrollment during their first term as provided for in their enrollment agreement. In addition, the Institution reserves the right to exercise professional judgment to cancel the student's enrollment when it deems such action to be in the best interest of the Institution or the student. When a student's enrollment is cancelled without cause, the student will not be penalized either academically or financially. That is, the student will not receive withdrawals or failing grades, no academic records will be maintained, and any tuition already paid will be refunded. The legal obligation to follow the institution's Dispute Resolution Procedure survives cancellation of the student's enrollment.

Transferring Credits/Degrees/Academic Credentials

► TO THIS SCHOOL

Once the institution has made the determination that the education or training is substantially similar to the institution's coursework, transfer credit will be accepted on the following basis.

1. Credits earned at another institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) may be accepted on the basis of an official transcript provided when "C" or better grades were earned at the previous institution.

2. AP credits may be accepted on the basis of a valid transcript issued by the Institution's Board reflecting a score of 3 or higher.
3. Dual enrollment credits may be accepted on the basis of a valid transcript issued by the student's high school reflecting a grade no lower than an A-.
4. Credit for military experience may be accepted for appropriate learning acquired in military service on the basis of recommendations made by the American Council of Education's (ACE) Guide to the Evaluation of Educational Experiences in the Armed Forces.
5. Unaccredited training or education – Credit may be obtained from unaccredited training or education provided the institution is able to map all the competencies from the institution's course to the training or education received by the student and the student earned a certification upon completion of that training or education.
6. The institution does not accept credit for experiential learning.
7. No more than seventy-five (75%) of the total number of a program's credit hours will be accepted as transfer credits.
8. Acceptance of transfer credits is at the Institution's discretion. The student may be asked to provide course descriptions or other pertinent information necessary to evaluate coursework for which transfer of credit is being sought. In cases where proficiency may be in doubt, the institution reserves the right to test for proficiency.
9. Nursing Program – Please refer to the nursing student handbook for additional requirements regarding transfer credit for the nursing program.

►FROM THIS SCHOOL TO OTHER EDUCATIONAL INSTITUTIONS

Students are advised that it is frequently difficult to transfer credits (or degrees, diplomas, or other academic credentials) from one educational institution to another institution 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 frequently will not match up very well with classes offered at another. Also, some educational institutions require specific institutional or educational program accreditation as a condition to accepting credits from another institution. Therefore, students should not enroll at this or any educational institution, if there is any possibility they may want to transfer academic credit or credentials (diplomas, degrees, certificates) to another educational institution unless they have determined in advance that they will be able to transfer credits. See the "Other Important Credit Transfer Information" section below for more important information.

►FROM INSTITUTIONS WITHIN THE UCI @ MT. BRADDOCK CAMPUS SYSTEM

UCI @ Mt. Braddock is a branch campus of the West Virginia Junior College campus system. As such, students may transfer within the WVJC campus system with a "D" or better grade, as permitted by such agreements. However, the receiving institution reserves the right to require the student to repeat any course for any reason if, in its sole opinion, it would benefit the student academically.

►OTHER IMPORTANT TRANSFER INFORMATION

The Institution's occupational degree programs are terminal degrees; therefore, students should assume that credits earned are not transferrable to another program or institution. Furthermore, **this Institution offers programs and courses with a career training emphasis designed to assist the graduate in obtaining employment; they are not designed for transfer.** In addition, the Institution does not offer programs or courses (with or without a liberal arts/academic emphasis offered at many two and four year colleges) designed to transfer. As such, although this Institution's accreditation demonstrates that it has met recognized academic and educational standards, **courses, credits, degrees, diplomas or certificates awarded by this Institution are generally not transferable** to other educational institutions. It should also be noted that there are different types of accreditation. If the school to which a student may desire to transfer credits has different accreditation from this institution, credits may not transfer. Therefore, this accredited Institution does not imply, promise or guarantee the transferability of any course, credit, degree, diploma, or credentials earned at this Institution to any other educational institution. Prospective students must decide if their goal is short term, career focused training that this school offers or broadly focused liberal arts focused academic education.

Whether or not courses, credits, degrees, diplomas or other academic credentials 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 Institution are responsible to contact any other institutions to which they may desire to transfer to determine transferability, before beginning classes. **Applicants should assume their courses, credits, degrees, diplomas, or other academic credentials 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

As noted in the section titled "Transferring Credits/Degrees/Academic Credential", transferring credits is frequently difficult or impossible. Therefore, the best approach is for a student to plan on completing his/her educational career at the institution where he/she began. **Students should not enroll at this, or any educational institution, planning to transfer credits, degrees, diplomas, or other academic credentials.** In order to assist students who may, at some late date, change their mind and decide to continue their education, this institution has entered into articulation agreements with the post-secondary institutions listed below. Please note that this does not guarantee transfer of some or all credits to those institutions; the requirements change from time to time and the

articulation agreements may be terminated at any time. Before enrolling, it is the student's responsibility to request current articulation agreements, if any, review them, and then discuss transferability with the other educational institutions so the student can make a fully informed decision.

The following schools/universities have entered into an articulation agreement with this institution. Check with the institution for the most current information before enrolling. Also, be advised that the Articulation Agreement are not of indefinite duration and may terminate at any time.

American National University/National College

Salem International University

University of Phoenix

Note: This list is current as of the time of printing. Check with the campus for the most updated list.

Credit By Examination

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 School. Students may also receive credit by showing proficiency through industry certification. The School reserves the right to exercise its professional educational discretion regarding the granting of credit. Students who desire to apply for credit by examination or certification must notify the School prior to the first week of classes. No grade is assigned for credit granted by examination or certification.

Tuition and Obligation to Provide Services

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 the student is relying on such aid to pay tuition. Pursuant to the Veteran's Benefits and Transition Act of 2018, the institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.) In addition to tuition, the student is responsible for the enrollment fee, seat fee, (for the student's first term only), education resource fee (per term), out of pocket expenses as listed in the student's enrollment agreement.

Payment of tuition, fees, and all other expenses 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 Institution does not guarantee the receipt or likelihood of receipt of any financial aid. Eligibility for Title IV student financial aid (grants, loans, etc.) is controlled by the U.S. Department of Education. Important notice: Students are cautioned to carefully read the student financial aid section of this catalog. A student's financial aid assistance could be terminated for any number of reasons (some of which may not be within the student's control) before the student graduates. If this occurs, the student's enrollment will cease (unless the student pays and the School accepts tuition and fees from another source), and both the School and student will be deemed to have fully discharged all legal obligations to each other.**

Payment of tuition is solely for the right to attend classes and is not contingent upon satisfactory progress or placement upon graduation or the provision of any other service. **In the event a student fails to pay tuition for any term (regardless of the reason), the Institution shall have no further obligation to that student.** Tuition, fees, and other expenses for each program may be found at the end of this catalog. Diplomas, transcripts, or other documents will be issued only upon payment in full of tuition or other fees owed. In addition, delinquent balances may be turned over to collection agencies and/or other collection actions may be taken.

The Institution'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 Institution 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 services, and/or permanently discontinue 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 President.

The statement of tuition, fees and all other charges can be found on the last page of this catalog and are effective for the student's first term, but may be changed/increased for any term after the student's first term in school. If the institution increases or changes in any way its tuition and/or fees, all students will be notified of this change. The Financial Aid Officer will send this notification by email to the student's institutionally assigned email address. If a student does not yet have an institutionally assigned email, they will either be sent a letter through United States Postal Service or through email using the email given to the institution during the enrollment process.

Textbooks and Supplies Policy

The institution includes the cost of textbooks in tuition and fees. The cost the institution can offer students is below competitive market rates. Students have the right to opt out of this program and purchase books themselves. If a student chooses to do so, he/she is to notify the institution in writing at least 4 business days prior the first day of any module in which he/she wishes to purchase his/her textbooks. The student will receive a disbursement for the credit for the institution's cost of respective textbooks. The student must

then purchase his/her textbooks by the end of week 1 of the module. All supplies such as flash drives, pens, paper etc. are the responsibility of the student.

If students choose to use the institution's books, rather than buy their own books, they must return their books in good and usable condition at the end of each module, or on or before the date of termination if attendance is terminated. Failure to do so will result in the student being charged the replacement cost of all unreturned books. Students should be aware that they may not use Title IV funds to cover these costs if these charges occur after their withdraw date.

SECTION III. – Academic Information

Program/Class Scheduling, Content and Size

Classes are generally scheduled so that a student will graduate in 18 – 21 months in Associate in Specialized Business Degree programs, and in shorter periods of time in diploma programs. Program lengths may vary based upon several factors including, but not limited to, transfers in any class, the student's class load, whether the student drops classes, fails classes, changes programs, etc. The Institution reserves the right to determine when each course is offered, and which students are assigned to each course each term, and to decide the number of credit hours a student may carry. With rapidly changing employment demands in today's information age, the Institution periodically updates curriculum. As such, the Institution reserves the right to update, modify, cancel, substitute, suspend or permanently terminate courses contained in each program. This includes any changes related to the content of any specific course, the course or program title and/or objectives, graduation requirements, number of instructional or academic credit hours, or any other academic matter at any time.

Class sizes and student-teacher ratios will vary significantly depending upon the type of class involved, class scheduling, and the number of students required to take that specific class that term, and various other factors. There is no one standard class size or corresponding student teacher ratio. The majority of classes will have thirty-five or fewer scheduled students. Medical clinical classes will generally contain less than twenty students per class. The class size in other classes will typically range anywhere from twenty to thirty-five students per class, although some classes may exceed thirty-five.

All courses in all Diploma programs offered by this Institution are fully acceptable for credit in one or more of this Institution's Associate Degree programs. Individual Diploma courses may be transferred directly, and in some cases, may also be used to substitute for certain courses in Associate Degree programs. Check with the Campus President for additional information.

The Institution strives to have the most qualified faculty instructor available to teach all courses, particularly those in the technology/medical fields. As such, some courses may occasionally be scheduled outside of normal time periods or through distance education modalities to provide students with the best possible instruction. While individual courses are normally scheduled during the day Monday through Thursday for students in day programs, students in some courses, may be scheduled for class periods in the evenings Monday through Thursday or Friday or Saturday. Out of classroom learning experiences (externships, medical clinical rotations, etc.) may be scheduled on any day and any shift. Specific class schedules are determined by the overall scheduling requirements for the entire student body, and the course loads, and scheduling requirements of individual instructors for specific courses involved. In addition, courses normally scheduled at night may be scheduled during the day or on Friday or Saturday.

In keeping with the institutions policy of continuing, improving, and updating curriculum to meet local employers changing needs and for operational needs, the School reserves the right to update, modify, cancel, suspend or permanently terminate courses, classes, or educational programs at the beginning or end of any term for any reason. Other campus or educational activities or services can be terminated at any time.

Directed/Independent Study

Directed/Independent Study may be utilized in appropriate circumstances, such as to resolve scheduling difficulties/conflicts. Each decision shall be made on a case by case basis. Directed/Independent Study students are expected to complete the same course work as in regularly scheduled course offerings. Directed/Independent Study involves a level of independence and self-direction on the part of the student to read material, complete and submit projects, reports and other assignments on a timely basis, and successfully pass examinations as if a student was attending regularly scheduled class. Students are required to meet with the instructors periodically as required by the learning contract and to follow the procedures and policies as established by the campus administration and the instructor. In no case is a student permitted to take more than 10% of the didactic portion of their program through directed/independent study.

Program Objectives/Optional Certifications and Credentials

The objective of this School's programs and courses is to prepare students to obtain the skills and knowledge necessary to pass their classes and ultimately meet graduation requirements so graduates can obtain entry level employment. Opportunities for advancement will depend on the graduate. As such, graduates will have basic skills and knowledge that will assist the graduate 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, graduates must 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.**

Although some courses may include materials designed to help students prepare for certification/credentials not required for employment in that career field, individual program graduation requirements do not mandate that students obtain any type of optional computer, medical, technology, or other outside certifications or credentials. Passing written examinations or meeting other requirements necessary to obtain optional or mandatory state, national, industry, or other types of certification, licensure, registration, or other credentials available in the computer field, medical field, and in some 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 necessary to master the subject matter required to pass written examinations, practical tests, oral examinations, or other requirements. Also, eligibility requirements for optional certifications can vary and may change periodically. If a prospective student is interested in a specific certification, it is that individual's responsibility to determine in advance whether the institution's training will qualify the individual to take the necessary test(s) and/or otherwise qualify for the certification.

Program titles and objectives and the content of courses may be updated and changed periodically by the institution. Students will be scheduled and graduated accordingly.

Make-Up Work

Students may be allowed to make-up missed or delayed work, class assignments or tests resulting from absences, tardiness or other causes at the instructor's discretion. There will be no additional fees for make-up work. Make-up work is not permitted for the purpose of receiving Veterans Affairs training allowances. (CFR 21.4254)

Student Records

1. Disclosure -

The School reserves the right to provide (and by enrolling, the student grants permission to disclose) academic, student conduct, financial aid, financial, employment, personal background and/or other relevant information (1) to prospective employers, (2) to government agencies, financial institutions, credit reporting and/or collection organizations, guarantee agencies, student loan servicing agencies, student loan/aid/advising organizations, government or private student aid, job training, and other agencies providing or involved in the administration of any type of financial assistance, education or job training programs, for purposes of the United States Department of Education, United States Department of Labor, or other agency/program financial aid administration and student loan servicing/collection, (3) to accrediting agencies for accreditation related purposes, and (4) to other parties for education, academic, employment, and financial/financial aid related purposes (for example, providing academic or immunization information to a medical facility that accepts allied health students for medical externships). Except as provided in this catalog or the student's enrollment contract, the School 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, or court order or unless the student/applicant gives written permission.

2. Student Records –

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

- A. The right to inspect and review the student's education records within 45 days of the day the School's Campus President receives a written request for access that identifies the record(s) the student wishes to inspect. A School official will make the arrangements for access and notify the student of the time and place where the records may be inspected. The School may charge a reasonable cost based fee for the copies. The School may withhold from the student's review financial records of their parents and letters of recommendation.
- B. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading, or may violate his/her privacy rights. Students should write the Campus President for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the student, the School will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. If, after the hearing, the school decides not to amend the record, the student has the right to place a statement in the record regarding the contested information and/or why the student disagrees with the schools decision.
- C. The right to consent to disclosure of personally identifiable information contained in the student's education 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 School 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.
- D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202

3. Publicity –

In the course of normal operations, staff, faculty, students, and graduates, their educational programs, professional and academic accomplishments, career successes, etc., may be publicly recognized or 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,

etc. The School reserves the right (and by enrolling the student grants permission) to utilize and publicize individual or group photographs and the educational, employment, and personal achievements and background of such individuals for the purposes described above and as described in the student's enrollment agreement. This does not include the release of addresses, phone numbers, or email addresses. Students may revoke permission granted in this paragraph by filing a written, signed, and dated revocation with the Campus President.

Grading System

Grade	Numerical Equivalent	Evaluation	Quality Points per Quarter Credit
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	*
D*		Course Repeated	*
F*		Course Repeated	*
WF*		Course Repeated	*
I		Incomplete	*
P		Passing	*
TR		Transfer	*
CBE		Credit by Examination	*
NA		Not Attempted	*
CXL		Cancel	*

* Not used to calculate Grade Point Average

Incomplete and Failing Grades

An “I” grade indicates incomplete work in a class. It is the student’s responsibility to complete the coursework within three weeks from the date that the incomplete was earned. If the work is not completed by the third week, the “I” grade will be changed to an “F”, and it becomes the student’s responsibility to repeat the course when it is offered again. A student cannot graduate if he or she has an “F” in any required course and must repeat all required courses in which an “F” was earned. An equivalent class may be substituted with approval of the Campus President.

