MOUNTAVEST COMMUNITY AND TECHNICAL COLLEGE

2022-2023 Student Handbook

MCTC.EDU

A State Community and Technical College of West Virginia. An Equal Opportunity/Affirmative Action Employer.



For more than 40 years, Mountwest has been helping students succeed in high-demand career fields through a high-quality academic experience, a friendly and helpful student services department and a multitude of career pathways from which to choose. Mountwest offers an easy to navigate campus, one-stop student services, free parking, free tutoring, access to computer labs, financial aid assistance, and faculty mentors and college transition programs. Additionally, classrooms are equipped with state-of-the-art technology and free Wi-Fi access.

- FOUNDED in 1975
- **PRESIDENT** Dr. Joshua Baker
 - LOCATED in Huntington, WV
- **STUDENT TO FACULTY RATIO** 14:1
 - DEGREE LEVELS OFFERED:
 Certificate. Associate
 - Associate Colleges: High Career
 & Technical-Mixed
 Traditional/Nontraditional





Important Contacts:

Advising, Registration, & Accommodations: advising@mctc.edu

*All students must see an advisor/faculty to register for classes

Financial Aid, FAFSA, Work-Study, Appeals:

OFA@mctc.edu

Payment & Tuition: cashier@mctc.edu

Veteran Services: veterans@mctc.edu

Mental Health Counseling: counseling@mctc.edu

Dean for Student Services, Lisa Morris:

rowe2@mctc.edu

Vice President for Student Services & Human Resources:

shamblinm@mctc.edu

STUDENTS' RESPONSIBILITY

It is the responsibility of the student to be aware of the information in this catalog. The student is also responsible for staying informed as additions, deletions and corrections are announced via various school media.

Disclaimer

The provisions of this catalog do not constitute a contract, expressed or implied, between any applicant or student and Mountwest Community & Technical College. The college reserves the right to change any of the provisions, schedules, programs, courses, rules, regulations or fees whenever the college authorities deem it expedient to do so.

Mountwest Community & Technical College is accredited by:

The Higher Learning Commission 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604 Toll-free: 1 (800) 621-7440 or (312) 263-0456 www.hlcommission.org

For additional information or information not covered in this catalog, please contact 1-866-676-5533 or (304) 710-3140.

Equal Opportunity/Affirmative Action

It is the policy of Mountwest Community & Technical College to provide equal opportunities to all prospective and current members of the student body, faculty and staff on the basis of individual qualifications and merit without regard to race, color, sex, religion, age, disability, national origin, protected veteran status or sexual orientation. This nondiscrimination policy also applies to all programs

and activities covered under Title IX. which prohibits sex discrimination in higher education. Mountwest strives to provide educational opportunities for minorities and women that refl ect the interest, individual merit and availability of such individuals. The college ensures equality of opportunity and treatment in all areas related to student admissions, instruction, employment, placement accommodations, fi nancial assistance programs and other services. Mountwest also neither affi liates with nor grants recognition to any individual, group or organization having policies that discriminate on the basis of race, color, sex, religion, age, disability, national origin, protected veteran status or sexual orientation. Further, the college is committed to the ideals of inclusion of students, faculty and staff and whenever appropriate, will take affi rmative steps to enhance diversity. Information on the implementation of the policy and/or the Title IX Amendment should be addressed to: Vice President of Student and Human Services Room 101VA Mountwest Community & Technical College, One Mountwest Way, Huntington, WV 25701 or call (304) 710-3501...

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Mission & Goals

Mission

The mission of Mountwest Community & Technical College is to prepare students for careers, civic responsibility and life-long learning. Mountwest Board End Statement District residents have the knowledge or skill sets necessary to successfully create or become employed in local enterprises or to proceed to further education at a level of accomplishment worth the total cost.

- 1. Health, Technical, Service
- 2. Business skills Entrepreneurship
- 3. Success in 4 year colleges

Mountwest Vision Statement

(CEO Policy Governance Interpretation)

Mountwest Community and Technical College will become the preeminent provider of highly valued middleskill employees and transfer students within the region.



Mountwest Institutional Values Statement

Quality Education - We value affordable, high quality programs that are respected, transferable and prepare students for careers that meet labor market demands

Learning Environment - We value an educational environment that places learner needs first, fosters critical thinking and individual responsibility.

Continuous Improvement - We value fair and clearly defined policies which are established through sound planning, resulting in continuous improvement, excellence in customer service, professional development, and creativity.

Environment - We value eff ective communication, consistency, teamwork, transparency, streamlined decision-making, and mutual respect.

Community - We value a positive community reputation by promoting community involvement, developing partnerships, responding to community needs, and fostering internal and external collaboration

Guiding Principles - In order to operationalize and support the continuous improvement and environment values statements of the college,

the college has established a set of guiding principles. The intent of these principles is to guide daily behavior and personal interactions

Academic Calendar

FALL 2022

August 12 | Friday

Last day to register for fall semester

August 15 | Monday - August 19 | Friday

Schedule Adjustment for Currently Registered Students ONLY (no new registrations/schedules)

August 22 | Monday

First Day of Class August 22, Monday – August 26, Friday Schedule adjustment- ONLY

August 29 | Monday

"W" period begins

August 30 | Tuesday

Attendance Reporting due by 4pm

September 5 | Monday

Labor Day, College Closed

September 19 | Monday

12 week courses begin

September 20 | Tuesday

Attendance Reporting due by 4pm

September 23 | Friday

Last day to Drop or do a Faculty Withdrawal for a 1st 8 weeks individual course

October 14 | Friday

End of 1st 8 weeks, December graduation applications due

October 17 | Monday

2nd 8 weeks begins, Midterm grades and attendance due by 4pm

October 26 | Wednesday – October 28 | Friday

Registration for Spring courses for special populations

October 28 | Friday

Last day to Drop or do a Faculty Withdrawal for a full semester individual course

October 31 | Monday – December 9 | Friday

Total withdrawals only

October 31 | Monday-November 14 | Thursday

Registration for spring courses for currently enrolled students

November 14 | Monday – January 3 | Monday

Registration for new, readmitted and returning students

November 18 | Friday

Last day to drop or do a Faculty withdrawal for a 2nd 8 weeks individual course

November 21 | Monday -

November 26 | Friday

Thanksgiving Holiday, Classes dismissed

November 24-25 | Thursday-Friday

College Closed

November 28 | Monday

Classes resume

December 2 | Friday

Last day to completely withdraw from fall semester, last day of class

December 5 | Monday -December 9 | Friday

Exam days

December 9 | Friday

Official Graduation Date

December 12 | Monday, 4:00

Final Grades and attendance due

December 22 - January 1

Winter Break, College Closed

SPRING 2023

January 2 | Monday

College offices open

January 6 | Friday

Last day for Spring registration

Academic Calendar

January 9 | Monday

Classes begin

January 9 | Monday – January 13 | Friday

Schedule adjustment ONLY

January 16 | Monday

"W" period begins

January 16 | Monday

College Closed, Martin Luther King Day

January 17 | Tuesday

Attendance reporting due by 4pm

February 3 | Friday

Last day to drop 1st eight weeks course Last day to do a faculty withdrawal for 1st eight weeks courses

February 6 | Friday

12 week classes begin

February 7 | Tuesday

Attendance reporting due by 4pm

February 13 | Tuesday

Attendance reporting for 12 week courses due by 4pm

March 3 | Friday

Midterm, 1st eight weeks ends

Applications for May graduation due

March 6 | Monday

2nd eight weeks courses begin, Last day to add 2nd eight weeks, Mid-term grades and attendance due by 4pm

March 8 | Wednesday -March 10 | Friday

Registration for special populations-

March 10 | Friday

Last day to drop an individual course for the full term or 12 week course Last day to do a Faculty Withdrawal for full term courses or 12 week courses

March 13 | Monday

Advance registration for currently enrolled students begins

March 20 | Monday -March 24 | Friday

Spring Break, Classes dismissed

March 27 | Monday

Classes resume

March 27 | Monday— April 21 | Thursday

Complete withdrawal only

March 27 | Monday

Registration for Summer and Fall sessions begin (admitted/readmitted students)

April 7 | Friday

Last day to drop a 2nd eight weeks course Last day to do a faculty withdrawal for a 2nd eight weeks course

April 21 | Friday

Last day of class Last day to completely withdraw from Spring semester

April 24 | Monday - April 28 | Friday

Exam Days

April 28 | Friday

Graduation Ceremony and Official Graduation Date

May 1 | Monday, by 4:00pm

Grades and attendance due

SUMMER A

(May 8 to July 13, 2023)

May 8 | Monday

First Day of Classes

May 8-11 | Monday- Wednesday

Schedule Adjustment

May 11 | Thursday

"W" Withdrawal Period Begins

May 15 | Monday

Academic Calendar

Attendance Reporting due by 4pm

May 29 | Monday

Memorial Day Holiday, College Closed

June 9 | Friday

Deadline for July Graduation Application

June 9 | Friday

Last Day to Drop an Individual Course Last Day to do a Faculty Withdrawal

June 12 | Monday

Attendance Reporting due by 4pm

June 12 | Monday - July 12 | Wednesday

Total Withdrawals Only

July 4 Monday

Independence Day, College Closed

July 12 | Wednesday

Last Class Day, Last Day to Totally Withdraw from Summer A

July 13 | Thursday

Final Examination Day, Official July Graduation Date

July 17 | Monday, 4:00pm

Deadline for Submitting Final Grades and Attendance

SUMMER B

(May 8 to June 8, 2023)

May 8 | Monday

First Day of Classes

May 8-9 | Monday - Tuesday

Schedule Adjustment

May 10 | Wednesday

"W" Withdrawal Period Begins

May 15 | Monday

Attendance Reporting due by 4pm

May 18 | Thursday

Last Day to Drop an Individual Course Last Day to do a Faculty Withdrawal

May 22 | Tuesday - June 7 | Wednesday

Total Withdrawals Only

May 29 | Monday

Memorial Day Holiday, College Closed

June 7 | Wednesday

Last Class Day, Last Day to Totally Withdraw from Summer B

June 8, | Thursday

Final Examination Day, Deadline for July Graduation Application

June 12 | Monday, 4:00pm

Deadline for Submitting Final Grades and Attendance

SUMMER C

(June 12 to July 13, 2023)

June 8 | Thursday

Deadline for July Graduation Applications

June 12 | Monday

First Day of Classes

June 12-13 | Monday - Tuesday

Schedule Adjustment

June 14 | Wednesday

"W" Withdrawal Period Begins

June 19 | Monday

Attendance due by 4pm

June 21 | Wednesday

Last Day to Drop an Individual Course Last Day to do a Faculty Withdrawal

June 22 | Thursday - July 12, Wednesday

Total Withdrawals Only

July 4 Monday

Independence Day, College Closed

July 12 | Wednesday

Last Class Day, Last Day to Totally Withdraw from Summer C

July 13 | Thursday

Final Examination Day, Official July Graduation Date

July 17 | Monday

Deadline for Submitting Final Grades and Attendance due by 4:00pm

Philosophy & History

General Education Philosophy

Mountwest Community & Technical College, in keeping with its mission, is committed to assisting students develop the competencies and skills necessary to become productive citizens. General education courses are a key component of this development and are a fundamental part of all our degree programs.

The Mountwest general education policy seeks to integrate basic principles, concepts, and methodologies throughout all our disciplines, expanding students academic experiences by promoting lifelong learning, encouraging engagement in civic activities, and fostering achievement of common goals through teamwork.

Students who completed either an Associate in Arts (AA) or Associate in Science (AS) will have successfully completed at least 24 semester hours of coursework in general education including the general education outcomes 1-4 below.

Students who complete an Associate in Applied Science (AAS) will have successfully completed at least 15 semester hours of coursework in general education including the general education outcomes 1-4 below.

Students who complete a Certificate in Applied Science (CAS) will have successfully completed at least 6 semester hours of coursework in general education, including essential communications and computation skills.

Students who complete the general education requirements of an associate degree should be able to exhibit the following outcomes:

- 1. Communication: Students will compose coherent, unified written documents that demonstrate correct mechanics and style, as well as appropriate documentation of course. Students will also communicate verbal and nonverbal messages appropriate to the audience and situation.
- 2. Critical Thinking: Students will use appropriate evidence and sound reasoning to make a judament.
- 3. Cultural Intelligence: Students will demonstrate an understanding of the complexity of elements important to members of another culture in relation to its history, values, politics, communication styles, economy, or beliefs and practices.
- 4. Numerical Literacy: Students will apply mathematical reasoning to solve quantitative problems.

History

Mountwest Community & Technical College was established as Marshall Community College, a college within Marshall University that provided two-year associate degrees and continuing and community education. Classes first began in the fall of 1975 with a wide range of programs.

In 1991, the college name became Marshall Community & Technical College to better reflect the technical nature of many of the programs offered. Marshall Community and Technical College became accredited for the first time as an independent institution in 2003.

Marshall Community and Technical College became a separate institution on July 1, 2008, as a result of West Virginia House Bill 3215. This bill made the College a free-standing, independent institution no longer administratively linked to Marshall University and established a separate Board of Governors to determine, control, supervise, and manage the financial, business, educational policies, and affairs of the College.

The College adopted the designation "MCTC" until it was officially named Mountwest Community & Technical College by West Virginia Senate Bill 499 in 2010.

Today, Mountwest is one of only nine public institutions that form the West Virginia Community and Technical College System, and it continues to meet the educational needs of Tri-State students and employers through hands-on, high-quality learning, as it has for nearly four decades.

Governing & Advisory Committees 2022-2023

West Virginia Council for Community and Technical College Education

Christina Cameron, Chair Robert L. Brown, Vice Chair Steve Roberts, Secretary William (Bill) Baker Kenneth Boggs Clinton Burch Mike Graney Andrew Payne III Tracy Miller John J. Sorrenti Harry Keith White Dr. Sarah Tucker, Chancellor

Mountwest Community & Technical College Board of Governors

David Earl Chair Melvin Miller, Vice Chair Jeffrey Blatt, Secretary Thomas Gibson leffrey Goad Dinah Ledbetter Anthony E. Martin Mark Morgan Alejandra Mallory, Student Representative Ed Bays, Faculty Representative Dee Preston, Classified Employee Representative

Mountwest Community & Technical College Advisory Committees

Mountwest Community & Technical College seeks the advice and counsel of residents of the community, employers, and educational representatives through the establishment of advisory committees.

Advisory committee members serve as advocates of necessary change to maintain current, quality career programs and supporting services for students in order to facilitate and enhance graduate employability in the surrounding community.

Advisory Committees for the 2022-2023 Academic Year

Accounting American Sign Language Banking and Finance Biomedical Instrumentation Technology Board of Governors' Degree Certified Coding Specialist Criminal lustice Culinary Arts Early Childhood Education Electronics Technology Engineering Design Technology Geospatial Science and Technology Graphic Design Healthcare Informatics Health Information Technology Health Science Hospitality Management

Information Technology Machinist, CNC Technology Management Technology Medical Assistant Multimedia Design Occupational Development Paralegal Paramedic Science Pharmacy Technician Physical Therapist Assistant Radiologic Technology Respiratory Therapy Technology Technical Studies Transportation Veterinary Technology Welding Technology

Accreditation

Mountwest Community & Technical College is accredited by The Higher Learning Commission. Copies of Mountwest Community & Technical College's regional and specialized accreditation reports, certifications, and licenses are available for review in the President's office.

