

Delaware Valley Medical Career Institute



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School Catalog 2018-2019

One Mill Street, Woodstown, NJ 08089

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Delaware Valley Medical Career Institute

Administrators

Dan Rorapaugh

Managing Director

Paul Bussey M.D.

Director of Student Affairs

MaryAnn Carter

Academic Manager

Administration and attendance staff are available Monday through Friday from 7:30 am to 6:30 pm.

School Calendar

The following Holidays will be observed by the school and classes will not be held. Holidays are not counted as part of the contracted time schedule and are calculated into your contract.

Observed Holidays

New Year's Day

Martin Luther King Day

Memorial Day

Independence Day

Labor Day

Thanksgiving

Christmas

Class Schedules

Medical Assisting is our only program offered at this time. There will be two classes offered for this program. Each class lasts for 5 hours per day, for a total of 40 class days or 8 weeks. The first class begins at 8:30 am and will end at 1:30 pm. Our second class will begin at 1:45 pm and end at 6:45 pm.

Breaks during class day: 10 mins at the end of the first hour,

10 minutes at the end of the second hour

40-minute lunch at the end of the third hour

Business hours are from 8 am until 7 pm Monday through Friday. Weekends are closed for classes or business.

Program length

Morning Class: 8 weeks, Monday through Friday

Evening Class (working adult): Monday, Tuesday and Thursday for 17 weeks

Registration Requirements

Students must register in person with the Admissions Officer. Please bring the following with you:

- Identification (current driver's license, birth certificate or passport)
- High school diploma or G.E.D. certificate
- Initial payment for administrative and tuition fees (we accept cash, personal checks, and all major credit cards.) Students receiving financial aid or who have a student loan should bring corresponding documentation when registering.

School Policies

Entrance Requirements

1. All students must be at least eighteen (18) years of age on or before the first day of class.
2. Students must possess a High School Diploma or a General Education Development (G.E.D.) Diploma
3. The minimum education requirement for enrollment is the Ability to Benefit which is defined as:
 - a. Ninth (9th) grade reading and math level as measured by the Tests of Adult Basic Education (TABE) or another test approved by the USDOE.
 - b. An interview with the Admissions Officer to review the registration requirements or TABE scores.

Attendance Requirements

Delaware Valley Education and Career Institute records the daily attendance of each student in accordance with state guidelines. Records of students' attendance will be kept on file and are available for student review. This school requires students to be in attendance for 80% of the program (missing only 8 school days). Absenteeism for more than 20 percent of the total program constitutes cause for dismissal. Students who have greater than 20 percent absences will have their case reviewed by the School Director with the likelihood of being dropped from the program. Students who realize that their absence will extend beyond 20 percent of the program have the option of requesting an official leave of absence.

Leave of Absence

Students will be granted a leave of absence upon request. The following guidelines must be adhered to:

1. The request for a leave of absence must be submitted to the Attendance Officer in writing.
2. The request must have the date that the student will begin the leave and the expected date of return to classes.
3. Leaves of absence will be honored within the student's Enrollment Agreement contract. The student will have 6 months to re-enter another class. If the student does not re-enter another class within 6 months, the contract will be terminated, and the student will be entitled to a refund in accordance with the school's refund policy.

Note: Each individual situation will be handled privately. The school will make every effort to help students meet their educational goals. It will be necessary to meet with the Dean and Admissions Officer before returning to class to ensure the student is ready to return.

Make-up Work

In order for students to meet their educational goals, they must receive instruction in all aspects of the program. Lessons missed due to absences need to be made up. The student must make-up missed assignments within five (5) business days of returning to school. Students must meet with their instructor to get missed assignments. The student will need permission from the School Director for a change in their completion date.

Tardiness

Developing good work ethics is an important part of the training at Delaware Valley Education and Career Institute. Students arriving late for class are interrupting the instructor and other students. The following recording system will be used for tardiness.

- 1 to 15 minutes late will be counted as 15 minutes late
- 16 to 30 minutes late will be counted as 30 minutes late
- 31 to 60 minutes late will be counted as 1 hour late

It is the responsibility of the student to make up missed assignments. Delaware Valley Education and Career Institute encourages students to plan to arrive at the school at least 10 minutes before the start of class.

