

# MOUNTAIN STATE COLLEGE CATALOG

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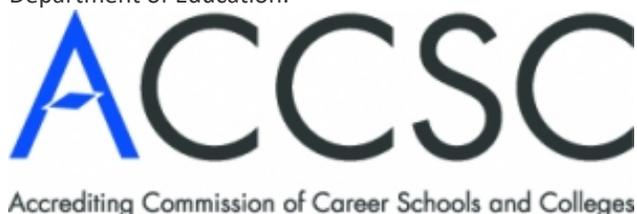
## EFFECTIVE JANUARY 2021

The College certifies this publication as true and correct in content and policy as of the date of publication and enforced by authorized representatives of the College. Mountain State College reserves the right to make amendments or revisions at any time.

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### STATEMENT OF ACCREDITATION

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



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## MOUNTAIN STATE COLLEGE

### HISTORY

Albert Grant Sine founded Mountain State College in September 1888. The original classrooms were located on Market Street, just above Third Street, in downtown Parkersburg.

In 1901, the College moved into the second and third floors of the Camden Theater Building on Market Street.

On November 30, 1929, a fire destroyed the theater and the College was suddenly without a home. The College then moved to the corner of Spring and Sixteenth Streets where the College has remained to this day.

In 1967, the College built the 'Tech Building' at 509 16<sup>th</sup> Street which houses four classrooms. Shortly afterwards, the College converted the building at 501 16<sup>th</sup> Street to the Student Union and classrooms.

In 1973, the College began one of the first Medical Assistant programs in the area. In 1975, the State of WV authorized the College to offer Associate Degrees.

In 1989, the College began development of the Dependency Disorders Technology program. Dr. Judith Huber, Director of Program Development, researched the need for the program and began speaking with professionals in the Mid-Ohio Valley and the state of West Virginia for guidance on program content. The College began enrolling students in the program in 1990.



### MISSION STATEMENT

Mountain State College's mission is to serve students, employers, and the community by providing content-rich, highly focused, relevant curriculum in a learning environment thriving on open communication, progressive thought, technology, and skill acquisition. The goals of Mountain State College are to:

- provide an independent, responsive, and flexible educational option.
- provide services committed to helping students overcome problems which may prevent successful completion of an educational program.
- provide students job search assistance and professional development guidance.
- provide employers quality personnel with promotable skills.

### STATEMENT OF LEGAL CONTROL

Mountain State College is a private corporation, chartered and incorporated under the laws of the State of West Virginia. The corporation has no other campuses and is not affiliated with any other public or private organization or educational institution. Mountain State College follows policies and guidelines established by the Board of Directors (Judith Sutton & Kevin Merritt). Judith Sutton is the sole stockholder of the corporation.

## FACILITIES

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

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

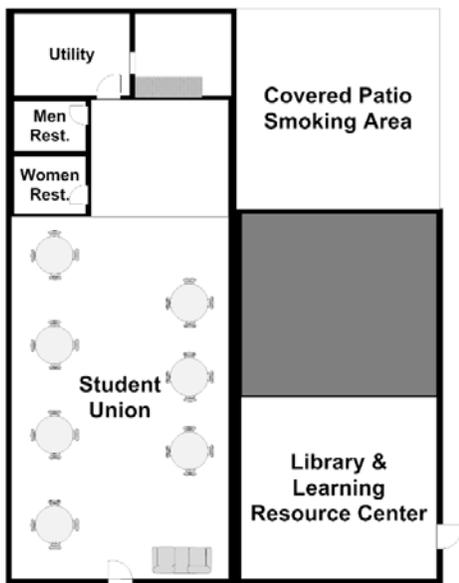
509 16<sup>th</sup> St. – The “Tech Building” houses four classrooms including a medical lab. Facilities are available in this building for student body assemblies and large gatherings.

501 16<sup>th</sup> St. - The “Student Union” houses the Learning Resource Center and the Student Union.

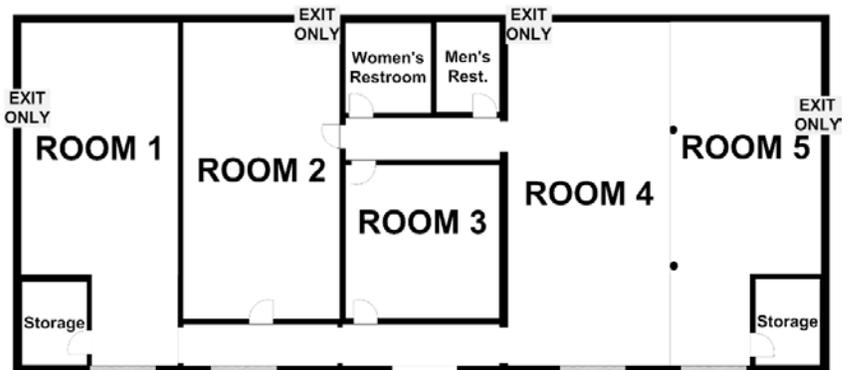
## PARKING

Students may park in the rear lot of 501 16<sup>th</sup> Street.

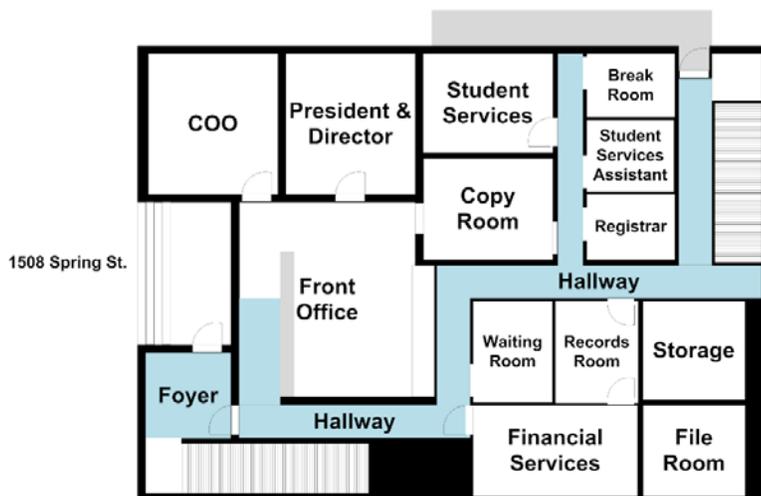
## MAPS



501 16th St.