The Higher Learning Commission- HLC

230 South LaSalle St., Suite 7-500 Chicago, IL 60604 P: (800) 621-7440 or (312) 263-0456 www.hlcommission.org | info@hlcommission.org

The following programs have additional specialized accreditation as indicated:

Health Information Technology

Commission on Accreditation for Health Informatics and Information Management Education-CAHIIM

233 N. Michigan Ave., 21st Floor Chicago, IL 60601-5800 P: (312) 233-1134 | info@cahiim.org www.cahiim.org

Medical Assistant

Commission on Accreditation of Allied Health Education Programs 25400 US Highway 19N, Suite 158, Clearwater, FL 33763 P: (727) 210-2350 | mail@caahep.org www.caahep.org

Paralegal

Approved by the American Bar Association 321 N. Clark St. Chicago, IL 60654 P: (800) 285-2221 www.abanet.org

Paramedic Science

Commission on Accreditation of Allied Health Education Programs 25400 US Highway 19N, Suite 158, Clearwater, FL 33763 P: (727) 210-2350 | mail@caahep.org www.caahep.org

Pharmacy Technician

American Society of Health System Pharmacists (ASHP) 4500 East-West Highway, Suite 900 Bethesda, MD 20814 P: (866) 279-0681 www.ashp.org

Physical Therapist Assistant

Commission on Accreditation in Physical Therapy Education
1111 N. Fairfax St. Alexandria, VA 22314-1488
P: (703) 706-3240 | accreditation@apta.org
www.capteonline.org

Veterinary Technician

American Veterinary Association 1931 North Meacham Road, Suite #100 Schaumburg, IL 60173-4360 P: (800) 248-2862 www.avma.org The following articulated programs are accredited through the hosting institutions:

Machinist Technology

The National Institute for Metalworking Skills 10565 Fairfax Blvd., Suite 10 Fairfax, VA 22030 P: (703) 352-4971 www.nims-skills.org

Radiologic Technology

Joint Review Committee on Education and Radiologic Technology 20 N. Wacker Dr. Suite 2850 Chicago, IL 60606-3182 P: (312) 704-5300 | mail@jrcert.org www.jrcert.org

Respiratory Therapy

Committee on Accreditation for Respiratory Care PO Box 54876 Hurst, TX 76054-4876 P: (817) 354-8519 www.coarc.com

Copyright Infringement - Policies and Sanctions

- · Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.
- · Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.
- · Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.
- For more information, please see the Web site of the U.S. Copyright Office at https://www. copyright.gov/title17/, especially their FAQ's.

Copyright law infractions are considered by Mountwest Community and Technical College as an academic dishonesty violation and follows the Academic Dishonesty Policy found in the Academic Definitions and Procedures section of this catalog or on our website at: http://www.mctc. edu/consumer-information/copyright-infringement/

Equal Opportunity/Affirmative Action Policy Statement

It is the policy of Mountwest Community & Technical College to provide equal opportunities to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, color, sex, religion, age, disability, national origin, protected veteran status or sexual orientation

This nondiscrimination policy also applies to all programs and activities covered under Title IX, which prohibits sex discrimination in higher education

Mountwest Community & Technical College strives to provide educational opportunities for minorities and women that reflect the interest. individual merit, and availability of such individuals. The college ensures equality of opportunity and treatment in all areas related to student admissions, instruction, employment, placement accommodations, financial assistance programs, and other services

Mountwest Community & Technical College also neither affiliates with, nor grants recognition to, any individual, group, or organization having policies that discriminate on the basis of race, color, sex, religion, age, disability, national origin, protected veteran status or sexual orientation. Further, the college is committed to the ideals of inclusion of students, faculty and staff, and, whenever appropriate, will take affirmative steps to enhance diversity. Information on the implementation of the policy and/or the Title IX Amendment should be addressed to: Vice President of Student and Human Services. Room 101VB, Mountwest Community & Technical College, One Mountwest Way, Huntington, West Virginia, 25701 or call (304) 710-3501.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20U.S.C. 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

• Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for

reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties under the following conditions (34 CFR 99 .31):
- School officials with legitimate educational interest; Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully

issued subpoena;

- Appropriate officials in cases of health and safety
- Emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at (800) 877-8339. Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920 Liability Policy
Mountwest Community & Technical College, as
a state agency, cannot assume responsibility for

loss of or damage to the personal property of students. Furthermore, the college cannot assume responsibility for personal injury to students.

Sexual Harassment Policy

It is the policy of Mountwest Community & Technical College to maintain a work and educational environment free from all forms of sexual harassment of any employee, applicant for employment, or student. Sexual harassment in any manner or form is expressly prohibited. It is the responsibility of the College to provide educational opportunities to create this free environment and to take immediate and appropriate corrective action when sexual harassment is reported or becomes known. Supervisors at every level are of primary importance in the implementation and enforcement of this rule.

Sexual Harassment Defined

Sexual harassment is intended to be defined consistent with EEOC and United States Department of Education guidelines. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is an explicit or implicit condition of employment;
- Submission to or rejection of such conduct is

used as the basis for employment decisions or;

- Such conduct has the purpose or effect of:
- a. Unreasonably interfering with an individual's work or educational performance, or;
- b. Creating an intimidating, hostile or offensive work or educational environment.

Anyone who believes he or she has been the subject of sexual harassment should report the alleged conduct immediately to the Vice President of Human Resources & Student Services, Suite 101V, Mountwest Community & Technical College, One Mountwest Way, Huntington, WV 25701 or call (304) 710-3401.

Weather-Related and/or Emergency Closings and Delays

Generally it is Mountwest Community & Technical College's procedure to maintain its normal schedule, even when conditions are inclement. However, this is not always possible. In those instances when it is necessary to alter the schedule in response to weather conditions, every effort will be made to notify all those affected-students, faculty, staff and the general public as expeditiously and as comprehensively as possible in the following ways:

Definitions

College Closed: All classes suspended and

offices closed. Staff are expected to work from home.

Classes Canceled: All classes suspended; offices open and following normal hours of operation.

Delay: A delay in the opening of all classes AND a delay in the opening of all offices at the main campus location. Employees work from home until required to report in office.

Remote Learning or Online Learning: Classes will be conducted virtually or alternative assignements will be provided.

Class operation under delays: Students and faculty should go to the class that would begin at the stated delay time or the class that would have convened within 30 minutes of the stated delay time. For example, a two-hour delay means that classes that normally begin at 10:00 a.m. will begin on time. Classes that begin at 9:30 a.m. will begin at 10:00 a.m. and continue for the remaining period of that class. If a student determines they cannot travel to class safely by the stated delay time, they should notify their instructor of their absence. Determination of an excused or unexcused absence will be at the discretion of the instructor. If an instructor determining they cannot travel to class safely by the stated delay time may make alternative arrangements with their Program Chairs and/or Dean.

You will be notified about closings, cancellations,

or delays through your student email. Information will also be presented on our web site, social media platforms, and local media outlets such as television and radio stations, local news outlets.

Students taking classes at off campus sites not managed by the College, such as Career Centers, must contact the Career Center. Mountwest will adhere to their inclement weather schedule.

Ethical Recruitment of Students including Military

- (1) Mountwest Community and Technical College does not use third parties or agents to represent it for purposes of recruiting or enrolling students. Only appointed employees, trained students, or trained alumni of the college are authorized to officially represent the college in recruiting and enrolling students through direct contact with prospective students, their parents or legal guardians, spouses, school counselors or other entities
- (2) No one may offer an inducement (including a gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals or other items) to any individual or entity, or its agents, for the purpose of securing enrollment of students or obtaining access to federal financial aid or tuition assistance funds
- (3) No one may provide commissions, bonuses, or other incentive payments based directly or indirectly on securing enrollment of students or

Federal financial aid funding to any person or entities engaged in student recruiting or admission activities.

- (4) No one may engage in high-pressure tactics to recruit or secure enrollment of students.
- (5) Substantial Misrepresentation about the nature of the college's educational programs, financial charges, or employability of graduates is prohibited.

Definitions:

High-pressure tactics includes, but is not limited, to making three or more unsolicited contacts to an individual by phone, e-mails, texts or other electronic means or in person.

Military service means the Army, Navy, Air Force, Marine Corps, Coast Guard, National Guard and their reserve components.

Substantial misrepresentation means a false, erroneous, or misleading statements to prospective students that influences his or her decision to enroll at Mountwest Community and Technical College.

Firearms:

All members of the Mountwest Community & Technical College community are prohibited from posessing firearms, explosives, or weapons on the premises of the College or in any building under their seperate or combined control, or at any College sponsored events without explicit authorization from Public Safety, whether or not a federal or state licenses to possess the same has been issued. The only exceptions to this policy is as follows:

- 1. Law enforucement officers to the extent they are legally permitted to possess weapons pursuant to WV state law
- 2. Military personnel in performance of their official duties to the extent they are legally permitted to possess weapons in the State of WV
- 3. College sanctioned classes, groups, or events where a particular weapon is required and regularly used as a part of the curriculum or activity, i.e. various criminal justice courses/martial arts, etc.

Drug Free Schools & Communities Act:

Alcohol abuse is often characterized by one of three different patterns: (1) regular and daily use, (2) drinking large amounts of alcohol (binging) at specific or irregular times, or (3) periods of sobriety interspersed by periods of heavy drinking and intoxication. The disorder is progressive, and is usually fatal. If you recognize any tendencies toward alcohol abuse in yourself, your friends, or loved ones, please seek help as outlined below in the "Counseling & Other Assistance" section.

Health risks of other drugs include:

- Narcotics (including opium, morphine, codeine, heroin and others). Physical addiction, loss of awareness, respiratory restriction, and possible death.
- Depressants (including barbiturates, Quaaludes, and others). Slurred speech, disorientation, shallow respiration coma likely with overdose.
- Stimulants (including cocaine, amphetamines, and others). Increased heart rate and blood pressure, possibly leading to death, increased excitation, loss of appetite.
- Hallucinogens (including LSD, "mushrooms," PCP, mescaline, and others). Illusions and hallucinations, poor perception of time and distance, psychotic and unpredictable behavior, often leading to injury and arrest. Symptoms may reappear (flashback) sometime after use.
- Cannabis (marijuana, hashish, THC, others). Unrealistic euphoria, diminished inhibitions, disoriented behavior, diminished motivation, increased pulse.

Counseling & Other Assistance Help is available on campus through the Offices of Student Services, Human Resources and the Office of Public Safety.

Student Rights & Responsibilities

Mountwest Community & Technical College supports freedom of speech, freedom of inquiry, freedom to dissent, freedom to assemble, and freedom to demonstrate in peaceful fashion. The college also supports the right of students to pursue their legitimate educational goals without interference. Accordingly, the college encourages and expects its community to conduct itself in accordance with the general society's standards of polite behavior, the college's specific rules and regulations, and all applicable laws of the local, state and federal government.

Admissions and Access

Mountwest Community & Technical College is consistent with the purpose and role of an opendoor higher education institution. Admission standards are based on the capacity of students to contribute to or profit from the particular educational programs they desire. The college makes clear to students the characteristics and expectations which it considers relevant to success in a chosen program. Admission to the college is not granted or denied on the basis of ethnic origin, race, religion, sex, sexual orientation, age, nationality, political belief or affiliation. Thus, within the limits of its facilities, Mountwest is open to all students who are qualified according to its admission standards. Mountwest Community & Technical College does not require immunization records for general admission to the college. However, some selective admissions programs may require necessary vaccinations and medical information to be provided prior to

the start of classes. Please contact the Dean of the Division for additional information.

The Classroom Environment

Free and open discussion, speculation, and investigation are basic to the academic process. Student performance is evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic matters.

Students are free to take reasonable exception to views presented in any course of study and to reserve judgment on matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled.

Students do have orderly procedures to follow in order to be protected against prejudiced or capricious academic evaluation. They, at the same time, are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

An instructor may exclude from his/her course, any student who, in the instructor's judgment, has seriously impaired the ability of the class to achieve the objectives of the course, or who is auilty of offensive conduct toward the instructor or other members of the class. The student may appeal the instructor's action to the division dean who will, when necessary, detail the full grievance procedure to the student. Copies of this procedure are available from division deans and other administrative offices.

Student Records

Students have a right to expect that institutional records will be safeguarded; that no information will be made available to unauthorized persons; that no information will be misused by college authorities; and information not pertinent to the students' role in the college not be recorded. Students will be given the opportunity to review the contents of their respective files upon written request and have the right to reply to any derogatory material. These responses become part of their files. Procedures for the retention of student files have been established that will safeguard the confidence in which they should he held

Student Rights & Responsibilities

Student Organizations

It is recognized that students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They are free to organize and join associations to promote their common interests.

Affiliation with an extramural organization does not of itself disqualify a student organization from institutional recognition.

Campus advisors are required for student organizations. Full details on campus procedures for clubs or organizations are available from the Office of Student Government.

It must be remembered that the college will disallow any association that threatens its openness, receptivity to free inquiry, and the overall learning process.

Freedom of Inquiry and Expression

Students and student organizations are free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. They are free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it will be made clear to the academic and the larger community that in their public expressions or demonstrations students or student organizations speak only for themselves.

Students are allowed to invite and to hear any person of their own choosing. Routine procedures required by the college before a guest speaker is invited to appear on campus are designed only to ensure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. Institutional control of campus facilities will not be used as a device of censorship. It should be made clear to the academic and larger community that student sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the college.

No student or authorized visitor is subject to any limitation or penalty solely for the expression of his/her views or for having assembled with others for such purpose. There will not be interference with peaceful picketing and other orderly

demonstrations in public areas. Public areas include sidewalks and parking lots but not areas such as lobbies, corridors, and rooms in buildings.

In order to afford maximum protection to the participants and to the institutional community, students or student groups will give the college administration reasonable advance notice of any planned assembly, picketing, or demonstration upon the grounds of the institution, its proposed locale, and intended purpose.

The peddling of newspapers or handbills which convey a point of view in the public areas of the college campus is protected by the First Amendment. Harassment or intimidation of members of the campus community by persons distributing literature supporting points of view or causes may require the removal of those persons from college property. It is recommended that any student group planning to distribute literature notify the college administration of its plans so that the administration is aware of the group activities. (If an off-campus group wishes to come on campus and distribute literature supporting a point of view or cause, it shall seek permission to do so from the college administration.)

Student Rights & Responsibilities

Institutional Authority and Civil **Penalties**

When activities of students result in violation of law or when students feel that their civil rights have been violated, institutional officials will be prepared to inform students of sources of legal counsel and may offer other assistance. Institutional authority will never be used merely to duplicate the function of general laws. Only where the institution's interests as an academic community are distinct and clearly involved will the special authority of the institution be asserted. The student who incidentally violates institutional regulations in the course of his/her off-campus activity, such as those relating to class attendance, will be subject to no greater penalty than would normally be imposed. Institutional action will be independent of community pressure.

The college will take no action affecting a student's status while his/her case is before the courts, and awaiting final determination. Unless, such action is necessary to protect the safety of the college community. If the student is convicted, the college will attempt to support the intent of the courts. If the court places a student on probation, the college will cooperate with the court to determine the most desirable course of action for the student, the college, and society. Normally when an individual is returned to society, the intent of the court is to allow him/her to return to the position held before commission of the offense for which he/she was

convicted. Thus, the college will normally allow such a student to remain in the institution or return to it unless there is evidence that his/ her presence imposes a clear danger to other students, faculty, staff or guests of the college or to the orderly operation of the college.

