Valley Forge Military College

The Military College of Pennsylvania



Course Catalog

2026-2027

NON-DISCRIMINATION POLICY

Valley Forge Military College is an Equal Opportunity College and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation, or any other classification protected by Federal, state, or local law. Updates will be made to this document based on the most recent federal policies.

Inquiries concerning Title IX (sexual harassment, sexual assault/domestic violence/dating violence, and stalking) may be directed to:

Dr. Jesse Phillips
Dean of College Services/Title IX Coordinator/Anti-Hazing Coordinator
1001 Eagle Road, Shannon Hall
Wayne, PA 19087
(610) 989-1467
jphillips@vfmcollge.edu

Inquiries concerning ADA and Section 504 may be directed to:

Robert Walder
Registrar
Shannon Hall
610-989-1430

REGULATION CHANGE

The purpose of this catalog is to aid the cadets by providing both prospective and active cadets with a reference and guide to the privileges and responsibilities of the cadets at Valley Forge Military College. It is not a contract document but is issued to aid cadets in their academic career. This catalog is published with the most accurate information available at the time of publication. ***Policies, procedures, and information may change occasionally, therefore changes to this handbook may be issued as needed during the academic year. Please contact the Registrar at 610-989-1430 or rwalder@vfmcollege.edu for the most accurate information and for any inquiries.***

This catalog is for informational purposes only and the College reserves the right to make changes at any time, including, but not limited to, the right to modify the requirements for admission and graduation; to change the dates listed; to change the program of study, to amend any regulation affecting the student body; to increase tuition and fees: and to dismiss any student at any time, if it is deemed in the best interest of the College or the student to do so. Nothing in this catalog should be viewed as setting forth the terms of a contract between the student or prospective student and the College and holds no legally binding statements or promises.

TABLE OF CONTENTS

1: Profile **5**
2: Introduction **6**
2.1 History of VFMC 6
2.2 Mission Statement 6
2.3 Accreditation and Memberships 6
2.4 VFMC Five Cornerstones 7
2.5 The Corps of Cadets 8
2.6 VFMC Campus Map 9
3: Campus Facilities **10**
3.1 Cadet Store 10
3.2 Campus Post Office 10
3.3 Campus Security Officers (CSO) 10
3.4 Counseling Center/Services 11
3.5 Dining Services 11
3.6 Health Center Services 11
3.7 May H. Baker Memorial Library and Academic Support Center 11
3.8 Printing 12
3.9 Tutoring Services 12
3.10 Student Disability Services 13
4: Admissions **14**
4.1 Admissions Policy 14
4.2 Admissions Process 14
4.3 Fee Policy 15
5: Tuition, Fees, and Refund Policy **16**
5.1 Enrollment Fee 16
5.2 Re-enrollment Fee 16
5.3 Tuition 16
5.4 Payment Schedule 16
5.5 Programs and Activities 16
5.6 International Cadets 17
5.7 Health Insurance 17
5.8 Financial Aid Applied to Bill 17
5.9 Payment Plan Option 17
5.10 Refund Policy 17
6: Financial Aid **19**
7: Academic Programs **24**
7.1 Overview 24
7.2 Core Competencies 25
7.3 Academic Program Maps and Course Sequencing 26
8: Academic Policies **42**
8.1 Academic Honesty 42
8.2 Add/Drop Policy 44

8.3 Auditing a Course 44
8.4 Course Repeat/Grade Replacement 44
8.5 E-Mail Policy 44
8.6 Family Education Rights and Privacy Act of 1974 (**FERPA**) 45
8.7 Student Status 48
8.8 ROTC Status of Students 48
8.9 Grading Scale 48
8.10 Recognition of Academic Achievement 49
8.11 Graduation Honors 49
8.12 Pass / No Pass 50
8.13 Incomplete Policy 50
8.14 Student Attendance Policy 50
8.15 Student Conduct in Classes 52
8.16 Student Course Overload 52
8.17 Student Release of Information 52
8.18 Withdrawal from a Course 54
8.19 Satisfactory Academic Progress 55
8.20 Academic Monitoring 60
8.21 Student Evaluation of Instruction 60
8.22 Graduation Application and Final Degree Audit 60
8.23 Accommodations for Students with Special Needs 60
8.24 Grade Appeal and Student Academic Grievance Procedure 61
8.25 Differentiation of Associate of Science Degree 62
8.26 Late Work Policy 62
8.27 Change of Major Policy 63
8.28 Maintenance of Grade Records & Transcripts 63
8.29 Granting of Credit for Prior Education, Training & Service 63
9: Student Conduct and Cadet Policies **64**
9.2 Campus Weapons Policy 64
9.3 Medical Amnesty Policy 64
9.4 Children on Campus Policy 65
9.5 Inspection, Search, & Seizure 65
9.6 Policy on Sportsmanship 66
9.7 Cadets to Active Duty 66
9.8 Student Non-Academic Grievance Procedure 67
9.9 Title IX Policy 67
9.10 Anti-Hazing Policy 69
10: Course Descriptions **72**
11: College Personnel **97**
12: VFMC AY 2026-2027 Academic Calendar (subject to change) **99**
13: VFMC AY 2027-2028 Academic Calendar (subject to change) **100**

1: Profile

Status: Private

Character: Two-Year transfer college, co-ed, military and structured civilian-educational model.

Founded: 1935

Co-Ed: 2006

Location: 80 acre campus in Wayne, Pennsylvania, suburban Philadelphia residential area

Enrollment: approx. 90 Full-Time students

Faculty: 7 Full-Time; 8 Adjunct (including ROTC staff)

Student/Faculty Ratio (average): 11:1

Transfer Rate: 98%

Calendar: Fall and Spring, with Winter session online and 2 new Fall 8-week sessions (hybrid).

Administration

President/CEO:	Stuart Helgeson, Col, USMC Ret.
Provost:	Robert Smith, PhD
Chief Operating Officer:	Master Sergeant Grady Arnold, USMC Ret.
Chief Financial Officer:	John Lanetti
VP Marketing, Communications & Enrollment:	Mickey Blymier
Commandant:	Major Jared Smith, USA Ret.
Professor of Military Science:	TBD

2: Introduction

2.1 History of VFMC

Valley Forge Military Junior College was founded in 1935 by the founder of Valley Forge Military Academy, Lieutenant General Milton Grafly Baker. The College was originally intended to offer the first two years of collegiate undergraduate education as a supplement to the Academy graduates. In 1992, the Junior College was renamed Valley Forge Military College to more accurately reflect that the education offered a full collegiate experience and was, of its own right, an independent institution. In August 2006, VFMC admitted women on a full-time basis, making it a co-educational institution. The breadth of the College academic program has evolved since those early days, and the academic requirements for successful transfer to baccalaureate colleges and universities have increased significantly. VFMC continues to pursue its ultimate goal: the creation of educated, responsible, and self-disciplined young men and women who will become soldiers, citizen leaders, professionals, and contributors to society. To this end, the primary focus of the college is to prepare its graduates to transfer successfully as rising juniors to quality four-year colleges and universities.