Standards of Satisfactory Academic Progress

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 of academic progress required by this policy, the student will no longer be allowed to continue as a regular student at the school and will no longer be eligible to receive Title IV student aid funds (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. **Payment Period.** A student’s progress in a diploma or degree will be evaluated at the end of each quarter. A student must have earned a cumulative grade point average of 2.0 and have successfully completed 67% of the credits attempted. Practical Nursing students must achieve a minimum grade of “C” in each course or be removed from the program. Additionally, Practical Nursing students are permitted to withdrawal from any course. However, a student who withdraws from a course is removed from the program and the withdrawal may adversely affect his/her progression. Failure to meet either of these standards will result in being automatically placed on financial aid/academic warning for one quarter.
2. **Maximum Program Length.** A student must successfully complete his or her program of study within a timeframe not to exceed 150% of the normal program length (one and one-half times the program length for the Practical Nursing program), in which the educational objective must be successfully completed. For the purposes of this standard, credit hours attempted shall mean any credit hours for which a student has incurred a financial obligation at this Institution and any credit hours a student has successfully transferred in from another institution that are included in the student's program of study. If at any point it becomes mathematically impossible for the student to complete his or her program, the student will be withdrawn from the school and become ineligible for Title IV funds.
3. **Financial Aid and Academic 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 Financial Aid and Academic warning, without appeal, for one evaluation period (one quarter for diploma and degree programs) without being dismissed from school (except for the end of the second academic year as previously described). A student placed on Financial Aid and Academic warning will be notified and will continue to receive Title IV financial aid and will be required to participate in academic advising. As part of this academic advising process, the student will be informed of how to reestablish his or her

good academic standing under this policy and related eligibility for Title IV financial aid. If the student meets both the cumulative grade point average and the rate of progression standards at the next evaluation point, the student regains good academic standing and will be removed from financial aid and academic warning. If the student does not meet both standards at the end of the financial aid and academic warning period, the student loses Title IV eligibility. The student will be notified he or she is no longer eligible for Title IV financial aid funds unless the student files a successful appeal, is placed on financial aid probation and enters into an academic plan. If the student does not file an appeal or an appeal is not successful, the student may continue in school in an extended academic enrollment status without receiving Title IV financial aid funds for one evaluation period provided the student has arranged for other means of satisfying his or her tuition and fees obligation. If the student is not meeting academic standards after that one additional extended enrollment quarter, he or she will be dismissed from school.

4. Appeal Process/Mitigating Circumstances. If the student is still not meeting standards after the financial aid and academic warning period, the student may submit to the Campus President or Academic Dean 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 both a 2.0 cumulative grade point average and a 67% completion percentage by the end of the second academic year 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 on an extended academic enrollment status for one evaluation period 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 on extended academic enrollment status for one quarter without Title IV funds and achieves the minimum satisfactory academic progress standards, Title IV financial aid will be reinstated. If the student does not achieve the minimum satisfactory academic progress standards, the student will be dismissed from school. The student is required to have academic advising during this evaluation period of extended academic enrollment. As part of this academic advising process, the student will be informed of how he or she can reestablish his or her eligibility for Title IV financial aid.
 - B. Mitigating circumstances did exist and the appeal is granted. The student will continue enrollment for one quarter on a financial aid and academic probation status and enter into an academic plan with no loss of Title IV eligibility.
5. Probation and Academic Plan. A student may be placed on financial aid and academic probation and enter into an academic plan if, after the financial aid and academic 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, if eligible, will continue to receive Title IV financial aid funds during this financial aid and academic probationary period and the student is required to participate in academic advising. As part of this academic advising process, the student will be informed of how he or she can reestablish his or her eligibility of Title IV financial aid.

During the financial aid and academic probationary period the student also enters into an academic plan. This academic plan will clearly outline the minimum academic standards the student must meet at the end of each evaluation period 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. A student enrolled in a diploma or degree program must have at least a 2.0 cumulative grade point average and 67% completion percentage or higher at the end of the second academic year or be dismissed from school. An Academic Plan also will be required for all students who reenroll at the Institution pursuant to Section 10 of this policy after previously failing to maintain satisfactory academic progress.

6. The effect on satisfactory progress with the following:
 - A. Course Withdrawals – Students withdrawing from individual classes will received a “W” (Withdrawal) on their transcripts if they withdraw by the midpoint of the course (end of week three – Non-Nursing, end of week six – Nursing) and a “WF” (Withdrawal-Failing) if the withdrawal occurs after the midpoint of the course. Withdrawals are not used to calculate grade point average but are used to calculate rate of progression standards. The institution does not offer Withdrawal-Passing.
 - B. Incomplete Grades – Incomplete grades are not used to calculate grade point average but are used to calculate rate of progression standards.
 - C. Repeated Grades - 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. 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.

- D. Transfer Credits – Transfer credits are not used to calculate grade point average but are used to calculate rate of progression standards.
- E. Proficiency Credits (Credit by Exam) – Credits by exam are not used to calculate grade point average but are used to calculate rate of progression standards.
- F. Non-Credit/ Remedial Courses – The institution does not offer non-credit or remedial courses. Therefore, they are not used in the determination of satisfactory academic progress.
- G. Pass/Fail Grades – The institution does not offer pass/fail grades. Therefore, they are not used in the determination of satisfactory academic progress.
7. Leaves of Absence. The Institution does not grant leaves of absence.
8. 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.
9. 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 President 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 and must meet the minimum satisfactory academic standards to receive Title IV financial aid funds. A student must have at least a 2.0 cumulative grade point average and a rate of 67% completion percentage higher at the end of the second academic year or be dismissed from school.
10. The institution offers continuous enrollment and all hours attempted, including those taken in the summer months, are included in the student's Satisfactory Academic Progress.

Graduation Requirements

To qualify for graduation, a student must:

1. Pass all required courses in the student's program with a minimum 1.0 ("D" grade) on a 4.0 scale.
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, certifications or assistance from the School.)

Definition of Quarter Credit Hour/Academic Year

The School measures and awards credits using quarter credit hours. The School operates on a quarter term calendar year. A quarter term is between 10 and 12 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 10 to 12 weeks for one quarter 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 credit hour equivalencies: One quarter credit hour equals, at a minimum, 10 classroom hours of lecture, 20 hours of laboratory, and 30 hours of practicum.

A standard contact/class hour is generally 50 minutes in length and appropriate breaks. A student is considered to be full-time when carrying 12 or more credit hours per term. The definition of an academic year for Title IV purposes is 36 quarter credit hours and 30 weeks.

United Career Institute @ Mt. Braddock measures its coursework and programs exclusively in standard quarters. In order to best serve the School's diverse student body, each course (subject) may be offered at a variety of times, days or weeks within each standard quarter. All courses (subjects) begin and end within a quarter. A new quarter begins approximately every six weeks. Please see the school calendar for quarter begin and end dates.

Hour Regulation

The criteria for quarter hour conversion is as follows:

- 10 hours (lecture) = 1 credit hour
- 20 hours (lab) = 1 credit hour
- 30 hours (externship) = 1 credit hour

Therefore, a lecture course consisting of 4 credits mandates 40 hours (10 hours of lecture x 4 credits) of instruction. Each class is scheduled as follows:

- 100 minutes of instructions four days per week. A classroom hour is defined as 50 minutes of instruction, so each day there are 2.0 hours of instruction. The course runs six weeks, so 2.0 hours per day x 4 days x 6 weeks = 48 hours of instruction. Scheduling classes in this manner exceeds the requirement by 8 hours, which provides an allowance for vacation, holidays, cancellations of classes, etc.

Class Schedule

Classes may be held during the day and also at night. Day classes may be held anytime between 8:00 a.m. and 6:00 p.m. Night classes (if offered) may be held anytime between 4:00 p.m. to 10:00 p.m. Externships, clinical rotations and out of class learning experiences may be scheduled any day or night 24 hours a day, 7 days a week, as required by the learning site. Please see the Campus President for a complete schedule.

Lecture Time Allocation

A standard contact (class hour) generally is 50 minutes in length and the appropriate break(s). A student is considered to be full time when carrying 12 or more credit hours per quarter term. The definition of an academic year for Title IV purposes is 36 quarter credit hours and 30 weeks.

Full Time Course Load Explanation

Any student who is taking a full time course load from the academic institution can expect the following time dedication. Students are advised that a full course load is equivalent to a full time job.

$$\begin{array}{rcccl} 12-15 & & 24-30 & & 36-45 \\ \text{Class Hours} & + & \text{Hours of Homework} & = & \text{Hours of Work Each Week} \end{array}$$

Equivalency for Distance Education

Online courses have been designed so that content, coursework, homework and learning in the online classroom are equivalent to what is achieved in a traditional/residential classroom for its equivalent on-ground course. Online instruction plus student activity hours are equal to the sum of out of class work plus instructional hours.

Student and Institutional Academic Responsibilities

The student and academic institution have an underlying responsibility to each other. The academic institution prides itself on providing quality education to each student with academic and professional integrity. The commitment of the academic institution is based on academic integrity, consistency, and reciprocal student efforts. To ensure a successful experience the student must allocate sufficient time and effort to achieve academic excellence. The dedication of both student and academic institution will result in academic accomplishment.

If a student is disappointed in any aspect of the education provided in any course, such as course content, teaching effectiveness, or other academic issues, it is that student's responsibility to promptly report the concerns in writing to the Campus President so that the institution can address the issue while the course is on-going. If the student fails to promptly provide written notice as soon as the serious concern arises and while the classes are still being offered in the course, so that the institution can investigate and take corrective action, if needed, then the student is barred from raising any academic, education, or other issues after the term ends.

Dropping and Adding Courses

Since classes for each student are scheduled in a manner that will permit matriculation within the period of time and normally required for the student's individual program, adding and dropping courses is discouraged; however, if a student can justify a request to add or drop a course, the administration will 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.

Online/Distance Education

This institution is committed to utilizing technology in the provision of its educational offerings. As technology advances and is more fully integrated into the economy it becomes more important for students to be comfortable in accomplishing goals through technology. Therefore, students may be required to complete a portion of their program of study through online or other distance education modalities courses. Enrollment in distance education courses is at the discretion of the institution. Therefore, for some programs, students have the option to complete a portion of their program of study through online or other distance education modalities. United Career Institute @ Mt. Braddock does not offer programs fully online. Additionally, externships and certain lab portions of courses cannot be completed online (see the Medical Program Director for more information). Students requesting to take online courses must meet the technical requirements. (See Resource and Equipment Requirements in this section.) These online courses are specifically designed for the student who will be accessing online courses from a standard home or personal computer. For more information, contact the Campus President.

Restrictions for Enrollment in Online Courses

- Courses delivered through distance education may not exceed 25% of a student's program.

- Only students enrolled in the programs below may enroll in distance education courses.
 Medical Assisting – Associate in Specialized Business
 Medical Office Administration – Associate in Specialized Business

- Only the courses listed below may be taken through distance education.

TER	101	Medical Terminology I
TER	102	Medical Terminology II
TER	103	Medical Terminology III
PHM	101	Pharmacology I
PHM	202	Pharmacology II
ANP	101	Introduction to Anatomy and Physiology
ANP	102	Anatomy and Physiology
ANP	103	Anatomy and Physiology
MIC	101	Medical Insurance and Coding
MCC	101	Medical Coding
MCC	102	Medical Coding – CPT
EHR	201	Electronic Health Records
EHR	202	Electronic Health Records II
MAP	201	Medical Administrative Procedures
ICP	101	Introduction to Clinical Procedures
CLP	202	Clinical Laboratory Procedures
CMP	203	Clinical Medical Procedures
MTO	202	Medical Topics
HRM	201	Human Resource Management
CAR	201	Career Preparation
SSS	101	Student Success Strategies
ITC	101	Introduction to Computers
WPA	101	Word Processing Applications
SPA	101	Spreadsheet Applications
KEY	101	Keyboarding I
KEY	102	Keyboarding II
RAW	101	Research and Writing
COM	101	Effective Communication
CMP	101	English Composition
MAT	101	Business Math
PSY	201	Psychology
LOG	201	Logic and Critical Thinking

Important Notice Regarding State Job Licensure and Certification Requirements – This Institution cannot maintain a current list of each state’s licensing and certifying requirements for all jobs that a particular program’s graduates may be trained to perform. Therefore, the institution makes no guarantees that a program complies with any or all licensure and/or certification requirements of any state except the state in which the institution is domiciled (West Virginia). Online/distance education prospective applicants who reside outside the state of West Virginia have the duty and responsibility to check their state’s occupational licensing, certifying, and qualifying requirements before applying for admission.

Distance Education Modalities - Online training differs from traditional on-ground course training. Delivery of course content will occur through various modalities. Listed below are the various modalities that may be used in an on line course.

- **Online Lecture/Demonstration:** Online lectures will be presented in a variety of ways. Lecture notes placed on a web page for the learner to review and available for download from the site. Some lectures demonstrations will be presented via audio or video multimedia by using specialized software and hardware to allow this creation. Links related to resources and other Web sites will be embedded in the online lectures. Short lectures provide enough information to serve as a basis for further reading, research, or other learning activities. Online lectures are readily available for students to revisit as needed.
- **Threaded Discussion:** Instructors will post a topic(s) and the student will complete two tasks: Post a response to a threaded discussion and post responses to two of their classmates’ posts per topic. Academic Discussion Boards are considered classroom participation. The responses should be written in proper English and should be based upon researched fact. Each response should focus on the topic that the instructor has provided. The discussion boards are designed with academic debates in mind. Students should treat the discussions as though they are in a classroom setting and the instructor has posed a question for them to answer. If the student’s research a discussion question and post based on the materials they used, they must cite their sources within the posting.
- **Collaborative Learning:** Collaborative learning will be when two or more students work together to learn. Some courses will assign small groups composed of participants with different ability levels and will utilize a variety of learning activities to master material initially developed by the instructor, or construct responses on substantive issues. Each member of the team will be responsible for learning what is taught and for helping teammates learn. Students will utilize a variety of online collaboration tools in and out of the online learning environment to engage in collaborative learning.

- **Multimedia Presentation:** Multimedia as an instructional delivery method uses animation to encourage student interaction with the platform; videos stimulate visual senses to encourage student interaction with the platform; sound stimulates the auditory senses to encourage student interaction with the platform; and concepts are conveyed quickly and effectively to students. The capabilities of ways to enrich learning are enhanced through the use of multimedia.
- **Text Presentation:** As stated in the section above under the online lecture/demonstration delivery method, the text will be available for the presentations and available for download. Chunking will be utilized in the design of the lecture area to help with the text based delivery that is unavoidable in all courses.
- **Online Drill and Practice:** As an instructional delivery method, drill & practice promotes the acquisition of knowledge or skill through repetitive practice. Many courses will utilize flash cards for terms and concept learning. Some courses will have links to site to practice skills such as math, accounting, keyboarding, etc.
- **Research:** Research is used to help student learn to question, plan, gather information, sort and sift information, synthesize, evaluate, write and document resources properly. Students will learn MLA and APA properly and be provided with resources to help them learn the process of research as a student should. While learning how the use of technology and technology skills and resources to ease the work process.
- **Case Study:** This instructional delivery method will require learners to draw upon their past experience(s) to comprise solutions to future experience(s). Case studies will be comprised of an appropriate problem situation which is relevant both to the interests and experience level of learners and to the concepts being taught.
- **Educational game:** Instructional gaming is one method that may increase the performance and motivation of adult learners based on the premise that games generate enthusiasm and enjoyment for the subject matter content. Many of the adopted textbooks for the courses have an educational game component included. Instructional gaming helps the students to maintain focus on the subject matter but to break away from routine structure and instruction.
- **Observation:** The instructional delivery method of observation will be utilized when students view a demonstration or how-to process and as a primary means of learning during an externships experience when they are placed into the job setting to observe, participate and learn.
- **Simulation:** In an instructional simulation, students learn by actually performing activities to be learned in a context that is similar to the real world experience. Instructional simulation is used in most cases for unguided discovery learning. Students can generate and test hypotheses in a simulated environment by examining changes in the environment based on their input. This particular type of instruction requires students to involve their learning in an active way. The course plan will incorporate this method to improve student learning by emphasizing applied learning skills.
- **Problem Solving:** The instructional method of problem solving encourages students to work through a situation or problem in order to arrive at a solution to improve their critical thinking and applied learning skills.
- **Virtual Conferencing:** Virtual conferencing for distance education based on course and instructor preference could be implemented into the virtual classroom. This networking feature promotes interaction, communication and traditional instruction in a non-traditional capacity. The networking between instructor and student would allow for greater expansion of course curriculum and enhance relationship building within the online community.
- **Other: Narration / IPOD content option / Product application:** Many lectures and demonstrations will be narrated and some text may be as well. Content is being revised and made available to students to download in various formats, print, mobile, and IPOD devices.

Most activities in the online courses are asynchronous so that students can log in and participate whenever their schedule allows within the allotted timeframe as set by the instructor. However, the tools to provide synchronous opportunities are available.