Student Property

Students and their property are not subject to search and seizure by college authorities except by officials designated by the college President, only when the immediate safety of the college community is threatened, and in accordance with state and federal laws

Student Behavior

In general, college jurisdiction and disciplinary sanctions will be applied to incidents and conduct which occur on the college campus or at college sponsored events or activities. However, jurisdiction and disciplinary sanctions may also be applied at the discretion of the college to conduct that occurs off campus and which adversely affects the college. Visitors on campus are also expected to abide by the prohibitions pertaining to student conduct and by all local, state and federal laws and ordinances. Visitors failing to do so may be asked to leave campus and may be declared persona non grata. The following prohibitions pertaining to student conduct are considered essential to the educational mission and community life of the college.

Behavior which disrupts the learning environment.

Use, possession, and/or distribution of weapons, firearms, firecrackers, explosives and/or chemicals.

Use or possession of illegal or controlled drugs and/or alcohol.

Gambling

Abusive and/or disorderly behavior.

Deliberate destruction and/or abuse and misuse

of college property or facilities.

Theft from an individual, organization or agency, and/or division of the college.

Assault and battery, threats of violence, and/or intimidation.

Written, verbal, sexual and/or physical intimidation or harassment.

Violations of the college's Acceptable Use Policy for computer access and use.

Failure to comply with reasonable requests of a college representative.

Any conduct which violates the laws of the United State, the State of West Virginia, Cabell County, and/or the City of Huntington.

This list of prohibitions is not a full listing of unacceptable behavior in a college community. Other unacceptable behavior may also result in disciplinary action. Academic dishonesty (such as cheating and plagiarism) or classroom behavior considered detrimental to the teaching-learning process will be addressed by the college's academic offices under a seperate academic dishonestly policy. A full statement on student academic dishonesty can be found in the Academic Definitions & Procedures section of the cataloa.

Filing a Complaint

If a student, employee, or another parties wishes to file a complaint alleging misconduct, the complaint must be submitted to the Vice President or Dean of Student Services in the One Stop. Please note that anonymous complaints will be reviewed, however because a respondent is entitled to certain due process, including the right to confront his/her accuser, the College's ability to address alleged misconduct reported by anonymous sources is significantly limited.

Violation Penalties

The typical penalties for violation of student behavior and college conduct requirements are restitution, disciplinary warning, disciplinary probation, suspension, and expulsion, however other actions may be taken when appropriate. These penalties do not preclude any legal action that may be taken as a result of violations of federal, state, county and/or city laws.

Restitution- In case of damage, destruction, defacement, or theft of property, restitution is generally required.

Disciplinary Warning- An official notice to the student that his or her behavior is in violation of the Student Code of Conduct or other college regulation. Further violations will result in more severe disciplinary action. A student under disciplinary warning must meet those conduct

requirements that may be determined in his/her case.

Disciplinary Probation- A disciplinary sanction informing the individual that his/her behavior is in serious violation of the Student Code of Conduct or other college regulation. During the probationary period, the student may be barred from participating in extracurricular activities, denied the use of certain college facilities, and/ or assigned special duties. Any further violations during the probationary period may result in more severe action up to and including expulsion from the college.

Suspension- A mandatory separation from the college for a specific period of time. Students who are suspended are barred from enrolling at or visiting Mountwest during the period of suspension. Students who are suspended from the college and who continue to violate the Student Code of Conduct are subject to further disciplinary action (expulsion) during the period of the suspension at the discretion of the college. Expulsion-Termination of student status at Mountwest with no promise of future readmission. Students who are expelled are permanently barred from enrolling at or visiting Mountwest and from attending college-sponsored events.

Other- As appropriate, other disciplinary measures may be taken so long as it is appropriate when considering all of the facts of a violation and ensures the security and safety of the College. For instance, a student may be sanctioned to only take online courses, be prohibited from on campus events, etc., depending upon the conduct

Violations of the Student Code of Conduct and other non-academic regulations are brought before the Vice President of Student Services or his/her designee for review. The VP will investigate the situation and make a decision regarding disciplinary action based on the outcome of the investigation. If the student wishes to appeal the VP's decision, see student grievance procedure.

In some instances, a student's behavior may be egregious that immediate removal of the student from campus may be necessary to protect the campus environment. In the event that a student is immediately removed from campus, the VP will conduct an investigation as soon as possible after removal of the student from campus.

Additional interim measures may be taken to protect the safety and well-being of person(s) involved, such as interim suspension, no contact directives, or other accomodations.

Initial Resolution Process for Student Code of Conduct Violations (Non-Academic)

The purpose of the resolution and grievance procedure is to provide students at the college access to due process for resolving any concerns related to their student rights.

Step One: Upon receiving a complaint regarding a violation of the Student Code of Conduct, the Vice President of Student Services, or his/her designee, will conduct an initial investigation to determine if a violation may have occurred. If it is determined that there is not a violation of the Code of Conduct, or the complainant requests a less formal process, the report may be resolved through an informal process, such as an educational conversation or mediation.

Step Two: The Vice President or his/her designee will review all facts associated with the alleged violation, such as complaints received. Complainants, witnesses, and respondents may all be interviewed, and evidence may be reviewed and compiled at this time. If it is determined that a violation could have occured. notification will be sent and another meeting will be scheduled.

Step Three: The student alleged of the misconduct will be notified, in writing, either electronically, in person, via mail, or a combination of the methods, of the alleged violations. When sent electronically, the notice will be sent to the Mountwest email account of the student. The notice will contain the accusations, charges or action taken against the student, additional meeting instructions to further discuss the matter, and resources for the student conduct process, including the students rights and responsibilities. to an advisor, the right to a hearing, and the

right to request their student file.

If the student does not wish to further discuss the alleged violations, admits responsibility, or does not otherwise want to move forward with a meeting, the VP must be notified in writing. Once notified, the VP will issue the appropriate sanction. If the student fails to attend the meeting without an advanced written notification, the VP is authorized to decide on responsibility and to issue sanctions.

Note: The standard of evidence used in determining a violation will be the preponderance of the evidence, meaning that the conduct violation is more probable than not.

Step Four: Meeting - The meeting is the student's opportunity to discuss the violations with the Vice President or his/her designee. After the meeting, an outcome letter will be sent to the student within 10 business days. The outcome letter will include the result of the investigation, the sanction(s) imposed upon the student, and list the appeal process. When possible and appropriate, the complainant(s) will receive a copy of this letter.

Student Grievance Procedure for Student Code of Conduct Violations

If after the initial resolution process, the student wishes to grieve the decision issued, the student may request a hearing under the student grievance procedure for Student Code of Conduct Violations. The appeal/hearing request must be received within 5 business days from the date that the outcome letter is sent. If the student does not request a hearing within this timeframe, the outcome decision will be final. Students are permitted to bring an advisor of their choice, at their own expense, to hearings, however the advisors will not be permitted to speak during the hearing. Any sanctions already imposed will stand until the conclusion of the hearing, unless the health, safety, and welfare would not be impacted by delaying the sanction.

Step One: The College will schedule a hearing within 10 working days of the request. If this is not possible, the College will notify the student of a timeframe that is reasonable to schedule the hearing.

Step Two: A hearing panel will be formed consisting of, at the very least:

- 1 faculty member
- 1 staff member
- 1 student

Members serving on the panel must be objective and uninvolved in the decision making of the imposed sanction.

Step Three: The hearing panel will organize a hearing, either in person or electronically. If the hearing is electronic, there must be a visual and audio component present from all participating parties.

Step Four: The College will send a notification of the hearing to the student requesting the hearing. The notice, at a minimum, must include the location, time, date, name of panel members (with an opportunity to challenge panel members), summary of the conduct violations and complaints received, rescheduling instructions, and further instructions for the student regarding the request of witnesses. When appropriate, the College will include copies of any materials made to make the initial decision.

Step Five: The hearing will commence, and will be recorded. The student may present any evidence on their behalf, including, but not limited to, papers, letters, photos, cards, tapes, etc. that are relevant to the misconduct alleged in the complaint. Afer the hearing, the hearing panel will make a written recommendation to the President for consideration. The recommendations will be to uphold, overturn, or modify the original decision. The President will make a final decision and notify the student in writing within 10 business days. Failure to attend the hearing without notification will not prevent the panel from making a decision.

Step 6: Appeal - The student may appeal the decision of the hearing panel and President. An appeal is not a new hearing. Rather, the appellate review will be limited to a record of the original hearing and supporting documents. An appeal may only be requested on the basis of:

- The hearing was not conducted fairly or in conformity with the prescribed College procedures. The appelant must show that any alleged bias or deviation from the process is likely to have adversely affected the outcome of the original hearing.
- Sanctions imposed by the hearing body were substantially disproportionate to the violation(s) for which the student was found responsible.
- New, substantive information , sufficient to alter the decision, exists and was clearly not known at the time of the original hearing.

An appeal may be requested in writing within 5 business days after the receipt of the decision by submitting a statement of appeal to the VP of Student Services. The appeal must include the grounds for the appeal, relief requested, and reason in support of relief requested.

After review of all appeal information, the Vice President for Academic Affairs will notify parties within 10 business days in writing of the decision.

The decision of the Vice President of Academic Affairs or his/her designee shall be final.

Academic Dishonesty Policy

Academic dishonesty is something that will not be tolerated as these actions are fundamentally opposed to "assuring the integrity of the curriculum through the maintenance of rigorous standards and high expectations for student learning and performance" as described in the Mountwest Statement of Philosophy.

A student, by voluntarily accepting admission to the college or enrolling in a class or course of study offered by Mountwest Community & Technical College, accepts the academic requirements and criteria of the college. It is the student's responsibility to be aware of policies regulating academic conduct, including the definitions of academic dishonesty, the possible sanctions and the appeal process.

For the purposes of this policy, an academic exercise is defined as any assignment, whether graded or ungraded, that is given in an academic course or must be completed toward the completion of degree or certification requirements. This includes, but is not limited to: Exams, quizzes, papers, oral presentations, data gathering and analysis, practicums and creative work of any kind.

Definitions of Academic Dishonesty: Each instructor may modify the general definition of academic dishonesty to fit the immediate academic needs within that particular course of study, provided the instructor defines, in writing

and preferably in the course syllabus, the details of any departure from the general definition.

Cheating: Any action which if known to the instructor in the course of study would be prohibited. This includes:

- The unauthorized use of any materials, notes, sources of information, study aids or tools during an academic exercise.
- The unauthorized assistance of a person other than the course instructor during an academic exercise
- The unauthorized viewing of another person's work during an academic exercise.
- The unauthorized securing of all or any part of assignments or examinations, in advance of submission to the instructor

Fabrication/Falsification: The unauthorized invention or alteration of any information, citation, data or means of verification in an academic exercise, official correspondence or a college record.

Plagiarism: Submitting as one's own work or creation any material or an idea wholly or in part created by another.

This includes:

- Oral, written and graphical material
- Both published and unpublished work

It is the student's responsibility to clearly distinguish his/her own work from that created by others. This includes the proper use of quotation marks, paraphrase and the citation of the original source. Students are responsible for both intentional and unintentional acts of plagiarism.

Bribes/Favors/Threats: Attempting to unfairly influence a course grade or the satisfaction of degree requirements through any of these actions is prohibited.

Complicity: Helping or attempting to help someone commit an act of academic dishonesty.

Sanctions: Sanctions for academic dishonesty may be imposed by the instructor of the course, the division dean, or the dean's designee. Sanctions for academic dishonesty may be imposed even if a student withdraws from an individual course or from Mountwest entirely.

The instructor may impose the following sanctions:

- A lower or failing project/paper/test grade
- A lower final grade
- Failure of the course
- Exclusion from further participation in the class (including laboratories or clinical experiences)

The following sanctions may be recommended by the instructor but will need to be imposed by the division dean or his/her designee:

- Exclusion from an academic program
- Academic probation for up to one year
- Academic suspension for up to one year
- Dismissal from Mountwest
- Other (as appropriate)

In those cases in which the offense is particularly flagrant or where there are other aggravating circumstances, additional, non-academic sanctions may be pursued through the Office of Academic Affairs

A student will be informed in writing by the instructor or responsible office, of any charges and subsequent sanctions imposed for academic dishonesty. (See "Reporting" below.) Written notification of academic dishonesty charges (and the inclusion of confirmed charges/sanctions in a student's record) is designed to inform a student of the potential repercussions of repeat offenses and his/her rights of appeal.

If a student believes that charges of academic dishonesty have been erroneously levied, he/ she should appeal such charges in accordance with the process outlined below (See "Appeals Process.")

Sanctions for repeated academic dishonesty offenses will be imposed by the division dean, dean's designee, or Vice President for Academic Affairs.

- A student's record of academic dishonesty offenses will be maintained throughout his/her enrollment at Mountwest, and the period of time between offenses may have no impact on sanctions for repeated offenses.
- A student with a second academic dishonesty offense during his/her enrollment at Mountwest will be academically suspended for a period of time not to exceed one academic year (to include summer terms).
- A student with a third academic dishonesty offense during his/her enrollment at Mountwest will be dismissed from Mountwest Community & Technical College.

Reporting: Any time an accusation of academic dishonesty is made, and a sanction imposed (or a sanction will be imposed with the submission of final grades), a notice should be sent to the Office of the Vice President for Academic Affairs within ten (10) days of the accusation.

A copy of the notice of an act of academic dishonesty will be reported to the Office of Student Services through the completion of an Academic Dishonesty Report.

The Academic Dishonesty Report will include:

- Instructor's Name
- · Course Information (Term, Number, Section)
- · Student's Name
- Student's Mountwest Community & Technical College Identification Number
- Brief Description of the Charge
- Date of Accusation
- Brief Description of the Proposed Sanction

Instructors are required to give a written copy of the Academic Dishonesty Report to the student accused of an offense. However, within ten (10) days of receipt of the Academic Dishonesty Report the appropriate dean will inform the student of the accusations made, the sanctions prescribed, the repercussions of repeat offenses, and his/her rights of appeal.

A copy of the report will be placed in the student's restricted college file maintained in the Vice President for Student Services office

Any subsequent actions taken (additional sanctions imposed, the lessening of sanctions, the withdrawal of accusations, the results of appeals, etc.) should be reported to the Office of the Vice President for Student Services within ten (10) days of the action.

Recording: The Office of the Vice President for Academics, as well as the Office of Student

Services will maintain a file of academic dishonesty incidents.

Academic Appeals/Grievance Process:

The purpose of the grievance procedure is to provide students at the college access to due process for resolving any concerns related to their student rights.

Initial Resolution Process

The student must first present his/her grievance to the individual against whom the grievance exists.

If there is a program level grievance policy in place, the student must follow this procedure in seeking resolution. If presentation to Program Director is not applicable (e.g., a grievance filed against a non-program faculty member), then the grievance will be presented to the appropriate Chair.

If the grievance is not resolved at the program level and/or between the individuals involved, the student must notify all the concerned parties, in writing, that he/she is initiating the institutional grievance procedure (step two below). This action must be taken within 15 business days of the original incident.

Initiation of Institutional Academic Grievance Procedure

Step One- If the grievance is not resolved

initially, the student shall present, in writing, the grievance to the appropriate Dean. If the grievance is directed against a Dean, the grievance shall be presented to that individual's supervisor. Notice of the institutional grievance must be given no later than 15 business days of the original incident. Grievance notifications outside such time frames are subject to dismissal at the discretion of the Dean

Step Two- Upon receipt of a formal grievance, the Dean shall hold a hearing, within 10 business days of receiving written grievance and both the grievant and the individual against whom the grievance is directed will be given the opportunity to present and be heard.

The Dean shall consider the merits of the grievance and either:

- Dismiss the grievance at this point and provide the rationale for the decision in writing to all concerned parties within 10 business days of the hearing, or
- Refer the matter to the Chief Academic Officer (CAO) to convene a grievance committee.