509 16th St.



1508 Spring St.

## DEPENDENCY DISORDERS TECHNOLOGY PROGRAM

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

The objective of this program is to develop graduates technically proficient in dealing with the problems of addiction in a variety of settings and function under the supervision of a health care professional. Graduates can expect entry level employment as a Behavioral Health Tech, Substance Abuse Counseling Assistant, and other positions needed in prevention and education programs.

### Program Objectives:

- Understand the concept of the twelve core functions of the addiction counselor
- Develop interviewing skills
- Learn to develop treatment plans, discharge planning, and after care
- Gain knowledge of the role and impact of the family and/or significant others on the addiction process
- Gain knowledge of the pros and cons of Alcoholics Anonymous and the relationships to all varieties of addiction
- Learn how to develop a relapse plan
- Gain knowledge of psychopharmacology drugs
- Gain knowledge of West Virginia laws applicable to those with dependency problems
- Promote ethical behavior and professionalism befitting a health care professional
- Develop a balanced view of the major concepts of various therapies and practical techniques in the therapeutic process
- Provide a comprehensive understanding of the skills and strategies critical in the counseling process
- Understand the role of 12-step self-help groups in recovery from addiction
- Develop communication skills necessary for effective interaction with other members of the health care team
- Foster investigative and critical thinking skills
- Gain knowledge of how agencies work through participation in an externship

<b>PROGRAM OUTLINE – OCCUPATIONAL ASSOCIATE DEGREE – 24 MONTHS</b>			
<b>GENERAL EDUCATION COURSES</b>			<b>CREDITS</b>
GE	100	English Grammar	4.0
GE	105	English Composition	4.0
GE	110	Communication Skills	4.0
GE	115	Psychology I	4.0
GE	120	Psychology II	4.0
<b>PROGRAM CORE &amp; SUPPORTING COURSES</b>			
CI	100	Introduction to Computers	4.0
DD	100	Introduction to Addiction	4.0
DD	105	Public Law, Confidentiality, and Ethics	4.0
DD	200	Introduction to Helping Skills	4.0
DD	205	Treatment Modalities & Therapeutic Approaches	4.0
DD	210	Motivational Interviewing	4.0
DD	215	Nature of Group and Group Process	4.0
DD	220	Case Management	4.0
DD	225	Family Systems	4.0
DD	230	Alcoholics Anonymous and Addiction	4.0
DD	235	Crisis Intervention	4.0
DD	240	Pharmacology and Physical Aspects of Other Drugs	4.0
DD	245	Eating Disorders	4.0
DD	250	Relapse Prevention	4.0
DD	299	Dependency Externship (required for completion of degree)	4.0
ME	125	Medical Office Management	4.0
ME	130	Medical Records, Billing, and Coding	4.0
PD	100	Business Communication	4.0
PD	105	Professional Development	4.0
<b>TOTAL</b>			<b>96</b>

## MEDICAL ASSISTANT PROGRAM

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

The objective of this program is to provide students with thorough training and options in the administrative and clinical functions of an office in the health care industry. The program combines an emphasis on medical theory/applications and medical terminology with strong business and clerical background to meet the requirements of professionals and industry. The program offers training in preparing patients for examinations, conducting important tests, sterilizing instruments, or assisting in minor surgeries. Graduates can expect entry level employment as a Medical Clinical Assistant.

### Program Objectives:

- Gain knowledge of medical terminology
- Gain knowledge of the human body, including cells, tissues, organs, and systems
- Gain knowledge of the cardiovascular, respiratory, and digestive systems
- Learn First Aid procedures including certification in CPR and the Heimlich maneuver
- Gain knowledge of orthopedics; musculoskeletal systems, urology, renal system, and hematology
- Learn how to take vital signs, prepare patients for physical exams, sterile technique, and venipuncture
- Learn how to do electrocardiograms (ECG/EKG)
- Learn how to use eye and ear drops and to do throat cultures and collect specimens
- Learn how to take blood tests including hemoglobin, hematocrit, sedimentation rate, and blood count
- Prepare for the National Certified Medical Assistant exam and National Certified Phlebotomy Technician exam
- Acquire the ability to use comprehensive medical management software program for medical offices
- Develop knowledge of sources of drugs, drug standards and legislation, pharmaceutical preparations, sites of drug actions, physiological responses to drugs and drug classification

### PROGRAM OUTLINE – OCCUPATIONAL ASSOCIATE DEGREE – 24 MONTHS

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

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

## ADMISSIONS

### APPLICANT REQUIREMENTS

Applicants for admissions must be a high school graduate, have a GED certificate, or have completed the West Virginia TASC (Test Assessing Secondary Completion). The College requires official documentation before enrollment. Prospective students should contact the College for a personal interview. After the interview, the applicant may submit a formal application for admission and make financial arrangements.

Mountain State College designed the programs for graduates to obtain employment. Prospective students should enroll only if willing and able to complete the program and pursue employment. The college will prepare students educationally for employment and will assist students in all employment matters but does not, in any way, guarantee employment.

### BACKGROUND CHECKS

Medical Assistant and Dependency Disorders Technology programs require externships to graduate. Applicants with criminal records may be unable to find sites willing to host the externship and thus be unable to graduate irrespective of completed coursework. The College encourages applicants to review personal criminal history before enrollment. If an applicant has concerns about a past conviction or event, please inform the College before continuing the enrollment process.