Orientation for Distance Education - The institution provides orientation to students prior to the first day of class to acclimate them to the specific distance education learning methodology and technology. Orientation sessions, provided prior to the start of distance education coursework, includes, but is not limited to, a discussion of expectations of participation, navigation of the learning management system or distance other education delivery system, and issues related to academic integrity.

State Authorization - The Host institution is a member of the *National Council for State Authorization Reciprocity Agreements (NC-SARA)*. This means that the Host institution is authorized to deliver distance education to students who reside in states that are also members of NC-SARA. For the most current list of NC-SARA member states and to determine if your state is a member state, visit <http://nc-sara.org/sara-states-institutions>. Should a student change his/her residency or the state in which he/she is living or engaging in educational activities, he/she is required to notify the Campus President in writing PRIOR to making this change. In either of these circumstances, the student could be at risk of losing financial aid eligibility which could prevent the student from completing the program. Furthermore, should a student move to a state where the licensing or certification requirements for employment are different from the state where the student resides or is living upon enrollment, the student may be at risk for not meeting those licensing or certification requirements; and therefore, may be unable to obtain employment in that occupation.

Dispute Resolution Electronic System – Distance education students may submit a dispute/complaint electronically using our dispute resolution electronic system by visiting www.wvjc.edu/resolution. Students are to refer to their enrollment agreement or the Dispute Resolution section of this catalog for the formal and complete dispute resolution procedures.

Admissions Requirements - Admissions requirements for distance education are the same as those for residential students.

Resource and Equipment Requirements – Online courses take place in a web browser-based virtual classroom. Students can access their courses from just about any computer with an internet connection.

However, there are some minimum requirements that must be met in order to ensure full utilization of online course functions and tools. All online students should have their own personal computer that meets the specifications listed below.

System Requirements	
Windows Users <ul style="list-style-type: none"> • Windows 7, 8, 8.1, and 10 • 1GB of RAM • 2 GHz processor • Soundcard & Speakers 	Mac OS Users <ul style="list-style-type: none"> • Mac OSX 10.6 and newer • 1GB of RAM • 2 GHz processor • Soundcard & Speakers
Browser Requirements	
Windows Users <u>Recommended Versions:</u> <ul style="list-style-type: none"> • Mozilla Firefox 62 and 63 (Extended Releases are not supported) • Chrome 69 and 70 <u>Supported Versions:</u> Microsoft Internet Explorer 11 (Windows only—please make sure your operating system is also current as noted in the computer specifications lesson; you may need to download the Windows 10 Anniversary Update to submit Canvas assignments) * We highly recommend updating to the most current version of your preferred browser. Your browser will notify you if there is a new version available.	Mac Users <u>Recommended Versions:</u> <ul style="list-style-type: none"> • Safari 11 & 12 • Chrome 69 and 70 <u>Supported Versions:</u> <ul style="list-style-type: none"> • Mozilla Firefox 62 or 63 (Extended Releases are not supported)
Required Components	
<ul style="list-style-type: none"> • Flash is required for recording or viewing audio/video as well as uploading files to a course or an assignment. Other than these features, Flash is not required to use most areas of Canvas. Please note that some browsers may no longer support Flash. • The Java plug-in is required for screen sharing in Conferences. Please note that some browsers do not support Java. Otherwise, there are no other browser plug-ins used by Canvas. • JavaScript must be enabled to run Canvas. Other components include: <ul style="list-style-type: none"> • RealPlayer 8 Basic Player • Macromedia Shockwave Player • Windows Media Player • QuickTime Player 	
Software Requirements	
Windows Users <u>Recommended Versions:</u> <ul style="list-style-type: none"> • Microsoft Office 2016 • Office 365 • Adobe Reader There are free student versions of the Microsoft Office Suite available upon request through the IT department that will expire upon graduation.	Mac Users <u>Recommended Versions:</u> <ul style="list-style-type: none"> • Microsoft Office 2016 • Office 365 • Adobe Reader
Internet Access	
All online courses require a reliable connection to the Internet. Students are responsible for setting up their own connection to the Internet. There are many Internet Service Providers (ISPs) available in West Virginia as well as nationwide. A minimum broadband connection of 512 Kbps or higher is strongly recommended due to the rich media content in many of the online courses.	
Screen Size	
Canvas is best viewed at a minimum of 800x600 , which is the average size of a notebook computer. If you want to view Canvas on a device with a smaller screen, we recommend using the Canvas mobile app.	
Email Account	
Online courses require each student to have an email account. We have integrated your personal email account as an added convenience to you. This way, you do not have to juggle multiple email accounts. We will issue you a WVJC email account upon request	

Additional Fees/Costs - The option to take online courses is included in the standard tuition and fees. Other costs that students may incur to take online classes include:

- **Personal Computer** - Varies based on specifications
- **Internet Access** - Varies based on location
- **Microsoft Office Suite** - \$150 - \$500*
 - Word - Excel
 - PowerPoint - Access

Last Date of Attendance (LDA) will be defined differently for online courses than residential courses. LDA for online courses will not be defined as a physical or virtual presence in the classroom. LDA for online courses will be defined as the last date in which a student participates in an online course. Participation for determining LDA in an online course will be defined as any activity carrying weight in the course (e.g. posting a comment for a grade or points, submitting work for a grade or points, etc.)

Identity Verification and Privacy Protection – The institution takes identity verification and privacy protection very seriously. The institution and student have a shared responsibility to ensure that the student’s privacy and the integrity of the program are protected.

In order to secure the private information of the student and the institution, the institution creates a unique username and password (credentials) for each student, faculty member, and administrator. This will ensure that private information is seen only by the respective student and appropriate faculty and administration. It also helps to ensure that each student’s work is his/her own. If the institution believes that the student’s privacy has been or is at risk of being compromised, it will notify the student immediately and take whatever appropriate actions are necessary to reestablish security.

It is the responsibility of the student not to share his/her credentials with anyone. If a student intentionally shares their unique credentials it is grounds for, but not limited to, dismissal from online course participation. If a student believes their credentials have been compromised, they are to notify the academic dean immediately so that the credentials can be reset. There is no additional cost to the student for identity verification.

Services for Online Students – Although WVJC makes available all of its services to all students (such a counseling, academic advising, guidance, employment assistance, and financial aid), online students who live beyond convenient commuting distance to the main campus will have to commute to the campus for some services, such as face-to-face advising some types of graduate job hunting assistance, participation in campus activities, etc. Prospective students must decide if the benefits of taking an online program from their residence at a distance location outweighs the disadvantage of not having the convenient access to services available to on-campus residential students.

Credentials Conferred

Degrees – Degrees are offered in the form of a Associate in Specialized Business Degree-Occupational. Length of time for completion is normally 18 to 21 months, but this time may vary depending upon the number of credit hours carried each term, whether the student attends day or evening classes.

Diplomas – Diplomas are offered for completion of all non-degree programs. Generally, diploma programs are 12 months, but this time may vary based on the factors discussed in the degree section above.

SECTION IV. – General Information Orientation

At the beginning of each term, the administration will provide an orientation program for all new students. The purpose of the program is to ensure that all new students are thoroughly familiar with the School’s policies, procedures and all other information necessary for successful matriculation in their chosen program. All new students are required to attend the orientation program.

Personal Dress

Appropriate dress is an important part of any work environment. Part of the student’s training at the School involves becoming familiar with and accustomed to appropriate attire typically expected by today’s employers. Students should view their experience at the School as the first job in their new career field and should dress appropriately. The Campus President may establish new 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 and Activities

The School encourages its students to be active in student chapters of professional organizations. The School 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 Campus President. If enough student interest exists, the institution will sponsor the chapter.

The local area offers diverse opportunities for student recreation and social activities. The School may sponsor extracurricular activities in accordance with the student interest. Student suggestions for additional activity should be provided to the Campus President.

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 organize and help carry out such extracurricular activities with the assistance of the School for approved activities.

Externship Requirements

Externships can provide valuable, real-life experiences, as well as providing networking opportunities that may enhance the student’s opportunity to obtain employment after graduation. **Students are required to meet all externship requirements. Externships must be scheduled at the convenience of the externship site; this means the externship may not be during normal**

class hours and could be on weekends or evenings. Also, the externship may be scheduled any school term or after the student completes all classes. Students are responsible to adjust their schedules to fit into available externship time slots and are also responsible for transportation to and from the externship site. The institution will assign students an externship site. It is the **student's responsibility** to be in attendance at the designated times and locations, which may include nights and/or weekends. If any externship experience may occur beyond a customary and usual commuting distance to the location where the student receives the remainder of the program instruction, students will be informed and agree in writing to the arrangement prior to enrollment. The Institution defines a customary and usual driving distance as sixty (60) miles.

Additionally, different externship sites will have different requirements. Students should talk to their instructors about specific requirements well in advance of the scheduled externship. The purpose of an externship is to enhance the student's education and employment prospects. Students are not employees and are not paid during their externship.

In regard to medical externships, externship sites will have specific health requirements with which the student must comply to be eligible to participate. These requirements might include vaccinations against Hepatitis B, or other diseases and/or medical tests, such as tuberculosis skin test. The student is responsible to meet these requirements at the student's cost prior to the scheduled externship. To the degree permitted by law and as a requirement of the externship, the student agrees to indemnify and hold harmless medical externship sites, their employees and agents and the school and its agents and employers from any and all liability for injuries, diseases, illnesses or adverse medical conditions that might occur during clinical experiences, including but not limited to blood borne pathogen exposures.

Termination From School/Re-Entry

A student may be terminated from this Institution for "cause" which shall include: excessive absences, failure to maintain satisfactory academic progress, failure to pay tuition when due, violation of student conduct standards, disruption of school activities, harassing or threatening conduct, cheating, stealing, possession of alcoholic beverages or drugs on school premises, violation of drug laws, violation of school or building regulations or catalog requirements/policies, breach of the student's enrollment agreement, failure to comply with staff directives, or otherwise as provided for in the enrollment agreement. In addition, this Institution may, at its exclusive option, terminate any student "without cause" if the Institution deems such action to be in the best interest of the school or its students. Refer to the student enrollment agreement for details.

Students who leave school voluntarily or who are terminated from school during a school term may not receive credit for work attempted during the term.

Student Conduct

On-Campus, Off-Campus, Social Media Use, and Audio/Video Recording Prohibition

Students are expected to be courteous to staff, faculty, and fellow students and to conduct themselves in a manner appropriate for a school setting. In addition, threatening, abusive, harassing, disruptive or intimidating conduct is strictly prohibited, as is obscene, profane, disrespectful, or insulting statements. Also, any statements or actions which disparage, ridicule, or otherwise demeans another individual or any organization is also strictly prohibited. These types of statements and conduct are prohibited whether directed at a fellow student, staff or faculty member, the campus, or any other persons or organizations. Failure to meet these standards of conduct will result in disciplinary actions including possible termination from school.

Any conduct occurring off-campus which would be a violation if it occurred on-campus is considered a violation of the standards expected of students. For example, if a student harasses or threatens another student off-campus, then the victim is being denied his or her rights to attend class without the fear of being threatened or harassed.

Conduct that violates this policy can occur either face-to-face in the victim's presence or through other means of communication, such as social media. Any post on any social media site or public communication, which in the institution's sole judgment, violates the standards described in this section, shall be immediately removed upon request. Such posts are a violation of the standards of student conduct and subject the offender to disciplinary action stated elsewhere in this catalog, up to and including expulsion.

Audio recording, video recording or any other type of recording of instructors, staff, students or others or of any activity or event on campus or any official off-campus school activity is strictly prohibited. This prohibition includes, but is not limited to, recordings: of classroom instruction, in the student lounge, staff offices, hallways, etc. and/or recordings of telephone calls, and/or other means of electronic communication, etc. Anyone violating this policy is subject to discipline, including immediate termination. Any recordings made in violation of this policy must be immediately turned over to the campus president without court order or other action. Audio and video recordings by employees or subcontractors may be authorized for quality assurance, regulatory compliance and other business purposes.

Academic Honesty and Integrity

The Institution promotes the exchange of knowledge in an environment that encourages intellectual honesty. This applies to both the Institution's on-ground and on-line learning environments. Students must maintain high standards of academic conduct. A student's conduct must not interfere with the learning process of any other student, the instructor, or the progress of the class. Violation of the academic honesty and integrity standards include, but are not limited to:

- Copy from another student's assignment/quiz/test or knowingly allow one's own assignment/quiz/test to be copied.
- Use materials during an assignment/quiz/test that were not clearly authorized by the person giving the assignment/quiz/test.
- Collaborate with another student during an assignment/quiz/test without permission.
- Knowingly use, buy, sell, offer, transport, or solicit any of the contents of an assignment/quiz/test.

- Complete an assignment/quiz/test for another student or permit another student to complete an assignment/quiz/test in one's place.
- Bribe or attempt to bribe another person to obtain a passing grade or a better grade on an assignment/quiz/test.
- Intentionally misstate facts or events on a graded exercise or assignment in a manner that affects the grade.
- Engage in plagiarism, which includes representing the work of another person as one's own, including information downloaded from the Internet. The use of another person's words, ideas, or information without proper acknowledgement also constitutes plagiarism.
- Obtain from or give to another student unauthorized assistance on any course work.
- Compromise instructional and assignment/quiz/test materials by acquiring, using, or providing to others unauthorized instructional and/or assignment/quiz/test materials.
- Share school issued usernames and passwords, computer, email, or learning management system access.

A student found in violation of the Academic Honesty and Integrity policy may be subject to disciplinary action by the Instructor, Program Coordinator/Director, Academic Dean, or Campus President. An instructor may impose sanctions against a student in accordance with the instructor's course policy. Sanctions may include but not limited to (a) a written warning and/or (b) a lowered or failing grade (including a grade of zero or no credit) on the assignment, test/quiz or project which was the subject of the academic violation. If the instructor believes that additional or different sanctions should be imposed against the student, the matter will be referred to the attention of the Academic Dean or Campus President. In cases where a student commits multiple violations of the Academic Honesty and Integrity policy, the Academic Dean or Campus President will make the final determination regarding disciplinary action.

Anti-Hazing Policy

It shall be the policy of the School to strictly prohibit any action or situation which may recklessly or intentionally endanger the mental, physical health or safety of its students for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the School. This policy applies to any student or other person who may be associated with any student organization. Violation of this policy may result in disciplinary action including but not limited to suspension and/or termination from school or employment. The President of the School shall be responsible for the administration of this policy.

Housing/Transportation/Food Establishments

The School does not maintain student housing. Should a student living beyond commuting distance desire to establish residence in the area, it will be the student's responsibility to obtain housing satisfactory to the student.

The School does not maintain a student cafeteria or other eating facilities; however, there are restaurants and grocery stores located in the area. Students who desire to bring lunches to school may do so; however, food may be consumed only in the student lounge. Building regulations restrict consumption of food or beverages to the student lounge.

For additional information concerning availability and cost of room and board or transportation costs for commuting students, see the Campus President.

Health Career Hazards/Liability Release

While working in the health field can bring great satisfaction in helping people improve the quality of lives, it also brings risks that are unique to the health field. Students entering health careers, have an increased exposure to various health risks and illnesses, including but not limited to hepatitis, blood borne pathogens, various contagious or infectious diseases, etc. While exposure to increased health risks is inherent in the field, individuals can take actions to minimize those risks. All students in any health career program are required to talk with their doctor prior to participating in medical externships to both fully understand the nature of the risk and to be certain they have no health conditions that would place them at greater risk.

Also, students are advised that they can get immunized against contracting certain serious diseases, such as Hepatitis B. It is the student's responsibility to be immunized prior to obtaining medical externships. If the student chooses not to, then the student accepts the responsibility for such preventable risks while participating in such externships.

By enrolling in a program that provides clinical training, whether or not externships are included, to the extent permitted by law the student hereby agrees to hold the institution, staff and faculty harmless from any injuries, illnesses, adverse medical conditions or other damages resulting from such clinical training or externships. In addition, if the students training involves off site clinical training, such as student externships, to the extent permitted by law the student shall also release and indemnify the externship site and its employees from any and all liability for such injuries, illnesses, adverse medical conditions or other damages resulting from such clinical training or externships. Students are required to conscientiously comply with all precautions and safety procedures to minimize risk of exposure, but even with great care risks remain.