Step Three- The CAO will appoint a committee, within 10 business days of receiving the Dean's referral, of neutral and objective individuals from the following representative groups: administrators, faculty members and staff The

CAO will designate a chair for the committee from among the appointees.

Step Four- Each committee member will receive a copy of the written grievance with the supporting statements and evidence. After receiving the written grievance, the committee chair will hold a hearing within 10 days of receipt and both the grievant and the individual against whom the grievance is directed will be given the opportunity to present and be heard. The grievant may have one advisor at the hearing; however, the advisor may not speak during the meeting. The Committee Chair shall be responsible for informing the CAO and appropriate Dean (or appropriate supervisor) of the committee's recommendation and the rationale for the findings in writing within 10 business days of the committee hearing.

Step Five- The CAO shall then consider the committee recommendation and render a written ruling on the matter to the Dean (or appropriate supervisor). The Dean (or appropriate supervisor) shall inform both parties of the decision in writing by certified mail within 10 business days of receipt of the committee recommendation. This notification concludes the grievance process.

NOTE: The grievant may withdraw his/her grievance at any phase of the process provided that all concerned parties are notified in writing.

In all instances "days" refer to working days.

Academic Forgiveness Policy

The academic forgiveness policy allows forgiveness of 'D' and 'F' grades for purposes of calculating the grade-point average (GPA) required for graduation and does not apply to GPA calculation for special academic recognition (such as graduating with honors) or to meet requirements for professional certification that may be within the province of licensure boards, external agencies, or the West Virginia Board of Education. This policy is designed to assist returning students who left college in poor academic standing. The policy may be implemented provided the following conditions are satisfied:

- 1. The student must not have been enrolled in college on a full-time basis during any semester or term in the last four consecutive years.
- 2. Only grades for courses taken at least four years prior to the request for academic forgiveness may be disregarded for graduation gradepoint average computation.
- 3. To be eligible to apply for academic forgiveness, a student must be currently admitted to Mountwest Community & Technical College and enrolled
- 4. Grades disregarded for graduation GPA computation remain on the student's permanent transcript.

- 5. The student applies for academic forgiveness by submitting an "Application for Academic Forgiveness" to the Mountwest Vice President for Student Services. The "Application for Academic Forgiveness" can be accepted, modified, or rejected upon submission. Upon request, a justification will be provided for any changes made to the application.
- 6. If the student applies for academic forgiveness, he/she must be aware that this is a Mountwest Community & Technical College procedure that may not be recognized by other institutions of higher education to which the student may transfer

To qualify for graduation, the student must satisfy all graduation requirements in effect at the time of acceptance into the program and successfully complete a minimum of 15 semester hours of college-level work at Mountwest with a minimum GPA of 2.00 on all work attempted after acceptance.

Academic Residence Requirements

"In residence" means to be enrolled in Mountwest Community & Technical College courses. Mountwest Community & Technical College Associate degree and certificate program students must earn at least 15 hours credit in residence. These 15 hours must be for college level course work and must be applicable to the degree program. Except for the AAS in Board of Governors, AAS in Technical Studies, AAS in Aviation Maintenance, and AAS in Occupational Development which require 3 credit hours of college level coursework at Mountwest.

Academic Probation and Suspension Policy

Academic Probation: All students whose Mountwest Community & Technical College GPA drops below a 2.0 will be placed on Academic Probation. Academic Probation is a period of restricted enrollment for a student. All probation students are subject to the following restrictions.

- Students on probation must meet with the Academic Counselor or a designated advisor before registering for classes to develop an Academic Improvement Plan to achieve good academic standing each term. This plan will be binding on the student.
- Students on probation may take a maximum of 14 credit hours during the semester and should repeat courses under the D/F Repeat Rule to reduce deficiency points.
- Students on probation must earn a 2.0 GPA or higher during every semester they are on probation. Failure to achieve a 2.0 semester GPA or higher while on Academic Probation could result in suspension.
- · Other requirements may be imposed in the Academic Improvement Plan. The student is returned to Academic Good Standing when his/ her overall GPA is 2.0 or higher.

Academic Suspension: Is defined as a period in which a student cannot enroll in courses at Mountwest Community & Technical College. A student who has pre-registered and is subsequently suspended will have his/her registration automatically canceled.

Students who earn less than a 2.0 semester GPA while on Academic Probation or who accumulate or exceed the Quality Point Deficit for their GPA Hours (see Table One) will be suspended for one regular semester. (The summer terms do not count as a term of suspension.)

Table One - Suspension Quality Point Deficit

GPA Hours	O-25	26-57	58-89	90+
Quality Pt Deficit	20	15	12	9

Computing Quality Point Deficit
To compute Quality Point Deficit, use the following formula:

GPA Hours times 2 = X; X - Quality Points = Quality Point Deficit.

For example, a student with 48 GPA hours and 90 Quality points would have this academic profile:

$$48 \times 2 = 96$$

 $96 - 90 = 6$ (a quality point deficit of 6)

When a student returns to Mountwest Community & Technical College after any suspension, the student will be placed on probation and must follow all of the requirements of his/her Academic Improvement Plan. Failure to meet all of the requirements of the Academic Improvement Plan or exceeding the Quality Point Deficits listed in Table One will result in suspension. A second suspension will be for a period of one calendar year. Third and subsequent suspensions will be for a period of two calendar years each.

Reinstatement after a second or subsequent suspension is only by written petition to the Vice President for Student Services. The petition must be in writing and provide evidence that the student can meet the requirements of his/her Academic Improvement Plan.

Students can use their Overall GPA information to compute their Overall Quality Point Deficit and their Mountwest Community & Technical College GPA information to compute their Mountwest Quality Point Deficit.

Class Attendance

It is Mountwest Community & Technical College's view that each instructor evaluates the importance of student class attendance. In the

course syllabus, the instructor must provide his/ her requirements on class attendance, make-up work, and related matters. If a student is absent from class, the absence can be handled by an arrangement between the student and the instructor. The instructor must honor the college excused absences list by this requirement and allow the student an opportunity to catch-up/ make-up work missed. This requirement excludes those academic endeavors that require the completion of a certain number of clock hours, as in clinical experiences, practice or internships. For those courses, the maximum number of absences will be determined by the program coordinator. This requirement does not supersede program accreditation requirements.

Definitions of Excused Absences Excused absences fall into five categories:

- 1. College-Sponsored Activities:
 - •Academic activities including, but not limited to, performing arts, debate and individual events, honors classes, and division functions.
 - •Other college activities, including student government and student organizations. The activity must have a clear educational mission and be closely linked to academic pursuits or to other official college functions.

- 2. Student Illness or Critical Illness/Death in the Immediate Family*
 - *"Immediate Family" is defined as a spouse/ life partner, child, parent, legal guardian, sibling, grandparent or grandchild.
 - · Student Illness or Injury: Absences will be excused only for illnesses or injuries that prohibit students from participating in class.
 - · Critical Illness of Immediate Family Member:

Absences will be excused if the student documents that he/she had to provide needed care and/or support for a critically ill immediate family member.

- · Death of an Immediate Family Member
- 3. Short-Term Military Obligation:

This is defined as absence as the result of military orders for a short-term period. Note: Students subject to federal activation are covered by a separate policy. Please see the Military, Veterans and Dependents section for this policy.

- 4. Jury Duty or Subpoena for Court Appearance: This applies to absences that are a result of official requests from a court of law.
- 5. Religious Holidays:

This applies to major religious holidays.

Academic Standing

Students receive official notification of academ-

ic standing via MCTC e-mail at the end of the regular semester. Academic standing is defined by one of three categories:

- Good Standing: A student is in good standing when his/her cumulative Mountwest GPA is at least 20
- •Academic Probation: A student is placed on academic probation at the end of any regular semester or summer session when his/her cumulative Mountwest GPA is less than 2.0. The student will be notified by e-mail of probation status and that a hold has been placed on his/ her registration activity. The student cannot register or make schedule changes on the web. All of his/her registration activity must take place in person with a Student Success Specialist/ Advisor in the Mountwest One Stop. Probation students also are limited in the number of credit hours they can take each semester and may be subject to financial aid loss.
- Academic Suspension: If a student exceeds the maximum quality point deficits in the cumulative Mountwest Community & Technical College GPA hours at the end of any given semester, he/she will be suspended for the following semester. The Vice President for Student Services notifies suspended students by US Postal Service and e-mail that a suspension hold has been placed on their registration status and that their registration for the following semester has been cancelled (excluding summer terms) when the suspension is for one semester.

Assessment

Mountwest Community & Technical College has an ongoing assessment program that is rooted in the college's mission. The assessment process provides the college and programs with information regarding institutional effectiveness. All segments of the college community - faculty, staff, administration and students - are to be actively involved in this process.

Assessment of Student Academic Achievement: Of central importance is the assessment of student learning in the major and in general education

Mountwest Community & Technical College is committed to providing quality educational opportunities and experiences for every student. While grades are one measure of student performance, grades do not provide the Institution with the necessary data to determine areas of the curriculum that are strong and areas that need improvement. Therefore, it is expected that students attending Mountwest Community & Technical College will participate in periodic assessment activities as directed by the college to include specialized end of program exams to benchmark knowledge against knowledge required to work in the field.

Auditing Courses

Audit students enroll only for the purpose of refreshing or acquainting themselves with the material offered in the course. Students may audit a course when space is available in the class

and the instructor authorizes a student's audit status. Audit students receive no academic credit. Enrollment for audit is limited to the regular registration period for the semester or term.

The audit student must enroll for the course as an Audit and must pay fees in the same way and at the same tuition rate as students enrolling for credit. Faculty members who wish to audit courses must secure approval of the instructor of the course and must enroll in the regular way. The instructor of the course will determine attendance and any other special requirements for audit students. It is the instructor's responsibility to discuss the requirements of the course with the auditor.

Students cannot change a registration from credit to audit or audit to credit after the close of the Schedule Adjustment Period at the beginning of a semester or summer term.

Catalog of Record

The catalog of record is the academic catalog that is in effect at the time a student declares a major. It identifies the graduation requirements students must meet to earn the degree. Once a student declares a major, the catalog of record remains the same, unless there is a break of enrollment of at least one year. The student must meet the graduation requirements in this catalog. Students can substitute courses no longer offered with the permission of their Academic Division Dean.

Classification of Students

Classification of students is based on the number of college level credit hours earned as shown:

Classification Semester Hours
Freshman O-25
Sophomore 26+

Course Numbers Level

000-099 developmental (or pre-college)

100-199 freshman level 200-299 sophomore level

Commencement/Graduation Dates

Mountwest observes one formal commencement exercise with three graduation dates during an academic year. The official graduation dates are:

- Last day of final examinations for the fall semester.
- Day of Commencement for the spring semester.
- · Last day of the summer term.

Students will not be graduated on any dates other than those noted above. Students who are graduated at the end of the summer term or at the end of the fall term of an academic year are invited and highly encouraged to participate in the spring commencement exercises.

Core Coursework Transfer Agreement

The West Virginia Higher Education Policy Commission and the West Virginia Council for Community and Technical College Education maintain a Core Coursework Transfer Agreement that lists the general studies courses at each institution that generally will transfer to any state public higher education institution. Under the terms of the agreement, a student may transfer up to thirty five credit hours of undergraduate coursework in the areas of English composition, communications and literature, fine arts appreciation, mathematics, natural science, and social science as general studies credits. The agreement establishes hours of coursework acceptable for transfer that will count toward fulfillment of general studies requirements. Since coursework is generally transferable among institutions in the state colleges and universities, a student could conceivably transfer more than thirty five hours of general studies from one institution to another that are provided for in this agreement. The agreement is not designed to limit the number of credits that are transferred. Its purpose is to assure that students will be able to transfer credits in accordance with the terms of the agreement. The hours of core coursework that are acceptable as counting toward fulfillment of general studies requirements are as follows:

- English Composition 6 hours
- Communication and Literature 6 hours
- Speech/oral communication 3 hours
- Literature 3 hours
- Fine Arts Appreciation 3 hours Art, music, drama, or theater appreciation
- Mathematics 3-5 hours
 College math including general math, algebra,
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trigonometry or calculus

 Natural Science - 8-10 hours Lab science including biology, chemistry, aeoloay,

physics, or physical science

· Social Science - 9 hours History, political science, psychology, sociology, or economics with no more than six hours from any one area.

The complete Core Coursework Transfer Agreement is located on the Mountwest website.

College-Level Examination Program (CLEP) and DANTES (DSST)

The College Level Examination program (CLEP) and the DSST Standardized Tests are credits by examination tests that helps a student to receive college credit for what they already know. Credit earned through the CLEP and DSST exams do not automatically satisfy specific academic requirements. Students are encourage to consult with Program Chair or Dean in their area of study for specific curriculum requirements and credit. For a complete listing of available CLEP and DSST exams for which students may receive Mountwest course credit, visit the MCTC Testing web page at: www.mctc.edu/testing-center/.

To schedule an exam contact the MCTC Testing Center at 304.710.3395, or e-mail at testingcenter@mctc.edu.

For additional questions and/or information

contact: Jamie Bayne

Phone: (304) 710-3465, E-mail: bayne@mctc.edu

College Course Challenge Exams (CCCE)

College Course Challenge Exams, or CCCEs, are exams that test a student's proficiency of a Mountwest course. Students successfully receiving passing scores on CCCEs are considered to have "tested out" of a Mountwest course. Credit only (CR), not a letter grade will be recorded on the transcript for successful completion; no transcript will record a failed attempt of the examination. To be eligible to take an exam, a student must be fully admitted. Students are responsible for paying the \$40 proctoring fee per exam. A complete listing of available College Course Challenge Exams are available on the MCTC Testing web page at www.exploremctc.info/TestingCenterRevised. To schedule and exam contact the MCTC Testing Center at 304.710.3395, or e-mail at testingcenter@mctc.edu.

Credit for Experiential Learning (Prior Learning Assessment) and Portfolio Credit

Prior learning is learning that may have taken place in other settings of a student's life, perhaps during military service, independent studies, volunteer or community services, on-the-job training, or industrial certifications and licenses a student

has achieved. Any of these could qualify as college level learning and could qualify a student to receive college credit, which could shorten the requirements needed to obtain a college degree.

Portfolio college credit will only be awarded for college level learning experiences that have occurred after high school. Students are eligible to apply for portfolio credit two years after high school graduation or two years after their high school class has graduated. To earn this credit the student must provide evidence of possessing equivalent knowledge, theory, or industry skills demonstrated by the presentation of a portfolio, industry certification or diplomas - all of which are subject to acceptance by Mountwest Community and Technical College.

To learn if your prior learning experience qualifies for college credit, or how to get started, visit the MCTC PLA web page at www.exploremctc. info/PLArevised

For additional questions and/or information contact:

Michael McComas

E-mail: mccomas2@mctc.edu

Credit Hour

Generally a student earns one credit for each 15 hours of class contact. Classes normally meet 45 hours in a semester for 3 units of credit. Students should plan on two hours of preparation/study for each in-class hour. Laboratory classes require two or three hours of lab per week for each

semester hour of credit.

Course Delivery

- Blended Course is a course in which both credit and noncredit students are enrolled in the same section during any semester. Non-credit students are not required to submit and write papers or take exams. Noncredit students must register and pay associated fees for the class through continuing education.
- Hybrid Course is blend face-to-face learning with online learning. Instead of attending all class meetings on campus, students in hybrid courses attend some classes in-person (on campus) and "attend" some classes online, similar to an online course. (See description above.) How much of the course is in-person versus online is specified by a percentage for that specific class, and this percentage may differ between hybrid courses. For instance, if the hybrid class is specified to be 50% online, then students would meet half of the time in-person for class meetings on campus — as determined by the course schedule - while completing the remaining half of the course online as they would in a fully online course. Hybrid courses are not self-paced, and they have some on-campus requirement.
- Off-Campus Course is a course that is offered off of the main college campus. Off-campus courses may have a special fee, see current fee chart.