2.2 Mission Statement

The mission of Valley Forge Military College is to educate students within an academic and military environment to transfer to academically competitive four-year colleges, universities, or service academies. The College builds leaders of character – for the future, for the community, for the country, for the world.

2.3 Accreditation and Memberships

The College is accredited by the Middle States Commission on Higher Education and is approved by the Pennsylvania Commission on Higher Education of the Pennsylvania Department of Education. Valley Forge Military College has been a member of the Middle States Commission on Higher Education since 1954, and our status was last reaffirmed on November 17, 2022. The College is a member of the National Association of Independent Colleges and Universities (NAICU), the Council of Independent Colleges (CIC), the Association of Military Colleges and Schools of the United States (AMCSUS), the Association of Independent Colleges and Universities of Pennsylvania (AICUP), the Council for Higher Education Accreditation (CHEA), and the Middle States Commission on Higher Education (MSCHE).

2.4 VFMC Five Cornerstones

In order to support the mission of Valley Forge Military College, the College uses Five Cornerstones, first articulated by our founder, Lieutenant General G. Baker, as the prism through which we honor our history, embrace the challenges of today, and envision our future, enabling VFMC to best serve the interests of our students and society's future leaders.

Academic Excellence: The primary goal of the College is to provide a quality education that will allow each of its graduates to transfer successfully as rising juniors to competitive colleges and universities. VFMC faculty are dedicated to teaching cadets within small class settings, and the academic programs are augmented by study hours, readily available instructors, as well as professional tutors. VFMC students are educated within a rigorously structured environment; the lessons of self-discipline, responsibility, and service to others, forged in the crucible of their years at VFMC, will stay with them forever.

Character Development: A major goal of VFMC is individual character development. Valley Forge emphasizes character development through adherence to traditional values and moral principles. All members of the Corps of Cadets are governed by the Cadet Honor Code: "A cadet will not lie, cheat or steal, nor tolerate those who do." This simple code demands that cadets aspire to a standard of behavior seldom experienced elsewhere. Likewise, students complete a number of volunteer hours to learn the value of serving others.

Personal Motivation: At VFMC, faculty and staff provide an individual learning environment in which students are rewarded and recognized for personal academic achievement. VFMC faculty and staff ensure that individualized academic accountability is maintained. VFMC faculty and staff help cadets to design a personalized plan to foster academic improvement in keeping with individual goals.

Physical Development: VFMC faculty and staff support a physical environment in which the importance of maintaining physical fitness is tied to successful classroom alertness. The Cadets are encouraged to participate in athletic competition through both intramural and organized sports teams, embracing a healthy lifestyle and physical self-confidence.

Leadership: The faculty and staff at VFMC provide a leadership environment linked to academic learning. Through required courses of instruction, through precept and example, and through numerous opportunities, both formal and informal, students have the ability to mold their leadership skills. Opportunities to learn and practice leadership are provided by staff appointments in the Cadet Chain of Command. The Corps of Cadets is fundamentally a cadet-led system patterned on the military structure. Cadets are responsible for the administration of the Corps and the implementation of the rules and regulations that govern the cadets' daily lives. In these roles, students gain confidence and are given an increasing amount of responsibility, fostering poise and confidence as leaders.

2.5 The Corps of Cadets

Valley Forge Military College (VFMC) is designated as The Military College of Pennsylvania. The Corps of Cadets is founded upon principles of integrity and honor; its cadets live in an atmosphere highly conducive to the development of young men/women for leadership roles in their chosen professions. Since 1935, members of the Corps of Cadets have learned the principles of leadership by serving as cadet leaders in positions of increasing responsibility. Hundreds of former Valley Forge cadets have earned for themselves and their alma mater an outstanding record in both military service and civilian business/industry.

The "cadet system" of command and control prevailing within the Corps is a specialized system of student government in which there is direct and continuous involvement of the cadets in the management of their own affairs. Cadet Officers and non-commissioned officers in the Chain of Command are responsible for training their subordinates in the principles of leadership and character development. The directives for this system of leadership are outlined in the *Regulations (Cadet Red Book)*.

The Corps of Cadets is the ideal vehicle by which each student can develop leadership and management skills. Cadet training teaches students to think clearly, to keep their minds alert and active, and to form habits of neatness and correctness. It prepares them for greater responsibilities by teaching respect and obedience to authority and by developing habits of self-discipline.

VALLEY FORGE
MILITARY COLLEGE
THE MILITARY COLLEGE OF PENNSYLVANIA

Facilities

1. Eisenhower Hall
2. Regimental Mess Hall
3. Price Hall - Gymnasium
4. Rucker Hall - Swimming Pool
5. Maintenance
6. Bower Hall/Welcome Center
7. Hocker Hall Barracks
8. May H. Baker Memorial Library
9. Von Steuben Hall
10. McCreary Hall Barracks
11. Wheeler Hall
12. Wayne Hall
13. Younghusband Hall Barracks
14. Rose Hall - Medical
15. Press Shop
16. Laundry Facility
17. Lafayette Hall Barracks
18. Shannon Hall
19. McMaster Center
20. Mellon Hall
21. Lhotak Hall
22. Medenbach Hall
23. Chapel

Parking

P1 Parade Field (1001 Eagle Rd., Wayne, PA 19087)
P2 Kuncl Lot (1057 Eagle Rd., Wayne, PA 19087)
P3 Lafayette Lot (1057 Eagle Rd., Wayne, PA 19087)
P4 Mellon Hall (801 Radnor Street Rd., Wayne, PA 19087)



CAMPUS MAP

Rev. 2/2006

3: Campus Facilities

3.1 Cadet Store

The Cadet Store is located on the 1st floor of Bower Hall. This is where students, faculty, and staff may purchase school supplies and convenience store items. When the store is not open, there are vending machines available in Bower Hall for snack items.

Cadet apparel and VFMC merchandise are also available online on the college website: https://storevfmac.merchorders.com.

3.2 Campus Post Office

The Campus Post Office is located on the 1st floor of Bower Hall. Post Office Boxes are provided for students living on campus. Stamps are on sale and the Post Office can assist students, faculty, and staff with sending mail and packages through the Postal Service and UPS.