Hazardous Waste Disposal

It is this institution's policy to follow applicable health and safety local, state, and federal regulations for the proper handling and disposal of blood borne pathogens and to minimize exposure to infectious diseases. Additionally, in the event that the institution offers any programs which could potentially result in exposure to radiation, all appropriate and legal requirements relating to proper precautions to minimize exposure will be followed. Students participating in clinical training will also be provided training in health and safety protocols of the clinical facility.

Graduate Career Assistance

The School takes pride in offering our graduates' services and resources that can give them an advantage in a competitive job market and global economy. Our students directly benefit from the school's years of working with employers in the local community, and from the knowledge in job search techniques that the school provides. Despite those advantages, no reputable school or other postsecondary institution can or would guarantee the success of any graduate or that the graduate will achieve his/her specific career, financial, or other goals. The reason for this is that no educational institution can guarantee a student's future! **Therefore, this institution does not guarantee employment, the likelihood of employment, the type of jobs or compensation and benefits that may be available to the graduate. A student's career success will depend largely on that student's attitude, determination, and the effort put into school work, the job search, and the job. For that reason, the Institution strictly prohibits its employees from making any promises regarding the student's success. In the end, only the student can guarantee his/her success. Students living in rural or economically depressed areas may have to commute long distances or relocate for employment.** The individual graduate is properly responsible for and should receive full credit for his/her job and career success.

The School's role in the graduate's job search effort 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 School'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 School 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.**

In preparing students for their job search, the institution assumes certain responsibilities and the student assumes certain responsibilities as described in this catalog, the enrollment agreement, and other materials provided to students. All students will take a class which teaches job search techniques and helps students begin working with the career services department. The information students receive in that class must be thoroughly learned and utilized in the job search.

As students prepare to graduate in their last term, they are required 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 are encouraged to begin keeping a detailed daily or weekly job search personal journal at this time. All job search activities, including jobs applied for, interviews attended, job leads obtained, job opening search activities, contacts with the school for assistance, etc., should be recorded in the journal. The journal should be maintained after employment is obtained and updated to record the graduate's continuing education and professional enhancement activities. Maintaining this information is vital to career advancement, management, and success. **Students/graduates who fail to keep the journal are putting themselves at a severe disadvantage in their job hunt and career advancement. 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 School reviews the 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 School reserves the right to withhold assistance from students/graduates who do not follow the techniques they have been taught, or who are not making dedicated job search efforts. Please note that the career services/assistance described above is available only to graduates and students in their final term preparing to graduate. The School does not provide or arrange part-time or full-time employment for undergraduates while in school. **Also, placement services may be modified from time to time as the campus administration deems appropriate and/or discontinued in the event the campus discontinues operations.**

Notice to online/distance education students – All students are provided the same opportunities to receive the full complement of services provided at this campus. As noted above, this institution's experience with local employers provides an advantage to graduates who are searching for employment; however, students who live beyond reasonable commuting distance to the campus's geographic area will not be able to take advantage of the institution's relationship with local employers and employment assistance opportunities as students who live in the local area. Also, the graduate may not be able to take full advantage of face-to-face meetings with employment assistance staff, and other assistance, which can be beneficial in the graduate's job hunt.

Graduate Career Opportunities

As with anyone else who enters a new career field, graduates can generally expect entry-level positions; however, the level of employment obtained and the likelihood of obtaining employment are 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 at school can significantly affect both the likelihood of finding employment and the level of employment obtained, if any. Also, matters specific to the student (such as a criminal record, drug/alcohol addiction, willingness to commute for a better job, etc.) can seriously impact the student's career opportunities/success.

Accreditation may also affect graduate job prospects. Some employers may require a specific accreditation other than that school's institutional accreditation. Finally, local economic conditions can greatly impact the graduate's employment

prospects. The graduate may have to accept an initial job that is not the graduate's first choice, commute out of the local area, or relocate out of economically depressed (or rural) areas for employment. However, as the graduate gains experience and engages in continuing education to improve his/her skills, the graduate will find more career choices will be available.

Prospective online students who live in depressed economic areas should seriously consider their willingness to either commute or relocate out of depressed areas to more economically vibrant areas for adequate employment opportunities. Failure to commute (possibly long distances) or relocate will severely limit employment opportunities.

Most of the School's programs provide students with a background in general office administration/technology skills plus additional specialized training in other fields such as information technology, allied health, etc. In this manner, graduates are prepared for a variety of jobs. For information on graduate job/career successes, see the institution's website at the address on the catalog front cover.

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, subscribed to and read related trade magazines and/or journals and be willing to adapt to change. Long term career management is vital to career success. Long term career management is vital to career success. Students should refer to materials provided for additional important information on career management responsibilities they are required to carry out.

Important Consideration for Online/Distance Education Students

This Institution cannot maintain a current list of each state's licensing and certifying requirements for all jobs that a particular program's graduates may be trained to perform. Therefore, the institution makes no guarantees that a program complies with any or all licensure and/or certification requirements of any state except the state in which the institution is domiciled (West Virginia). Online/distance education prospective applicants who reside outside the state of West Virginia have the duty and responsibility to check their state's occupational licensing, certifying, and qualifying requirements before applying for admission.

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. As with anyone else who enters a new career field without prior experience, graduates can generally expect entry-level positions. Obtaining training in a career field helps an individual qualify to enter that field; how far the individual advances is the individual's responsibility.

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 (www.dol.gov), the local job service/workforce 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. Local job market data/information is the most appropriate, and will give the best career potential for any geographic area. Another very good source is local employers in the student's chosen field. The School requires that students talk to local employers for the best and most up-to-date information about their chosen career field prior to the first week of classes. National job market data/information provides nationwide averages, which are typically higher than rural and economically depressed areas, including the local campus area, so local job market sources will normally provide the most relevant information.

This institution maintains data on the success its past graduates have had on finding employment. **It is important to understand that the determination as to whether or not a graduate obtained appropriate employment (i.e. "in field" or "related fields", etc.) often requires considerable professional judgement, and may be subject to good faith professional disagreement. In the spirit of complete transparency, upon request this institution will provide for review the job descriptions and/or other documentation used to substantiate this graduate's employment status ("in field" or a "related field", etc.) for graduates who have obtained employment that the institution deems appropriate for the graduate's program.** In this manner prospective students and current students can make their own judgement of whether the types of jobs the programs' graduates receive will meet the prospective student/current student's expectations and needs.

Also, it should be noted that the percentage of graduates in any program who are placed in jobs appropriate to their program major changes as graduates obtain in field employment, leave that employment for other opportunities, switch jobs to a position that may be out of field, etc. Therefore, the statistics provided by the institution are simply a snapshot at one point in time, and as noted above those statistics are based, in part, on professional judgements made by the institutions personnel.

Employer Promise

It is the Institution's goal to provide employers productive, valued employees that will meet the employer's expectations. To accomplish that goal, the Institution provides employers its "Employer Promise". Accordingly, if skills taught to the graduate do not meet the employer's expectations, upon the employer's request, the Institution will provide the graduate with brush-up training necessary to upgrade the graduate's skills at no cost to the employer or the graduate, at any time within one year of graduation. Skill retraining includes skills taught within the graduate's curriculum.

Graduate Promise

It is the Institution's goal to provide every graduate the greatest opportunity for success. To accomplish that goal the Institution provides its Graduate Promise, which includes (1) Extended Career Services and (2) Brush-up Courses. Extended Career Services provides past graduates the same career services that are offered to current graduates at any time in the future that the graduate may desire or need such services. Brush-up Courses allow graduates to brush-up on skills by auditing any course or courses within the graduate's original curriculum as many times as the graduate desires, at no additional tuition. Textbook and other course materials required for the course are at the expense of the graduate. Availability is subject to scheduling and available seats after all current students' needs are satisfied. Such services are only offered so long as the campus is still in operation.

Facilities and Equipment

The School's campus facilities are located in a modern, commercial building with conveniently located parking nearby. The facilities are well maintained and periodically updated to meet the changing educational requirements brought about by the rapidly changing demands placed on today's workforce; however, the facilities will normally include at a minimum two or more computer labs, a basic resource center, health career training facilities and equipment, general purpose classrooms, restrooms, a student lounge, a teacher's lounge, and administrative offices.

The School maintains computer labs, which contain computer hardware and software. The institution periodically updates or changes its hardware and software to meet student educational requirements and local job market needs, but each computer lab will normally contain approximately twenty computers. Software applications in which the student receives instruction will vary based on the student's specific program; however, the software that the institution utilizes includes common applications such as word processing, database applications and spreadsheet applications, as well as specialized applications for more advanced classes.

The School maintains various types of medical instruments/equipment in its medical lab for the clinical training of medical students in programs that include a clinical component. The equipment typically includes the type of equipment typically found in a doctor's office or a clinic. The equipment includes: Examination table with stool, supply storage cabinets, examination tools of various kinds, blood pressure cuffs, stethoscopes, sterile processing supplies, various types of minor surgery equipment and CPR materials.

Building regulations may be posted in the student lounge or other locations throughout the facility. Students are also familiarized with the building regulations during orientation. Failure to comply with building regulations may result in disciplinary action, including termination from school. Any student who damages the campus buildings, grounds or equipment will be held financially responsible. Eating and drinking are permitted only in the student lounge. Smoking is prohibited anywhere in the building.

School Computer Use Policy

(Subject to Change without Notification)

To protect students' access to functioning computers and to protect computer hardware, software, networks and the proprietary rights of the School 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 this School and/or referral to the appropriate legal authorities.

- Any currently enrolled student or a graduate in good standing may use the computer labs and resource center computer facilities. Guests are not permitted in the computer lab or resource center. These resources are to be used only for school or job-search related activities such as research, homework assignments and resume preparation.
- Students are prohibited from using Internet resources or network facilities for solely personal pursuits such as electronic mail, downloading or viewing pornographic websites, 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. Students are also prohibited from annoying other users by such means as broadcasting unsolicited messages, sending harassing, obscene or offensive messages.
- The computer labs for authorized purposes only whenever the School is open and classes are not in session in the lab(s). The resource center may be used anytime that the institution is open. The School reserves the right to close the labs or resource center when necessary for maintenance, etc. without prior notice.
- Food or drinks may not be brought into the computer lab(s) or the resource center. **NO EXCEPTIONS.**
- Changing any settings, or running any diagnostics or utility programs on any computer or network without specific instruction by a faculty member or administrator is strictly prohibited. "Settings" include, but are not limited to, video display settings, mouse settings, wallpaper, screen savers, printer specifications, network settings or protocols, etc.
- Installing software on any computer equipment without explicit permission from the appropriate authority is strictly prohibited. This includes, but is not limited to, freeware, shareware, public-domain or commercial software. "Downloading" software from the Internet to any computer is also strictly prohibited.
- To safeguard the computers and networks against viruses and damage, students are required to follow these guidelines with respect to discs:
 - Purchase only new, sealed discs for use in the classroom. Label them with your name.
 - The user is responsible for backing-up and monitoring the quality of his/her discs. Damaged or worn-out discs can damage disc drives.

- Every student in good standing will be assigned an account on the School’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:
 - Choose hard-to-guess passwords; i.e., short word phrases such as “learn2learn” (not common names). Students are responsible for remembering their own password. Administration will NOT know what it is.
 - Never leave computer unattended without logging off. Always log off at the end of class.
 - 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, disc space, paper or other resources. Any student files stored on computer hard drives are not secure and may be deleted or accessed by others. Therefore, it is recommended that students save all work to a disc. Leave the work area clean and in order for the next class when finished.
- All computer and electronic files and discs belong to somebody. Assume them to be private and confidential unless the owner has given explicit permission to make them available to others. If in doubt, ask first.
- Staff, faculty, and students 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, patent, or trademark. (Check with the Campus President or read the appropriate license agreement, if you have any questions.)
- Students 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.
- Students are prohibited from using computers or networks with the intent to compromise other computers or networks, to commit crimes or other unethical acts. The School will take necessary steps to preserve the security of its computer resources.
- Students will be billed for the cost of any damage to computer hardware or the cost of reconfiguration of any software, or for any other costs incurred by the institution as a result of a violation of these rules.
- Report any violation of system access or policies to Faculty or Administration.

Resource Center

The School houses a resource center which contains a selection of materials including books and periodicals. Most resources are available for check-out purposes, except for reference books. Faculty is expected to make library assignments in their classes to help students develop their library usage skills. Students are encouraged to utilize the Institution’s resource center, as well as libraries in the community, in developing these library usage skills. Many resources are also available from the internet which is accessible on campus.

Attendance

1. Absences and Class Cuts -

Class attendance is extremely important. Attendance records are normally given considerable weight by prospective employers during the hiring process. A poor attendance record will seriously damage a graduate’s employment prospects. In addition, students are cautioned that in most courses, if a student misses classes, he/she will fall behind very quickly and will have to put forth a great deal of effort to get caught up. Once a student gets behind, it is very difficult to catch up as the class continues to move forward.

Students are required to attend class sessions regularly unless conditions over which they have no control prevent them from being present. If, a student accumulates an excessive number of absences, the student may be dropped from school for the quarter, unless extenuating circumstances exist. Instructors in individual classes may set individual class standards, or cut grades in or terminate a student from the class for absences.

Students terminated for non-attendance will receive no credit for work completed up to that point in the term. Consideration will be given to the student’s academic standing in application of this policy.

2. Tardiness-

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

Withdrawals

If a student should find it impossible to continue in school, he or she should initiate withdrawal procedures by notifying the office staff. The staff will assist the student in the procedures for completing formal withdrawal.

Students withdrawing from individual classes will received a “W” (Withdrawal) on their transcripts if they withdraw by the midpoint of the course (end of week three – Non-Nursing, end of week six – Nursing) and a “WF” (Withdrawal-Failing) if the withdrawal occurs after the midpoint of the course. Withdrawals are not used to calculate grade point average but are used to calculate rate of progression standards. The institution does not offer Withdrawal-Passing.

Students shall be considered to be enrolled in the School until: (a) the School receives written notification that the student desires to withdraw; (b) the student is terminated by the School; (c) the student fails to return to classes at the start of the next quarter; or (d) the student discontinues attendance with the intent not to return.

Graduation

Graduation ceremonies are held at least once each year for all students meeting graduation requirements since the previous graduation ceremony. Dates, times and locations are announced well in advance of each scheduled graduation.

Review Privileges

To help graduates keep their skills up-to-date in a fast changing world, the School offers review privileges on a continuing basis to all of its graduates. A graduate may re-take any class in a graduate's original curriculum at no tuition charge after graduation. The graduate is responsible for routine out-of-pocket costs/fees such as books and supplies, and in the case of online courses, for the associated technology fees/costs. This privilege is subject to continued campus operation and to the School offering the particular classes in the graduate's original program at the location where the graduate received his/her training and is also subject to seat availability for the class.

Refund and Cancellation Policy

A. Cancellation:

By the Applicant – If within five days of signing the enrollment agreement an applicant would like to cancel his/her contract and receive a full refund of all tuition and fees paid, he/she must submit in writing, email or certified mail, to the Campus President notice of intent to cancel. The refund will be sent to the last address on record with the institution unless the written notice of cancellation provides an alternative.

By the Institution - An applicant who is accepted for admission may have his/her enrollment cancelled at the discretion of the Institution not later than thirty (30) calendar days after the start of scheduled classes in the applicant's first term in school. This cancellation provision applies ONLY to students in their FIRST term of a first time enrollment. Applicants whose enrollment is cancelled will be given a full refund of all monies paid for first term tuition and Educational/Resource fees. Five (5) days after the date the enrollment agreement is signed, the enrollment fee and the seat fee are non-refundable. Students who continue attending classes in second or subsequent school terms (or after the 30-day cancellation period in the first term) and then drop out or are dismissed are subject to the refund policy described in the catalog which is available on the campus website or will be provided upon request. The cancellation period may be extended by the institution if it determines there are extenuating circumstances.

- B. Cancellation after Re-enrollment: An applicant who is accepted for re-enrollment may have his/her re-enrollment cancelled not later than 5 business days after signing the re-enrollment agreement. Applicants whose re-enrollment is cancelled will be given a full refund of all monies paid for the re-enrollment term only. The cancellation period may be extended by the institution if it determines there are extenuating circumstances.
- C. Cancellation after Program Change: An applicant who changes programs may have his/her enrollment in the new program cancelled not later than 5 business days after signing the program change enrollment agreement. Applicants whose program change enrollment is cancelled will be given a full refund of all monies paid for the first term of the new program only. The cancellation period may be extended by the institution if it determines there are extenuating circumstances.
- D. Refund – Students are charged tuition for each term during which they attend class. A student who begins classes and then withdraws, or is terminated, prior to the end of a term will receive a refund of tuition for that term in accordance with the standards described below. The refund shall apply only to that term (the term in which the student discontinued attendance prior to the end of the term); tuition and fees for all prior terms have been earned and are not subject to refund. Refunds will be made only of tuition actually charged, received, and retained by the Institution. All other fees are non-refundable. The Institution will retain tuition equal to the tuition charged for the term, less the refund as calculated in this policy. Refunds will be made to the program, public or private entity or student as described elsewhere in this policy, and in accordance with the rules of any financial assistance program from which the student received aid.