### TUITION, FEES, & BOOKS

The College charges tuition, fees, and supplies on a term-by-term basis and charges are due in full at the beginning of each term. Students may purchase books and supplies from the College or from other sources. The College may defer payment of these charges until receipt of financial aid in those cases where students are relying on financial aid to pay educational costs. Payment of tuition is not contingent upon receipt of financial aid of any kind. The College does not guarantee the receipt or likelihood of receipt of any financial aid. Payment of tuition is solely for the right to attend classes and is no way contingent upon satisfactory progress or placement upon graduation.

Program (Degree)	Tuition	Administrative Fee	Books & Supplies	Total
Medical Assistant (Occupational Associate Degree – 24 Months)	22,800	115	3,000	25,915
Dependency Disorders Technology (Occupational Associate Degree – 24 Months)	22,800	115	3,000	25,915
Charge	Description			
Tuition	Charged at \$2,850 Per Term			
Administrative Fee	Charged at initial enrollment and reenrollment if student withdraws/graduates and returns.			
Books	Varies between \$300 and \$700 per term depending on courses.			
Supplies	Medical Assistant students must buy scrubs and a nursing kit and obtain vaccinations.			

### TUITION ASSISTANCE

Mountain State College participates in the following tuition assistance programs:

- Title IV – Pell grants, Direct Loans, and SEOG
- West Virginia Higher Education Grant
- Department of Veteran Affairs programs

### VA PENDING PAYMENT COMPLIANCE

Despite any policy to the contrary, for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA, Mountain State College will not:

- Prevent the student's enrollment
- Assess a late penalty fee or require the student secure alternative or additional funding
- Deny the student access to any institution resources available to other students

However, to qualify for this provision, Mountain State College may require VA students to:

- Produce the VA's Certificate of Eligibility by the first day of class or provide a written request for VA certification.
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

See the VA School Certifying Official for all requirements.

## INSTITUTIONAL REFUND POLICY

### INSTITUTIONAL CHARGES

This policy applies to all situations in which a student ceases enrollment prior to completion of a program due to the student's voluntary decision to withdraw, dismissal of the student by the College, or reasons beyond the control of either party. The College calculates the institutional charges incurred by the student and funds retained by the College **per term** as follows:

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

\*Exception: First-time students withdrawing before the start of the fourth week will receive a tuition and fees refund credit of 100%. The student is liable for unreturned books or materials. Tuition for completed terms is not refundable.

### RETURN OF FUNDS TO TITLE IV AND OTHER TUITION ASSISTANCE PROGRAMS

This policy applies when a student ceases enrollment prior to completion of a program due to the student's voluntary decision to withdraw, dismissal of the student by the College, or reasons beyond the control of either party.

The College returns a portion of funds to programs when a student withdraws prior to completing 60% of the payment period. Percentage of the payment period completed is the number of calendar days completed in the term divided by the total calendar days in the term (a typical term is 74 calendar days). The College uses the number of calendar days from the start date to the last date of academic activity in determining the number of days completed.

The College returns unearned funds to the government or appropriate agency in the following order in accordance with Federal Return of Title IV requirements:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Perkins Loan
4. Federal PLUS Loan
5. Federal Pell Grants
6. Federal SEOG Funds
7. Other Federal, State, private, or institutional financial assistance.

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

### EXAMPLE RETURN CALCULATION

The following table shows the percentage of funds returned to Title IV and other tuition assistance programs if the student ceases enrollment before starting the week of the term in the top row. The table is only an approximation and Mountain State College will use the last day of academic activity to calculate the exact percentages using the formulas provided by the Department of Education. A student earning 60% or greater has earned all funds the student is eligible for.

Week of Term	1	2	3	4	5	6	7	8	9	10	11
Percent Earned	0%	5%	15%	25%	34%	44%	53%	100%			
Percent Returned	100%	95%	85%	75%	66%	56%	47%	0%			

Example A: A student ceases enrollment in the middle of week 5. The College uses academic records to calculate the student's enrollment was 30 out of the 74 calendar days in the term. The percentage earned by the student is 40.5% ( $30 \div 74$ ). The College must return 59.5% to the appropriate programs.

Example B: A student ceases enrollment in week 7 after 47 calendar days of enrollment. The student has earned 63.5% ( $47 \div 74$ ). The student has earned greater than 60% and is eligible for 100% of funds.

## STUDENT SERVICES

### ACADEMIC GUIDANCE

Faculty and staff are committed to helping students overcome problems preventing successful completion of the student's educational program. Guidance is available from the following sources:

- **Instructor:** The instructor is the first source of information concerning any course requirements. The College encourages students to discuss academic problems in a subject with the instructor.
- **Director of Student Services:** The College encourages students to seek guidance from the Director of Student Services when a situation arises preventing a student from maintaining Satisfactory Academic Progress. The Director of Student Services will schedule appointments as necessary for any student with academic, attendance, or personal problems.
- **Tutoring:** Students may request tutoring through the Director of Student Services. There are no charges for tutoring.

### LIBRARY & LEARNING RESOURCE SYSTEM

Faculty and students have access to a wide range of research and resource materials in the library including books, reference materials, videos, magazines, newspapers, audio, and computerized collections. Computers with Internet access are available for use. The library staff is available to assist students and faculty with research or reference projects. Faculty members may use the library for group or individual research projects. Wireless Internet access is available for student use campus wide. The College supplies students a Microsoft account allowing the installation and free use of Microsoft Office 365 for the duration of enrollment.



### FINANCIAL GUIDANCE

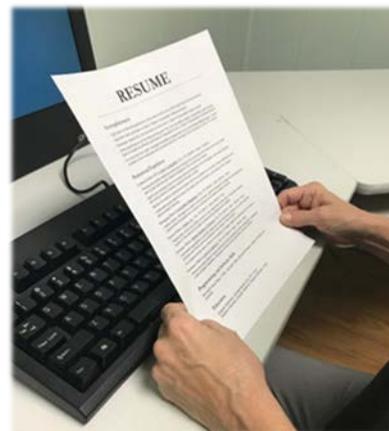


Financial guidance is available to students before, during, and after the student's enrollment at Mountain State College. The College assists students with completing the Free Application for Federal Student Aid (FAFSA) and provides financial planning before enrollment and guidance throughout the student's progression in a program. The College informs students of financial obligations, disburses funds, and keeps detailed ledger cards of student accounts.