3.3 Campus Security Officers (CSO)

The CSO's at Valley Forge Military College are responsible for the safety and general security of VFMC. A person may report any unlawful or suspicious activity or any emergency by calling the CSO at **(610) 989-1212**. Persons may also report a crime by going to the Office of the CSO located in **Bower Hall**. The office is open **24/7, 365 days per year**. The CSO is also responsible for ensuring the facilities are locked at night, but please keep in mind security is everyone's business, so please make sure your room is secured before leaving. If you forget your keys, and your building or classroom is locked, you may call the CSO for an officer to come and open it for you. The CSO is also happy to escort you to your car after dark.

Valley Forge Military College also maintains a strict compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Clery Act requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. The act is intended to provide students and their families, as higher education consumers, with accurate, complete, and timely information about safety on campus so that they can make informed decisions.

A copy of the Valley Forge Military College Annual Safety and Security Report can be found on the Valley Forge Military College website under "Cadets Right to Know".

For complete details & the Emergency Operations Plan, please visit our website: (pending updates) EMERGENCY OPERATIONS PLAN 2024-25
And

VFMAC Annual Safety, Security and Fire Safety Report - 2024

3.4 Counseling Center/Services

VFMC offers confidential counseling services to support students' mental health and overall well-being. Counseling is provided online by appointment and is available to all currently enrolled students.

Our professional counselor is available to help students navigate a wide range of concerns, including stress, anxiety, relationship issues, academic pressure, and personal challenges. All conversations are strictly confidential in accordance with legal and ethical standards. Information shared during counseling sessions will not be disclosed without a student's written consent, except in cases where there is an immediate risk of harm to the student or others, or as required by law. Students are encouraged to reach out without hesitation—seeking help is a sign of strength and a step toward success both inside and outside the classroom.

To schedule an appointment:

- **Phone**: 610-715-8052
- **Email**: dlowery@vfmac.edu

3.5 Dining Services

VFMC Dining Facility is operated by Culinart Inc. Food Service in the VFMC Mess Hall. Our team of professionals creates distinction through service, excellence, and superior food quality every day. The VFMC Dining team takes pride in providing a variety of wholesome, delicious, and nutritious foods. All students who reside on campus are required to purchase a meal plan.

3.6 Health Center Services

Students with health or wellness needs receive treatment through the Health Center located in Shannon Hall and can be reached at **(610) 989-1515** . Students may be seen by nursing staff or a school physician either by an appointment, clinic hours, or through daily sick call. The Health Center provides a modern inpatient facility for those students who may require it. In case of serious illness or injury, students are referred to nearby Bryn Mawr Hospital. Along with routine clinical services, the Health Center will also arrange appointments and transportation to local physicians. Insurance coordination, to include referrals, is the responsibility of the individual student and or parent.

3.7 May H. Baker Memorial Library and Academic Support Center

The May H. Baker Memorial Library serves as the focal point of a student's academic life at Valley Forge Military College, acting as a gateway for both independent and collective learning, research, and discovery. Located in the center of campus, the Library is dedicated to the memory of May Hagenbuch Baker, wife of Valley Forge's founder, Lieutenant General Milton G. Baker. The contemporary library is a forum in which students, facilitated by teachers, professors, and

librarians, come to take part in the academic traditions of the past while engaging the present, ever-changing world in which they live, seen through new methods and technologies.

The library provides computer labs and classrooms where librarians, professors, and students can interact to satisfy their information needs and achieve instructional goals.

Academic Support and Library Resources

Academic and library resources are available online at:
https://vfmcollege.edu/academics/student-resources/

Interlibrary Loan
In addition to borrowing privileges at Valley Forge Military College, students may request books through Interlibrary Loan available through Access Pennsylvania. Students should ask for books in advance due to a three to five day delivery date. Borrowed books will be set by the lending library and all books should be returned in a timely manner.

Confidentiality
Valley Forge is governed by Pennsylvania Act 1984-90, Section 428 Library Circulation Records, which states, "Records related to the circulation of library materials which contain the names or other personally identifying details regarding the users of…. The library of any VFMC, college, or educational institution chartered by the Commonwealth…shall be confidential and shall not be made available to anyone except by a court order in a criminal proceeding."

Copyright
The Baker Library adheres to the copyright law of the United States (Title 17, United States Code) which governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

3.8 Printing

Cadets can print in the library and Shannon Hall.

3.9 Tutoring Services

Tutoring is available and scheduled through the registrar and librarian (tbd - Learning Support Center located on the ground floor of the May H. Baker Memorial Library). Tutoring is provided by peer tutors and Tutor.com. VFMC Tutoring Services provide currently enrolled students with complimentary and comprehensive tutoring in a variety of subjects. Our friendly and knowledgeable tutors are committed to providing academic support for students through developing studying skills and test taking strategies, and through bridging the learning gap between in-class work and homework.

3.10 Student Disability Services

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Valley Forge Military College desires to ensure that all students have equal access to the institution.

To accomplish this, the Director of Academic Support Center identifies the education-related needs of students with diagnosed and documented disabilities and determines services and accommodations to be provided to those students to ensure optimal participation in their academic curriculum. The director is the coordinator at the college for students with disabilities.

At the college level, the adult student is not required to disclose his/her disability; however, if a student wants to receive reasonable accommodations, he/she must disclose that he/she has a disability, provide documentation of the disability and the need for accommodation, and specifically request the provision of such accommodations.

Students with documented learning disabilities, based on testing within the past **two** years, who are requesting accommodations, are encouraged to contact the Registrar by email (rwalder@vfmcollege.edu), phone (610-989-1430), or by visiting his office in Shannon Hall prior to the start of the academic year or as early in the semester as possible, preferably within the first week, in order to allow for reasonable prior notice to determine eligibility and to make arrangements for accommodations if warranted. All discussions will remain confidential.

4: Admissions

4.1 Admissions Policy

VFMC selects those applicants who appear best qualified to participate in and profit from its program of study. The college will base its admission decisions on an overall evaluation of applicants' merits, strengths, and weaknesses. Applicants should demonstrate combinations of academic preparation, aptitude, motivation, and maturity that promise success in VFMC's academic programs. VFMC does not use a rigid set of rules to evaluate students, however, there is a minimum set of standards listed below. Admission to the college is at the discretion of the college.

VFMC is committed to the goals of equality, diversity, and access in its admissions policies, therefore no one will be denied admission on grounds of age, color, disability, ethnicity, sex, marital status, national origin, race, religion, sexual orientation, or veteran status.

Consideration for admissions is given to students that meet the following requirements:

- Earned a high school diploma or GED (General Educational Development) diploma

- Home-schooled applicants must also submit proof of successful completion of a high school diploma as stipulated by a regionally-accredited Home School Association.

- Completed the admissions application.

- Submitted official high school transcripts, signed with graduation date

- Submit (if necessary for ECP and MCAP) SAT or ACT scores

4.2 Admissions Process

Anyone who would like to be considered for admission should go to this link and fill out the online application for the college. Each prospective cadet will be contacted by the enrollment management counselor. The role of the counselor is to help each prospective student through the enrollment process including financial aid.