First Week – For a student terminating training after entering school and starting the course of training, but within the first 7 calendar days of the term, the tuition charges made by the school shall not exceed 25% of the tuition for the term.

After the First Week – For a student terminating training after the first 7 calendar days but within the first 25% of the term, the tuition charges made by the school shall not exceed 45% of the tuition for the term.

After 25% - For a student terminating training after completing 25% but within 50% of the term, the tuition charges made by the school shall not exceed 70% of the tuition for the term.

After 50% - For a student terminating training after completing 50% of the term, no refund will be due for the term.

- E. 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 from the Institution will be used in the computation of the student's refund. The last date of attendance is defined as the last day a student had an academic related activity.
- F. 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 the student by the Institution, or reasons beyond the control of either party.

- G. Notifications of withdrawal of cancellation and requests for refund must be in writing and addressed to the Campus President; 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.

Return to Title IV Policy

The law specifies how United Career Institute @ Mt. Braddock must determine the amount of Title IV program assistance that a student earns if he/she withdraws from school. The Title IV programs that are covered by this law are Federal Pell Grants, Iraq and Afghanistan Service Grants, Direct Loans, Direct PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs).

Though the student's aid is posted to the student's account at the start of each semester, the student earns the funds as he/she completes the semester. If the student withdraws during the payment period (semester), the amount of Title IV program assistance that was earned up to that point is determined by a specific formula. If the student received (or the institution or parent received on your behalf) less assistance than the amount earned, the student may be able to receive those additional funds. If the student received more assistance than the amount earned, the excess funds must be returned by the institution and/or the student.

The amount of assistance that is earned is determined on a pro rata basis. For example, if a student completed 30% of the payment period, the student earned 30% of the assistance that was originally scheduled for the student to receive. Once the student has completed more than 60% of the payment period, the student earned all the assistance that was scheduled for the student to receive for that period.

If the student did not receive all of the funds that were earned, the student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the institution will obtain the student's (or parent's in the case of a PLUS Loan) permission before it can disburse them. The student (or parent) may choose to decline some or all of the loan funds so that additional debt is not incurred. United Career Institute @ Mt. Braddock may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition and fees. Any excess grant funds will be disbursed to the student. United Career Institute @ Mt. Braddock needs a student's permission to use the post-withdrawal grant disbursement for all other institutional charges. If the student does not give permission, the funds cannot be used for institutional charges. However, it may be in the student's best interest to allow the school to keep the funds to reduce the debt at the school. If a student is eligible for a post-withdrawal disbursement for Title IV funds, it will be processed for the student and a refund will be issued within 14 days of the credit balance.

If the student (or parent) received excess Title IV program funds that must be returned, the institution will return a portion of the excess equal to the lesser of:

1. the institutional charges multiplied by the unearned percentage of the student's Title IV funds, or
2. the entire amount of excess funds.

United Career Institute @ Mt. Braddock must return this amount even if it didn't keep this amount of the Title IV program funds.

If United Career Institute @ Mt. Braddock is not required to return all of the excess funds, the student must return the remaining amount. For any loan funds that the student must return, the student (or the parent for a Direct PLUS Loan) must repay the loan in accordance with the terms and conditions of the promissory note. That is, a student will make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that the student must repay is half of the grant funds received or were scheduled to receive. A student does not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. The student must make arrangements with United Career Institute @ Mt. Braddock or the Department of Education to return the unearned grant funds.

Funds that are returned to the federal government are used to reduce the outstanding balances in individual federal programs. Unearned financial aid returned by the United Career Institute @ Mt. Braddock must be allocated in the following order:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Direct Parent Loan (PLUS)
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant (SEOG)

If the institution is required to return Title IV funds as a result of the Return to Title IV calculation, this return will occur within 45 days of the date the institution determined you have withdrawn.

The requirements for Title IV program funds when a student withdraws are separate from the refund policy that the institution has. Therefore, the student may still owe funds to United Career Institute @ Mt. Braddock to cover unpaid institutional charges. The institution may also charge the student for any Title IV program funds that the institution was required to return. Students should review the institution's cancellation and refund policy which is described in the United Career Institute @ Mt. Braddock's catalog. To Officially Withdrawal, a student should contact the Campus President (verbally or in writing).

An Unofficial Withdrawal Occurs when:

- a student leaves the school without notice, Or
- When all courses in which the student is enrolled are given a W or WF grade due to non-completion of the course.

The student's last date of attendance or participation in any academic activity will be the date used to calculate the Return of Title IV Funds. This last date of attendance is determined by using the institution's attendance records.

Campus Security and Drug Abuse Policy

It is the policy of this School to maintain a drug free and alcohol free environment. Students and staff are urged to review and abide by the School's policy.

This School distributes information regarding drug abuse prevention and counseling. This information includes adverse affects of alcohol and drugs, drug abuse offenses and penalties, tips for preventing alcohol and drug abuse, and a listing of area drug and alcohol abuse treatment facilities.

It's the policy of this School that any criminal acts of any nature occurring on campus should be reported to the Campus President, and to the local law enforcement agencies. The School maintains records relating to crimes committed on campus and any property immediately adjacent to the campus.

Students and employees should also review the School's policy regarding prevention and reporting of campus crime. A copy of the School's policy and crime statistics may be found on the school's website.

Firearms of any nature, knives, clubs, brass knuckles or other weapons are strictly prohibited on campus. Bringing any type of weapon on campus will result in disciplinary action, up to and including termination from school in the case of students and termination of employment in the case of an employee.

Advising Services

In addition to career services, the administrative staff is generally available during normal school hours to provide additional vocational or academic advising. Students in need of assistance should notify the office staff, which will arrange an appointment with the Academic Dean. Students in need of other types of assistance not provided by the school, such as drug and alcohol abuse, family crisis, etc., will be referred to community based counseling services.

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 School 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 School administration views instructors' opinions and suggestions as providing critical insight into the assessment of student learning outcome planning for institutional effectiveness.
3. The School 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 School administration regularly seeks out instructors' opinions in the planning for Institutional Effectiveness.
5. The School 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.

Instructional Prerogative

The School 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. 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 administration also recognizes that the instructor is an employee of the School and as such, the instructor's activities and actions present an image to the public by which the school is viewed and judged. Therefore, instructors are expected to teach the assigned materials in an effective, efficient, and personalized manner, to begin and end classes on time, to properly instruct all areas in the assigned class, and always show courtesy, respect, and professionalism in his/her interaction with students, staff, faculty and other members of the public. 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 School.

The School administration values the professional experience, education, and judgment of its instructors. The Institution views instructor input as an indispensable component of academic governance. 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. As such, the School 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.

Dispute Resolution Procedures*

1. Recognizing that each student is a unique individual with different needs, concerns, and perceptions, it is the policy of this Institution to attempt to meet students' needs and concerns if the Institution is reasonably able to do so. The Institution also recognizes that differences of opinion may arise between the student and the Institution concerning some aspect of the services provided by the Institution or concerning some duty or obligation the student believes the Institution has failed to discharge. As such, this Institution recommends procedures listed in the student's enrollment agreement to resolve such differences in a fair and efficient manner. **The student may also contact the institution's accrediting agency and/or appropriate government agencies:** Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314, N. Falls Church, VA 22043, Phone (703) 917-9503, or State Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market

Street, 12th Floor, Harrisburg, PA 17126-0333. Students taking courses online have the right to file a complaint in either their state of residence OR the state where the host campus is located (West Virginia) using the following address <http://nc-sara.org/content/state-portal-entity-contacts>. **These procedures are optional.**

2. In the event that a civil court trial should occur, **BOTH THE INSTITUTION AND THE STUDENT WAIVE THEIR RESPECTIVE RIGHTS TO A JURY TRIAL AND AGREE THAT A JUDGE WILL SETTLE ALL ISSUES WITHOUT A JURY.***

* These procedures are subject to controlling law/regulations (and for students receiving Title IV federal financial aid, USDOE regulations) and are not enforceable to the extent limited/prohibited by applicable law/regulations including USDOE regulations.

Harassment Policy

This School 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 school as a vendor or otherwise), should discuss the matter with the Campus President. If for any reason the employee or student cannot discuss the situation, or does not feel comfortable discussing the situation with the Campus President, 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 President and is not satisfied with the Campus President'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 or student having found to have violated this policy will be subject to appropriate disciplinary action.

All employees and students or others associated with this School 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 President or to the General Counsel. In doing so, the School 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 accrediting 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 school, in the case of a student. All persons affiliated with this 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 that 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 President. 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 President fails to adequately address the situation in the opinion of the person reporting the possible violation, or if the possible violation involves the Campus President, then the matter is to be reported to the Office of the General Counsel at (304) 296-8284, or Office of the General Counsel, 3280 University Avenue, Suite 6, 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/Audio and Video Recording Notice

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. The institution reserves the right and all employees and students grant permission for the institution to:

- a. Monitor and/or record all internal or external communications (i.e. telephone calls, emails, texts, other electronic communications, etc.).
- b. Monitor and/or record computer and internet usage.
- 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 right to privacy. The institution may utilize its own monitoring/recording devices or may utilize a 3rd party’s services. By enrolling in school, students grant permission for monitoring and/or recording as described in this section. By accepting employment, employees grant permission for monitoring and/or recording as described in this section. This policy is subject to specific local legal requirements, if any, applicable to the specific situation.

Electronic Communication Disclosure Notice

To reduce paper waste and help our environment, this campus will be communicating with the campus community by email and other electronic means for most correspondence. You will be able to retrieve letters and notices quickly and easily by accessing your assigned email account.

Upon enrollment at this campus, you will be assigned an email account. You will be given detailed instructions on how to access your campus email account during the orientation session.

In addition, by enrolling, you give the campus permission to contact you by text message, fax, telephone, or any other electronic or customary means.

It will be your responsibility to access your account regularly to retrieve important email messages from the institution. In many cases, the institution’s ability to receive Financial Aid on your behalf depends on communication and cooperation with you, the student.

The U.S. Department of Education requires the institution to provide information to students on a regular basis regarding a variety of topics. This information is available on our website. We will send you an email notice that informs you where this information can be obtained.

You can access this website from the convenience of your home if you have internet access or in one of the computer labs on campus or in the school library.

You have the right to continue to receive all notices and letters by paper and can request copies at any time by contacting the financial aid office.

Official School Calendar

“A” Quarters

Winter A Quarter 2020

January 6, 2020..... Winter A Quarter Begins
 March 29, 2020..... Winter A Quarter Ends

Spring A Quarter 2020

April 6, 2020..... Spring A Quarter Begins
 May 25, 2020..... Memorial Day (Holiday)
 June 28, 2020..... Spring A Quarter Ends

Summer A Quarter 2020

June 29, 2020..... Summer A Quarter Begins
 July 4, 2020..... Independence Day (Holiday)
 August 10, 2020..... Summer A Quarter Break Begins
 August 17, 2020..... Classes Resume
 September 7, 2020..... Labor Day (Holiday)
 September 27, 2020..... Summer A Quarter Ends

Fall A Quarter 2020

September 28, 2020..... Fall A Quarter Begins
 November 26-27, 2020..... Thanksgiving (Holiday)
 December 20, 2020..... Fall A Quarter Ends

Winter A Quarter 2021

January 4, 2021..... Winter A Quarter Begins
 March 28, 2021..... Winter A Quarter Ends

Spring A Quarter 2021

April 5, 2021..... Spring A Quarter Begins
 May 31, 2021..... Memorial Day (Holiday)
 June 27, 2021..... Spring A Quarter Ends

Summer A Quarter 2021

June 28, 2021..... Summer A Quarter Begins
 July 4, 2021..... Independence Day (Holiday)
 August 9, 2021..... Summer A Quarter Break Begins
 August 16, 2021..... Classes Resume
 September 6, 2021..... Labor Day (Holiday)
 September 26, 2021..... Summer A Quarter Ends

Official School Calendar

“B” Quarters

Winter B Quarter 2019/2020

November 11, 2019 Winter B Quarter Begins
 November 28-29, 2019 Thanksgiving (Holiday)
 December 23, 2019 Winter B Quarter Break Begins
 January 6, 2020 Classes Resume
 February 16, 2020 Winter B Quarter Ends

Spring B Quarter 2020

February 17, 2020 Spring B Quarter Begins
 March 30, 2020 Spring B Quarter Break Begins
 April 6, 2020 Classes Resume
 May 17, 2020 Spring B Quarter Ends

Summer B Quarter 2020

May 18 2020 Summer B Quarter Begins
 May 25, 2020 Memorial Day (Holiday)
 July 3, 2020 Independence Day (Holiday)
 August 9, 2020 Summer B Quarter Ends

Fall B Quarter 2020

August 17, 2020 Fall B Quarter Begins
 September 7, 2020 Labor Day (Holiday)
 November 8, 2020 Fall B Quarter Ends

Winter B Quarter 2020/2021

November 9, 2020 Winter B Quarter Begins
 November 26-27, 2020 Thanksgiving (Holiday)
 December 21, 2020 Winter B Quarter Break Begins
 January 4, 2021 Classes Resume
 February 14, 2021 Winter B Quarter Ends

Spring B Quarter 2021

February 15, 2021 Spring B Quarter Begins
 March 29, 2021 Spring B Quarter Break Begins
 April 5, 2021 Classes Resume
 May 16, 2021 Spring B Quarter Ends

Summer B Quarter 2021

May 17 2021 Summer B Quarter Begins
 May 31, 2021 Memorial Day (Holiday)
 July 5, 2021 Independence Day (Holiday)
 August 8, 2021 Summer B Quarter Ends

SECTION V. – Financial Aid

Financial Aid

Students attending the School may receive various types of student aid depending upon their eligibility and qualifications. All students entering the School are required to meet with the School's financial aid officer who can provide the student with the information and applications necessary to apply for financial aid.

Students should understand that the student financial assistance programs described in this catalog may change from year-to-year as may the qualifications and eligibility to receive financial aid. Determinations regarding eligibility for financial assistance, as well as the amount and timing, are made by the U.S. Department of Education. Therefore, the School cannot and does not guarantee any particular amounts of financial aid or the timing of the receipt of financial aid.

Additionally, students should understand that the school has no control over financial aid program regulations, which are generally increasing in complexity and compliance requirements. (One example is the "Gainful Employment Regulations" published October 31, 2014, which could result in a loss of financial aid for a specific educational program and/or closure of the campus before all students graduate.) As such, the school makes no promises or representations whatsoever regarding the timing, amount or availability of financial aid for students.

The eligibility of students to receive financial assistance (including student loans, student grants, etc.) while enrolled in a particular educational program, and/or the eligibility of the school itself to participate in financial assistance programs, could be terminated prior to the student graduating for numerous reasons under current regulations. If any of these circumstances occurs, the school may terminate the program and/or close the campus prior to all students graduating.

In the event of program termination or campus closure, any student who has not yet graduated will be released from any further tuition payment obligations beyond the student's final term in school and the school will have no further obligation to the student to continue offering classes or providing other services, etc. under the student's enrollment contract or otherwise. Both the school and the student will be deemed to have discharged his/her/its obligations to the other. The decision to terminate a program and/or close a campus will depend on the circumstances existing at that time, including, whether an adequate number of students are able and willing to pay their tuition and fees without financial aid assistance to make program and/or campus continuation feasible, in the judgment of the school's administration.

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. Students are responsible to repay student loans regardless of whether the student is satisfied with his/her education, graduates or achieves his/her career or other educational goals, unless the student has a legal defense to repayment.