### CAREER SERVICES

Mountain State College provides job search assistance for each graduate if the graduate is making a substantial, good faith effort to find employment. The graduate is still responsible to seek job openings, send resumes, prepare for job interviews, and do all things suggested by the College or customarily done to obtain employment. Graduates may expect entry-level positions; however, level of employment obtained and the likelihood of obtaining employment is heavily dependent on the student's individual effort.

Employment statistics, data on career opportunities, wage rates, and related projections, opinions, and information provide only general employment trends. Students should not consider this information nor the College's assistance as a guarantee of employment or the likelihood or level of employment graduates may expect. Prior to starting classes, students should review information about career fields, employment opportunities, wage rates, and related information available from the U.S. Department of Labor, the local job service office, area employment agencies, state agencies, and other appropriate sources.



## CAMPUS SAFETY & ACCESSIBILITY

### TITLE IX CONTACT

Students, faculty, and staff may contact Judith Sutton by phone (304-485-5487) or email (jsutton@msc.edu) for all Title IX issues.

### DISCRIMINATION AND HARASSMENT

The policy of Mountain State College is there shall be no discrimination against any individual in educational or employment opportunities because of race, religion, national origin, sex, veteran status, or disability. There shall be no age discrimination except in compliance with requirements of retirement plans or state and federal laws and guidelines.

The President monitors hiring of faculty and staff, informs students and employees about college policies and procedures about nondiscrimination, investigates complaints of discrimination, and strives to foster a climate encouraging the full realization of the College's mission. The College encourages anyone with a concern about discrimination or harassment to contact the President. In coordinating services for persons with disabilities, the President advises employees, and the Director of Student Services informs students about resources available at Mountain State College.

Mountain State College prohibits sexual harassment of students, faculty, or staff. Individuals can find a full enumeration of laws at <http://www.eeoc.gov>. All Mountain State College employees and students are responsible for compliance with this policy. Individuals may bring sexual harassment concerns or complaints to the attention of the President and/or Director of Student Services. The College holds all consultations in absolute confidence and will take no action without the approval of complainant.

### STUDENT CONDUCT

Each student is responsible for conforming to local, state, and federal laws and for behaving in a manner consistent with the best interest of the College and of the student body. The College reserves the right to dismiss any student at any time for misconduct or when the College deems dismissal to be in the best interest of the student or the student body of the College, and to do so without setting forth the cause for dismissal. At the time of dismissal, the College gives the student written notification. Dismissal is a terminal action and a dismissed student may not reenroll.

### ALCOHOL AND SUBSTANCE ABUSE POLICY

It is the policy of the College to maintain a drug-free and alcohol-free environment. The College requires students and staff to review and abide by the policy. Any student or employee of the College needing drug abuse information may contact the President of the College for information and resources about the prevention of drug abuse. The College makes available to current students, prospective students, employees, and prospective employees, information about campus safety policies and procedures and statistics concerning whether certain crimes took place on campus.

### STUDENT GRIEVANCE PROCEDURE

Mountain State College believes in resolving any problems impairing a student's ability to complete a program. Students may present grievances for resolution as set forth below.

**Step 1:** Within 24 hours of the student's knowledge of any perceived incident or action detrimental to the student, the student may file a grievance in writing with the Director of Student Services. The Director of Student Services will attempt to resolve the grievance through an informal conference of all parties involved. The College President receives a copy of the grievance and outcome.

**Step 2:** If the grievance is still unresolved, the President will conduct a second conference among all parties involved within five business days if the President considers a conference appropriate.

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

Accrediting Commission of Career Schools and Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201  
<http://www.accsc.org> (p.) 703.247.4212 (e.) [info@accsc.org](mailto:info@accsc.org)

## ACADEMIC POLICIES & PROCEDURES

### ATTENDANCE

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

The College takes campus attendance daily. The College counts a student not in class on a scheduled class day as absent. The College takes online attendance weekly. The College counts a student not active in an online class during a week (Sunday-Saturday) as absent for the class. The College may administratively withdraw students absent for four (4) consecutive weeks. The College records all absences in the student's academic record.



Sun	Mon	Tue	Wed	Thu	Fri	Sat
21	X	X	X	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

### BYPASSED COURSE

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

### CHANGE OF PROGRAM

A student wanting to change programs of study can request an application through the Student Services Office. Approval or refusal is based on an evaluation of career objectives, sincerity, and prior academic achievement.

### CLASSES & SCHEDULE

The College schedules classes between 10:00 a.m. and 2:00 p.m., Monday through Thursday and Medical Lab sessions on Fridays between 10:00 a.m. and 2:00 p.m. The typical class size is 10 students. A student's schedule will vary each term within these hours. Students may access online courses and resources at the student's convenience, but the College requires weekly activity. Classrooms and instructors are available between 9:00 a.m. and 12:30 p.m. on Friday for individual instruction and assistance. The College may also use Fridays to make-up classes cancelled due to weather, holidays, or instructor absence.



### DISTANCE EDUCATION & ONLINE LEARNING



Distance education and online learning is educational activities delivered to locations other than the classroom. Mountain State College offers online courses through a web-based delivery system used to support various teaching and learning activities. The online system may augment or replace traditional classroom activities. All students must complete online training before starting online courses. The College schedules training near the start of each term or at the time of the interview.

Resources and Equipment needed: Students can access online courses through an Internet browser (Google Chrome, Internet Explorer, Firefox) on a laptop or PC. Students may use smartphones and tablets, but smartphones and tablets may not be the best device for all activities. Students are responsible for having a working computer/device, reliable Internet, and necessary third-party software for a course (if required by the syllabus-e.g. Microsoft Office). A student may also access online courses using the campus library. Students may take Medical Science and Theory courses online, but the College requires students to be on-campus for scheduled lab sessions to demonstrate skills.