I: Standard Applicants

An application to the college requires official high school transcripts, SAT or ACT scores are optional (but can be valuable in determining academic placement) and an interview. A placement exam administered by VFMC may be acceptable in lieu of SAT or ACT scores. A prospective student who has over 12 credits earned at an accredited college or university will be considered a transfer student. Transfer students are required to submit official college transcripts.

Valley Forge Military College has rolling admissions. Files are reviewed by the Registrar regularly. If a prospective student would like to be considered for financial aid, they must fill out the Free Application for Federal Student Aid at www.fafsa.ed.gov. Information regarding Merit- and Need-based scholarships is available through the Admissions Office.

II: ROTC Applicants

Students who have applied, and been accepted to ROTC must submit an application to VFMC also, as acceptance to the college is a separate process from the application to ROTC. While VFMC will accept students who have been accepted to ROTC, they must still formally apply to the college.

4.3 Fee Policy

There is no fee for applying for admission to VFMC.

5: Tuition, Fees, and Refund Policy

Valley Forge Military College (VFMC) is a non-profit organization that must meet its financial responsibilities through tuition and fees. By enrolling, parents and cadets accept responsibility for the total annual cost, regardless of payment method used. If the financial account is not current at any time, or any other payment is delinquent, VFMC reserves the right to not permit cadets to start school or be admitted to any class, examination, or activity, including pre-season athletic practice. Failure to maintain payment obligations may result in dismissal. VFMC will not issue a diploma, degree, transcript, or reports until all financial obligations have been settled.

5.1 Enrollment Fee/Housing Security Deposit

The enrollment fee of $250 reserves the cadet's space in the incoming class and is due upon formal acceptance. This fee is non-refundable. The housing security deposit is $250 for students living in the barracks. Refundable fees, such as housing security deposits, are not considered part of the COA and may not be covered by financial aid. We encourage students and families to contact the Office of Financial Aid with questions about aid coordination and award adjustments.

5.2 Re-enrollment Fee

Re-enrolling cadets are assessed a Re-enrollment Fee of $250 due which is non-refundable.

5.3 Tuition

COST OF ATTENDANCE - RESIDENT

Enrolling:	Full Year	Semester
Tuition:	$ 30,976	$ 15,488
Housing:	$ 9,450	$ 4,725
Food:	$ 7,550	$ 3,775
Miscellaneous:	$ 600	$ 600
Personal Miscellaneous	$ 2,307	$ 1,154
Transportation	$ 1,364	$ 682
Est. Fees*:	$ 1898	$ 949
Total:	**$ 54,145**	**$ 27072**

*Est. Fees - Books, supplies, loan fees, etc..

5.4 Payment Schedule

1) Fall Semester payment is due by **1 August**. Payment is to include Special Activities.
2) Spring Semester payment is due by 1 December.
3) Payment Methods - check, money order, wire transfer, cash or credit card (3% fee for credit card).
4) Late payments are subject to a $175 charge.
5) All Payments for Mid-Year Students are due upon arrival.

5.5 Programs and Activities

Fees are assessed for Programs & Activities such as:

- Fees may be charged to participate in intramural sports, club sports, and other activities, but these will be advertised before any activities occur.
- Charges will be assessed when a student becomes a bed patient in the Health Center.
- Cadets **must** have Health Insurance prior to arriving.

5.6 International Cadets

International Cadets are required to pay an Out-of-Country Fee (may change - $2,000 full yr/$1,500 mid-yr) to cover costs of USCIS/Visa processing costs as well as costs for any international mailings. They are also required to purchase their own health insurance.(See Business Office for rate).

5.7 Health Insurance

All Cadets are required to arrive with Health Insurance. VFMC requires proof of adequate Health Insurance coverage as a condition of enrollment (Local Medicaid & Medicare, travel and other non-major medical plans are examples of inadequate Health Insurance). International cadets may receive recommendations from the Health Center personnel.

5.8 Financial Aid Applied to Bill

Cadets receiving federal student aid, state grants, SROTC, National Guard, or Service Academy scholarships, will have such funds credited on a semester basis. Private scholarships and loans for all cadets will be credited as directed by the specific scholarship or loan program. VFMC Scholarships and grants are available for cadets subject to certain terms and conditions. All outside aid is applied to the student's bill before institutional aid is credited.

5.9 Payment Plan Option

Payment plans are available upon request and could incur an additional fee. Loan programs are available for cadets that cover costs of education in a single year or multi-year option. Federal Stafford Loans, Federal PLUS Loans, and Private/Alternative Loans are available for eligible College cadets. Work Study opportunities exist for eligible cadets. Some loan programs also exist for international cadets. Contact the VFMC Financial Aid Office for information at (610) 989-1362/1467 or send email to mhutchman@vfmcollege.edu or jphillips@vfmcollege.edu. For more information on payment plans, please contact the Business Office at 610-989-1230.

5.10 Refund Policy

The Enrollment fee and Re-enrollment fees are nonrefundable. All Deposits and Re-enrollment fees will be forfeited after these dates. When an applicant has been accepted for admission, it is assumed that the cadet will remain for the entire academic year. Planning and contracting for services are done for the entire year. Hiring of faculty and staff is based on the entire year. When cadets leave early, these expenses are still present.

Refunds will be granted for cadets who withdraw or are dismissed prior to the end of each semester based on the following schedule:

- Cadets who withdraw or are dismissed up to the end of the first week of classes are eligible for a refund of 80% of tuition, and room.
- Cadets who withdraw or are dismissed up to the end of the second week of classes are eligible for a refund of 60% of tuition, and room.
- Cadets who withdraw or are dismissed up to the end of the third week of classes are eligible for a refund of 40% of tuition, and room.
- Cadets who withdraw or are dismissed up to the end of the fourth week of classes are eligible for a refund of 20% of tuition, and room.

- Cadets who withdraw or are dismissed beyond the fourth week are not eligible for any refund of tuition, and room.
- Dining is prorated on a weekly basis. (i.e., Sunday through Saturday, a full week is charged for any portion used).
- Cadets changing their residency status will not receive a refund for the difference in residency charges.
- Fees for Optional Programs, Activities, & Medical Management are non-refundable once classes have started.
- Cadets receiving Federal student aid will be subject to the Return of Title IV Funds policy. Federal grants or funds will be refunded in accordance with applicable policies.

SCHOLARSHIP REPAYMENT

If you receive an institutional scholarship or work study and leave during the term for any reason, you will be responsible for repaying that scholarship based on the following scale:

- First week of classes- 20% of the scholarship amount.
- Second week of classes- 40% of the scholarship amount.
- Third week of classes- 60% of the scholarship amount.
- Fourth week of classes- 80% of the scholarship amount.
- Beyond the fourth week- 100% of the scholarship amount.