The following is a list of different types of financial aid for which the student may qualify at this Institution:

1. GRANTS – Grants are given on the basis of financial need.
 - a. Federal Pell Grant Program – Students who qualify may receive the funding levels as established by the federal government for each award year. This money is not a loan and does not have to be paid back; however, the student may be required to pay back part of the grant if the student does not complete the term for which the grant was issued. The exact amount each student receives will depend upon financial information provided by the student on the student's application. Only undergraduates are eligible to apply for Pell grants.
 - b. Federal Supplemental Education Opportunity Grant – Like the Pell Grant, this money is awarded to students based on their financial need; it is a grant and not a loan and does not have to be paid back. In addition to financial need, the amount a student receives, if any, also depends on the availability of funding in the year in which the student is attending school. This program is a campus-based program available only to students who do not have a bachelor's degree.
 - c. Iraq and Afghanistan Service Grant – This Grant is for undergraduate students who are not eligible for Pell Grants whose parent or guardian died as a result of military service in Iraq or Afghanistan after 9/11; and who, at the time of the parent or guardian's death, were less than 24 years old or were enrolled at least part-time at an institution of higher education. Students who qualify may receive a maximum award equivalent to the Pell Grant maximum.
 - d. Pennsylvania Higher Education Assistance Agency (PHEAA) – This grant is awarded to students based on financial need. Applicants must be a Pennsylvania resident and enrolled in a degree program. Eligibility will be determined by the agency.
2. LOANS – In recognition of the national concern for excessive student loan debt, this institution has made an explicit commitment to protect students, taxpayers, and the integrity of the US Department of Education student loan program. The institution carries out its commitment by consistently providing the utmost efforts to reduce student loan debt. As such, **it is this institution's policy to protect students from over-borrowing by providing individualized, comprehensive counseling and through all other appropriate means, on a case-by-case basis, in order to determine the appropriate level of borrowing for each student.** Under the Stafford program, payments begin six months after graduation or the student ceases at least half-time enrollment. Under the Perkins program, payments begin nine (9) months after graduation or after the student ceases to be enrolled on a half-time basis. Under the PLUS (Parent Loan) program, payment begins approximately 60 days after the final disbursement of the loan, but may be deferred until after graduation or the student ceases half-time enrollment at the request of the parent.

- a. Federal Direct Stafford Loan Program – The Stafford Loan is either subsidized or unsubsidized. A Subsidized loan is awarded on the basis of financial need. The student will not be charged any interest during periods of at least half-time enrollment. The Federal Government “subsidizes” the interest during these periods.
 - b. An Unsubsidized Stafford Loan is not awarded on the basis of need. A student will be charged interest from the time the loan is disbursed until it is paid in full. A student can choose to pay this interest while in school or let it capitalize.
 - c. The maximum loan amounts a student may be eligible for is \$9,500 for the student’s first year and \$10,500 for the student’s second year, with no more than \$3,500 the first year and \$4,500 the second year from the subsidized loan program.
 - d. Federal PLUS (Parent Loans) for Undergraduate Students are for parents of dependent students. The parent may borrow up to the student’s cost of attendance minus other financial assistance. The parent must pass a credit check for eligibility.
 - e. Federal Perkins Loan – This program is available to independent or dependent students who can demonstrate a need. The maximum amount that can be borrowed is \$5500 per academic year. Eligibility is also subject to availability of funds.
3. FEDERAL WORK STUDY PROGRAM – The School has funding available on a limited basis whereby a student, who is determined eligible through a needs analysis calculation, may work on or off campus. The employer pays the student as a regular employee. However, a percentage of the wage is returned to the employer as a reimbursement through federal funds.
 4. BENEFITS – Benefits are funds some people are entitled to under special conditions. Like grants, benefits do not have to be paid back. Eligibility for benefits is established by the agency administering the program.
 5. INSTITUTION PROVIDED LOANS –

CRITERIA: The Institution is required by federal regulations to determine a Cost of Attendance as a basis for awarding financial aid. The sum of all resources including this Institution provided loan cannot exceed this cost of attendance. Students attending who after applying all aid from all sources have a gap in funding and show an unmet need as defined by this calculation are eligible to receive this loan.

PROCEDURES & DEADLINES: The student may make application at any time by meeting with the Institution’s financial aid officer who will assist the student in determining the student’s unmet need and their eligibility for this institutional loan based on the criteria above. There are no written applications other than the Free Application for Federal Student Aid (FAFSA). Terms and conditions of the loan; including interest rates, minimum payments, truth in lending disclosures etc. are provided during this meeting and prior to any commitment on the part of the student.

AWARD AMOUNTS: The minimum award is \$200. There is no maximum, up to the unmet need after all other aid sources are considered.

TERMS & CONDITIONS: The loan has an annual interest rate of 4%. Interest will accrue from the beginning of the repayment period until the full amount of principal, with the accrued interest, has been paid. The repayment period begins on the first day of the second calendar month after the student’s enrollment at the Institution has ended regardless of whether the student graduated or withdrew. Payments will be made in consecutive monthly installments equal to an amount sufficient to fully pay off the principal together with accrued interest in ten year or \$40.00, whichever is greater. There are no deferments or forbearances on this loan, unless the student returns to school at the Institution. Upon return, the student will be eligible for an in school deferment.
 6. PAYMENTS IN LIEU OF DEBT – In recognition of the national concern for excessive student loan debt, this institution has made an explicit commitment to protect students, taxpayers, and the integrity of the US Department of Education student loan program. The institution carries out its commitment by consistently providing the utmost efforts to reduce student loan debt. As such, it is this institution’s policy to protect students from over-borrowing by providing individualized, comprehensive counseling and through all other appropriate means, on a case-by-case basis, in order to determine the appropriate level of borrowing for each student. Thus, the institution allows the student to make monthly payments which are applied as a credit against tuition and other fee charges. Each student’s situation is different and the institution is willing to work within the student’s means, therefore, each student’s payment will vary accordingly. Additionally, if once a student begins school and is making payments and subsequently determines that the payments should be modified, either up or down, to accommodate the student’s individual situation the institution will modify payments. Any payment modification must ensure that the student ultimately meets their tuition and fee obligations.
 7. OTHER IMPORTANT INFORMATION – This institution takes seriously its obligation to maintain strict confidentiality regarding any student’s financial aid and account status. As such, it is an absolute violation of the institution’s confidentiality policy for an employee or for a student to discuss or disclose any matter that involves the student’s financial aid or account status with anyone outside of those administrators authorized to address such matters. Students are cautioned that every individual’s financial aid is unique to that student and any disclosure by a student of any aspect of his or her financial aid is likely to cause confusion and concern among other students and such a disclosure is considered a violation of the institutions confidentiality policy in the same manner as such a disclosure by a financial aid officer. Violation of this policy may subject the offending student or financial aid officer, as the case may be, to discipline up through and including dismissal from school, in the case of the student, or termination from employment, in the case of the employee.

The Campus President or Financial Aid Officer shall provide to any current or prospective student, documentation relating to the Institution’s accreditation, licensing, financial aid selection, procedures, disbursements, Title IV Funds refund policy, and other required student consumer information. Any students aggrieved by adverse decisions of the Financial Aid Officer may appeal those decisions to the Financial Aid Supervisor. This applies only to decisions made by the Financial Aid Officer.

It is the policy of the Institution that all grants, scholarships, and Perkins loans be applied first to the student’s institutional costs, such as tuition, books, and other required fees.

Additional information concerning students' rights and responsibilities may be found in the publication "Funding Education Beyond High School" which the Institution posts to its website.

Institutional Policy on Multiple Scholarships

The UCI @ Mt. Braddock has a desire to assist as many students as possible through awards of scholarships. Therefore it is the policy of this institution that any individual student can be awarded only one (1) 25% tuition scholarship. The only exception to this policy is students who graduated from a UCI @ Mt. Braddock Specialized Associate Degree program and are accepted into the UCI @ Mt. Braddock Practical Nursing program. These students may be eligible for a 25% tuition Nursing Pathway Scholarship.

Scholarships

I. High School Senior Scholarships -

Each year, United Career Institute @ Mt. Braddock offers up to twelve (12) partial tuition scholarships to area high school seniors. All scholarships are twenty-five percent (25%) tuition scholarships to be applied to tuition in any Specialized Associate Degree Program offered at the school.

Applications are accepted beginning October 1 thru April 4 of each school year. These may be obtained from UCI @ Mt. Braddock or from guidance counselors at area high schools. Scholarship deadline: Last day of every month

Examination Scholarships – Six (6) scholarships may be awarded to those individuals with the highest scores on a business career aptitude test given at UCI @ Mt. Braddock. Prearranged testing dates will be announced to area high schools and through the media.

Personal Merit Scholarships – Six (6) tuition scholarships may be awarded annually to the seniors most likely to achieve career success in their chosen field. The awards will be made on the basis of academic merit and personal accomplishment. High school seniors desiring to apply for these scholarships must submit an application outlining high school activities and community service, a copy of their high school transcript and a letter of recommendation from a teacher or guidance counselor or principle. A scholarship committee made up of the UCI @ Mt. Braddock President, Campus President, and area individuals recognized for their contributions to education shall make the scholarship recommendations. Scholarship deadline: last day of every month.

II. GED Scholarship -

Each year the School may offer up to two (2) partial tuition scholarships equal to 25% of the tuition in any of the school's Specialized Associate Degree programs. The value of each GED scholarship is \$5,618, for a total of \$11,236 for the two scholarships. Individuals who have successfully completed their GED test are eligible to apply for the scholarships. Scholarships will be awarded to individuals based on a business aptitude test (Wonderlic) and personal interview with the Campus President. Students must achieve a minimum score of 285 on the Wonderlic test. The interview includes evaluation of the students' goals, educational commitment, and the potential for success in school and on the job. Scholarship deadline: Last day of every month.

III. Imagine America Scholarships -

The award-winning Imagine America scholarship program helps thousands of high school seniors each year pursue a career education. As a participating Imagine America institution, UCI @Mt. Braddock will award up to ten (10) Imagine America scholarships annually. Additional scholarships may be accepted at the sole discretion of UCI @ Mt. Braddock. This scholarship is awarded based on a number of factors:

- Likelihood of successful completion
- High school GPA of 2.5 or better
- Demonstrated community service during senior year

Students seeking to apply for this scholarship may submit their application on-line at www.imagine-america.org. Completed applications are initially forwarded to the student's home high school for review by the appropriate member of the staff. Applications approved by the student's high school are then forwarded to UCI @ Mt. Braddock for review.

*Students must maintain satisfactory academic progress in order to remain eligible for any scholarships.

*Scholarship deadline: September 15th of each year unless the Imagine America Foundation sets an earlier deadline. Contact the Admissions Department for more information on deadlines.

IV. Nurses Touch Lives Scholarship

The Nurses Touch Lives Scholarship is designed to financially support students desiring an education and career as a nurse.

Application Process & Deadlines:

- The School of Nursing enrolls students in an open rolling enrollment. The open enrollment period shall be determined individually for each nursing class and will include specific application periods within the open enrollment period. Contact the admissions department for a current list of dates and deadlines.
- Students overall applicant scorecard results will roll over to all subsequent award periods within the current enrollment cycle. These students, based on the applicant score card results, could earn scholarships in these subsequent award periods.
- Awards will be disbursed equally throughout the entire length of the program.

Eligibility Criteria:

- Student is accepted for enrollment into the institution's School of Nursing.

- Student has financial need where financial need is defined as tuition and fees remaining after all other resources, including all external scholarships are applied to the cost of attendance.

Awards:

- During each application period all accepted students will be eligible for one of two 25% (\$4,595.00) tuition scholarships.
- The awards will be determined according to the accumulated points nursing candidates earn on the application score card.
- The number of points awarded is determined solely by the Nursing Director or his/her designee and it is his/her absolute discretion. The decision regarding points awarded is final.

V. Nursing Pathway Scholarship

United Career Institute @ Mt. Braddock recognizes the need for trained healthcare and nursing professionals in our communities. Therefore, to support this need and the lifelong career goals of our students, UCI @ Mt. Braddock offers the following Nursing Pathway Scholarship to qualified Alumni.

Application Process & Deadlines:

Qualified alumni are auto-applied for the Nursing Pathway Scholarship by virtue of their enrollment. There are no application deadlines.

Eligibility Criteria:

- Students must be a graduate of one of UCI @ Mt. Braddock's programs.
- Students must apply for and be accepted into the institution's Practical Nursing Program.
- Nursing Pathway Scholarships may not be combined with Nurses Touch Lives Scholarship.

Awards:

Annually, fifteen (15), 25% (\$4,595.00) tuition scholarships will be awarded, which will be disbursed equally throughout the entire length of the program.

SECTION VI. – CURRICULUM

Curriculum

Associate in Specialized Business Programs - Occupational

Medical Assisting
Medical Office Administration

Diploma Programs:

Clinical Medical Assistant
Practical Nursing

Medical Assisting

Associate in Specialized Business Degree – Occupational

72 Weeks

Available methods of delivery: Residential and blended

The objective of this program is to prepare graduates for a wide variety of entry-level, primarily medical related positions, both clinical and office/administrative. With greater emphasis on clinical skills, graduates are prepared for entry level positions working in any setting in which healthcare is delivered including, but not limited to, doctors' offices, hospitals, clinics, urgent care centers, nursing homes, home health services, wellness centers, private care, and a wide variety of health care facilities. The office/administrative skills also prepare the graduate to work in medically related office positions, such as medical secretary, medical receptionist, and in other medical related offices such as health insurance offices, as well as non-medically related offices. Some career paths may require additional training and/or experience. The completion of this program could also be used as an opportunity to maintain existing employment or advance in a career.

Course		Subject	Quarter	Contact
Code	No.		Credits	Hours
*TER	101	Medical Terminology I	4	48
*TER	102	Medical Terminology II	4	48
*TER	103	Medical Terminology III	4	48
*PHM	101	Pharmacology I	4	48
*PHM	202	Pharmacology II	4	48
*ANP	101	Introduction to Anatomy and Physiology	4	48
*ANP	102	Anatomy and Physiology	4	48
*ANP	103	Anatomy and Physiology	4	48
*MIC	101	Medical Insurance and Coding	4	48
*MCC	101	Medical Coding	4	48
*MCC	102	Medical Coding – CPT	4	48
*EHR	201	Electronic Health Records	4	48
*EHR	202	Electronic Health Records II	3	48
*MAP	201	Medical Administrative Procedures	4	48
*LME	201	Law and Medical Ethics	4	48
*ICP	101	Introduction to Clinical Procedures	3	48
*CLP	202	Clinical Laboratory Procedures	3	48
*CMP	203	Clinical Medical Procedures	3	48
*MTO	202	Medical Topics	4	48
*MAX	201	Medical Assisting Externship	5	160
CAR	201	Career Preparation	4	48
SSS	101	Student Success Strategies	4	48
ITC	101	Introduction to Computers	4	48
WPA	101	Word Processing Applications	3	48
KEY	101	Keyboarding I	3	48
+RAW	101	Research and Writing	4	48
+COM	101	Effective Communication	4	48
+CMP	101	English Composition	4	48
+MAT	101	Math for Health Professionals	4	48
+PSY	201	Psychology	4	48
TOTAL HOURS			115	1552
*Core Courses			+General Education Courses	

Graduation Requirements:

A student must have an overall “C” (2.0) grade point average and satisfactorily complete all requirements. (See section in catalog entitled “Graduation Requirements”.)

Medical Office Administration

Associate in Specialized Business Degree – Occupational

72 Weeks

Available methods of delivery: Residential and Blended

The objective of this program is to prepare graduates for a wide variety of entry-level medical front office positions. Graduates receive training in general office skills, computer skills, and skills related specifically to medical offices such as receiving patients, preparing medical forms, and other skills related to administration with today’s complex medical offices. Although medical office specific skills are emphasized, the general education, office and computer skills’ components also prepare the graduate for office opportunities outside the medical field. Some career paths may require additional training and/or experience. The completion of this program could also be used as an opportunity to maintain existing employment or advance in a career.