### ENROLLMENT STATUS

The Department of Education considers students attempting 12 or more credit hours in a term as Full Time, 6 to 11 is Half Time, less than 6 is Less than Half Time.

## EXTERNSHIPS

Students will participate in various activities at externship sites in the community; tasks will vary by location. Students will work under the supervision of a professional in the field to practice and improve skills obtained from various courses. The externship site may provide a variety of experiences or focus on one area. The student may complete hours at one or multiple sites. Students must maintain Satisfactory Academic Progress standards and complete assignments in other courses and communicate with Program Administrator weekly while on an externship.

## GENERAL EDUCATION COURSES

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

## GRADING SYSTEM

Students at Mountain State College receive grades based on classroom participation, laboratory or project work, and written examinations. Final grades are issued at the end of each term based on the following criteria:

Grade Letter (Numeric)	Grade Name	Attempted Credit?	Earned Credit?	Computed in GPA?	Description
<b>A (4.0)</b>	A	Yes	Yes	Yes	Excellent
<b>B (3.0)</b>	B	Yes	Yes	Yes	Above Average
<b>C (2.0)</b>	C	Yes	Yes	Yes	Average
<b>D (1.0)</b>	D	Yes	Yes	Yes	Passing
<b>F (0.0)</b>	F	Yes	No	Yes (until replaced)	Failure
<b>S</b>	Satisfactory	Yes	Yes	No	Student satisfactorily completed the course objectives.
<b>U</b>	Unsatisfactory	Yes	No	No	Student unsatisfactorily completed the course objectives.
<b>I</b>	Incomplete	Yes	No	No	Student will have three weeks after the end of the term to complete the course at which time the College records the appropriate grade.
<b>W WP WF</b>	Withdrew Withdrew Passing Withdrew Failing	Yes	No	No	Student withdrew from the course.
<b>E</b>	Exempt	Yes	Yes	No	Student bypassed the course by examination.
<b>T</b>	Transfer	Yes	Yes	No	Student received a transfer of credit.
<b>L</b>	Leave of Absence	No	No	No	Student went on leave or summer interruption.
<b>X</b>	Cancellation	No	No	No	Course cancelled or scheduling error.

See 'Rate of Progress' section in the Satisfactory Academic Policy for an explanation of Attempted and Earned credits.

## GRADUATION

Graduation from any program requires a 2.0 Cumulative Grade Point Average (C). The minimum passing grade for each course is a "D". The program requirements are those outlined in the catalog current at the time of enrollment in the curriculum or at the time of graduation or at the discretion of the College.

## **INCOMPLETES**

A student applying for an Incomplete for a course must meet with the Director of Student Services before the last day of the term to determine if circumstances warrant an Incomplete. Upon approval, a student will have three weeks after the end of the term to complete the course. The College will then change the Incomplete to the appropriate grade.

## **LEAVE OF ABSENCE**

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

## **MAKE-UP WORK**

The make-up policy only applies to tests, quizzes, and scheduled lab sessions for online courses, not out-of-class assignments. The College allows make-up work in the event a hospital admits a student or student's child (doctor appointments do not qualify), a court orders the student to appear for jury duty, or the student experiences a death in the immediate family (spouse, partner, child, or parent). The College requires documentation and the student must inform the Director of Student Services as soon as possible; failing to inform or provide proper documentation will result in disallowing make-up work. For all other reasons, the make-up policy is at the instructor's discretion.

## **READMISSION**

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

## **REPEATING A FAILED COURSE**

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

## **REPEATING A PASSED COURSE**

A student may choose to repeat a course for a higher grade. The College calculates the highest grade in the Cumulative Grade Point Average, but all attempts at the course count as attempted credits and count towards satisfactory academic progress. A student receiving federal financial aid may only repeat a passed course once using those funds.

## **TRANSCRIPTS**

Each student is issued an official transcript upon graduation. Subsequent transcripts are available upon request. Transcripts are available unless the student is indebted financially to the College.

## **TRANSFER OF CREDITS TO OTHER COLLEGES**

The College neither implies nor guarantees other institutions will accept credits completed at Mountain State College. Each institution has policies which govern the acceptance of credit from other institutions. Rules and grade requirements vary from school to school. Transfer of credit is a privilege granted by the institution to which a student may seek admission. Students anticipating a transfer of credits should have already contacted the enrolling institution and independently determined the acceptance of credits earned at Mountain State College.

## **TRANSFER-IN CREDITS**

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

## **UNIT OF CREDIT AND TERM DEFINITION**

Mountain State College uses the Quarter Hour unit of credit and uses a quarter-term calendar year. A term is 11 weeks in length. An hour of credit is equal to 10 hours of classroom lecture, 20 hours of laboratory work, 30 hours of externship/internship, or a combination of all three. In cases of direct faculty instruction, each contact hour requires a minimum of two hours of out-of-class work. A standard contact (class) hour is fifty minutes in length. The definition of an academic year for Title IV purposes is 36 quarter-credit hours.

### **WITHDRAW FROM A COURSE**

A student may withdraw from a course until mid-term without incurring a failing grade for the course. A student must request an application from the Student Services Office. The course will still count as an attempted credit for Satisfactory Academic Progress purposes.

### **WITHDRAW POLICY**

The College considers a student enrolled until any following conditions occurs:

- the College receives notification the student desires to withdraw
- the College administratively withdraws the student due to attendance
- the College dismisses the student for conduct reasons
- the student does not return the next term

### **WITHDRAW WITH INTENT TO RETURN**

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

## SATISFACTORY ACADEMIC PROGRESS

The College uses Satisfactory Academic Progress (SAP) standards to monitor a student's progress throughout a program of study. Evaluation of SAP occurs at the end of every term. This policy applies to all Mountain State College students. Students must maintain minimum academic standards in three areas:

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

### Effect of Grades on CGPA

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

**2) Rate of Progress (ROP)** - Dividing the credits earned by the credits attempted results in the ROP. An attempted credit is any course a student attends, has academic activity, or receives a grade; an earned credit is any attempted credit a student successfully completes or receives credit for (courses must be in the student's current program). Exempts, Transfers, Satisfactory, Unsatisfactory, Withdrawals, Earned Grades (A, B, C, D, F), and all instances of a repeated course (irrespective of grade) are attempted credits and calculated in the ROP.

