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Mission

Eastern provides accessible and affordable educational opportunities for academic, technical, workforce training and life-long learning for the Potomac Highlands regional community.

Vision

Eastern West Virginia Community and Technical College enriches the Potomac Highlands regional community through a range of innovative programs and services that exemplify community college values and achieve the community college mission.

Values

In its institutional attitudes, policies, practices, and activities, Eastern West Virginia Community and Technical College is committed to:

Opportunity

- Education is accessible, by geographic location or delivery through technology, and affordable to residents throughout the College's region of responsibility.
- The College maintains an open door admission policy.
- All learners are accepted and valued; diverse students are sought, welcomed, and provided a nurturing environment.
- Student support services assure opportunity through student-friendly intake and orientation activities, timely provision of financial aid, and positive interaction from initial contact with students through achievement of their goals.

Quality Teaching and Lifelong Learning

- Academic offerings meet the needs of students for learning skills, for career related education and training, and for personal growth.
- The College celebrates and promotes lifelong learning by providing learning opportunities that are relevant to all students.
- Learner-centered instruction recognizes different learning styles and is supported by use of appropriate technology.
- The results of continuous learning outcomes assessment improve instruction, focus and drive faculty development, and ensure that teaching and learning is relevant and of high quality.

Integrity

- The College is open and honest in its relations with students, employees, and its partners.
- The College confirms the community college mission as its central purpose.
- The College affirms that all employees contribute to institutional mission accomplishment, either by teaching or by supporting teaching and learning.
- The College rewards initiative, creativity, and teamwork in the positive resolution of institutional problems and advancement of a common organizational agenda.
- The College models its commitment to diversity in all areas of its institutional life—students, employees, governance, and supportive entities and relationships.
- In its operations and activities, the College demonstrates financial responsibility and accountability.

Partnerships

- The College promotes a broad sense of community that breaks down barriers and encourages collaborative attitudes and action.
- The College collaborates and partners with public schools, other educational providers, business and industry, labor, government, and arts and cultural organizations to serve students, support economic and community development, and enhance opportunities for cultural growth.
- In its teaching and learning and its learner support activities, the College recognizes and promotes student awareness and knowledge of regional, national, and global interdependence.

Continuous Improvement

- The College continuously assesses its policies and practices and scans the external environment to ground its planning and to improve institutional efficiency and effectiveness.
- The College encourages and supports employees' efforts to improve job skills, to maintain technological currency, and to develop professionally.
- The College procures and effectively applies technology to its operations and processes.

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The College

Eastern West Virginia Community & Technical College (Eastern) is a coeducational, state-supported, comprehensive community and technical college, established March 21, 1999, operating under the aegis of the West Virginia Council for Community & Technical College Education. On July 1, 2001 Eastern's Institutional Board of Governors was established as a local governing body. The College serves the citizens of a six county district in eastern West Virginia: Grant, Hampshire, Hardy, Mineral, Pendleton and Tucker Counties. As a comprehensive community and technical college, Eastern offers a variety of programs and courses in career-technical education, general education, developmental studies, workforce education and community education. Graduates receive Associate in Arts degrees, Associate in Science degrees, Associate in Applied Science degrees, and Certificates in Applied Science.

Eastern is committed to providing services for the economic and cultural well-being of the residents in its six county district. The College provides a full array of programs and services that address West Virginia's goals for postsecondary education. Programs and courses are offered on and off-campus, at the work site, in the public schools, and at times convenient for community residents. Eastern maintains formal relationships with accredited colleges and universities to provide students with degree completion and coordinated learning opportunities through brokering courses and programs and use of the latest technology. Central to the core of its mission, the College provides degrees, courses and workforce education programs to:

- Encourage citizens to pursue a life-time of learning;
- Serve as instruments of economic development;
- Meet the needs of employers

Eastern West Virginia Community & Technical College offers rigorous and relevant programs at the associate degree level. Each program includes a general education core satisfied by completion of courses in multiple disciplines, a concentration specific to the major and elective courses permitting the student to select coursework relevant to his or her career or educational goals. In addition to traditional college courses and classroom learning experiences, Eastern utilizes distance learning opportunities, interactive video and course brokering agreements with regionally accredited institutions to expand the learning opportunities for its students.