Federal grants or funds guidelines.

- Right to Cancel a Federal Direct, PLUS, or private loans: As a cadet or parent, you have the right to cancel any portion or the entire loan amount of any Federal subsidized, unsubsidized, PLUS, or private loans. To do so, we need to receive notice in writing, such as by a letter, by email or through student portal (Populi).
- State grants will be refunded in accordance with applicable state grant guidelines.
- Private scholarships and private alternative loans will be refunded in accordance with the specific scholarship or loan program guidelines.
- All VFMC scholarships, grants and discounts will be adjusted in accordance with VFMC policy.
- Tuition Assistance funds from the Dept. of Defense that are unused will be returned on a proportional basis. In instances when a Service member stops attending due to a military service obligation, the educational institution will work with the affected Service member to identify solutions for resolving their situation.
- Fees and dates are subject to change.

6: Financial Aid

Federal Direct Loans:

Freshman: $3,500 Maximum Subsidized
Sophomore: $4,500 Maximum Subsidized
Dependent Students: $2,000 Maximum Unsubsidized
Independent Students: $6,000 Maximum Unsubsidized

All non-international students qualify for Direct Loans. If a student does not qualify for the Subsidized loan, or only qualifies for a portion of the subsidized amount, the Unsubsidized Loan will be awarded either in whole or in part up to the maximum for the grade level listed above. The interest does not accrue on the subsidized loan while the student is enrolled at least half-time (6 credits). The Federal Direct Unsubsidized Loan has the same terms and conditions as the Direct Subsidized Loan program, except the interest accrues while the student is in school regardless of their enrollment level.

To complete the Direct Loan process, please go to the website www.studentaid.gov. Students sign in using their FSA-ID and verified email. Once logged in, all students who intend to receive Title IV Funding (loans) will need to complete the Master Promissory Note (MPN) and Entrance Counseling for the Subsidized/Unsubsidized Direct. The school code is 003386. **Please note that if you completed both the MPN and Entrance Counseling in a previous year, you do not have to do this again.**

Student Loan Information

Entrance Loan Counseling for Student Borrowers
First time borrowers who wish to borrow through the Direct Loan program must complete Entrance Counseling. This counseling provides information on terms and conditions of the loan and the future responsibilities of the borrower.

Exit Loan Counseling for Student Borrowers

VFMC will provide loan counseling to borrowers of loans under the Federal Direct Loan Program when the student ceases to be enrolled at least half-time or graduates from VFMC. This counseling provides information on repayment, deferment, debt management, and other important information. It can be completed on studentloans.gov under “Exit Counseling.”

Parent Plus Loan

Qualifying parents may apply for a Parent Plus Loan at www.studentaid.gov by signing in with the parent’s FSA-ID and verified email. The parent will need to click on the link “Request a Direct Plus Loan” and complete a Parent Plus Loan application and, if approved, a Master Promissory Note (MPN). If not approved, then the MPN will not be needed and the student will receive a $4,000 increase in their Unsubsidized Loan. Denied applications can also be appealed through this Website or by contacting them with the information provided on the denial screen. Please note that the parent Plus Loan application expires after 180 days.

Federal Pell Grant
This is a federal grant (up to $7,395 for 2026-2027) awarded to undergraduates with qualifying financial need. Qualifying financial need is calculated through the Student Aid Index (SAI) number derived from the need analysis formula used by the FAFSA. Federal Pell Grant eligibility will be prorated based on enrolled credit hours that a student is registered in. To receive the maximum eligibility, a student must be enrolled in a minimum of 12 credit hours.

Federal Supplemental Educational Opportunity Grant (FSEOG)
This is a Federal grant (up to $2,000) available for students enrolled at least full-time. Eligibility is based on exceptional financial need. Priority consideration is given to Federal Pell Grant recipients until the annual appropriation is exhausted. Priority will be given to students who have completed FAFSA and Financial Aid File by July 1st of the current academic year.

Federal Work Study (FWS)
The Federal Work Study Program provides jobs for students with financial need. Students awarded FWS will be given the opportunity to choose a job, on campus, from the list of departments in need of student workers. Students will earn an hourly rate and will be paid bi-weekly.

Institutional Work Study (IWS)

The Institutional Work Study Program at Valley Forge Military College (VFMC) provides part-time, on-campus employment opportunities for full-time students. Positions are available in various departments including admissions, library services, and academic support. Priority is given to students with demonstrated financial need.

All participants must be in good academic and disciplinary standing and complete required background clearances (Act 151, Act 34, and Act 114). Employment supports students' financial needs while helping them gain valuable workplace experience.

Title IV Refund Policy:
Your aid will be revised and/or you may be required to repay all or a portion of the aid you received if you withdraw from some or all of your courses, or stop attending classes, or enroll for less than half time status. You must notify us immediately if these changes occur. Your academic progress will be assessed based on the credit completion requirements of your original enrollment.

The Higher Education Amendment of 1998 requires schools to implement The Return of Title IV Refund Funds policy when a Title IV funds recipient withdraws from school. A Title IV recipient is defined as a student who has received Title IV funds (excluding Federal Work-Study funds but including Federal Direct PLUS Loan funds) or has met the conditions that entitle the student to a late disbursement.

The Amendment makes clear that Title IV funds are awarded to students with the assumption that he/she will attend school for the entire enrollment/payment period. If a student receiving the above mentioned assistance completely withdraws from school or ceases to attend classes up through the 60% point of the semester (as calculated by calendar days), the Financial Aid Office is required to calculate the amount of funds the student earned prior to the withdrawal and

calculate the amount that was unearned and must be returned to reimburse the appropriate Title IV programs. After the 60% point, the student is deemed to have earned 100% of the Title IV funds. If a student who began attendance and has not officially withdrawn fails to earn a passing grade in at least one course offered over an entire period, the institution must assume, for Federal Title IV purposes, that the student has "unofficially withdrawn", unless the institution can document that the student completed the period. If the student did not attend any or all classes, the institution must determine if the student was entitled to the award(s). A return of Title IV funds must be calculated to determine how much the student must repay for classes that the student did attend but failed.

The "last date of attendance" is used to determine the point in time that the student stopped attending so that the percentage of the enrollment/payment period completed can be determined. The student's instructor(s) will be contacted and asked to provide our office the student's last date of attendance. The last date of attendance may include the date of the last quiz or exam taken, date of the last assignment submitted, or the date of the last actual attendance in the course. The percentage of Title IV aid earned is equal to the percentage of the enrollment/payment period the student completed.