**3) Maximum Time Frame (MTF)** - The maximum time frame for any program is 150% of the total program credits. The College will withdraw students unable to finish before the limit. Example: A student must complete a 96-credit hour program with no more than 144 attempted credits (96 x 1.5). A student receiving an F, W, or U grade for 48 credit hours (twelve 4.0 credit hour courses) cannot complete the program before the maximum time frame.

**Change of Program or Seeking an Additional Degree** - SAP calculations only include courses in a student's current program of study. The College removes previously attempted or earned credits not in the current program from the calculation.

**Academic Plan** - An academic plan outlines everything necessary for a student to meet SAP standards. The College may limit a student in the number of credits attempted and may require a student to retake any previously failed course. Implementation of other restrictions is at the College's discretion. The College may implement a plan for more than one term.

**Minimum Term GPA** - Students with any term GPA below 1.00 may be subject to selective scheduling.

**Regular Student** - The student is meeting all academic requirements and is eligible for Federal Student Aid, State Student Aid, Veterans Administration benefits, and other sources if the student meets other eligibility requirements.

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

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

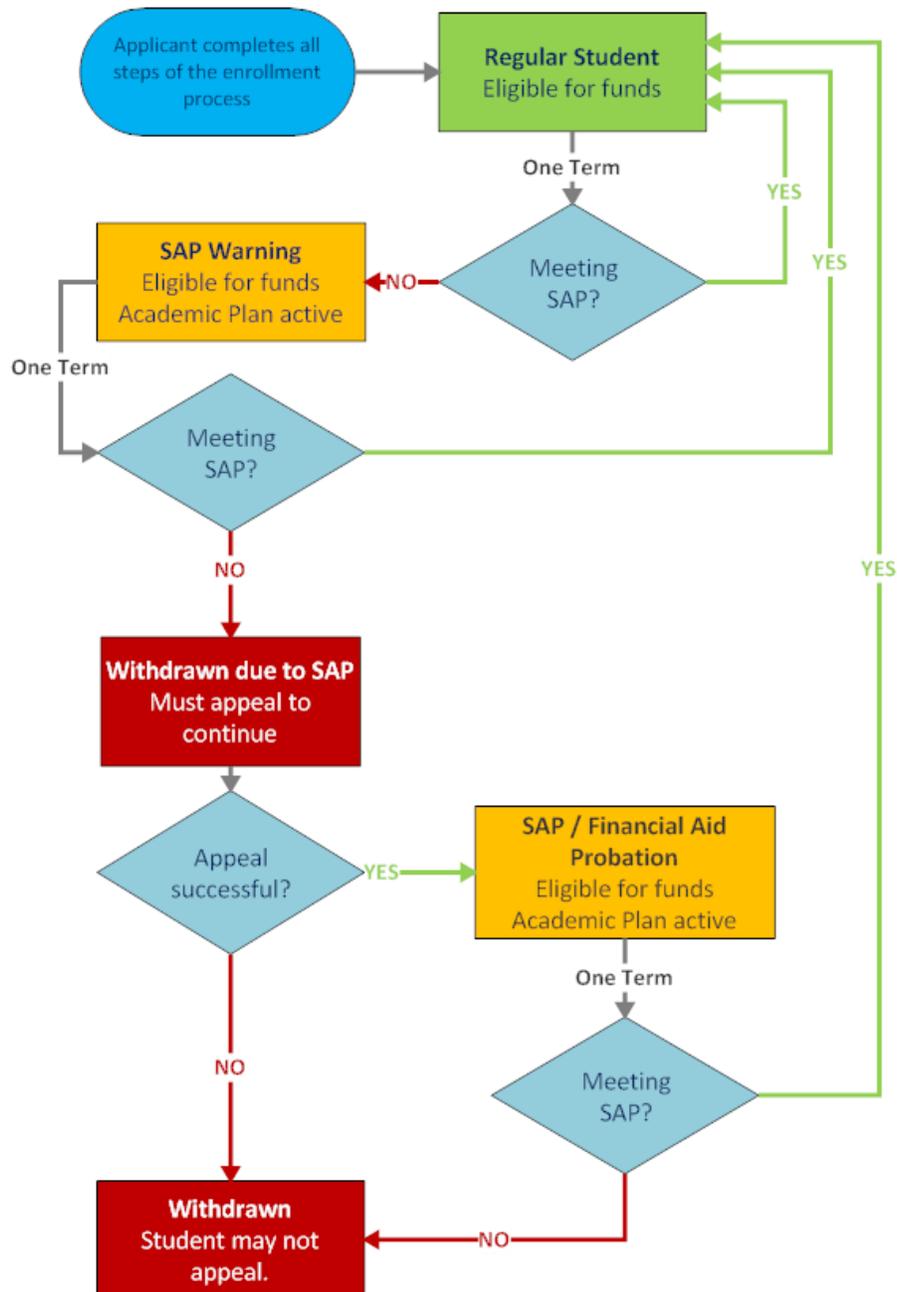
**SAP / Financial Aid Probation** - A successful appeal will result in the College placing the student on SAP / Financial Aid Probation. The student may return for one term and be eligible for Federal Student Aid, State Student Aid, Veterans Administration benefits, and other sources if the student meets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

### Minimum SAP Standards

Credits Attempted	Cumulative GPA	Rate of Progress
00 - 11	1.00	35.0%
12 - 23	1.50	40.0%
24 - 35	1.60	45.0%
36 - 47	1.70	50.0%
48 - 59	1.80	55.0%
60 - 71	1.90	60.0%
72 and up	2.00	66.6%

### SAP Flow Chart

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



## COURSE DESCRIPTIONS

The College identifies each course first by an alpha ID and a numeric ID. The alpha ID represents the course subject (AC for Accounting, CI for Computer Information, DD for Dependency Disorders, GE for General Education, ME for Medical, PD for Professional development) and the numeric ID represents the level of the course (100s are introductory, 200s are intermediate and advanced). The College reserves the right to determine when to offer each course, to decide the number of credit hours a student may carry, and to adjust the program or course content. The College may offer any course partly or completely online as necessary. **PRQ=Prerequisite.**

### GENERAL EDUCATION COURSES

#### **GE100 ENGLISH GRAMMAR ..... 4.0 CREDIT HOURS**

A study of English punctuation and grammar fundamentals.

