



## **ACCREDITATION, APPROVAL, AND LICENSURE OF INSTITUTION AND PROGRAMS**

### **History**

The West Virginia Junior College, originally Capitol City Commercial College, was established on September 1, 1892. The College was originally established to train students in secretarial and business office skills and has undergone changes in location and curriculum through the years to keep up-to-date with the changing need of area employers. Current program offerings include information technology, legal and allied health majors in addition to the traditional business-oriented programs. In 2001, the College established an additional campus in Bridgeport to secure the career training needs of north central West Virginia residents.

### **Approvals/Accreditation/Authorization to Operate**

West Virginia Junior College is institutionally accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas and associate's degrees. The Accrediting Council for Independent Colleges and Schools contact information is 750 First Street, N.E., Suite 980, Washington, DC 20002-4241 (202-336-6780).

West Virginia Junior College is authorized to offer post-secondary education programs leading to a certificate, diploma, or associate degree in the state of West Virginia in accordance with its permit issued by the West Virginia Council for Community and Technical College Education, 1018 Kanawha Boulevard, East, Suite 700, Charleston, WV 25301, (304) 558-0265 in accordance with Chapter 18B of the West Virginia State Code.

West Virginia Junior College is certified by the U.S. Department of Education, 400 Maryland Avenue, SW, Washington DC 20202 (800) 872-5327, under the Higher Education Act of 1965, as amended to participate in Title IV student aid programs.

West Virginia Junior College offers some programs that are approved by the State Approving Agency (through the West Virginia Higher Education Policy Commission, 1018 Kanawha Boulevard, East, Suite 700, Charleston, WV 25301, (304) 558-0263) for students to use veterans' benefits. Please check with the financial aid office to confirm if your program of interest is an approved program prior to enrolling.

West Virginia Junior College is approved under the U.S. Department of Labor WorkForce Investment Act to train WorkForce Act eligible individuals.

Note: For the most current information regarding Approval/Accreditation/Authorization, please ask the Campus President.

Students have the right to review all documents describing accreditation, approval, or licensing. A request for such review should be made to the Executive Director of the campus. The Executive Director will make accreditation, approval, and or licensing documents available for review at an agreed upon time and location.

### **Statement of Legal Control**

The West Virginia Junior College, Inc. in Charleston WV is a private corporation. WVJC operates an additional campus at 176 Thompson Drive, Bridgeport, WV 26330. It has no other campuses and is not legally affiliated with any other public or private organization or educational institution. WVJC operates under policies and guidelines established by its Board of Directors. Its Chief Executive Officer is its on-site Campus President. A listing of the Board of Directors and Corporate Officers appear in the back of this catalog.

The Campus President is charged with responsibility to manage all aspects of the campus operation and to exercise such discretion as he/she deems appropriate, within the broad guidelines and policies established by the Board of Directors. The institution's corporate officers execute legal documents and perform other similar ministerial functions as required of corporate officers by law. No corporate officer has managerial or administrative responsibility and is not in the chain of command, unless he or she also holds the position of Campus President.

### **Institutional Operating Standards**

The following standards have been adopted by this institution to govern its operations and establish expectations for all employees:

- To provide quality value-added service to our students,
- To exhibit a high level of ethical standards in every action taken and statement made,
- To comply with all federal, state or other laws, rules or regulations,
- To operate in the progressive, professional manner required in a competitive, worldwide marketplace while always maintaining the above three principles.

While these standards are general in nature, they reflect the institution's expectations that all employees and representatives act with integrity, honesty and fairness at all times. This applies to both conduct involving students and fellow employees as well as to the general public, the government, and all regulatory agencies and their staff. The institution recognizes that its reputation is its most valuable asset, and its reputation depends on the actions of its employees, hence, the above-stated requirements.

### **Affiliations**

The Institution is a member of the following:

WV Association of Student Financial Aid Administrators  
Chamber of Commerce