Codes of Conduct

The following conduct is **unacceptable** and will not be tolerated:

1. All forms of bias including race, ethnicity, gender, disability, national origin, and creed as demonstrated through verbal and/or written communication and/or physical acts.
2. Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.
3. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and alteration or use of institution documents of identification with intent to defraud.
4. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meetings and programs, or other school activities.
5. Physical or mental abuse of any person on school premises or at functions sponsored or supervised by the school.
6. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
7. Failure to comply with directions of institutional officials acting in the performance of their duties.
8. Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives. This includes, but is not limited to, the use of alcoholic beverages and/or controlled dangerous substances on school premises.

Conditions for Dismissal

Students may be dismissed from school for the following reasons:

1. Not adhering to the school's rules, regulations, policies and code of conduct
2. Missing more than 20 percent of instruction time (8 days)
3. Not maintaining the minimum grade point average
4. Not meeting financial responsibilities to the school

The School Director will attempt to meet with the student. The student will receive a letter, should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibility of the dismissed student to notify the appropriate institution should the student have a student loan or is receiving financial aid. Prepaid tuition will be refunded according to the school's refund policy.

Re-entry Policy

Students that have been dismissed from school and are requesting re-entry must put the request in writing to the School Director. In cases where the student was dismissed for excessive absences (greater than 20%) or financial concerns, it may be possible to re-enter the next open class. In cases where the student was dismissed due to unacceptable conduct, the student may have to meet with a review panel before re-entering school. The decision of the review panel is final, and the student will receive a letter with five (5) business days from the School Director stating the decision of the panel. The panel will consist of at least the Director and Dean of Student Affairs, Chief Financial Officer, Admissions Officer and any additional person that the Director believes could contribute to a just decision.

Student Complaints/Appeal Process/Dispute Resolution Policy

Students who have a complaint or who would like to appeal a dismissal must request in writing an appointment for an interview with the School Director. The written request should include the following information:

1. Student's full name, last four digits of their social security number (or student number), and current address
2. A statement of concern including dates, times, instructors, and if applicable, other students involved.
3. Date of complaint letter and signature of the student
4. Three dates in which the student would be available for a meeting with the School Director and/or appeal panel. These dates should be within ten (10) business days of the complaint and will be addressed within ten (10) business days of the complaint.

The School Director will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeals. The student will be notified in writing within five (5) business days of the outcome of the meetings. The decision of the Director and/or appeal panel is final. Should the contract be canceled by either the student or the school, the date on the complaint letter will be used as the date to calculate any refund in accordance with the school's refund policy.

In the event of an unannounced school closure, students enrolled at the time of closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit with ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. The contact number to call is (609) 292-4287

Grading System

The competencies taught in each program offered at Delaware Valley Education and Career Institute will be evaluated using written examinations and skill development tests. The minimum grade acceptable for graduation is 75 percent. Students who achieve lower than 75 percent will not be awarded a Certificate of Completion and may be dropped from the program.

<u>Letter Grade</u>	<u>Grade Percentage</u>	<u>Description</u>
A	93-100	Excellent
B	92-87	Above Average
C	86-75	Average
F		Failure
INC.		Incomplete
WD		Withdraw
WP		Withdraw Passing
WU		Withdraw Unsatisfactory

A student's Grade Point Average (G.P.A.) is based on the sum of all grades received through testing and divided by the total number of tests.

Incomplete Grades

Incomplete grades are given when a student is unable to complete a course because of illness or other serious problems. An incomplete grade may also be given when through negligence or procrastination students fail to turn in work or take examinations. A student who misses a final examination must contact the instructor within twenty-four (24) hours of the examination to arrange for a make-up examination. If the student does not make arrangements to take the missed examination, then a failure grade will be given. Students who withdraw and are passing the program will be given a WP (withdrew passing). Students who withdraw and are not meeting the minimum grade point average (G.P.A.) will be given a WU (withdrew unsatisfactory grade).

Probation for Below Average Grades

Students who fail to maintain the minimum grade point average (G.P.A.) of 75 percent required for graduation will need to enter a probation period. The student will be scheduled for school instructor-led assistance in accordance with the make-up schedule. Students unable to increase their grade point average (G.P.A.) may be dismissed from the program. Refunds will be given in accordance with the school's refund policy.