#### **GE105 ENGLISH COMPOSITION ..... 4.0 CREDIT HOURS PRQ: GE100**

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

#### **GE110 COMMUNICATION SKILLS ..... 4.0 CREDIT HOURS**

A study of useful listening, verbal, and nonverbal skills and the dynamics of one-to-one relationships and small group interactions.

#### **GE115 PSYCHOLOGY I ..... 4.0 CREDIT HOURS**

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

#### **GE120 PSYCHOLOGY II ..... 4.0 CREDIT HOURS PRQ: GE115**

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

### PROGRAM CORE AND SUPPORTING COURSES

#### **AC100 ACCOUNTING ..... 4.0 CREDIT HOURS**

An introduction to fundamental accounting principles and practices.

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

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

#### **DD100 INTRODUCTION TO ADDICTION ..... 4.0 CREDIT HOURS**

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

#### **DD105 PUBLIC LAW, CONFIDENTIALITY, AND ETHICS ..... 4.0 CREDIT HOURS**

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

#### **DD200 INTRODUCTION TO HELPING SKILLS ..... 4.0 CREDIT HOURS PRQ: DD100**

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

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

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

#### **DD210 MOTIVATIONAL INTERVIEWING ..... 4.0 CREDIT HOURS PRQ: DD100**

A study of skills and strategies critical in the counseling process.

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

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

<b>DD220 CASE MANAGEMENT..... 4.0 CREDIT HOURS PRQ: DD100</b>
This course will prepare the student to be proficient in developing a treatment plan, discharge planning, after-care, client advocacy, outreach, and the intake interview.
<b>DD225 FAMILY SYSTEMS..... 4.0 CREDIT HOURS PRQ: DD100</b>
A study of the role of the family and/or significant others and the impact on the addiction process.
<b>DD230 ALCOHOLICS ANONYMOUS AND ADDICTION ..... 4.0 CREDIT HOURS PRQ: DD100</b>
A study of the pros and cons Alcoholics Anonymous and the relationships to all varieties of addiction.
<b>DD235 CRISIS INTERVENTION ..... 4.0 CREDIT HOURS PRQ: DD100</b>
A study of the basic principles of crisis intervention with emphasis on intake procedures, violence management techniques, and appropriate referral systems.
<b>DD240 PHARMACOLOGY AND PHYSICAL ASPECTS OF DRUGS..... 4.0 CREDIT HOURS PRQ: DD100</b>
A study of pharmaceuticals and illicit drugs.
<b>DD245 EATING DISORDERS ..... 4.0 CREDIT HOURS PRQ: DD100</b>
An overview of eating disorders and issues relevant to the treatment of eating disorders with emphasis on the behavioral aspects and appropriate interventions.
<b>DD250 RELAPSE PREVENTION..... 4.0 CREDIT HOURS PRQ: DD100</b>
A survey of the literature, statistics, and intervention techniques geared towards the goal of relapse prevention.
<b>DD299 DEPENDENCY EXTERNSHIP..... 4.0 CREDIT HOURS</b>
This course will provide the student with practical field experience. A local facility in the related profession will host the externship. The student will apply classroom experience to real world situations while under the joint supervision of the College and appropriate on-site supervisor for 120 hours. Must be meeting SAP requirements; students must be within 3 terms of completion.
<b>ME110 MEDICAL TERMINOLOGY I ..... 4.0 CREDIT HOURS</b>
The study of roots, prefixes, suffixes, and abbreviations used in the medical field and an introduction to human anatomy and physiology.
<b>ME115 MEDICAL TERMINOLOGY II ..... 4.0 CREDIT HOURS</b>
Taught in conjunction with ME110. The study of roots, prefixes, suffixes, and abbreviations used in the medical field and an introduction to human anatomy and physiology.
<b>ME120 MEDICAL LAW &amp; ETHICS ..... 4.0 CREDIT HOURS PRQ: ME115</b>
A study of laws, confidentiality, and ethics applicable to the medical field.
<b>ME125 MEDICAL OFFICE MANAGEMENT ..... 4.0 CREDIT HOURS</b>
A study of office procedures, insurance, billing, and use of practice management software.
<b>ME130 MEDICAL RECORDS, BILLING, AND CODING ..... 4.0 CREDIT HOURS</b>
A study of modern filing rules, medical procedure and service classification, and insurance and patient billing procedures.
<b>ME135 PHARMACOLOGY..... 4.0 CREDIT HOURS PRQ: ME115</b>
The study of drug classifications, sources, standards, legislation, pharmaceutical preparations, sites of actions, routes of administration, and physiological responses.
<b>ME260 MEDICAL SCIENCE – BIO ORGANIZATION..... 5.0 CREDIT HOURS PRQ: ME115</b>
Anatomy and physiology of the human body, reproductive system, and urinary system and diseases, disorders, treatments, and diagnostic tests for those systems.
<b>ME265 MEDICAL THEORY AND TECHNIQUE – BASIC LAB..... 3.0 CREDIT HOURS PRQ: ME115</b>
Companion course for ME260. Practical use of lab equipment, preparing patients for physical exams, Universal and Standard Precautions, sterile and aseptic techniques, urinalysis, specimen collection, and vital signs practiced through labs and demonstrations. ***