In cases where funds must be returned, the school will reimburse the Title IV program(s) via the tuition revenue account. As a result, any tuition refunds due to the student will first be returned to reimburse the Title IV program(s). Funds will be returned to the appropriate program in the following order: Federal Direct Unsubsidized Loans, Federal Direct Subsidized Loans, Federal Direct PLUS Loans, Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), and other Title IV grant funds. Students will then be billed for any unpaid institutional charges that result from the return of funds to the Title IV programs. In addition, the student may be required to directly repay a portion of the Title IV funds that were received. Any repayment outstanding or unpaid will be referred to the U.S. Department of Education for collection and legal disposition.

STATE GRANTS AND OTHER SCHOLARSHIPS

Pennsylvania State Grant

Pennsylvania Higher Education Assistance Agency (PHEAA)

Estimated $5,750

The PA state grant is available for students who meet PHEAA's Pennsylvania residency requirements and demonstrate financial need. Each FAFSA must be received by May 1st prior to the academic year to meet the deadline. Other forms/paperwork may be required to be completed by PHEAA before receiving grant funds.

ALTERNATE FORMS OF FINANCIAL ASSISTANCE Alternative/Private Loan program

This is a private loan program that helps to supplement the student's cost of attendance. The FAFSA is not required. Students can borrow up to the total cost of attendance minus other financial aid. The applicant and /or co-signer must be credit worthy. Interest rate and amounts vary. If possible, ask for deferred payments until after graduation.

Army ROTC

The Department of Military Science and Leadership receives a limited number of scholarships for the Early Commissioning Program each year. For more details see the ROTC section.

Withdrawal Policy

Any student may withdraw from a course after the end of the Add/Drop period until two weeks prior to final exams. No withdrawal will be made official, nor will it reflect on a student's permanent academic record (transcript), until the withdrawal is processed through the Office of the Registrar. The only individual that can officially process a withdrawal form for a course is the student withdrawing from said course. No withdrawal forms, presented by faculty, advisors, other employees of VFMC, family or friends of the student, will be accepted by the Office of the Registrar, nor will they be processed. The Registrar must physically receive the withdrawal forms. Forms that are left in the Registrar's office, emailed, faxed, or mailed will be considered invalid.

Federal Student Financial Aid Penalties for Drug Law Violations

A student who is convicted for any offense, during periods of enrollment for which the student receives Title IV HEA program funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan or work-study assistance.

Contact Information for financial aid or obtaining institutional aid *Financial Aid Office: 610-989-1467*

Email: jphillips@vfmcollege.edu

Code of Conduct for Education Loans:

- Does not participate in any revenue sharing arrangement with any lender.
- Does not permit any college officer, employee or agent who is employed in the financial aid office or is otherwise involved in the administration of education to accept any gifts or greater than a nominal value from any lender, guarantor or services.
- Does not permit any college officer, employee or agent who is employed in the financial aid office or is otherwise involved in the administration of education to accept any gifts or greater than a nominal value from any lender, guarantor or group of lenders and/or guarantors in exchange for service on an advisory board, commission or other group established by such a lender, guarantor, or group of lender and/or guarantor.
- Does not assign a lender to any first-time borrower through financial aid packaging or any other means except in the case of Direct Lending.
- Acknowledges that a borrower has the right to choose any lender from which to borrow to finance his or her education and will not refuse to certify or to otherwise deny or delay certification of a loan based on the borrower's selection of a lender and/or guarantor.
- Will not request or accept any offers to funds to be used for private education loans to students from lenders in exchange for providing the lender with a specified number or volume of Title IV loans or a preferred lender arrangement for Title IV loans.
- Will not request or accept any assistance with call center or financial aid office staffing from lenders or guarantor agencies.

7: Academic Programs

7.1 Overview

Valley Forge Military College is accredited by the Middle States Commission on Higher Education and is approved by the Pennsylvania Commission on Higher Education of the Pennsylvania Department of Education.

A: The Commonwealth of Pennsylvania has granted to VFMC the authority to offer and award the following associate degrees:

i. Associate of Arts
ii. Associate of Science
iii. Associate of Business Administration (Not currently offered)

B: Programs currently included in the **Associate of Arts** degree include:

Behavioral & Social Science
Criminal Justice
History
Liberal Arts
Political Science
National Security

C: Programs currently included in the **Associate of Science** degree include:

Business Administration
Computer Science
Construction Management
Cybersecurity
Engineering and Physical Sciences
Health Science
Mathematics
Pre-Nursing

D: One-year undergraduate **Certificate** programs include:

Cybersecurity
Digital Forensics

7.2 Core Competencies

VFMC Curriculum is currently divided into two distinct categories: 1) Core Competency Requirements and 2) Program Specific Requirements.

To earn either an Associate of Arts Degree or an Associate of Science Degree, **all students must complete a minimum of sixty (60) credits total, with 12 credits per semester, with a cumulative grade point average (GPA) of a 2.0 or higher, and complete all core and program requirements**. The core competencies are:

Character and Ethics

Definition: VFMC cadets will identify, explain, and evaluate the ethical perspectives of others and themselves.

Critical Thinking

Definition: VFMC cadets will synthesize information, define their own perspectives and positions, and evaluate the implications and consequences of their conclusions and actions.

Emotional Intelligence

Definition: VFMC cadets will understand the emotions of themselves and others, and how individual actions and social needs impact the reality of others.

Information Literacy and Security

Definition: VFMC cadets will learn how to locate, interpret, determine the credibility of, and use information effectively, ethically, and legally; and cadets will learn how to protect information systems from unauthorized and illegal access and use.

Leadership

Definition: VFMC cadets will learn the roles of leadership, critically reflect on situations to improve practice, and formulate innovative solutions to problems with which they are faced.

Military History

Definition: VFMC cadets will develop an understanding of the military decision process and the factors behind American military development.

Oral Communication

Definition: VFMC cadets will speak clearly and effectively for a variety of audiences and purposes.

Physical Development

Definition: VFMC cadets will understand and correctly apply physiological principles related to exercise and training

Quantitative Reasoning

Definition: VFMC cadets will use quantitative reasoning to analyze problems and identify solutions.

Scientific Method

Definition: VFMC cadets will use the scientific method to propose a hypothesis, produce experiments to test those statements, and effectively analyze the test data to form a conclusion.

Social Science

Definition: VFMC cadets will develop a broad knowledge base about modern issues that can be applied to the public good.

Written Communication

Definition: VFMC cadets will write clearly and effectively for a variety of audiences and purposes.

*A single course cannot satisfy multiple degree or program elective options (i.e. PY101 cannot be used as a Degree Requirement, Humanities Elective, and Free Elective). Check with your advisor to ensure courses are selected properly.