- On-Campus Course is a course offered on Mountwest Community & Technical College's campus.
- Online Course is asynchronous and offered completely electronically with no face-to-face meetings.
- Traditional Course is when students and teacher meet in a designated location on a regular basis each week.
- Live Remote Course is when students in live remote classes will experience and participate in a live, virtual classroom through a video-conferencing software, such as Zoom or Teams. Class meetings will be held "virtually" at specified days and times. To join the class, you will simply click on the link provided by your instructor. You may be required to turn on your webcam and/or microphone to participate in class discussions, so classmates can see and hear you as they would in a traditional face-to-face class. "In-class" learning activities may include group work in "breakout rooms" and participating in polls to facilitate discussions and/or gauge prior knowledge. Homework and other class assignments will be completed outside of this class time. Live remote courses are not self-paced, and even though they have no on-campus requirements, they do have synchronous requirements where you are required to login and participate at specific days and times.

• Flex course is when students will have the option to attend class virtually (using video conferencing software) or attend in-person, except when in-person activities are required by the instructor. These course are not self-paced, and each student's decision regarding whether to attend virtually or in-person will determine their experience for any given class:

If they choose to attend virtually, they will experience a live remote class (as described above) where some of their classmates may be attending in-person.

If students choose to attend in-person, they will experience a face-to-face class where some of their classmates may be attending virtually.

D/F Repeat Rule (Repeating Courses)

Students have the opportunity to repeat any course in which they earned a grade of D or F during the period up to and including the semester in which they attempt their 60th hour. Any course taken during the semester or term in which the 60th attempted hour is taken also may be repeated under this rule. The repeat of a course taken within the first 60 attempted hours may be made any time before graduation.

The 60th attempted hour sets the limit for courses which may be repeated and not the time by which the course must be repeated. A course

may be repeated only once under this rule, and the repeat must be done prior to completion of the degree.

The second grade will replace the first in determining the student's GPA, hours attempted, and hours credited. The second grade is the grade that counts (excluding a W), even if it is a lower grade than the original one. The original grade remains on the transcript, but it is noted as a repeated course. Whenever a student plans to repeat a course under the D/F repeat rule, he/ she must complete the D/F repeat form early in the semester in which the course is repeated. Forms are available in the Office of Student Services.

The D/F Repeat Rule applies only to graduation requirements and not to requirements for professional certification which may be within the province of licensure boards, external agencies, or the West Virginia Board of Education.

In other words, any course a student takes prior to attempting the 60th credit hour for which a grade of D/F was received can be repeated at any time prior to graduation. If a student originally took a course while he/she was a sophomore (26-57 hours) and received a D, the course can be repeated.

The second grade replaces the first grade - not the better of the two grades. If the second grade is an F, then the F replaces the original grade of D.

If a student withdraws from a course for which he/she is D/F repeating, it does not count as the second grade - the course can be taken again for a final grade. Another D/F repeat form will need to be completed in the Office of Student Services to replace the form for the withdrawn course.

Dean's List

Students registering for 12 or more hours of courses, for which they are receiving letter grades, and who, at the end of a semester, have a grade point average of 3.3 or above are considered honors students. The names of these students make up the "Dean's List."

Degree Program

A degree program is a unified series of courses or learning experiences composed of at least 60 required credit hours that lead to an Associate of Arts, Associate of Science, or Associate of Applied Science degree.

Developmental Courses

Developmental courses are credit/no-credit (CR/ NC) recorded on the transcript counted as earned hours, used to determine a student's classification and as hours attempted for financial aid Credits earned for these courses cannot be used to satisfy graduation requirements.

Grade Information and Regulations

Mountwest Community & Technical College uses a 4.0 scale to express grade point averages. The Grade Point Average (GPA) is a numeric value calculated by dividing total quality points by total credit hours for courses in which a student earned a letter arade.

Grade Quality	Points Per Semester Hour
A (superior)	4
B (above average)	3
C (average)	2
D (below average)	1
F (failure)	0
I (incomplete)	0
CR (credit)	0
NC (no credit)	0
W (withdrawn)	0
AU (audit)	0

The GPA computed for graduation purposes is based on all of a student's work except:

- Courses with grades of W, I, CR/NC, and AU
- Courses repeated under the D/F Repeat Policy

Graduation

Students must apply for graduation at the beginning of the semester or term in which they intend to complete graduation requirements, including the following:

- Minimum of 60 credit hours excluding developmental hours
- Have a Mountwest GPA of 2.0 of higher
- Have earned a "C" or better in ENL 101 or equivalent
- Have a minimum of the last 15 credits at Mountwest and ccompleted all program requirements.

Academic Rigor Statement

This statement clarifies the attributes of a rigorous curriculum at Mountwest and defines the traits of corequisite courses, 100-level courses, and 200-level courses.

The purpose of this statement is to:

Ensure consistency of rigor across the curriculum, both in General Education courses and programmatic courses.

Create transparency for students, so that they are aware of the expectations of courses regardless of the level of learning.

By doing so, it is our belief that students will be better able to: achieve course and program-level outcomes, become lifelong learners, and meet the demands of the workplace after completion of a degree.

Traits of a Rigorous Curriculum at Mountwest (C.H.A.S.E.)

Challenging Content

When appropriate, coursework should emphasize analysis, evaluation, application, and synthesis, including applying knowledge between different courses and disciplines.

Higher-Order Thinking

Learning outcomes for a course express demonstrable goals appropriate to the course level and use verbs from the corresponding level of Bloom's Taxonomy, while operating within the constraints of the discipline.

Active Learning

To the extent that it is appropriate to the discipline, students are actively involved in the learning process. Instead of simply receiving information, as in a teacher-centered model, students will instead work to apply what is being taught and assume a participatory role, both in and out of the classroom.

Sufficient Academic Support

Learners must be provided with adequate additional support outside of the classroom to help them achieve learning goals and comprehend course material. This is a college-wide effort and will be achieved by (1) Student Success Specialists/Advisor placing students in courses that are at an appropriate level and delivered via the appropriate modality; (2) both advisors and instructors referring students to support services as needed; (3) instructors and advisors using early intervention software to communicate about students' needs; and (4) learners are expected to utilize the Academic Support Services available on campus and/or virtually when needed.

Expectations That Are Clearly Articulated

Students are made aware of the expectations of a particular course by way of information in the syllabus and within assignment instructions. Instructors strive to be as transparent as possible regarding the expectations of their courses, assignments, and the manner in which they assign grades.

Definitions of Course Levels

Corequisite Courses – These courses' numeric designators begin with "O." Corequisite courses equip learners with the skills necessary to successfully complete 100-level courses. Enrollment in these courses may be determined by a placement test. Corequisite courses are taken concurrently with the corresponding 100-level course to provide the additional academic support needed to complete the corresponding 100-level course successfully.

100-level Courses - These courses impart disciplinary knowledge and skills at a foundational level and are normally taken in the first year of study. To complete these courses successfully, students should possess adequate writing skills to be able to compose college-level assignments on their own or with the aid of the Writing Center. 100-level courses may require no prerequisite, or they may be taken in the same semester as a corequisite course.

200-level Courses - These are intermediate courses that expand upon introductory knowledge and skills, may require a prerequisite, and are normally taken after the first year of study. When they enter these courses, students will possess adequate skills acquired from General Education and other prerequisite courses to help them be successful. Students will be acquainted with the basic terminology or methodology of the subject of the course and will be able to accomplish a substantial amount of work at a more advanced level.

Student Resources & Services

Writing Center

The writing experience is unique for every individual. Thus, the Mountwest Community & Technical College Writing Center, located in Room 304, promotes the development of writing by engaging students in all aspects of the writing process through the use of individualized instructional sessions. These sessions allow students to acquire the strategies, techniques, and confidence necessary to engage effectively with a variety of writing topics and assignments.

One Stop Center

Academic Advisors in the One Stop Center assist students in becoming well-informed and effective decision makers and planners who will gain maximum benefit from their educational experiences. Located on the first floor of the Mountwest building, the One Stop Center is a source of information on the wide array of available academic programs and on academic policies and procedures. The One Stop staff serves Mountwest students with a particular focus on addressing the specific needs of freshmen, transfer students, students changing majors and students on academic probation or suspension.

The One Stop Staff can assist students with:

- Assessment of abilities, interests and goals;
- Information about courses, programs, occupations, and the world of work;

- Referrals to other campus resources;
- · Course scheduling and registration workshops.

Students can get advising help by calling (304) 710-3140 or by visiting the One Stop Center, or by emailing advising@mctc.edu. The One Stop Center is open Monday through Thursday from 8:00 a.m. to 5 p.m and Fridays from 8:00am-3:00pm.

Office of Accessibility - Student Services

The Accessibility Services Office works with students to individualize the type and level of services needed for educational and physical accessibility to achieve their academic goals and maintain as much independence as possible. Services are available to all students, whether they are full-time or part-time. Students are required to provide documentation of disabilities. For more information, call Jesseka Bush at 304-710-3427 or visit the One Stop on the main campus.

No dogs or other domestic animals, with the exception of seeing eye dogs, are permitted to be in college buildings.

Library & Resource Center

Mountwest Community & Technical College students may access materials, instructional resources, and computers in the library. Handson assistance is available for research, printing, and other computer services. Databases allow access to eBooks, periodicals, articles, and other resources through MyMCTC.

Office of Public Safety

The Office of Public safety is directly responsible for the College's community. By virtue of West Virginia State Law, College Police Officers have the same responsibilities and authority as those of any other law enforcement officers in the state. Uniformed officers provide patrol protection to the main campus, and all College-owned facilities and parking lots. All emergencies, criminal complaints, general requests for service, and public safety concerns can be reported directly to the Office of Public Safety in person. The police dispatcher is available by dialing Extension 3499 from a main campus phone, or by dialing (304) 710-3499.

Tutoring Services

The Tutoring Center, located in Room 342 on the main Mountwest campus, provides a positive learning environment, services, and resources designed to empower students to become successful, independent learners.

A staff of tutors and instructors collaborate to assist Mountwest Community & Technical College students in meeting academic demands through better understanding of subject matter. Instructors help students find their own answers for continued academic growth. The Tutoring Center provides guidance for under-prepared students to prepare, prepared students to ad-

Student Resources & Services

vance, and advanced students to excel

The Tutoring Center offers drop-in tutoring and study groups for all math students.

In addition to working with instructors, students have access to computers and videos to assist in building academic skills and refreshing existing skills. Students enrolled in MAT 099 courses are required to attend study sessions in the Tutoring Center.

For students requesting assistance with additional classes, the Tutoring Center's study mentors and tutors offer free academic support and organizational assistance.

To request a 50-minute session with a study mentor or tutor, please stop by the Tutorina Center to complete a request form or contact hallk@mctc.edu at 304-710-3443.

Student Success Peer Coaches

Top notch Mountwest students are chosen to act as a liaison between new students and the institution. They are the friendly faces that help guide new students throughout the enrollment process from the initial point of inquiry until registration. Student Success Peer Coaches provide support for students, faculty and staff and are a vital part of Mountwest's three-tier model for student success. Peer coaches serve as recruitment representatives, or ambassadors, for the entire college, promoting more than 50 programs and various support services. Located in room 103 our peer coaches are available during normal business hours

Mental Health Counseling

On Campus Services - Mountwest currently partners with Imagine Counseling Services, located in Huntington, WV, to offer Counseling Services to our students. The hours of operation for counseling are Mondays s from 9am-2pm, and Wednesdays from 12pm-5pm. For more information, or to schedule an appointment, please contact counseling@mctc.edu.

TogetherAll - Mountwest also provide a peer to peer support mental health platform called TogetherAll. Togetherall is a clinically moderated, online peer-to-peer mental health community that reaches and empowers a diverse population of students to anonymously seek and provide support. Together All also connects students identified as in crisis through the use of togetherall with access to Protocall, a 24/7 crisis call line

Maternity Room

Located in Rm G15A, mothers in need of a private space for pumping breast milk while on campus may access our Maternity Room.

Limited Childcare Options

For this year only, Mountwest is partnering with local childcare centers to offer limited students who qualify childcare vouchers. For more information, please contact shamblinm@mctc.edu. Only a limited number of spots are available.

FREE Feminine Hygiene Products

All family and women restrooms are supplied with free femine hygiene products for the use of our students

Food Pantry

Students have unlimited access to our food pantry, located on the ground floor. During normal business hours, the pantry is open to students to grab anything they may need, 100% confidentially.

Bus Passes

Mountwest has a bus pass program. Students in need of transportation assistance should contact Tereka Eanes at eanes1@mctc.edu.

Campus Activities

Phi Theta Kappa

Mountwest Community & Technical College the Alpha Eta Upsilon Chapter of Phi Theta Kappa, an international honor society for two-year colleges. The chapter recognizes and encourages academic achievement by students and provides opportunities for individual growth and development through honors, leadership, and service programming. To be eligible for membership, students must be enrolled in Mountwest Community & Technical College, must have completed at least 12 semester hours in coursework applicable to an associate degree, must achieve a grade point average of 3.5 and maintain a grade point average of 3.3, must have achieved academic excellence as judged by the faculty, and must be of good moral character and possess recognized qualities of leadership.

Student Government Association

The purpose of the Mountwest Community & Technical College Student Government (SGA) Association is to give students a voice, to make positive changes on campus and in the community, to create bonds within the student body, to form lifelong friendships and to unify the student body. Leadership and service learning experience are both gained by being a member of the SGA, which not only works for Mountwest Community & Technical College students, but also the community. One may earn valuable service learning and leadership experience by being an active SGA member. The Mountwest

Community & Technical College Student Government Association sponsors and plans events and activities on campus to create a cohesive learning community at Mountwest Community & Technical College.

There are many active student clubs and organizations on campus such as the following:

- American Sign Language Club
- Bible Club
- Book Club
- Early Education Student Association
- Gaming Club
- Legal Studies Club
- Phi Theta Kappa
- Physical Therapist Assistant Club
- Pride Society
- Massage Therapy Club
- Veterinary Technology Club

Admissions Information

For general information regarding Mountwest Community & Technical College programs and policies please visit www.mctc.edu.

Admissions Policy

Mountwest Community & Technical College adheres to an open admissions policy as outlined in Title 135 Procedural Rule, West Virginia Council for Community and Technical College Education, Series 23, Standards and Procedures for Undergraduate Admissions at Community and Technical Colleges. It is the intent of this policy that everyone shall have access to higher educational opportunities commensurate with their interests and abilities

- Admission to community and technical colleges is open to any person age eighteen or older and able to benefit from study at the community college level.
- Those who possess a high school diploma or General Education Development (GED)/TASC equivalency. This is a requirement if an applicant intends to apply for Federal Financial Aid.

A. General Admissions Information

Applicants should contact the Mountwest Community & Technical College Office of Admissions for application information. Applicants may also download an application for admission at www. mctc.edu (Select either the online or printed version of admissions form for submission). Applications should be mailed to:

Mountwest Community & Technical College Office of Admissions One Mountwest Way Huntington, WV 25701

An individual may enroll as a non-degree-seeking student to take courses for personal or professional enrichment.

Being admitted to Mountwest does not guarantee that applicants will be accepted into all associate or certificate programs. Some programs have additional admissions requirements.