**ME270 MEDICAL SCIENCE – CARDIOLOGY ..... 5.0 CREDIT HOURS PRQ: ME115**

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

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

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

**ME280 MEDICAL SCIENCE – EENT ..... 5.0 CREDIT HOURS PRQ: ME115**

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

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

Companion course for ME280. Eye exams, eye drops, ear drops, ear irrigations, throat cultures, diabetic testing, use of ambulatory equipment, hot and cold treatments, and vital signs practiced through labs and demonstrations. \*\*\*

**ME290 MEDICAL SCIENCE – HEMATOLOGY ..... 5.0 CREDIT HOURS PRQ: ME115**

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

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

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

**ME299 MEDICAL EXTERNSHIP ..... 4.0 CREDIT HOURS**

Students obtain experience by working in a supervised medical setting for 120 hours. Must be meeting satisfactory academic progress standards. Requires Instructor approval and student must have successfully completed three of the following course sets: ME260 & ME265, ME270 & ME275, ME280 & ME285, ME290 & ME295.

**PD100 BUSINESS COMMUNICATION ..... 4.0 CREDIT HOURS**

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

**PD105 PROFESSIONAL DEVELOPMENT ..... 4.0 CREDIT HOURS**

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

\*\*\* The College may schedule Medical Science and Theory courses online, but the College requires students to be on-campus for scheduled lab days to demonstrate skills.

## DIRECTORY AND ACADEMIC CALENDAR

### FACULTY & STAFF

**DAVIS, LEASA NRB-A - ldavis@msc.edu**

DIRECTOR OF STUDENT SERVICES

PROFESSIONAL DEVELOPMENT INSTRUCTOR

National Registered Bookkeeper - Advanced

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

AAS Accounting - Parkersburg Community College

AAS Business Administration - Parkersburg Community College

**GERNHARDT, HENRY - hgernhardt@msc.edu**

COMPUTER INFORMATION INSTRUCTOR

Bachelor of Science Degree - Concord College, Athens, WV

**MCCUNE, ROGER – RMCCUNE@MSC.EDU**

LIBRARIAN

Master of Arts Degree - WV University, Morgantown, WV

**MERRITT, KEVIN – kevin.merritt@msc.edu**

CHIEF OPERATIONS OFFICER

**RUSSELL, PAMELA – prussell@msc.edu**

REGISTRAR

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

**STRICKLAND, KIMBERLY – kstrickland@msc.edu**

MEDICAL PROGRAM ADMINISTRATOR

MEDICAL INSTRUCTOR

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

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

AOS Medical Assistant - Mountain State College, Parkersburg, WV

**SUTTON, JUDITH – jsutton@msc.edu**

PRESIDENT/DIRECTOR

VA SCHOOL CERTIFYING OFFICIAL

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

**TOOTHMAN, TONYA – ttoothman@msc.edu**

DEPENDENCY PROGRAM ADMINISTRATOR

GENERAL EDUCATION INSTRUCTOR

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

Bachelor of Child Development - Berea College, Berea, KY

### ACADEMIC CALENDAR

#### WINTER 2021

Jan. 4, 2021	Winter Term Start
Jan. 18, 2021	Martin Luther King Jr Birthday (Campus Closed)
Feb. 10, 2021	Midterm
Feb. 15, 2021	Presidents' Day (Campus Closed)
Mar. 18, 2021	Winter Term End
Mar. 19 to 28, 2021	Break

#### SPRING 2021

Mar. 29, 2021	Spring Term Start
April 2, 2021	Good Friday (Campus Closed)
May 5, 2021	Midterm
May 31, 2021	Memorial Day (Campus Closed)
June 10, 2021	Spring Term End
June 11 to 27, 2021	Planning Period & Break

#### SUMMER 2021

June 28, 2021	Summer Term Start
July 5, 2021	Independence Day (Campus Closed)
Aug. 4, 2021	Midterm
Sept. 6, 2021	Labor Day (Campus Closed)
Sept. 9, 2021	Summer Term End
Sept. 10 to 26, 2021	Planning Period & Break

#### FALL 2021

Sept. 27, 2021	Fall Term Start
Oct. 11, 2021	Columbus Day (Campus Closed)
Nov. 3, 2021	Midterm
Nov. 11, 2021	Veterans Day (Campus Closed)
Nov. 25-26, 2021	Thanksgiving Break (Campus Closed)
Dec. 16, 2021	Fall Term End
Dec. 17, 2021-Jan. 2, 2022	Planning Period & Break

#### WINTER 2022

Jan. 3, 2022	Winter Term Start
Jan. 17, 2022	Martin Luther King Jr Birthday (Campus Closed)
Feb. 9, 2022	Midterm
Feb. 21, 2022	Presidents' Day (Campus Closed)
Mar. 17, 2022	Winter Term End
Mar. 18 to 27, 2022	Break

#### SPRING 2022

Mar. 28, 2022	Spring Term Start
April 15, 2022	Good Friday (Campus Closed)
May 4, 2022	Midterm
May 30, 2022	Memorial Day (Campus Closed)
June 9, 2022	Spring Term End
June 10 to 26, 2022	Planning Period & Break

#### SUMMER 2022

June 27, 2022	Summer Term Start
July 4, 2022	Independence Day (Campus Closed)
Sept. 5, 2022	Labor Day (Campus Closed)
Sept. 8, 2022	Summer Term End
Sept. 9 to 25, 2022	Planning Period & Break

#### FALL 2022

Sept. 26, 2022	Fall Term Start
Oct. 10, 2022	Columbus Day (Campus Closed)
Nov. 2, 2022	Midterm
Nov. 11, 2022	Veterans Day (Campus Closed)
Nov. 24-25, 2022	Thanksgiving Break (Campus Closed)
Dec. 15, 2022	Fall Term End
Dec. 16 to Jan. 1 2023	Planning Period & Break

**END OF CATALOG**