Discovery centers, in addition to the Main Campus, are located throughout the service area. The discovery centers are operated as distance learning classrooms linked with an interactive audio, video and data telecommunications system. This system permits classes to originate at any location, enabling the instructor to maintain simultaneous two-way audio and video contact with students. This allows the College to provide more course offerings to all discovery centers, to better utilize its instructional resources and most importantly increase educational opportunities throughout its district.

Eastern West Virginia Community & Technical College operates discovery centers and regional centers in the following facilities in addition to the Main Campus.

- Eastern Technology Center
- East Hardy Discovery Center (located at High School)
- Hampshire Discovery Center (located at High School)
- Michael Medical Building
- Mineral Discovery Center (located at County Technical Center)
- Pendleton Discovery Center (located at High School)
- Petersburg Discovery Center (located at High School)
- Tucker County High School

INSTITUTIONAL ACCREDITATION

Eastern West Virginia Community and Technical College is accredited by:

The Higher Learning Commission

A Commission of the North

Central Association of Schools and Colleges

230 South LaSalle Street, Suite 7-500

Chicago, IL 60604-1413

Phone: 312.263.0456 or 800.621.7440

FAX: 312.263.7462

<http://ncahlc.org/>; info@hlcommission.org

INSTITUTIONAL POLICIES

Catalog Adherence Policy

Eastern West Virginia Community & Technical College's Academic Catalog contains official announcements of College policies, programs of study and courses offered for the period specified herein. The College reserves the right to repeal, revise or amend the information contained in the Catalog.

Interim catalog addenda may be issued during the life of any edition of the Catalog. It is the responsibility of the student to read and abide by the Catalog and any of the subsequent Addenda that may be published. Such addenda will be available from the Learner Support Services staff at the Main Campus and from the Discovery Center Advisors at each of the College's Discovery Centers.

Students enrolling at Eastern West Virginia Community & Technical College must follow the program requirements listed in the Catalog in effect at the time of entry into the College (provided graduation requirements are completed within five years). Students have the option of meeting program requirements in a later Catalog provided that they make a formal written request to the Dean for Academic and Student Services and that they meet all requirements of the later Catalog.

This policy does not imply that the College will necessarily continue to offer all courses needed to complete all programs for which students may have enrolled. If a course substitution is needed, a suitable course will be recommended by the advisor and approved by the Dean for Academic and Student Services prior to the student enrolling in the course.

The Catalog is prepared for information purposes only and is not considered to be a binding contract between Eastern West Virginia Community & Technical College and the students.

Equal Opportunity, Non-Discrimination, and Affirmative Action

The Eastern West Virginia Community & Technical College Board of Governors (Board) is committed to equal opportunity and non-discrimination for all employees, students, prospective students and applicants for employment. This commitment applies to all qualified persons without regard to race, color, national origin, religion, sex, sexual orientation, disability, age, or any other basis which is proscribed by law, in employment or in the application, admission, participation, access and treatment of persons in instructional programs and activities.

The Board concurs with the American Association of Community Colleges (AACC) that such a commitment to equal opportunity and nondiscrimination "*ensures and recommitts to open door access, the cornerstone of the community college mission. This fundamental commitment is critical to our democracy's cherished principle of equal opportunity for every individual and to the social and economic vitality of the nation.*" The College will take affirmative action measures to insure the continued entry of qualified minorities, women, veterans and the disabled, as defined by law, into the staff and student bodies. Infractions should be reported to the Human Resources Administrator.

Individuals with Disabilities

As required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, reasonable accommodations are provided for those students whose documented disability may affect their pursuit of a college education. These students must contact the Student Services Specialist if services are desired.