7.3 Academic Program Maps and Course Sequencing

The Valley Forge Military College Advising & Administration, in the interest of timely student Graduation and program completion, apply a four-semester sequence of courses upon each student's course selections. Sequencing, if followed, facilitates the guaranteed earning of an Associate Degree regardless of program and regardless of whether or not a student wishes to pursue a Cybersecurity Certificate in conjunction with their Associate Degree program.

The tables that follow outline the degree requirements and elective options for each degree and the four-semester sequence recommended for each degree when study is started in either the Fall or Spring semester. At the end of all degree outlines is a master list of courses typically offered in the Fall and Spring semester.

Students can use the program maps and course sequences to track their progress with the help of their advisor. The program plans and sample course sequences are presented as follows:

7.3.1: Associate of Arts in Behavioral and Social Science

Behavioral and Social Sciences

General Education Competencies		Credits
Written Communication	EN101: English I	3
	EN102: English II	3
Oral Communication	CM120: Public Speaking	3
Quantitative Reasoning	MA112: Statistics	3
Scientific Method	CH103: Principles of Chemistry I **or** BI101: Principles of Biology I **or** CH107: General Chemistry **or** PH120: General Physics	4
Character and Ethics	PL101: Introduction to Ethics	3
Emotional Intelligence	PY101: Introduction to Psychology	3
Critical Thinking	ECP/MCAP: MS301 + Lab: Adaptive Team Leadership CL (Option 1): MS101, MS102, MS201, MS202 CL (Option 2): MS101+Lab & MS102+Lab	4
Information Literacy and Security	CS110: Introduction to Computer Information Systems	3
	CS250: Artificial Intelligence	3
Social Science	SO101: Introduction to Sociology	3
Leadership	CC101, CC102, CC201, & CC202: Corps of Cadets	4
Military History	HI203: American Military History	3
Total Gen Ed Credits		**41**
Program Courses		
Program Core	EC110: Microeconomics **or** EC111: Macroeconomics	3
Program Core	SO102: Multiculturalism	3
Program Core	PS101: American Government	3
Program Core	CJ220: Criminology	3
Total Program Credits		**12**
Electives		
Elective	Elective*	3
Elective	Elective*	3
Elective	Elective*	3
Total Elective Credits		**9**
Total Credits		62

ECP & MCAP Students Must Complete Each of the Following Courses

MS301 & Lab	Applied Team Leadership	4
MS302 & Lab	Applied Team Leadership	4
MS401 & Lab	Leadership in a Complex World	4
MS402 & Lab	Leadership in a Complex World	4

7.3.2: Associate of Arts in Criminal Justice

Criminal Justice

General Education Competencies		Credits
Written Communication	EN101: English I	3
	EN102: English II	3
Oral Communication	CM120: Public Speaking	3
Quantitative Reasoning	MA112: Statistics	3
Scientific Method	CH103: Principles of Chemistry I **or** BI101: Principles of Biology I **or** CH107: General Chemistry **or** PH120: General Physics	4
Character and Ethics	PL101: Introduction to Ethics	3
Emotional Intelligence	PY101: Introduction to Psychology	3
Critical Thinking	ECP/MCAP: MS301 + Lab: Adaptive Team Leadership CL (Option 1): MS101, MS102, MS201, MS202 CL (Option 2): MS101+Lab & MS102+Lab	4
Information Literacy and Security	CS110: Introduction to Computer Information Systems	3
	CS250: Artificial Intelligence	3
Social Science	CJ101: Introduction to Criminal Justice	3
Leadership	CC101, CC102, CC201, & CC202: Corps of Cadets	4
Military History	HI203: American Military History	3
Total Gen Ed Credits		**41**
Program Courses		
Program Core	CJ104: Intro to Constitutional Law	3
Program Core	CJ204: Criminal Law and Procedure	3
Program Core	SO101: Introduction to Sociology	3
Program Core	CJ220: Criminology	3
Program Core	PS101: American Government	3
Total Program Credits		**15**
Electives		
Elective	Elective*	3
Elective	Elective*	3
Total Elective Credits		**6**
Total Credits		62

ECP & MCAP Students Must Complete Each of the Following Courses

MS301 & Lab	Applied Team Leadership	4
MS302 & Lab	Applied Team Leadership	4
MS401 & Lab	Leadership in a Complex World	4
MS402 & Lab	Leadership in a Complex World	4

7.3.3: Associate of Arts in History

History

General Education Competencies		Credits
Written Communication	EN101: English I	3
	EN102: English II	3
Oral Communication	CM120: Public Speaking	3
Quantitative Reasoning	MA112: Statistics	3
Scientific Method	CH103: Principles of Chemistry I **or** BI101: Principles of Biology I **or** CH107: General Chemistry **or** PH120: General Physics	4
Character and Ethics	PL101: Introduction to Ethics	3
Emotional Intelligence	PY101: Introduction to Psychology	3
Critical Thinking	ECP/MCAP: MS301 + Lab: Adaptive Team Leadership CL (Option 1): MS101, MS102, MS201, MS202 CL (Option 2): MS101+Lab & MS102+Lab	4
Information Literacy and Security	CS110: Introduction to Computer Information Systems	3
	CS250: Artificial Intelligence	3
Social Science	SO101: Introduction to Sociology	3
Leadership	CC101, CC102, CC201, & CC202: Corps of Cadets	4
Military History	HI203: American Military History	3
Total Gen Ed Credits		**41**
Program Courses		
Program Core	HI103: American Experience I	3
Program Core	HI104: American Experience II	3
Program Core	HI105: World Civilization I	3
Program Core	HI106: World Civilization II	3
Total Program Credits		**12**
Electives		
Elective	Elective*	3
Elective	Elective*	3
Elective	Elective*	3
Total Elective Credits		**9**
Total Credits		62

ECP & MCAP Students Must Complete Each of the Following Courses

MS301 & Lab	Applied Team Leadership	4
MS302 & Lab	Applied Team Leadership	4
MS401 & Lab	Leadership in a Complex World	4
MS402 & Lab	Leadership in a Complex World	4

7.3.4: Associate of Arts in Liberal Arts

Liberal Arts

General Education Competencies		Credits
Written Communication	EN101: English I	3
	EN102: English II	3
Oral Communication	CM120: Public Speaking	3
Quantitative Reasoning	MA112: Statistics	3
Scientific Method	CH103: Principles of Chemistry I **or** BI101: Principles of Biology I **or** CH107: General Chemistry **or** PH120: General Physics	4
Character and Ethics	PL101: Introduction to Ethics	3
Emotional Intelligence	PY101: Introduction to Psychology	3
Critical Thinking	ECP/MCAP: MS301 + Lab: Adaptive Team Leadership CL (Option 1): MS101, MS102, MS201, MS202 CL (Option 2): MS101+Lab & MS102+Lab	4
Information Literacy and Security	CS110: Introduction to Computer Information Systems	3
	CS250: Artificial Intelligence	3
Social Science	SO101: Introduction to Sociology	3
Leadership	CC101, CC102, CC201, & CC202: Corps of Cadets	4
Military History	HI203: American Military History	3
Total Gen Ed Credits		**41**
Program Courses		
Program Core	History Elective (List 4)	3
Program Core	Government Elective (List 2)	3
Program Core	Multiculturalism	3
Program Core	Creative Writing	3
Total Program Credits		**12**
Electives		
Elective	Elective*	3
Elective	Elective*	3
Elective	Elective*	3
Total Elective Credits		**9**
Total Credits		62