Course		Subject	Quarter	Contact
Code	No.		Credits	Hours
*TER	101	Medical Terminology I	4	48
*TER	102	Medical Terminology II	4	48
*TER	103	Medical Terminology III	4	48
*PHM	101	Pharmacology I	4	48
*PHM	202	Pharmacology II	4	48
*MCC	101	Medical Coding	4	48
*MCC	102	Medical Coding-CPT	4	48
*ANP	101	Introduction to Anatomy and Physiology	4	48
*ANP	102	Anatomy and Physiology	4	48
*ANP	103	Anatomy and Physiology	4	48
*MIC	101	Medical Insurance and Coding	4	48
*WPA	101	Word Processing Applications	3	48
*SPA	101	Spreadsheet Applications	3	48
*EHR	201	Electronic Health Records	4	48
*EHR	202	Electronic Health Records II	3	48
*MAP	201	Medical Administrative Procedures	4	48
*HRM	201	Human Resource Management	4	48
*LME	201	Law and Medical Ethics	4	48
*MTO	201	Medical Topics	4	48
*MOX	201	Medical Office Administration Externship	4	120
SSS	101	Student Success Strategies	4	48
ITC	101	Introduction to Computers	4	48
KEY	101	Keyboarding I	3	48
KEY	102	Keyboarding II	3	48
CAR	201	Career Preparation	4	48
+RAW	101	Research and Writing	4	48
+COM	101	Effective Communication	4	48
+CMP	101	English Composition	4	48
+MAT	101	Math for Health Professionals	4	48
+PSY	201	Psychology	4	48
TOTAL HOURS			115	1512
*Core Courses			+General Education Courses	

Graduation Requirements:

A student must have an overall “C” (2.0) grade point average and satisfactorily complete all requirements. (See section in catalog entitled “Graduation Requirements”.)

Clinical Medical Assistant**Diploma****48 weeks****Available methods of delivery: Residential and Blended**

The objective of this program is to prepare graduates for a wide variety of entry level office positions. Although healthcare related clinical skills are emphasized, the office skills component provides career flexibility allowing the graduate to work in a wide variety of offices such as doctors' offices, clinics, health care facilities, physical therapy facilities, insurance offices, and other health care related facilities. The curriculum in this short-term program is limited to basic skills; so graduates may need additional training and/or experience to qualify for some positions. The completion of this program could also be used as an opportunity to maintain existing employment or advance in a career.

Course		Subject	Quarter Credits	Contact Hours
Code	No.			
TER	101	Medical Terminology I	4	48
TER	102	Medical Terminology II	4	48
PHM	101	Pharmacology I	4	48
PHM	202	Pharmacology II	4	48
ANP	101	Introduction to Anatomy and Physiology	4	48
ANP	102	Anatomy and Physiology	4	48
ANP	103	Anatomy and Physiology	4	48
MIC	101	Medical Insurance and Coding	4	48
ICP	101	Introduction to Clinical Procedures	3	48
EHR	201	Electronic Health Records	4	48
CLP	202	Clinical Laboratory Procedures	3	48
CMP	203	Clinical Medical Procedures	3	48
CAX	201	Clinical Medical Assistant Externship	5	160
ITC	101	Introduction to Computers	4	48
SSS	101	Student Success Strategies	4	48
CAR	201	Career Preparation	4	48
TOTAL HOURS			62	880

Graduation Requirements:

A student must have an overall "C" (2.0) grade point average and satisfactorily complete all requirements. (See section in catalog entitled "Graduation Requirements".)

Practical Nursing**Diploma****48 weeks****Available methods of delivery: Residential**

The objective of this program is to provide theoretical instruction and clinical experience in gerontological, medical, surgical, obstetric, and pediatric nursing. Clinical instruction will occur in both acute and long-term care settings for application of the vocation role and function. At the fundamental level students are introduced to care for patients with simple and short-term nursing needs and will then progress to more complex long-term needs. Students will utilize the nursing process to provide safe effective care applying scientific principles of nursing. Students will be prepared to function as a member of the healthcare team by exercising sound nursing judgment, critical thinking and competent care based on the scope of practice for the student practical nurse.

Course		Subject	Clock Hours
Code	No.		
NFM	101	Nursing Fundamentals Lecture	120
NFM	101L	Nursing Fundamentals Lab	48
NFM	101C	Nursing Fundamentals Clinical	168
APN	101	Body Structure and Function Lecture.	36
APN	101L	Body Structure and Function Lab	36
MSN	201	Medical Surgical Nursing I Lecture	108
MSN	201L	Medical Surgical Nursing I Lab.	48
MSN	201C	Medical Surgical Nursing I Clinical.	240
PVN	101	Practical/Vocational Nursing I	24
NPH	101	Nursing Pharmacology Lecture	24
NPH	101L	Nursing Pharmacology Lab	24
NPN	101	Nutrition for Practical Nursing Lecture	30
MTN	201	Maternity Nursing Lecture	72
MTN	201C	Maternity Nursing Clinical	48
PED	201	Pediatric Nursing Lecture.	72
PED	201C	Pediatric Nursing Clinical.	48
NPH	102	Nursing Pharmacology Lecture	36
NPH	102L	Nursing Pharmacology Lab	24
MSN	202	Medical Surgical Nursing II Lecture	108
MSN	202L	Medical Surgical Nursing II Lab	48
MSN	202C	Medical Surgical Nursing II Clinical	252
PVN	202	Practical/Vocational Nursing II Lecture.	24
TOTAL HOURS			1638

Graduation Requirements:

A student must have an overall “C” (2.0) grade point average and satisfactorily complete all requirements. (See section in catalog entitled “Graduation Requirements”.)

Upon program completion, graduates will be eligible to take the PA State Licensing Exam for Practical Nurses.

Admission Requirements and Re-admission Requirements

Considerations into the Practical Nursing program are based upon the following:

- TEAS entrance test results. Medical Assistant and Medical Office Administration students of United Career Institute @ Mt. Braddock will be exempt from the TEAS exam if their attendance in their respective programs was 85% or better and their GPA was 3.0 or better.
- Interview with the Nursing Program Director or delegate
- Essay (one page double spaced). Why you have chosen to be a practical nurse.
- 2 References (educational or current/former employer)

The following items must be completed prior to the first day of clinical. You will need to satisfactorily complete all of the following Nursing Program Requirements. If any of these requirements are considered unsatisfactory initially or at any time during your enrollment, you will be dismissed from the program. These requirements are as follows:

- Physical Exam – All areas of the “History & Physical Exam Form” must be completed and signed by your healthcare provider.
- Immunizations/Titers & 2-Step PPD Testing – All areas of the “Immunization Record” and the “Tuberculosis Screening Form” must be completed by your healthcare provider. All appropriate documentation must be submitted.
- State Background Checks – Complete the state criminal background check with an acceptable status: no felonies, habitual misdemeanors (greater than one in 12 months), drug offenses, or violent offenses. If your state background check has an unacceptable status you will be required to complete a **federal background check**.
- Urine Drug Screening – Results of urine drug screening must be “negative” for non-prescription and/or illegal drugs. Verification via current and valid prescription for any medications you may be taking that result in a false positive will be required.
- Proof of current CPR training – Complete the American Heart Association Basic Life Support for Health Care Provider or American Red Cross course and submit a copy of your certification to the Practical Nursing Director. This requirement must be completed by the 6th week of classes
- Uniforms – Purchase appropriate uniforms
- Child Abuse Clearance – Complete the Child Abuse Clearance form: no offenses regardless of the time frame.

All graduates are required a criminal background check as part of the application for licensure to the Board of Nursing. If you have ever been convicted of a felony or misdemeanor, some State/National Testing Boards reserve the right to determine eligibility for licensing/credentialing, **even if you have completed all academic requirements**. If you have ever been convicted of a misdemeanor or felony, the Board of Nursing testing area requires a confidential letter of explanation to be loaded to the PALS website for determination of eligibility to test. If you have lived out of state you will be required to submit a Federal background check through the PALS website.

The above requirements are essential for your protection and to protect the people to whom you will provide care. In addition, The Joint Commission has required hospitals to have completed Criminal Background Checks and Urine Drugs Screens on all employees, students, and volunteers working in the clinical setting. These are the current requirements; additional requirements may be added as needed by future changes to health, institutional, and/or other relevant regulations/policies.

RE-ADMISSION REQUIREMENTS

The UCI @ Mt. Braddock 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 UCI @ Mt. Braddock, or if a student should be suspended for any reason, re-admission may be gained by meeting the following requirements:

- Be interviewed by the Nursing Program Director and/or delegate
- Complete an application for readmission
- Meet the general requirements for admissions as outlines in the school’s catalog
- Re-enroll in any course which had not been completed satisfactorily as outlined in the school’s catalog
- Class space requirement

Re-admission is not guaranteed. The student's application for re-admission will be evaluated along with the other current applications.

Students dismissed from the program for not achieving academic standards of progress per quarter will be responsible for any financial obligation to the school such as tuition, textbooks, and any other cost associated with their educational experience.

Licensure Requirements for Practical Nurses

In order to become licensed as a practical nurse in Pennsylvania, graduates must sit for the National Council of State Board of Nursing's National Certification Licensure Exam for Practical Nursing (NCLEX-PN) and meet all state requirements.

It is the goal of the UCI @ Mt. Braddock Practical Nursing Program to prepare the graduate for successful completion of the NCLEX-PN. The Practical Nursing Program Director certifies to the Pennsylvania Board of Nursing that the graduate has completed the program and had met graduation requirements.

Practical 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 practical nursing. Successful completion of the NCLEX-PN and application for licensure as a practical nurse in the state of their choosing is the responsibility of the graduate. Each state has the right to establish (and change from time to time) its own requirements. Therefore, any practical nursing student who may be considering practicing out of state should check with the state's requirements before beginning classes.

Grading System for Practical Nurses

Grade	Numerical Equivalent	Evaluation	Quality Points per Quarter Credit
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	*
D*		Course Repeated	*
F*		Course Repeated	*
WF*		Course Repeated	*
I		Incomplete	*
TR		Transfer	*
CBE		Credit by Examination	*
P		Passing	*
F		Fail	*
NA		Not Attempted	*
CXL		Cancel	*

*Not used to calculate Grade Point Average

Course Numbering System

Each course offered by the School is identified by a unique 6 character code. The various components of this code are as follows:

SSS 101 Student Success Strategies

The first three characters of the code are an alphabetic identification representing the course name. “SSS” represents the course Student Success Strategies.

The first digit of the number represents the level at which the course is generally offered:

“1” designates courses generally offered during the student’s first year of study.

“2” designates courses generally offered during the student’s second year of study.

In the example, the first digit, “1”, indicates that this course is generally offered during the first year of the program.

The second digit of the number is a placeholder.

The final digit of the number represents the point at which the course generally falls within a series or group of courses. It also insures that each course is unique.

“1” indicates that the course is the first course within a group or series.

“2”, “3”, etc. indicates additional courses within a series or group of courses, but does not necessarily imply a sequence within the series or group. That is, these courses may or may not require a prerequisite.

The area of concentration courses in the degree programs are marked with an * and the general education courses are marked with a +.

Course Descriptions

APN 101 Body Structure and Function/Lab.....72 Clock Hours

This course is designed to provide the student with basic knowledge of normal body structure and function. The student will learn major systems, organs, and terminology necessary for the provision of safe and effective nursing care. Upon successful completion of this course, within the scope of the practice of the practical nurse, the student will be able to describe the structure and function of the respiratory, cardio-vascular, muscular-skeletal, nervous, skin, and sensory systems of the body, describe the structure and function of the reproductive, urinary, digestive, and endocrine systems of the body, describe the relationships of body systems in providing patient care. Co-requisite: NFM 101 Nursing Fundamentals/Lab/Clinical, PVN 101 Practical/Vocational Nursing I

ANP 101 Introduction to Anatomy and Physiology4 Quarter Credits

This course will begin with an introduction of the levels of organization and general plan of the body. This will include an overview of basic chemistry, body temperature and metabolism, fluid-electrolyte and acid-base balance, cells, tissues, and membranes. This course will also present the student with an introduction to Microbiology and human disease.

ANP 102 Anatomy and Physiology4 Quarter Credits

This course will review Integumentary, Skeletal, Muscular, Nervous, Male and Female Reproductive, and Endocrines body systems and topics focusing on abnormal structure and function, and related diseases and disorders. Prerequisite: ANP 101 Introduction to Anatomy and Physiology.

ANP 103 Anatomy and Physiology.....4 Quarter Credits

This course will review Cardiovascular, Lymphatic, Respiratory, Digestive, and Urinary body systems and topics focusing on abnormal structure and function, and related diseases and disorders. Prerequisite: ANP 101 Introduction to Anatomy and Physiology.

CAR 201 Career Preparation4 Quarter Credits

This course presents to the student 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.

CAX 201 Clinical Medical Assistant Externship.....5 Quarter Credits

The Clinical Medical Assistant externship is a capstone course that is taken in the final quarter of the student’s training. The student will complete 160 hours at an externship site with the goal of applying classroom skills to a real-world environment. The externship is designed to integrate the classroom training and transform it into hands-on application, creating on-the-job experiences. Prerequisite: Prior to being scheduled for the externship, the student must have achieved a minimum of a “C” grade in CLP 202 Clinical Laboratory Procedures or CMP 203 Clinical Medical Procedures.

CLP 202 Clinical Laboratory Procedures3 Quarter Credits

This course is designed to introduce the student to the clinical laboratory including urinalysis, phlebotomy, hematology, chemistry, serology, and medical microbiology. Focus will be placed on specimen collection, handling, testing, and selected examinations. The student must achieve a minimum of a “C” grade or repeat the course. Prerequisite: ICP 101 Introduction to Clinical Procedures.

CMP 101 English Composition.....4 Quarter 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.

CMP 203 Clinical Medical Procedures3 Quarter Credits

This course is designed to introduce the student to additional clinical skills including administration of medications, assisting with minor office surgery, cardiopulmonary and emergency procedures, and selected examinations. The student must achieve a minimum of a “C” grade or repeat the course. Prerequisite: ICP 101 Introduction to Clinical Procedures.

COM 101 Effective Communication4 Quarter 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.

EHR 201 Electronic Health Records4 Quarter Credits

This course is an introduction to electronic health record information management, including patient and health care data, data collection, processing, quality, storage, access, retention, and release of patient information and health care statistics.

EHR 202 Electronic Health Records II.....3 Quarter Credits

This course will encompass the fundamental principles for creating and maintaining an Electronic Medical Record using appropriate training software. The student will create personal EMR's and electronic progress notes for a variety of practice patients and will create electronic health history forms, electronic lab requisition forms, electronic prescriptions, electronic telephone notes, proof of appointment letters and electronic forms as they pertain to the medical office. Prerequisite: EHR 201 Electronic Health Records.

HRM 201 Human Resource Management.....4 Quarter 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.

ICP 101 Introduction to Clinical Procedures3 Quarter Credits

This course is designed to provide the student with the theories and techniques involving the clinical aspects of the medical assisting profession. The student is introduced to the areas of medical asepsis and OSHA standards, vital signs, assisting with general and selected physical examinations, proper medical records completion, and selected procedures. The student must achieve a minimum of a "C" grade or repeat the course.

ITC 101 Introduction to Computers4 Quarter 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, and presentation applications.

KEY 101 Keyboarding I.....3 Quarter 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.

KEY 102 Keyboarding II3 Quarter Credits

This course is a study of business letter forms, manuscript reports, business outlines, basic business forms, and advanced tabulation. It includes speed building drills to increase accuracy and speed up to 45 words per minute. Prerequisite: KEY 101 Keyboarding I.

LME 201 Law and Medical Ethics4 Quarter Credits

This introductory course provides an overview of law and ethics for allied health professionals and legal professionals functioning in a wide variety of settings. This course provides an introduction to the legal foundations of health care in America. It is the responsibility of the American government to promote and protect the health and welfare of the public while respecting the interests, and upholding the rights, of the individual. The content of this course addresses how the law balances these collective and individual rights. The material covers a broad range of legal issues/topics in health care, including but not limited to: the American legal system, standards of care, scope of practice, physician patient relationships, standards of professional conduct, public duties, documentation, employment laws and practices, pertinent federal/state statutes, ethical codes, and bioethical issues. The content will provide an understanding of ethical and legal obligations to self, patients, and employer. Emphasis will be placed on applicable federal law, as well as limited state laws and regulations of the healthcare and legal professions.

MAP 201 Medical Administrative Procedures.....4 Quarter Credits

The purpose of this course is to prepare the student to assume the professional role in medical office procedures. Emphasis is placed on the development of communication and interaction skills as they apply to screening telephone calls, scheduling appointments, and interviewing techniques with special emphasis placed on adherence to appropriate medical law and medical ethics.

MAT 101 Math for Health Professionals4 Quarter Credits

This introductory course presents common mathematical concepts for allied health professionals. Content includes a basic review of fractions, decimals, percentages, ratios and the International System of Measurement (metric); apothecary and household systems; system conversions; general medical office accounting; and reading, calculating, and converting medication dosages.