Student Privacy (FERPA)

Students are guaranteed the rights to protect the privacy of their educational records and to inspect and review the information maintained by the College, as provided in the Family Education Rights and Privacy Act of 1974, as amended (FERPA). Further, students are permitted to dispute any educational record items which are believed inaccurate. Student requests to review their educational records must be made in writing directed to the Dean for Academic and Student Services.

Confidential student information or educational records release shall require: (1) Written authorization by the student, and/or (2) Court order or other judicial authority in accord with applicable law.

The College has designated as public, or "directory information," the following information: Student's name, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received.

The College may release all or part of the directory information listed above. If a student does not wish to have public or "directory information" released, the student must notify the Dean for Academic and Student Services in writing by the end of the first full week of classes each semester. Upon receipt of notice, such records shall remain restricted until released by the student.

The College reserves the right to alter its practices in regard to the Family Educational Rights and Privacy Act, as this law is subject to modification and refinement by the U.S. Department of Education.

Drug-Free Work Place and Drug-Free Schools and Communities

In accordance with the provisions of the Drug-Free Work Place Act of 1988 and the Drug-Free Schools and Communities Act of 1989, Eastern West Virginia Community & Technical College has implemented a policy regarding use of drugs in the College. Eastern recognizes the importance of a safe and healthy educational environment. Any student or employee violating this policy shall be subject to disciplinary action. The complete copy of this policy is available in the Orientation Guide & Student Handbook.

Sexual Harassment/Discrimination Policy

Students at Eastern West Virginia Community & Technical College are entitled to an environment free from sexual harassment or discrimination. Policy, laws and regulations require the College to eliminate sexual harassment, to provide an environment that is respectful of the dignity of all students and employees, to inform the college community about sexual harassment and sex discrimination and to provide sanctions for harassing behavior.

Students are encouraged to report sexual harassment complaints or allegations to the Student Services Specialist or Dean for Academic and Student Services. These officials will advise students of the internal informal reporting and formal complaint procedures. Such officials are trained and understand that internal procedures do not preclude the use of any other complaint mechanisms available to complainants.

Upon receipt of an allegation or complaint of sexual harassment, the Eastern College official or representative, after consultation with Eastern's President or designee, shall immediately initiate an investigation or other appropriate attempt to resolve the situation. Depending upon whether an informal or formal procedure is initiated, a report or recommendation of appropriate action must be completed and forwarded to the President. Upon receipt of the report or recommendation, further investigation or meetings may be required at the President's discretion. The President shall make a decision in all formal complaint procedures and issue a written report to the complainant, subject to legal protections and guidelines.

Eastern West Virginia Community & Technical College, pursuant to the requirements of Titles IV, VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the 1975 Age Discrimination Act, and the Americans with Disabilities Act of 1990, does not discriminate against applicants, employees, or students on the basis of race, color, religion, gender, disability, age, sexual orientation or national origin in its admission or employment policies nor its educational programs or activities. Inquiries regarding these policies should be directed to: Executive Dean, Eastern West Virginia Community & Technical College, 316 Eastern Drive, Moorefield, WV 26836, 1.877.982.2322. Policy manuals are available in the offices of the Executive Dean and Dean for Academic and Student Services.

Student Right-to-Know Act

In accordance with the Federal Student Right-to-Know regulations, all current and potential students may review the graduation rates for Eastern West Virginia Community & Technical College, which are published in the West Virginia Higher Education Report Card. The Report Card is available for review in the Learning Resource Center, Main Campus. This information is also available at the Higher Education Policy Commission website: www.hepc.wvnet.edu.

Formal Student Complaints

All formal, written complaints regarding any unit of the college will be logged in the office of the Dean for Academic and Student Services along with the actions taken to resolve the complaint.

Safety Information

Eastern West Virginia Community & Technical College provides information on the incidence of crime at College facilities. This information is available in the West Virginia Higher Education Report Card. Additionally, the College publishes crime statistics and assistance resources in each semester schedule. The schedule is available at the Admissions and Registration area in the Main Campus or nearest Discovery Center.