To receive financial aid, an individual must be admitted as a degree-seeking student and have official high school transcripts or GED/TASC scores on file with the Mountwest Community & Technical College Office of Admissions. Students entering college directly from high school are strongly encouraged to complete the ACT or the SAT. For additional testing information, contact the Office of Student Services; phone (304) 710-3140.

B. Board Policy

Regular admission to Mountwest Community & Technical College is open to any person who has a high school diploma or meets General Educational Development (GED)/TASC requirements.

- · Persons not holding a high school diploma or GED/TASC who demonstrate an ability to benefit from postsecondary education may be admitted. Neither regular nor conditional admission shall ensure the entry of applicants into specific programs.
- · High school transcripts or equivalent may be required to be on file for each incoming freshman who is registered in an undergraduate certificate or degree program, and who has graduated from high school within five years for financial aid purposes. Such transcripts shall be on file with the institution prior to eligibility for financial aid
- Transfer students desiring to apply transfer credits must supply the institution with official transcripts Transcripts must be from a regionally accredited institution to receive credit. Receipt of transcripts will not discriminate against admission.
- Control and administration of this admissions. policy rests with the Mountwest Community & Technical College Office of Student Services.

C. Students Seeking Readmission

Students who have not attended Mountwest Community & Technical College during the past 12 months are required to apply for readmission. The readmission form is available from the Office of Admissions or online at: www.mctc.edu

and must be printed, completed, and sent to the Mountwest Office of Admissions and Recruitment.

Mountwest Community & Technical College Office of Admissions One Mountwest Way Huntington, WV 25701

There is no fee for applying for readmission and the application is normally processed within 7 to 10 business days. However, if a student has attended another college since last attending Mountwest Community & Technical College, the student must reapply as a transfer student as outlined in Section D.

D. Transfer Policy

College level course credits earned at regionally accredited post-secondary institutions can be transferred to Mountwest Community & Technical College. Transfer credit is subject to the approval of the Division Dean in which the student matriculates, and with the following provisions:

- Mountwest Community & Technical College must receive official transcripts from a regionally accredited college before formal transfer credit will be awarded. Grades earned at other institutions will not be entered into the cumulative grade-point average (GPA) at Mountwest Community & Technical College.
- · Courses in which a grade of "C" or higher is

earned are transferable for credit if coursework is relevant to the student's program at Mountwest Community & Technical College with the approval of the Division Dean.

- Credits earned at foreign post-secondary institutions may also be transferred, subject to review and approval of the Dean of the Division in which the student matriculates. Students applying for foreign credit transfer must submit an official evaluation of foreign educational credentials from an accredited evaluation agency.
- Transfer students are required to complete their academic residency requirement prior to graduation.
- The transfer evaluation is based on the declared major of the student.

Students who transfer to Mountwest Community & Technical College must complete at least their most recent 15 credit hours at Mountwest Community & Technical College to obtain an associate degree, or their most recent 6 credit hours at Mountwest Community & Technical College to obtain a certificate degree.

Mountwest Community & Technical College reserves the right to suspend or expel any student who misrepresents the truth on any admissions document.

E. Early Entrance High School Students

High school students may enroll in courses at Mountwest Community & Technical College provided they meet course prerequisites and the following requirements:

- Complete a consent form signed by the high school principal or counselor and parent/guardian
- Submit a completed Mountwest Admissions Application.
- Have a 2.0 grade point average on a 4.0 scale.
- Early admission students are not eligible for financial aid
- · Provide preliminary high school transcript.

Programs with Specific Admission Requirements

The following degree programs have either limited admissions or selective admission requirements. For more information about admission requirements contact the Dean of the program.

Allied Health and Life Sciences: A. Physical Therapist Assistant Program:

Students seeking admission into the Physical Therapist Assistant Program at Mountwest Community & Technical College may arrange an appointment with the program faculty prior to submitting the application packet. This is to

ensure that students receive current information regarding the program admission requirements and the criteria for selection.

- · Application packets are available after November 15 from the Career & Technical Division. Room 427
- Application deadline is March 15.
- · Applications are valid only for the noted academic year.

B. Associate in Applied Science in Radiologic Technology (Collins Career Center):

Admission Requirements:

(Applications to the CCTC Radiologic Technology program must be submitted on or before October 1) (Admission to Mountwest Community & Technical College must be complete before applying to the program.)

Prior to acceptance into the Radiologic Technology Program, a student must have completed the following:

1. Prerequisite college courses. Courses may be completed at any post-secondary institution. For courses to qualify for the Associates of Applied Science degree in Radiologic Technology through Mountwest, they must be accepted and successfully transferred to Mountwest. This transfer process is the sole responsibility of the student. A minimum of 12 hours must be taken

directly on Mountwest campus to be granted the associate's degree.

The following courses must be passed with a "C" or better.

AH 151	Medical Terminology
AH 204	Legal & Ethical Issues in Healthcare
BIOL 257	Intro. to Anatomy & Physiology
BIOL 260	Applied Human Anatomy
COM 125	Interpersonal Communication
ENL 111	Written Communication
MAT 145	College Algebra
SCI 110	College Physics

- 2 Minimum ACT score of 21 or
- 3. Successful completion of the pre-entrance (Work Keys) examination with a score of four in Locating Information, and five in both Applied Mathematics and Reading for Information.

High School and Post-Secondary GPA are also weighted factors in the application process. Points will be awarded for the following:

- · High School GPA of 3.0 or better
- · College GPA of 2.5 or better
- Completion of College Chemistry and/or Psychology with a grade of "C" or better will be awarded additional points.
- C. Associate in Applied Science in Respiratory Therapy (Collins Career Center):

C. The Respiratory Therapy Program has

selective admissions each year. The first 23 eligible applications received will be admitted to the program. If admitted, there are 48 credit hours of respiratory therapy courses to be completed at Collins Career Center. As part of the 48 credit hours, the student will be required to complete clinical practice rotations at area health care facilities

Prior to admission to the Respiratory Therapist Program and/or clinical internships, students may be required to document that they have successfully passed a criminal background check and drug screen.

D. Veterinary Technician Program

This program is a selective admissions program. Students are required to submit a veterinary technology program application in addition to applying to the college. Students may find this application on our webpage or feel free to contact program faculty.

- *Applications for fall start will be available in Jan of the application year and due at the beginning of May.
- *Applications are only valid for the current academic year.

2. AAS in Machinist/CNC Technology

Students must apply for admission to the Robert C. Byrd Institute for Advanced Flexible Manufacturing and pass a mathematics test for machinist with a score of 70% or above. Successful candidates will be invited for a personal interview.

3. Associate in Applied Science in Welding **Technology** students must apply for admission to the Robert C. Byrd Institute for Advanced Flexible Manufacturing and successful candidates will be invited for a personal interview.

4. Off-Campus Programs:

Associate in Applied Science in Occupational Development: All options are available only to students who have completed the Department of Labor Apprenticeship program.

5. Associate in Applied Science in Underground Utility Construction

Program Admission Requirements:

The college adheres to an open admission policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

Students will be scheduled to complete a background check and a pre-employment drug screening prior to beginning classes. Students must pass the drug screening and background check as outlined by the company employing the student for the on-the-job training component in order for the student to participate in the program. Random drug screenings are a condition of continued employment.

6. Aviation Maintenance Program

The college adheres to an open admission policy

which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional

The Aviation Program requires the following additional admission requirements:

Test Scores

- SAT: Writing 480, Math 510 or higher
- ACT: Writing 18, Math 19 or higher
- Accuplacer: Writing 250, Math 250 or higher

Students will be required to pass a FBI background check and undergo airport badging and safety training

Application Process

Students applying for admission to Mountwest Community & Technical College must submit a Mountwest admission application form available from the Office of Admissions or online at www.mctc.edu. All necessary supporting materials should be on file with the Mountwest Office of Admissions at least two weeks before the beginning of a semester or term. All materials submitted in support of an application for admission become the property of Mountwest Community & Technical College. Materials will not be returned or released to third parties. Any student admitted on the basis of false and/or incomplete information is subject to immediate dismissal or other disciplinary action. Requests for applications, and additional information can

be found at www.mctc.edu.

Students with a high school diploma or General Education

Development Certificate (GED) or TASC may apply for regular admission to a one-year certificate and/or a twoyear degree program at Mountwest Community & Technical College.

Full- and Part-Time Students

A full-time student is someone who is enrolled in at least 12 credit hours during fall and spring term. Students carrying fewer than 12 hours during fall and spring terms are considered part-time regardless of past full-time enrollment. Fullor part-time status may affect eligibility for financial aid in many programs; so students should consult with the Office of Financial Aid for more information.

Application Fees

There is no fee to apply to Mountwest Community & Technical College. If a student does not attend that academic year, the student must reapply.

Compliance with Military Selective Service Act State law provides that a male person who has attained the age of eighteen (18) years may not enroll in a state-supported institution of post-secondary education unless he is in compliance with the Military Selective Service Act (50 U.S. Code, Appendix 451, et. eq. and the amendments thereto). Also, a male person may not receive a loan, grant, scholarship, or other financial assistance for post-secondary higher education funded by state revenue, including federal funds or gifts and grants accepted by this State, or receive a student loan guaranteed by the State unless he is in compliance with the Military Selective Service Act.

Placement Score Information

Placement Tests

Beginning Spring 2019, Mountwest Community and Technical College will no longer require students to take the placement (Accuplacer) exams. All incoming students without the required ACT/SAT scores for placement in a college level course will be eligible to register for co-requisite Math and/or English courses. However, if a student is confident they would be able to "test out" of co-requisite placement they should contact the Testing Center and request to take the Accuplacer exam.

To be eligible for placement exams, a student must be a fully admitted Mountwest student, or currently enrolled in a secondary school. Students who have received a "NC", "F", or "W" grade, or have dropped or failed a co-requisite course are not eligible to take the Accuplacer exam.

Placement (Accuplacer) exams will be offered throughout the academic year in the Testing Center, located in Room 106. Currently admitted students requesting to take placement testing are required to get permission for testing from their advisor prior to scheduling their appointment with the testing center at testingcenter@mctc.edu. Students not currently admitted to Mountwest may request placement testing during the admissions and registration process.

For more information on placement testing, or

	Course Placement	Accuplacer	ACT	SAT
Math				
	MAT 100, 121, 144	up to 249	up to 18	up to 509
	MAT 120, 145	250+	19+	510+
	MAT 130	260+	21+	530+
Writing				
	ALPS	200 - 249	15 - 17	440 - 470
	ENL 111	250 - 300	18+	480+

to schedule an appointment, contact the MCTC Testing Center at 304.710.3395, or e-mail the testing center at testingcenter@mctc.edu.

MAT 099 co-requisite courses enable students to take subsequent college-level work. The hours and credit earned in these courses do not count toward the hours and grade point requirements for graduation; however, the courses do count toward full-time status and eligibility for financial aid.

Special Admission Information

College Courses in the High School

If a student meets the following requirements and a Mountwest Community & Technical College course is offered at his or her high school, he or she may earn college credit while in high school:

- Be a Junior or Senior and letter of recomendation by the principal or counselor
- Submit a completed Mountwest Community & Technical College Admissions Application.
- Have a 2.0 grade point average on a 4.0 scale.
- ·Submit a preliminary high school transcript.

Early admission students are not eligible for financial aid

College Graduates

Application procedures for college graduates seeking an associate degree:

An applicant who has attained a degree elsewhere and who wishes to pursue an Associate degree at Mountwest Community & Technical College must apply as a transfer student and submit official transcripts from all institutions attended if credit is to be transferred. (See Transfer section). An associate degree requires students to fulfill the requirements of the degree.

EDGE Credit

EDGE stands for "Earn a Degree – Graduate Early," and it allows students to earn community and technical college credit for high school courses. Entering students who have taken selected high school courses and received EDGE Credit must notify the Admission's Counselor when enrolling at Mountwest to receive EDGE Credit.

Resident Aliens

Resident Aliens must submit a copy of a valid resident alien card and meet all relevant freshmen or transfer student admission requirements.

Transient Students

Students Visiting Mountwest from Other Institutions students enrolled in a degree program at another collegiate-level institution during the previous year who would like to enroll at Mountwest Community & Technical College may be admitted as transient students. Transient students must submit an application to the Mountwest Community & Technical College Office of Admissions for each term in which they wish to enroll and have the Registrar at their home institution send a letter of good academic standing to the Mountwest Community & Technical College Office of Admissions for each term in which they wish to enroll.

Mountwest Students Who Wish to Visit Other Institutions current Mountwest Community & Technical College students who wish to enroll at another institution must complete an advanced standing (transient approval) form prior to enrollment. The form may be obtained from the Mountwest Community & Technical College Registrar's office. Students who attend another institution for more than two semesters (excluding summer terms) must reapply as transfer students, even if prior transient approval has been granted. A student who completes an advanced standing (transient approval) form must submit a transcript from the host institution for all semesters attended. If the student did not actually attend the host institution for which approval was granted, that institution must provide documentation stating that the student was never enrolled there. Failure to provide these documents will result in a hold being placed on the student's record.

Enrollment Checklist

College Courses in the High School

Submit an Application for Admission Complete and submit our Application for Admission or apply online. An acceptance letter will be mailed and will include your student ID. Keep it secure!

Contact: Office of Student Services

One Stop Area 304-710-3060 or 866-676-5533 admissions@mctc.edu

Request Documents

Request your official high school transcript or a copy of your GED/TASC, AP scores, ACT/SAT or Compass scores, and any official college transcripts. Transcripts may not be faxed or hand-delivered. They must be mailed from the institution or organization.

Request all documents be sent to the Office of Admissions at Mountwest Community & Technical College, One Mountwest Way, Huntington, WV 25701.

Contact: Office of Student Services

One Stop Area 304-710-3060 or 866-676-5533 admissions@mctc.edu

Apply for Financial Aid

Apply for Financial Aid at www.fafsa.ed.gov. Mountwest's school code is 040414. First-time students must complete a Master Promissory Note and entrance counseling to receive loans.

West Virginia Residents Find out requirements for and apply for the West Virginia Invest Grant at www.wvinvests.org

Contact: Office of Financial Aid

One Stop Area 304-710-3370 or 866-676-5533 ofa@mctc.edu

Register for Classes

Contact: Office of Student Services One Stop Area 304-710-3060 or 866-676-5533

Print Your Schedule

Print your course schedule. This can be viewed in your myMCTC account. Login into myMCTC, choose Student & Financial Aid Information, Registration, and Student Detail Schedule. Please note that online courses do indicate a class time; however, this is only for administrative purposes. Online classes do not have set class times

Confirm Financial Aid Award

Verify that your financial aid is ready for the start of classes. Award can be viewed through myMCTC.

Contact Office of Financial Aid One Stop Area 304-710-3370 or 866-676-5533 ofa@mctc.edu

Note: If you are unable to attend orientation please ensure these actions are done prior to the start of your first semester.

Buy Your Books

Purchase or rent your textbooks at the Campus Bookstore. If you receive financial aid you may be eligible to receive a book voucher from the Cashier's Office to pay for your textbooks.

Contact: Mountwest Campus Bookstore Office #: 102 304-710-3500

Contact: Cashier's Office Office #: 101 • 304-710-3480

cashier@mctc.edu

Pay Your Tuition

Enrollment Checklist

Pay your tuition bill by the due date. Pay online or set up a payment plan through the Cashier's Office. You may pay in person at the Cashier's Office by cash, check or money order. Debit/credit card payments are accepted online by logging into myMCTC.

Payments may also be mailed to Office of Business Services, ATTN: Cashier's Office, Mountwest Community & Technical College, One Mountwest Way, Huntington, WV 25701.