Student Evaluation Techniques

A test may be administered after each lesson to determine the amount of learning that has taken place. Test scores that are below 75 percent are an indication that the necessary skills for entry into employment were not acquired. Students should make arrangements for additional practice, independent study or tutoring. Tests will be both cognitive and psychomotor with the psychomotor skills being measured against industry standards. This allows students to keep a record of their progress. Other methods of evaluation may include oral quizzes, skill development tests, hands-on skill evaluation, and individual or group projects.

Instructor Evaluation Techniques

Instructor evaluations are conducted at the end of every program. Evaluations are reviewed by the Director and used to improve the instructor quality.

Withdrawing from School

Students must complete a withdrawal notification and submit it to the School Director. This document must contain the student's name, student ID number (may use social security number), and date of withdrawal. All financial obligations on the part of the school and the student will be calculated using the official withdrawal date. It is the student's responsibility to withdraw officially from the school. Failure to withdraw formally may result in failing grades, breach of contract, dismissal, and additional financial obligations. Please contact the Director of the school or the Admissions Officer for any questions relating to this policy or difficulties in completing a withdraw notification.

Student Records

Student records will be maintained by the school until the school closes. At that time, records will be forwarded to the New Jersey Department of Labor and Workforce Development. Upon graduation, students will be given a copy of their records. These records should be maintained indefinitely by the student. The records that the school will maintain are as follows:

1. Attendance records
2. Academic progress and grades
3. Financial records
4. Placement Data
5. The *Enrollment Agreement*
6. The Ability to Benefit (where applicable)
7. Records of meetings, appeals, disciplinary actions and dismissals
8. A copy of the graduation certificate(s) from this school
9. Medical Records (where applicable)
10. Records for previous training (when applicable)

Student records are maintained by the School Administrator or Director and are available for review by the individual student. Students are encouraged to submit updates to their records such as name changes, address changes, and/or changes in financial aid. All records are private

and are handled with confidentiality. A copy of the student's transcript can be obtained by filling out the record request form. Transcripts will be printed out and handed to the student or mailed to an address by students request within 48 hours.

Refund Policy

In the event the student's enrollment is terminated, or the student withdraws for any reason, all refunds will be made according to this policy. Up until the last day of class, all tuition given for active, yet to be completed classes will be refunded 100%. Upon receipt of a Certificate of Completion on the last day of class, No Tuition Refund will be given. All other Fees paid upon admittance are **not** eligible for a refund.

A student who has a student loan and withdrawals from the program is responsible for notifying the loan institution of withdrawal from the school. This notification should be done in writing. It should include the date of withdrawal, the student's social security number, and signature. Students should maintain a copy of this letter for their files. Delaware Valley Education and Career Institute encourages the development of good business practices in their students. It is this extent that we remind the withdrawing student that the date of withdrawal on the letter to the Director must be the same date as on the letter to the loan institution.

Facility

Delaware Valley Education and Career Institute features a fully air-conditioned, well-lighted facility with a reception area, administration offices, a *state of the art* lecture room, and a *state of the art* lab area where "hands-on" instruction is taught. The school has a break room for students with outside and inside seating, a coffee pot, refrigerator, and sink. There are a total of three bathrooms. Ample parking is available on the property, and a city bus stop is accessible at the front of the school. This is a handicapped accessible facility with handicapped ramps and accessible restrooms.

Program

At this point in time, only one program is offered. We are constantly reviewing the workforce need in both the office and facility healthcare setting for additional programs to add to our curriculum. This catalog will be updated upon development and approval for additional courses.

1. **Medical Assistant:** 200 hours of instruction

This course will allow the student to be educated in Basic EKG, Phlebotomy and Medical Assisting skills, and knowledge for either an office or facility setting. The successful graduate will be eligible for employment in positions as a Medical Assistant, Multi-skilled Technician, Patient Care Technician, or Ambulatory Care Technician. Upon successful completion of this course, the student is eligible for national certification through independent agencies such as NHA, AMCA or AMAA, which are recognized and preferred by most employers.