MAX 201 Medical Assisting Externship5 Quarter Credits

The Medical Assisting Externship is a capstone course that is taken in the latter part of a student's training. The student will complete 160 hours at an externship site with the goal of applying classroom skills to a real-world environment. The externship is designed to integrate the classroom training and transform it into hands-on application, creating on-the-job experiences. Prerequisite: Prior to being scheduled for the externship, the student must have achieved a minimum of a "C" grade in CLP 202 Clinical Laboratory Procedures or CMP 203 Clinical Medical Procedures.

MCC 101 Medical Coding.....4 Quarter Credits

This course gives the student a basic understanding of the ICD10-CM coding system used to convert diagnoses and procedures on a medical record to the proper code for insurance billing and statistical reporting. This class will teach ethical coding and reporting in determining reimbursement in a variety of healthcare settings.

MCC 102 Medical Coding – CPT.....4 Quarter Credits

This course gives the student a basic understanding of the CPT-4 coding system used to convert outpatient procedures from an operative report, ER record, laboratory test, or physician office visit to the proper code for insurance billing and statistical reporting. The proper use of modifiers will be covered as well. This course will teach ethical coding and reporting in determining reimbursement in a variety of healthcare settings.

MIC 101 Medical Insurance and Coding4 Quarter Credits

This course gives the student a basic understanding of the coding system used to convert written diagnoses and procedures on a medical record to numbers which are then used for insurance billing and for statistical purposes. Instruction will be given for the different types of insurance forms utilized by the medical profession.

MOX 201 Medical Office Administration Externship.....4 Quarter Credits

The Medical Office Administration Externship is a capstone course that is taken in the latter part of a student’s training. The student will complete 120 hours at an externship site with the goal of applying classroom skills to a real-world environment. The externship is designed to integrate the classroom training and transform it into hands-on application, creating on-the-job experiences.

MSN 201 Medical-Surgical Nursing I/Lab/Clinical.....396 Clock Hours

This course provides the student with information regarding common acute and chronic medical and surgical conditions relating to the body systems including the management, needs, and specialized nursing care of patients with these conditions. Signs and symptoms, diagnostic tests, and treatment for each condition are covered. Principles of nutrition, pharmacology, and asepsis are reviewed throughout the course. Prerequisite: Satisfactory Completion of Level I Course Work. Co-requisite: NPH 101 Nursing Pharmacology /Lab.

MSN 202 Medical Surgical Nursing II/Lab/Clinical.....408 Clock Hours

This course provides instruction integrating theoretical and clinical experiences with a variety of complex medical and surgical patients of all ages experiencing common physical and emotional conditions. This course provides practical application of the theory and skills acquired in the classroom and lab. Primary emphasis is placed on problem solving methods dictated by the individual’s nursing needs and the patient’s state of dependency. The student, as a member of the health care team, has the opportunity to participate in the health and wellness aspects of the patient’s family. Prerequisite: Satisfactory Completion of Level III Course Work. Co-requisite: PVN 202 Practical Vocational Nursing II.

MTN 201 Maternity Nursing/Clinical.....120 Clock Hours

This course provides information regarding obstetrics, neonatology, and relates to normal growth and development throughout the life cycle. This course will provide information relating to normal pregnancy, labor and delivery, the puerperium, and the normal newborn as well as common deviations. The specialized nursing skills to manage and care for the maternal and newborn patient throughout the maternity cycle are emphasized. Prerequisite: Satisfactory Completion of Level II Course Work. Co-requisite: PED 201 Pediatric Nursing/Clinical; NPH 102 Nursing Pharmacology/Lab; NPN 101 Nutrition for Practical Nursing.

MTO 202 Medical Topics4 Quarter Credits

This capstone course will encompass many of the major topics covered in the medical assisting and medical administration programs. With a particular emphasis on certification, this course reviews the principles of Anatomy and Physiology, Medical Office Management, Medical Procedures, Medical Terminology, Pharmacology, Diagnostic Testing, and other lab procedures.

NFM 101 Nursing Fundamentals/Lab/Clinical336 Clock Hours

This course will introduce the student to the basic nursing core concepts of health care delivery systems and trends, legal and ethical responsibilities in nursing, the uses of the computer in the health care setting, and a review of basic math and science concepts. The student will be prepared to provide basic personal patient care and perform patient care procedures in hospital and long-term facilities. Safety measure, emergencies, and organization of patient-care assignments are included as well as cardiopulmonary resuscitation, blood borne diseases including HIV and AIDS and infection control procedures. Health care needs of the geriatric patient are introduced and pre-operative nursing care is discussed. The grieving process, appropriate verbal, non-verbal, and written communications in the performance of nursing functions are covered. Clinical skills are practiced in the nursing lab via simulations and the student has the opportunity to apply knowledge and skills in the clinical setting. Co-requisite: CPR Certification APN 101 Body Structure and Function/Lab, PVN 101 Practical/Vocational Nursing I.

NPH 101 Nursing Pharmacology/Lab.....48 Clock Hours

This course prepares students to administer medications. The six “rights” of administration including calculation, routes of administration, proper use and storage of medications, patient observation, and documentation are explored. This course also includes the study of a large body of medications in terms of their therapeutic uses, characteristics, actions, dosages, side effects, and

techniques used in administering them. Clinical skills are practiced in the nursing lab. Prerequisite: Satisfactory Completion of Level I Course Work. Co-requisite: MSN 201 Medical Surgical Nursing I/Lab/Clinical

NPH 102 Nursing Pharmacology/Lab.....60 Clock Hours

This course prepares the student to administer medications with emphasis on injections and intravenous therapy. The six “rights” of administration including calculation, routes of administration, proper use and storage of medications, patient observation, and documentation are reinforced. This course also includes the study of a large body of medications in terms of their therapeutic uses, characteristics, actions, dosages, side effects, and techniques used in administering them. Clinical skills are practiced in the nursing lab where simulation(s) will be used to ensure competencies are met. Prerequisite: Satisfactory Completion of Level III Course Work. Co-requisite: MTN 201 Maternity Nursing/Clinical; PED 201 Pediatric Nursing/Clinical; NPN 101 Nutrition for Practical Nursing

NPN 101 Nutrition for Practical Nursing30 Clock Hours

This course includes the basic principles of nutrition and their application in person-centered care. Disease prevention and the general enhancement of life through nutrition will be explored. The content progresses from simple to complex utilizing the nursing process to provide holistic care. Prerequisite: Successful Completion of Level II Course Work. Co-requisite: MTN 201 Maternity Nursing/Clinical; PED 201 Pediatric Nursing/Clinical; NPH 102 Nursing Pharmacology/Lab

PED 201 Pediatric Nursing/Clinical120 Clock Hours

This course provides information regarding the general characteristics, needs, and problems of the pediatric patient to prepare the student to adapt nursing care for that patient. Signs and symptoms of common pediatric disorders and diseases are covered including nutritional requirements and diversion and recreational activities. Nursing skills related to the care of the pediatric patient are emphasized. Prerequisite: Satisfactory Completion of Level II Course Work. Co-requisite: NPN 101 Nutrition for Practical Nursing; NPH 102 Nursing Pharmacology/Lab; MTN 201 Maternity Nursing/Clinical.

PHM 101 Pharmacology I.....4 Quarter Credits

This course is designed to provide the administrative and clinical medical assistant student with an introduction to the world of pharmacology. This will include areas such as prescription reading, interpretation of medication orders, drug classifications, and controlled substances. Emphasis will be placed on commonly prescribed medications and their effects on the respective body systems.

PHM 202 Pharmacology II4 Quarter Credits

This course is designed to meet the needs of the clinical medical assisting student. The course will begin with an overview of basic pharmaceuticals and factors affecting drug action. Proper storage, handling, preparation, and administration of medications will be reviewed. The student will then progress on to calculating dosages of medications for administration in a clinical setting. Emphasis will be placed on accuracy and competency in dosage calculations. Prerequisite: PHM 101 Pharmacology I.

PSY 201 Psychology4 Quarter 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.

PVN 101 Practical/Vocational Nursing I24 Clock Hours

This course serves to introduce the Practical Nursing student to their role as a member of the health care team. This course includes orientation to study methods, historical background of nursing, therapeutic communication skills, ethical conduct, legal responsibilities, trans-cultural concepts, and lines of administrative authority. The theory and clinical components of this course prepare students for their role in the workplace. Co-requisite: NFM 101 Nursing Fundamentals/Lab/Clinical, APN 101 Body Structure and Function/Lab.

PVN 202 Practical Vocational Nursing II24 Clock Hours

This course prepares the practical nursing student to recognize and apply the principles of human relationships and resultant behavior in nursing practice. Employability skills and the legal and ethical aspects specific to practical nursing will be discussed as well as the transition from student to graduate nurse. Prerequisite: Satisfactory Completion of Level III Course Work. Co-requisite: MSN 202 Medical Surgical Nursing II/Lab/Clinical.

RAW 101 Research and Writing4 Quarter 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.

SPA 101 Spreadsheet Applications.....3 Quarter Credits

This course is designed to introduce the students 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. Prerequisite: ITC 101 Introduction to Computers.

SSS 101 Student Success Strategies.....4 Quarter Credits

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.

TER 101 Medical Terminology I.....4 Quarter Credits

This course presents the student with a logical, step-by-step method for building a medical vocabulary. It is designed to introduce and provide an understanding of medical root words, secondary word parts, and abbreviations, related to directional terms, body structure, and Integumentary, Respiratory, Urinary, Male Reproductive, and Female Reproductive and obstetrics and neonatology body systems and topics. This will allow the student to recognize, spell, pronounce, define, and build medical terms.

TER 102 Medical Terminology II.....4 Quarter Credits

This course is a continuation of Medical Terminology I. The student will continue to be introduced to more medical word parts and abbreviations as they relate to Cardiovascular, Digestive, Eye, and Ear, Musculoskeletal, Nervous, and Endocrine body systems and topics. This will allow the student to build an extensive medical vocabulary, which is essential to anyone planning to enter the health care profession. Prerequisite: TER 101 Medical Terminology I.

TER 103 Medical Terminology III.....4 Quarter Credits

This course is designed to introduce the student to additional medical word parts and abbreviations as they relate to previously studied body systems and topics. Emphasis will be placed on assessment and review of medical terminology. Prerequisite: TER 102 Medical Terminology II.

WPA 101 Word Processing Applications3 Quarter 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. Prerequisite: ITC 101 Introduction to Computers.

STATEMENT OF TUITION AND FEES

Medical Assisting, Medical Office Administration, and Clinical Medical Assistant

Status	Credits	Tuition	Education Resource Fee
Full-Time	12 or more	\$3995.00	\$495.00
$\frac{3}{4}$ time	9-11	\$3395.00	\$495.00
$\frac{1}{2}$ time	6-8	\$2795.00	\$495.00
< $\frac{1}{2}$ time	2-5	\$2195.00	\$495.00

All students are enrolled full time. If a student has transfer credits, drops a class, etc. making them less than full time, then the tuition is reduced accordingly.

ENROLLMENT FEE: All students are assessed an Enrollment Fee of \$25.00.

SEAT FEE: All students are assessed a Seat fee of \$25.00.

There is an additional \$50.00 re-enrollment fee charged each time a student re-enrolls

Estimated Out of Pocket Expenses	
Medical Assistant	\$120

Students are charged tuition and fees for each term in which they attend classes, whether or not they have completed their program as scheduled, or they are continuing in another diploma/degree program or otherwise.

Book Charge: Students must return their books in good and usable condition at the end of each quarter, or on or before the date of termination if attendance is terminated. Failure to do so will result in the student being charged the replacement cost of all unreturned books. Students should be aware that they may not use Title IV funds to cover these costs if these charges occur after their withdraw date.

Tuition and Fees for Nursing

	Tuition	Fees
Practical Nursing		
Payment Period 1	\$5050.00	\$522.00
Payment Period 2	\$5049.00	\$522.00
Payment Period 3	\$4141.00	\$428.00
Payment Period 4	\$4140.00	\$428.00

Estimated out of pocket expenses: All nursing students will have out of pocket expenses as required by the Practical Nursing Program. These expenses are estimated to total approximately \$600.00.

ENROLLMENT FEE: All nursing students are assessed an Enrollment fee of \$50.00.

SEAT FEE: All nursing students are assessed a Seat Fee of \$50.00.

FACULTY				
	Degree	Granting Institution	Specialty	Status
Jade Bendishaw	Diploma, Practical Nursing ASB, Medical Assisting	Pennsylvania Institute of Health and Technology Pennsylvania Institute of Health and Technology	Allied Health	Part-time
Dustin Blankenship	J.D. MA BA	West Virginia University West Virginia University Concord University	Business, Legal, General Education	Part-time
Vickie Calderwood	BA	Pikeville College	Medical	Part-time
David Cutright	MBA BA	Fairmont State University Fairmont State University	General Education	Part-time
Annastazia Daniels	Diploma	Opportunities Industrialization Center	Medical	Part-time
Kacey L. Eagle	MHA BHA AA	University of Phoenix University of Phoenix West Virginia Northern Community College	Medical	Full-time
Marrissa Eicher	Diploma, Practical Nursing	Pennsylvania Institute of Health and Technology	Allied Health	Part-time
Samantha Esposito	BS	West Virginia University	Supporting Courses	Full-time
Lisa Frank	M.Ed. BS	Central Michigan University California University of Pennsylvania	General Education, Supporting Courses	Part-time
Carrie Friend	AA	West Virginia Junior College	Medical	Part-time
Dave Grimes	M.Ed. BS	Ohio State University Ohio State University	General Education, Supporting Courses	Part-time
Danielle Grimplin	BA, Medical Imaging AS, Radiologic Technology AS, Nursing	La Roche College Community College of Allegheny County	Nursing	Full-time
Clarissa Hall	Diploma	National Institute of Technology	Medical	Part-time
Amanda Hiltabidel	BS, Nursing	Penn State University	Nursing	Part-time
Pamela Hughes	MSN, Family Nurse Practitioner BS, Nursing	Spring Arbor University Chamberlain College of Nursing	Nursing	Full-time
Tammy Kaylor	PharmD.	Duquesne University	Medical	Part-time
Marcia Landman	MSN, Family Nurse Practitioner BS, Nursing	Carlow University Penn State University	Nursing	Full-time
Courtney Martin	BA	Geneva College	Supporting Courses	Part-time
Paula McFoy	A.A.	West Virginia Junior College	Medical	Part-time
Jamie McGuire	Diploma	Monongalia Technical Education Center	Pharmacy Tech, Medical	Full-time
Lisa Mitchell-Cole	BS, Nursing	Penn State University	Nursing	Part-time
Brittany L. Nuzzo	M.Ed. BA	West Virginia University Marshall University	Business, General Education	Full-time
Rachel Osniak	BS, Education	California University of Pennsylvania	Supporting Courses	Part-time
Vanessa Partain	BS	West Virginia University	Medical	Part-time

Elise Pogorzelski	MS BA	University at Buffalo – The State University of New York State University of New York College at Fredonia	General Education	Part-time
Amber Porter	MBA BA	Salem University Glenville State University	Supporting Courses	Part-time
Selena Ramey	BS	Marshall University	Supporting Courses	Part-time
Rachel Salvucci	M.Ed. BS	University of Pittsburgh Pennsylvania State University	General Education	Part-time
Roxanne Seaton	MA, Foreign Languages BS, Education	West Virginia University California University of Pennsylvania	General Education	Part-time
Cathy, Scarcelli	M.Ed. BS	Longwood University West Virginia University	General Education, Supporting Courses	Part-time
Kristen Scott	AA	Ohio Valley Institute of Health and Technology	Medical	Part-time
Kim Sheets	M.Ed. MA BA	Marshall University Marshall University West Virginia University	General Education	Part-time
Charlotte Stotelmyer	MSN, Nurse Practitioner MS, Education BS, Nursing	West Virginia University Duquesne University Point Park University	Nursing	Part-time
Courtney Swenglish	BS, Nursing	Penn State University	Nursing	Part-time
Kelli Workman	Diploma, Practical Nursing ASB, Medical Assisting	Pennsylvania Institute of Health and Technology Pennsylvania Institute of Health and Technology	Allied Health	Part-time
Amy Zungri	AS, Nursing BS Human Development & Family Studies	Penn State University Penn State University	Nursing	Part-time

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Chad T. Callen	2020

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