Appropriate Computer Usage Policy

Access to computing resources is a privilege the College grants to its faculty, staff, and students. Access may also be granted to other individuals for purposes consistent with the mission of the College.

Computing tools, including library resources or the telephone system, are shared goods, essential to the instructional, research and/or administrative functions of the College. The continued availability of these expensive and sometimes fragile resources requires that they be legitimately used.

Use of Eastern's computing resources is for the purposes related to the College's mission of education, research, and public service. Only those software packages authorized by the College may be installed or downloaded on College computers. Computers must be used for purposes related to student studies, instruction, duties as employees for official business, and other college approved activities. The recreational use of the account for purposes unrelated to the institution's goals and mission is prohibited.

The College will not tolerate the use of a computer or Internet to hurt, harass, attack or harm other individuals, groups, organizations, or other entities, their actions or their work. Viewing, accessing, or transmitting pornographic material is strictly forbidden. Disabling virus protection programs is explicitly prohibited.

Computing resources should be used in accordance with the high ethical standards of the college community as described in the Code of Student Conduct and the Orientation Guide & Student Handbook. Violations of the policies described for legal and ethical use of computing resources will be dealt with seriously. Violators will be subject to the normal disciplinary procedures of the college and, in addition, the loss of computing privileges may result. Illegal acts involving Eastern's computing resources may also be subject to prosecution by state and federal authorities. A copy of the institution's policy on computer usage may be obtained from the Information Technology Office.

Tobacco Usage Policy

All locations of Eastern West Virginia Community & Technical College are designated as non-tobacco usage (i.e. smoking tobaccos, chewing tobaccos and snuff) facilities.

Inclement Weather and Emergency Situation Policy

Eastern West Virginia Community & Technical College will cancel classes or close facilities only in extreme emergency situations. In the event of emergency situations, students, employees and the general public can obtain cancellation information by calling the College at 304.434.8000 and selecting extension 555 for school information or by listening to local radio and television stations or by checking the college website at:

www.easternwv.edu
or
www.cancellations.com

In the event of inclement weather it is also possible to receive closing information by tuning in to the following sources:

WVPR	West Virginia Public Radio
WHSV	Harrisonburg, VA
WUSA TV	Washington, DC
WELD AM/FM	Fisher, WV
WHAG TV	Hagerstown, MD
WINC AM/FM	Winchester, VA
WKCY AM/FM	Harrisonburg, VA
WQWV FM	Petersburg, WV
WFRB FM	Frostburg, MD
WQZK FM	Keyser, WV
WKGO FM	Cumberland, MD

Discovery Centers adhere to the schedule of their respective county school system. School system postings can be found on the web at <http://wvde.state.wv.us/closings/county/all>

GENERAL EDUCATION PHILOSOPHY AND GOALS

Philosophy

Central to Eastern's mission and vision is the College's commitment to the development of each student as a well-educated individual. Consequently, the college requires a general education core curriculum as an integral component of all degree programs. The general education curriculum is intended to provide all students, regardless of major, with knowledge and skills which serve as the foundation for lifelong learning, professional success and personal achievement. The general education program promotes the development of independent, critical and conceptual thinking skills and those skills necessary for effective communication. The general education curriculum demonstrates the College's commitment to provide appropriate and relevant education to enhance the growth and development of learners as they face the challenges of the 21st century.

Goals

Students who have completed the general education requirements of an associate degree will exhibit improved competencies in the following:

Critical Thinking Skills

Students will demonstrate their ability to think critically by observing critically, reading critically, planning, reflecting, analyzing, evaluating and synthesizing.

Oral and Written Communications

Students will demonstrate their oral and written communication skills by listening actively, speaking effectively, and writing effectively.

Mathematical Skills/Competencies

Students will demonstrate their abilities to think mathematically by applying mathematical concepts in problem-solving including estimation, computation, analysis, assimilation, application, transference and modeling strategies as needed for living in today's and tomorrow's world.