Contact: Cashier's Office • One Stop Area • 304-710-3480 | cashier@mctc.edu

Activate Your BankMobile Account

If you are receiving financial aid you will receive a BankMobile kit in the postal mail. After you receive your kit, activate it using the provided instructions, and select your refund preference to receive funds disbursed from Financial Aid.

Contact: Cashier's Office • Office #: 101 • 304-710-3480 <u>cashier@mctc.edu</u>

Important Dates

Check the Academic Calendar for important dates, print your final class schedule after all changes are complete through myMCTC, and attend your classes!

Tuition and Fees

Mountwest Community & Technical College (the "College") and its governing board reserve the right to change fees and rates without prior notice. For current information regarding tuition and fees, please visit the Tuition and Fees website at: www.mctc.edu/paying-for-college/ tuition-fees

Payment of Fees

Tuition and fees are due and payable to the College in accordance with the due dates shown on any student billing statement, along with any due date posted in the Office of Student Accounts, in or around common areas and on the College's website. If payment of tuition and fees are not received on or before the posted due date, student registrations may be cancelled and subject to late and reinstatement fees, or the student may be withdrawn from the College. Students utilizing VA Post 9-11 (Chapter 33) and Vocational Rehabilitation & Employment (Chapter 31) education benefits are exempted. (See the Withdrawal/Reinstatement Policy).

Students will receive postcard reminders before the date in which tuition is due for the term: however, all billing after such time will only be available electronically through myMCTC. Regardless of the method in which billing is received, it is the student's responsibility to know when tuition and fees are due and to remit payment by the posted due date.

Student deferred payment plans for tuition

and fees are available; however, all available financial aid for the term must be applied to the student's account prior to determining the amount to defer. Students electing and eligible to participate in a deferred payment plan must complete a Payment Plan Agreement and remit payment of the first installment prior to the posted due date. Payment of tuition and fees may be made online through the students myMCTC account, in person at the Office of the Cashier, or by mail.

Registration is not complete until all tuition and fees are paid unless covered by a third-party sponsor from which an authorization has been received or VA Post 9-11 (Chapter 33) and Vocational Rehabilitation & Employment (Chapter 31) education benefits. Payments made by check or ACH (electronic check) and returned to the College as "Non-Sufficient Funds" may result in the cancellation of the student's registration. Returned payments are subject to a \$25 NSF fee and assessed against the student's account.

Students with a financial obligation to the College cannot engage in any registration activity until the obligation is satisfied. Any student account with a remaining financial obligation may be reported to a state-authorized collection agency, and the student may be responsible for any collection costs incurred by the College unless covered by VA Post 9-11 (Chapter 33) and Vocational Rehabilitation & Employment (Chapter 31) education benefits.

Withdrawal/Reinstatement Policy for Nonpayment of Enrollment Fees

- Upon notice to the Office of the Registrar, students with remaining financial obligations after the posted due date will be subject to the "Drop for Non-Payment" withdrawal process. The withdrawal will be classified as "Administrative-Nonpayment of Enrollment".
- Should the student satisfy the financial obligation after the "Drop for Non-Payment" process, notification will be made to the Office of the Registrar. The Registrar shall have discretion to approve or disapprove registration reinstatement requests.
- A student who owes a financial obligation to the College will not be permitted to enroll in subsequent semesters or terms until the obligation is fully satisfied or placed onto a special repayment plan contingent upon satisfactory academic and repayment progress.
- Students may file an appeal with the Registrar to dispute an "Administrative-Nonpayment of Enrollment" withdrawal.

Refund Procedures

Information regarding the current refunding schedule may be obtaining by visiting the Tuition and Fees website at: www.mctc.edu/paying-for-college/tuition-fees.

Refunds may occur when:

Students are denied admission, declared academically ineligible to return, or are unable to return for medical reasons. Students who are unable to return due to medical reasons may be

Tuition & Fees

refunded on a prorated basis.

- Students called to armed service will be refunded in accordance with issued military orders.
- Students registered for a course(s) which become necessary to cancel by administrative and/or faculty action, will be refunded the full cost of the course(s).
- Students officially requesting a complete withdrawal (CW) or total withdrawal through the Office of the Registrar from all courses for the term.

Refund Schedule

The following schedules apply for students officially withdrawn from the College and eligible to receive refunds. NOTE: Students withdrawn from the College for disciplinary reasons are ineligible to receive a refund of tuition and fees. Academic Year (Fall and Spring)

90% Refund

Changes processed during the first and second week of classes.

70% Refund

Changes processed during the third and fourth week of classes.

50% Refund

Changes processed during the fifth and sixth weeks of classes.

No Refund

Any changes beginning with the seventh week of classes.

Summer Term, Non-Traditional Periods and 8-Week Classes

90% Refund

Changes processed up to the first three (3) days of classes (up to 13% of the term)

70% Refund

Changes processed during the fourth through sixth day of classes (from 14% to 25% of the term)

50% Refund

Changes processed during the seventh through ninth day of classes (from 26% to 38% of the term)

No Refund

Any changes processed after the tenth day of classes (after 38% of term complete)

An entire day will be included in the refunding period should the percentage calculation result in a partial day.

The governing board of Mountwest Community & Technical College reserves the right to change refunding schedules without prior notice.

IMPORTANT:

In order to ensure proper notice of withdrawal, it is the student's responsibility to contact their respective academic counselor to drop courses. Students who do not officially withdraw from courses according to issued procedures shall be liable for the fees incurred up to the date in which the unofficial withdrawal was processed.

The refund schedule is promulgated by: West Virginia Council for Community & Technical College Education Legislative Rule, Title 135, Series 32: Tuition and Fees, Section 6: Refunds Mountwest Community & Technical College Institutional Board of Governors, Policy No. F - 7, Assessment, Collection, and Refund of Student Tuition and Fees

Tuition & Fees

Fall 2022 - Summer 2023

Students are assessed prorated base tuition and fees up to the 12-hour cap regardless of location and type of course, including E-Courses. An additional \$40.00 per credit hour fee will be assessed for any course designated as 100% online.

Program Fees are assessed as a flat fee based on the total number of hours enrolled. Students enrolled for seven (7) or more credit hours will be assessed 100% of the published program fee. Students enrolled for six (6) credit hours or less will be assessed 50% of the published program fee.

* Metro counties include the following: Ohio: Gallia, Jackson, Lawrence, Meigs, Pike, Scioto Kentucky: Carter, Elliot, Floyd, Greenup, Johnson Kentucky Reciprocity counties assessed at WV Resident rates include the following: Boyd, Lawrence, Martin and Pike - Students living in eligible Kentucky Reciprocity counties must coordinate with the Office of Financial Aid to validate eligibility status.

Additional fees may be assessed for specific course offerings. Please contact the Office of Student Accounts: Cashier at cashier@mctc.edu or by calling 304/710.3480 for additional information.

	Base Fees Program Fees (Per Credit Hour) (Per Credit Hour)			Full-Time (12+ Hours)	
WV Resident		6 Credits or less	7 Credits or more	Base Including Program Fees	
Allied Health (General)	\$ 200.75	\$ 75.00	\$ 150.00	\$ 2,559.00	
Respiratory Therapy	\$ 200.75	\$ 800.00	\$ 1,600.00	\$ 4,009.00	
Surgical Technology	\$ 200.75	\$ 150.00	\$ 300.00	\$ 2,709.00	
Applied Technology (Gener	al) \$ 200.75	\$ 50.00	\$ 100.00	\$ 2,509.00	
Aviation Maintenance	\$ 200.75	\$ 200.00	\$ 400.00	\$ 2,809.00	
Utility Construction	\$ 200.75	\$ 175.00	\$ 350.00	\$ 2,759.00	
Career & Technical (Genera	al) \$ 200.75	\$ 50.00	\$ 100.00	\$ 2,509.00	
Metro*					
Allied Health (General)	\$ 342.00	\$ 75.00	\$ 150.00	\$ 4,254.00	
Respiratory Therapy	\$ 342.00	\$ 800.00	\$ 1,600.00	\$ 5,704.00	
Surgical Technology	\$ 342.00	\$ 150.00	\$ 300.00	\$ 4,404.00	
Applied Technology (Gener	al) \$ 342.00	\$ 50.00	\$ 100.00	\$ 4,204.00	
Aviation Maintenance	\$ 342.00	\$ 200.00	\$ 400.00	\$ 4,504.00	
Utility Construction	\$ 342.00	\$ 175.00	\$ 350.00	\$ 4,454.00	
Career & Technical (Genera	al) \$ 342.00	\$ 50.00	\$ 100.00	\$ 4,204.00	
Non-Resident					
Allied Health (General)	\$ 500.17	\$ 75.00	\$ 150.00	\$ 6,152.00	
Respiratory Therapy	\$ 500.17	\$ 800.00	\$ 1,600.00	\$ 7,602.00	
Surgical Technology	\$ 500.17	\$ 150.00	\$ 300.00	\$ 6,302.00	
Applied Technology (Gener	•	\$ 50.00	\$ 100.00	\$ 6,102.00	
Aviation Maintenance	\$ 500.17	\$ 200.00	\$ 400.00	\$ 6,402.00	
Utility Construction	\$ 500.17	\$ 175.00	\$ 350.00	\$ 6,352.00	
Career & Technical (Genero	•	\$ 50.00	\$ 100.00	\$ 6,102.00	

Tuition & Fees

Application Fees		Other Fees	
Allied Health Program	\$ 45.00	Background Check Fee - Allied Health	\$ 125.00
Physical Therapy	\$ 45.00	Background Check Fee - Early Childhood Education	\$ 125.00
Veterinary Tech Program	\$ 45.00	Background Check Fee - Physical Therapy Assistant	\$ 125.00
		Background Check Fee - Veterinary Technology	\$ 125.00
Course Fees		Class Schedule Reinstatement Fee	\$ 25.00
E-Course per credit hour	\$ 40.00	Credit by Exam Fee-per course	\$ 40.00
Allied Health Programs Certification Exam Fee	\$ 150.00	Diploma Replacement Fee	\$ 20.00
Allied Health Programs Accreditation Exam Fee	\$ 250.00-340.00	Equivalent Credit Evaluation/Posting Fee (per credit hour)	\$ 10.00
Advance Safety Techniques	\$ 76.00 Graduation Fee		\$ 50.00
Aviation Maintenance Technology per credit hour	\$ 275.00	ID/Payment Card Replacement Fee	\$ 20.00
Deckhand	\$ 400.00	IT Repair & Certification Test Fee	\$ 200.00
EME/PAR	\$ 158.00	Late Payment Fee	\$ 50.00
Life Sciences	\$ 53.00	Student Reinstatement Fee	\$ 50.00
Life Sciences (Online)	\$ 100.00	Microsoft Office Systems(MOS)-Certification Exam	\$ 75.00
Machinist/Welding per credit hour	\$ 175.00	Off Campus Fee (per credit hour)	\$ 10.00
MAS Capstone	\$ 195.00	Online Course Fee *Distance Education - CT40 Major	
Medical Transcription	\$ 420.00	Code Only, \$140/credit hour - no cap	\$ 140.00
Physical Therapy Asst	\$ 53.00	New Student Fee	\$ 75.00
Physical Therapy Asst [Clinical]	\$ 63.00	Payment Card (Inactive) Replacement Fee	\$ 10.00
PTA Capstone	\$ 195.00	Placement Re-Test Fee	\$ 10.00
Tankerman	\$ 400.00	Portfolio Evaluation Fee (per submission)	\$ 300.00
Transportation Technology	\$ 32.00	Returned Payment Fee	\$ 25.00
		Test Center - Administrative Fee	\$ 30.00
Lab Fees		Transcript Fee	\$ 8.00
Allied Health	\$ 53.00	Transfer Student Evaluation Fee	\$ 20.00
Allied Health [HIT]	\$ 53.00	Game Development Coursework Exam Fee	\$ 120.00
Business, Business Law & CJ	\$ 53.00	HTML/CSS/Javascript Certification Exam Fee	\$ 85.00
Veterinary Tech	\$ 158.00	AutodeskUser Certification Exam Fee	\$ 73.50
Veterinary Tech Rabies Vaccination	\$ 875.00	Adobe Certifies Associate Exam Fee (Photoshop)	\$ 115.00
Banking and Finance	\$ 158.00	Abobe Certified Associate Exam Fee (Illustrator)	\$ 115.00
Business & Information Technology	\$ 42.00		
Career & Technology	\$ 79.00	A complete listing of all base, program and spec	ial fees can be
CISCO/Microsoft/Networking	\$ 142.00	viewed by visiting <u>www.mctc.edu/paying-forcollege/tuition-fees</u> .	
Culinary Arts	\$ 210.00	gg	-
Hospitality Management	\$ 69.00		
Liberal Arts & General Transfer Studies	\$ 32.00		
MIS/ Virtualization/Gaming/Net+	\$ 63.00		
Physical Therapy Asst.	\$ 116.00		

Financial Aid

First Steps to Apply for Financial Aid

A student must be admitted to Mountwest Community & Technical College and enrolled as a regular student in an eligible program before he or she can receive any financial aid. To apply for need-based financial aid, a student (and parent, if applicable) must complete a Free Application for Federal Student Aid (FAFSA) available online at www.fafsa.ed.gov. A student must submit the FAFSA to be considered for all available resources including institutional waivers, scholarships, grants, loans, and student employment. A processing fee is not required for the FAFSA.

The FAFSA determines family ability to meet the cost of the student's education, which, in turn, determines "financial need." Applicants should electronically submit the FAFSA as soon after October 1 as possible to receive consideration for programs with limited funding. Application deadline for West Virginia Higher Education Grant Program is April 15.

The federal application processor will send an acknowledgment to the student and will submit the data to Mountwest Community & Technical College upon student request. Mountwest's Title IV Institutional Code is 040414.

Need-Based Aid

Types of financial assistance:

Grants/Scholarships - Student assistance that does not have to be repaid, available from a number of sources.

Work Study - Employment opportunities for students with financial aid eligibility, based upon need and institutional funding.

Loans - Student assistance that must be repaid upon graduation or dropping at or below halftime enrollment.

Financial Assistance Programs at Mountwest Community & Technical College

Federal Pell Grant - (available to full- and parttime students). Applicants must complete the FAFSA.

Federal Supplemental Educational Opportunity Grant (SEOG) - (available to full- and parttime students).

Priority is given to Pell Grant recipients. Applicants must complete the FAFSA.

Federal Work Study

Under the Federal Work Study Program, eligible students enrolled at least half-time can work part-time to earn money for educational purposes. Students earn at least the current federal minimum wage and can work until the total amount reaches a preset level. Applicants must complete the FAFSA. Employment and/or positions are not guaranteed for all those who qualify or for all those who apply. Priority is given to students in on-campus, community service, and literacy program positions. Mountwest Community & Technical College has a separate application process as funds are limited. See Mountwest Community & Technical College's Office of Financial Aid for details

Federal Student Loans

Federal Direct Subsidized Loan - need-based loans (borrowed money that must be repaid, with interest, just like car loans and home mortgages) for students enrolled for at least six hours in a term. Applicant must complete the FAFSA and have unmet financial need. A variable interest rate is set annually, not to exceed 8.25%.

Federal Direct Unsubsidized Loan - for students enrolled for at least six credit hours who have not had their expenses met through other financial aid. Applicants must complete the FAFSA. Loan amounts, interest rates, and repayment conditions are the same as for the Federal Direct Stafford Subsidized Loan. However, interest payments on this loan accrue from the time the loan is disbursed until it is paid in full.

All first-time borrowers are required to complete an interactive entrance counseling interview at www.studentloans.gov Entrance interviews are designed to familiarize the borrower with his or her rights and responsibilities. All first-time

Financial Aid

borrowers are required to complete a Master Promissory Note at www.studentloans.gov.

