



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

### **History**

West Virginia Junior College was founded in 1922. The institution (originally called Morgantown Commercial College) was located on High Street and it offered basic courses that emphasized business skills required at the time, such as typing, bookkeeping and penmanship. The institution grew over the decades both in student body and course offerings.

In 1952, the institution received its initial institutional accreditation and it was renamed the Morgantown Business College. As it grew, the institution began expanding its curriculum by adding medical and computer courses. In 1968, the current campus was constructed and the institution moved from its original location on High Street to its current location.

In the 1970's, the institution continued to expand both its computer and medical curriculums. In the early 1970's, it was one of the first institutions in the state to develop a curriculum for the evolving career field that is known today as medical assisting. Also, in the 1970's, the institution was granted the authority to offer associate degrees by what was then known as the West Virginia Board of Regents. (Today, the institution is authorized to operate as a post-secondary institution by the West Virginia Council for Community and Technical College Education.)

Growth in both student body and curriculum offerings continued in the 1980's as the institution established a branch campus in Uniontown, Pennsylvania. In the 1990's, the institution embarked on a program to upgrade and enhance both the institution and its curriculum. As a result, in 1998 the Institution received a higher grant of accreditation and changed its name to West Virginia Junior College. Recognizing the increasing need for medical personnel, the institution has continued to increase its emphasis on health career education.

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

West Virginia Junior College is institutionally accredited by the Accrediting Bureau of Health Education Schools to award diplomas and associate's degrees. The Accrediting Bureau of Health

Education Schools contact information is 7777 Leesburg Pike, Site 314, N. Falls Church, VA 22043, Phone (703) 917-9503.

Students who have concerns/complaints not addressed to their satisfaction may contact the Accrediting Bureau of Health Education Schools at 7777 Leesburg Pike, Site 314, N. Falls Church, VA 22043, Phone (703) 917-9503.

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.

The West Virginia Junior College Nursing program is granted state accreditation by the West Virginia State Board of Examiners for Registered Professional Nurses. 101 Dee Drive, Suite 102, Charleston, WV 25311-1688, Phone (304) 558-3596.

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 is a private corporation. It operates a main campus in Morgantown, WV and an additional campus in Uniontown, PA. The corporation has no other

campuses and is not affiliated with any other public or private organization or educational institution. WVJC operates under policies and guidelines established by its Board of Directors. Its Chief Executive Officer is its on-site Campus President.

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

### **Institutional Operating Standards**

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

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

While these standards are general in nature, they reflect the institution's expectations that all employees and representatives act with integrity, honesty and fairness at all times. This applies to both conduct 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