Informational Access/Literacy Skills

Students will demonstrate their inquiry and research skills by using electronic tools and non-electronic resources to acquire, process, and manage information as well as to locate, retrieve, and evaluate information.

Scientific Inquiry and Research Skills

Students will demonstrate their scientific inquiry and research skills by using scientific methods effectively in problem solving; posing a question to be answered or make a prediction about objects or events; using multiple lines of inquiry to collect information; organizing, evaluating, analyzing, and interpreting findings.

A Cultural, Artistic, and Global Perspective

Students will demonstrate cultural, artistic and global perspectives through understanding their own culture; recognizing and valuing differences among cultural groups, artistic modes, and cultural artifacts; and understanding the role of diversity in the expanding global context.

Workforce and Citizenship Skills

Students will demonstrate workforce and citizenship skills needed for professional success through punctuality, cooperation, negotiation, self-discipline, teamwork, leadership, conflict resolution, ethics, commitment/loyalty, responsibility and accountability and by recognizing the benefits and the need for participating in lifelong learning activities and civic and community programs.

Note: Each degree and certificate program contains required general education courses. Students must select general education courses from the approved courses listed in the **General Education Courses and Designations** (Page 50) and posted in the semester schedule of courses (Tabloid).

ADMISSION POLICY AND PROCEDURES

Admission Policy

Eastern subscribes to an “open door” admissions policy welcoming all adults wishing to continue their education. Admission classification may vary given unique circumstances. Students with a high school diploma or its equivalent are admitted as “regular students”. Anyone who has attended another college prior to enrolling at Eastern is admitted as a “transfer” student. “Transient” students are students officially enrolled at another college. Foreign nationals and others who indicate they can benefit from an instructional program or course are admitted as “conditional” students. (Note: “conditional students” will be evaluated individually by the Registrar and informed of the information required for admission to Eastern.) High school students may be admitted as “early entrance” students if they are recommended by their school’s officials. Admission to Eastern does not imply eligibility to enroll in a course with established prerequisites or certain minimum entrance requirements as described in a specific course. Admission to Eastern does not imply eligibility for, or admission to, any specific program for which more stringent admission requirements have been established.

Admission Procedures

Applications for admission may be obtained at the Admissions and Registration area at the Main Campus or nearest Discovery Center, area high school counselors or by mail.

Application materials include:

- Completed and signed application for admission to the College. For details on brokered programs, students should refer to affiliate college offering the program.
- An official high school transcript or GED® scores. Transcripts should be sent directly from the high school.
- An American College Test (ACT) or Scholastic Aptitude Test (SAT) report. Applicants may use these scores to satisfy some course placement requirements. Some programs may require ACT or SAT scores; however, no minimum score on the ACT or SAT is necessary for general admission to the College. Results are used for counseling purposes, course placement and academic advising.
- A transcript(s) of all previous college work sent directly from the issuing institution if applicable.
- Proof of immunization for measles and rubella for applicants born after January 1, 1957 (See Immunization Policy page 13).
- Verification of selective service registration for male applicants ages 18 through 25 (See Compliance with Military Selective Service Act page 14).
- A transient student letter for applicants registered at another college(s) but taking course work at Eastern (See “Admission Procedures – Transient Students” page 14).

Failure to file admission materials may prevent admission or delay the transfer of credits from other institutions. All application materials become the property of the College and will not be returned. For additional information about admission, contact Admissions and Registration at the Main Campus.

Immunization Policy

All full-time, regular degree seeking students through age 24 are required to produce documentation of measles, mumps and rubella immunization (MMR).

All other students are not required to produce documentation of measles, mumps and rubella immunization (MMR). It is recommended, however that students in this category check with their family physician or local health department to insure that all appropriate immunizations are current.

In the event of an outbreak of any vaccine preventable illness, all new students, regardless of age or number of credits enrolled, will be required to produce appropriate immunization records.

Students accepted into specific programs of study, for example health related programs, may be required to produce the appropriate immunization records as related to professional standards for training and working in the field.