Loan proceeds cannot be distributed until a student completes these requirements.

Repayment begins six months after graduation or after enrollment drops to fewer than six hours. All borrowers are required to complete an interactive Exit counseling interview at https://studentloans.gov/myDirectLoan/index.

State-Sponsored Tuition Waivers and Scholarships

West Virginia PROMISE Scholarships – The West Virginia PROMISE Scholarship Program is available to West Virginia high school graduates meeting eligibility standards. More details are available at https://secure.cfwv.com/Financial_Aid_Planning/Scholarships/Scholarships.aspx , or by calling toll-free: 1-877-987-7664.

WVInvests - Some students may qualify for WVInvests, a last dollar in financial assistance program. To see if you meet the requirements, students are encouraged to visit https://www.collegeforwv.com/programs/invest-grant/

West Virginia Higher Education Grant Program – (available to full-time students who are West Virginia residents). Applicants must complete the FAFSA. Details are available on the West Virginia Higher Education Policy Commission Web site, www.wvhepc.edu

West Virginia Higher Education Adult Part-time Student (HEAPS) Grant Program – Awarded to eligible part-time students taking no fewer than six hours or more than eleven semester hours and who have been West Virginia residents for 12 months immediately preceding the date of HEAPS Grant application. All applicants must complete the FAFSA. Details on HEAPS can be found at www.wvhepc.edu

Tuition Waivers and Scholarships at Mountwest Community & Technical College

Mountwest Community & Technical College requires a separate, annual application for institutional funds including Tuition Waivers and Scholarships. Incoming freshmen and transfer students are not automatically considered for scholarship assistance based upon admission records.

State-Mandated Tuition Waivers – The State of West Virginia mandates tuition be waived for certain classifications of students. See Mountwest's Community & Technical College Office of Financial Aid for specific requirements.

Metro Area Fees

Kentucky – Carter, Elliott, Floyd, Greenup, and Johnson counties Ohio – Gallia, Jackson, Lawrence, Meigs, Pike and Scioto Reciprocity – Boyd, Lawrence, Martin, and Pike counties in Kentucky Rates apply to persons residing in these counties.

Satisfactory Academic Progress

Federal regulations require Mountwest Community & Technical College to have a written policy for reviewing students' progress toward attaining their certificate or degree.

To continue to be eligible for Federal Student Aid (FSA) funds, a student must make satisfactory academic progress (SAP). Mountwest Community & Technical College checks degree and certificate-seeking students' progress at the end of each academic term. Mountwest Community & Technical College's SAP policy requires students to maintain a cumulative GPA of 2.0, complete at least 67% of all hours they attempt, and not exceed attempting 150% of the credit hours required for their credential. See Mountwest's Community & Technical College Office of Financial Aid for a complete description.

Return of Title IV Funds

Federal regulations require Mountwest Community & Technical College to have a written policy for the return of Title IV funds received by students who withdraw during a term for which they receive payment. These policies are effective only if a student completely terminates enrollment (i.e., cancels his/her registration, withdraws, or is dismissed) or stops attending classes before completing 60% or more of the enrollment period.

Financial Aid

Students planning to terminate enrollment at Mountwest Community & Technical College must contact their assigned counselor to complete the appropriate paperwork. Adjustments to tuition charges resulting from official terminations are based on the effective date of termination and in accordance with the federally mandated calculation as specified in Section 484B of the Higher Education Act.

This law also specifies the order of return of Title IV funds to the programs from which they were awarded. The calculation is based on the period of enrollment completed. That percentage is computed by dividing the total number of calendar days in the term into the number of calendar days completed as of the date of student notification

The percentage of Title IV assistance to which the student is entitled (has "earned") is equal to this percentage of the term completed up to 60%. If the termination occurs after 60% of the term is completed, the percentage is equal to 100%.

The amount of Title IV aid which must be returned is based on the percentage of "unearned" aid. That percentage is computed by subtracting earned aid from 100%

Mountwest Community & Technical College is reguired to return the lesser of 1) the unearned aid

percentage applied to institutional charges or 2) the unearned aid percentage applied to the total Title IV aid received.

The student is required to return the difference between the amount of unearned aid and the amount returned by the college. Mountwest Community & Technical College will bill the student for the amount the student owes the Title IV programs and/or any amount due the college resulting from the return of Title IV funds used to cover college charges, including collection costs. If the student (or parent(s) in the case of PLUS loan) is required to return a portion or all of his or her loan proceeds, the calculated amount is to be repaid according to the loan's terms. Students must return only half the amount of grant funds calculated as a repayment due.

Funds are returned to the following Title IV sources in order of priority:

- Unsubsidized Federal Direct Loans
- 9 Subsidized Federal Direct Loans
- 3. Federal Direct PLUS Loans
- 4. Federal Pell Grants
- 5 Federal SEOG

FSA Programs - studentaid.ed.gov/sa/

Direct Stafford Loans studentloans.gov/myDirectLoan/index.action

Important Phone Numbers Main - 1 (866) 676-5533

Mountwest Student Services (304) 710-3140

Office of Financial Aid 1 (866) 676-5533/ (304) 710-3370

FSAIC (Federal Student Aid 1 (800) 433-3243

Information Center)

Default Resolution Group 1(800) 621-3115

West Virginia Higher 1 Education Policy Commission =(877) 987-7664

Important WebSites

Mountwest - www.mctc.edu

West Virginia Higher Education Policy Commission www.wvhepc.edu/

FAFSA - www.fafsa.ed.gov

FSA ID - fsaid.ed.gov/npas/index.htm

Military, Veterans and Dependents

GI BILL INFORMATION

- Post 9/11 GI Bill (Chapter 33) Pays for tuition, fees, books, and cost of living based on BAH rate for an E5 with dependents. This benefit is based on the amount of active duty served after 9/11.
- Montgomery GI Bill (Chapter 30) and Montgomery GI Bill-Selected Reserve (Chapter 1606) – Pays a monthly living allowance.
- Reserve Educational Assistance Program (Chapter 1607) Pays a monthly living allowance based on the longest active duty deployment. If you have deployed three or more times for a combined service of at least 36 months, reservists may qualify for the maximum payment for this benefit. This is the only time a combination of combat tours under this chapter is authorized.
- Dependents Educational Assistance Program
 (Chapter 35) Pays a monthly living allowance.
- Vocational Rehabilitation (Chapter 31) An employment benefit that is available for Service Connected Disabled Veterans. If approved for college as part of a VOCREHAB plan, this benefit pays 100% tuition, fees, books, a monthly living allowance (based on you and your number of dependents) and a stipend for needed school supplies.

SEVEN SIMPLE STEPS TO GETTING STARTED

- 1. Obtain your military transcripts.
 - For the Army, Navy, Coast Guard, and Marines, go to: https://jst.doded.mil/jst/
 - For the Air Force, go to: https://www.airuniversity.af.edu/Barnes/CCAF/ Display/Article/803247/community-college-of-the-air-force-transcripts/
- 2. Email Transcripts to beanes@mctc.edu for a credit evaluation. You will need to provide your email address, phone number, and mailing address.
- 3. Apply to Mountwest Community and Technical College using this link: https://www.mctc.edu/getting-started/
- 4. Apply for education benefits. You should fill out both of the following applications to maximize financial assistance:
 - GI Bill https://www.va.gov/education/
 - Federal Financial Aid: https://studentaid.gov/h/apply-for-aid/fafsa
- 5. Contact your School Certifying Official (SCO) at beanes@mctc.edu to register for your first term of classes.
- 6. Check status of financial assistance.
 - Federal Tuition Assistance contact the Education Officer for your unit
 - <u>State Tuition Assistance (Guard)</u> contact your Army/Air Guard Education Service Officer
- 7. Once you have completed the above steps, fill out this form for certification of your benefits at Mountwest: https://www.mctc.edu/veterans-certification-request/

Military, Veterans, and Dependents

Compliance with Military Selective Service Act

State law provides that a male person who has attained the age of eighteen (18) years may not enroll in a state-supported institution of postsecondary education unless he is in compliance with the Military Selective Service Act (50 U.S. Code, Appendix 451, et. eg. and the amendments thereto). Also, a male person may not receive a loan, grant, scholarship, or other financial assistance for postsecondary higher education funded by state revenue, including federal funds or gifts and grants accepted by this state, or receive a student loan guaranteed by the state unless he is in compliance with the Military Selective Service Act

Service Members Opportunity Colleges

Mountwest Community and Technical College is an institutional member of Service Members Opportunity Colleges (SOC), a group of over 1800 colleges and universities providing postsecondary education to members of the military throughout the world. As an SOC member, Moutwest Community & Technical College recognizes the unique nature of the military and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences.

Training Credit

The Commission on Accreditation of Service Experiences of the American Council on Education has developed equivalence credit recommendations for educational experiences in the Armed Forces. This is credit in addition to that awarded for physical education. Veterans should contact the Military Programs Coordinator for evaluation of their armed services educational experiences and should submit the Joint Services Transcript (IST) or CCAF transcript by bringing a copy to the Office of Military Programs.

JST transcript request forms are available in the Office of Military Programs or can be retrieved at the secure website https://ist.doded.mil/official.html.

Residency

An individual who is on full-time active military service in another state or a foreign country or an emplovee of the federal government shall be classified as an in-state student for the purpose of payment of tuition and fees: Provided, that the person established a domicile in West Virginia prior to entrance into federal service, entered the federal service from West Virginia, and has at no time while in federal service claimed or established a domicile in another state. Sworn statements attesting to these conditions may be required. The spouse and dependent children of such individuals shall also be classified as in-state students for tuition and fee purposes. Dependents of deployed service members shall be classified an in-State student for the purpose of payment of tuition and fees: Provided, the dependent applied to Mountwest during the period of the spouse's/parent's deployment and deployment orders are provided. Military, Veterans and Dependents Persons assigned to full-time active military service in West Virginia and residing in the State shall be classified as in-State students for tuition and fee purposes. The spouse and dependent children of such individuals shall also be classified as in-State students for tuition and fee purposes.

Veterans participating in Vocational Rehabilitation (VOCREHAB) through the Department of Veterans Affairs shall be classified as an in-State student for the purpose of payment of tuition and fees only for the period of participation within the VOCREHAB program. Recruits entering any branch of the military and participating in the Military Recruit Concurrent Admissions Program shall be classified as an in-State student for the purpose of payment of tuition and fees. Recruiters from all branches of the military

participating in the Recruiter Education Incentive Program shall be classified as an in-State student for the purpose of payment of tuition and fees.

Called To or Volunteered for Active Duty

Service members called to or volunteering for active duty missions will be granted the following:

1. If the student meets \(^3\)4 of the term, they will receive their grade as it stands on the 34 mark.

- 2. If the student does not reach the 34 point of the term, they will be backdated out of the term and all Tuition Assistance paid will be reimbursed to the entity that paid it.
- 3. Upon return from active duty, the student will be able to continue with their degree pursuit as if they had never left the institution.

Contact Information Scott Beane, Instructional Specialist Phone: (304) 710-3417 • E-mail: beanes@mctc.edu

Workforce Development

Department of Workforce Development

Mountwest Community & Technical College offers a wide range of short-term, non-credit, skills training that can provide you or your family members with opportunities for professional development and personal enrichment. Call (304) 710-3414 for more information on these and other training programs offered at Mountwest Community & Technical College. Or visit www. mctc.edu for more information on current course schedules, costs, or a complete listing of professional development and personal enrichment classes.

Customized Training

The college provides customized training to business and industry. It proactively assists business in identifying organizational goals, training needs, and appropriate solutions to keep pace with changes. Cost-effective training is provided by Mountwest Community & Technical College faculty or contracted training specialists at a time and place convenient to the customer.

Industry-Recognized Skill Set Training and Certifications

The rapidly changing demands placed on business require continuous improvement and training to stay current and competitive in a global economy. The college insures quality training by developing and implementing training solutions that meet local, state and national certification requirements of industry and government agencies. The following specific skill set training, preparatory classes, testing and assessments prepare individuals for occupational licensures and certifications required by local, state and national government agencies and industry.



Find the right career for you.

PROGRAMS OF STUDY

mctc.edu/programs

ALLIED HEALTH

2 Year Degrees

AAS Health Information Technology

AAS Health Science

AAS Massage Therapy

AAS Medical Assistant

AAS Paramedic Science

AAS Pharmacy Technician

AAS Physical Therapy Assistant

AAS Radiologic Technology

AAS Respiratory Therapy

AAS Veterinary Technology

APPLIED TECHNOLOGY

2 Year Degrees

AAS Aviation Maintenance Technology

AAS Biomedical Instrumentation Technology

AAS Electronics Technology

Advanced Automation Technology

AAS Engineering Design Tech

Additive Manufacturing

AAS Machinist/CNC Technology

AAS Welding Technology

BUSINESS PROGRAMS

2 Year Degrees

AAS Accounting

AAS Banking and Finance

AAS Management Technology

- Business Administration
- Call Center Supervisor
- Hospitality Management
- Industrial Management

CULINARY & HOSPITALITY

2 Year Degrees

AAS Culinary Arts

GENERAL STUDIES & TRANSFER

2 Year Degrees

AS General/Transfer Studies

- Healthcare Professions
- Nursing

1 Year Certificates **CAS Health Care Professions** 1 Year Certificates

CAS Allied Health Occupations

CAS Certified Coding Specialist

CAS Exercise Science

CAS Healthcare Data Management

CAS Paramedic Science

CAS Pharmacy Technician

Skill Sets

Allied Heal

EMT for Health Professionals

Patient Care Technician

Personal Training

1 Year Certificates

CAS 3D Printing Concentration

CAS Machinist

CAS Welding Technology

Skill Sets

ArcGis Professional

CNC Operator

Machinist Technology

Manual Machinist

1 Year Certificates

CAS Accounting/Bookkeeping

Skill Sets

Entrepreneur

1 Year Certificates

CAS Hospitality Management

Skill Sets

Event Management Skillset

AA Transfer Studies

- Behavioral Science
- Elementary Education
- Social Studies Education
- Media Studies

HUMAN SERVICES & EDUCATION

2 Year Degrees

A.A.S. American Sign Language

A.A.S. Early Childhood Education

INFORMATION TECHNOLOGY

2 Year Degrees

AAS Graphic Design

AAS Information Technology

- Animation & Game Developer
- Network Systems Administration
- Network Systems Cyber Security
- Network Systems Security

AAS Mobile Application Development

AAS Multimedia Design

LEGAL STUDIES

2 Year Degrees

AAS Criminal Justice

AAS Paralegal

1 Year Certificates **Legal Support**

1 Year Certificates

Workforce Readiness

1 Year Certificates

1 Year Certificates

C.A.S. Deaf Studies

C.A.S. Assistant Teacher

CAS Cisco Certified Network Associate

Graphic Design Workforce Readiness

CAS Microsoft Certified Solutions Associate

CAS Microsoft Certified Solutions Expert

Skill Sets

Skill Set

Skill Sets

Law Enforcement

Technical Studies

NON-TRADITIONAL DEGREES

2 Year Degrees

A.A.S. Board of Governors

- Allied Health
- Business
- Criminal Justice
- Information Technology
- Maintenance Technology
- Transportation

A.A.S. Occupational Development

Child Development Specialist

A.A.S. Technical Studies

Surgical Technology

TRANSPORTATION

2 Year Degrees

AAS Transportation

- Intelligent Transportation
- Intermodal Management
- Railway
- Maritime
- Roadway
- Transit

1 Year Certificates Transportation

Transportation (Railway)