ECP & MCAP Students Must Complete Each of the Following Courses

MS301 & Lab	Applied Team Leadership	4
MS302 & Lab	Applied Team Leadership	4
MS401 & Lab	Leadership in a Complex World	4
MS402 & Lab	Leadership in a Complex World	4

7.3.5: Associate of Arts in Political Science

Political Science

General Education Competencies		Credits
Written Communication	EN101: English I	3
	EN102: English II	3
Oral Communication	CM120: Public Speaking	3
Quantitative Reasoning	MA112: Statistics	3
Scientific Method	CH103: Principles of Chemistry I **or** BI101: Principles of Biology I **or** CH107: General Chemistry **or** PH120: General Physics	4
Character and Ethics	PL101: Introduction to Ethics	3
Emotional Intelligence	PY101: Introduction to Psychology	3
Critical Thinking	ECP/MCAP: MS301 + Lab: Adaptive Team Leadership CL (Option 1): MS101, MS102, MS201, MS202 CL (Option 2): MS101+Lab & MS102+Lab	4
Information Literacy and Security	CS110: Introduction to Computer Information Systems	3
	CS250: Artificial Intelligence	3
Social Science	PS104: Introduction to Political Science	3
Leadership	CC101, CC102, CC201, & CC202: Corps of Cadets	4
Military History	HI203: American Military History	3
Total Gen Ed Credits		**41**
Program Courses		
Program Core	PS101: American Government	3
Program Core	PS103 (SE101): Introduction to National Security	3
Program Core	PS102: International Relations	3
Program Core	PS202: Comparative Government	3
Total Program Credits		**12**
Electives		
Elective	Elective*	3
Elective	Elective*	3
Elective	Elective*	3
Total Elective Credits		**9**
Total Credits		62

ECP & MCAP Students Must Complete Each of the Following Courses

MS301 & Lab	Applied Team Leadership	4
MS302 & Lab	Applied Team Leadership	4
MS401 & Lab	Leadership in a Complex World	4
MS402 & Lab	Leadership in a Complex World	4

7.3.6: Associate of Arts in National Security

National Security

General Education Competencies		Credits
Written Communication	EN101: English I	3
	EN102: English II	3
Oral Communication	CM120: Public Speaking	3
Quantitative Reasoning	MA112: Statistics	3
Scientific Method	CH103: Principles of Chemistry I **or** BI101: Principles of Biology I **or** CH107: General Chemistry **or** PH120: General Physics	4
Character and Ethics	PL101: Introduction to Ethics	3
Emotional Intelligence	PY101: Introduction to Psychology	3
Critical Thinking	ECP/MCAP: MS301 + Lab: Adaptive Team Leadership CL (Option 1): MS101, MS102, MS201, MS202 CL (Option 2): MS101+Lab & MS102+Lab	4
Information Literacy and Security	CS110: Introduction to Computer Information Systems	3
	CS250: Artificial Intelligence	3
Social Science	SE101: Introduction to National Security	3
Leadership	CC101, CC102, CC201, & CC202: Corps of Cadets	4
Military History	HI203: American Military History	3
Total Gen Ed Credits		**41**
Program Courses		
Program Core	PS101: American Government or CJ104: Introduction to Constitutional Law	3
Program Core	PS102: International Relations	3
Program Core	SE210: Terrorism and Counter-Terrorism	3
Program Core	SE215: Intelligence Studies	3
Total Program Credits		**12**
Electives		
Elective	Elective*	3
Elective	Elective*	3
Elective	Elective*	3
Total Elective Credits		**9**
Total Credits		62

ECP & MCAP Students Must Complete Each of the Following Courses

MS301 & Lab	Applied Team Leadership	4
MS302 & Lab	Applied Team Leadership	4
MS401 & Lab	Leadership in a Complex World	4
MS402 & Lab	Leadership in a Complex World	4

7.3.7: Associate of Science in Business Administration

Business Administration

General Education Competencies		Credits
Written Communication	EN101: English I	3
	EN102: English II	3
Oral Communication	CM120: Public Speaking	3
Quantitative Reasoning	MA112: Statistics or MA104: Calculus	3
Scientific Method	CH103: Principles of Chemistry I **or** BI101: Principles of Biology I **or** CH107: General Chemistry **or** PH120: General Physics	4
Character and Ethics	BU204: Business Law and Ethics	3
Emotional Intelligence	PY101: Introduction to Psychology	3
Critical Thinking	ECP/MCAP: MS301 + Lab: Adaptive Team Leadership CL (Option 1): MS101, MS102, MS201, MS202 CL (Option 2): MS101+Lab & MS102+Lab	4
Information Literacy and Security	CS110: Introduction to Computer Information Systems	3
	CS250: Artificial Intelligence	3
Social Science	CJ104: Introduction to Constitutional Law or PS101: American Government	3
Leadership	CC101, CC102, CC201, & CC202: Corps of Cadets	4
Military History	HI203: American Military History	3
Total Gen Ed Credits		**41**
Program Courses		
Program Core	EC110: Principles of Microeconomics	3
Program Core	EC111: Principles of Macroeconomics	3
Program Core	BU110: Principles of Management	3
Program Core	AC201: Financial Accounting	3
Program Core	AC202: Managerial Accounting	3
Total Program Credits		**15**
Electives		
Elective	Elective*	3
Elective	Elective*	3
Total Elective Credits		**9**
Total Credits		60

ECP & MCAP Students Must Complete Each of the Following Courses

MS301 & Lab	Applied Team Leadership	4
MS302 & Lab	Applied Team Leadership	4
MS401 & Lab	Leadership in a Complex World	4
MS402 & Lab	Leadership in a Complex World	4

7.3.8: Associate of Science in Computer Science

Computer Science

General Education Competencies		Credits
Written Communication	EN101: English I	3
	EN102: English II	3
Oral Communication	CM120: Public Speaking	3
Quantitative Reasoning	MA104: Calculus	4
Scientific Method	PH201: Physics	4
Character and Ethics	BU204: Business Law and Ethics	3
Emotional Intelligence	PY101: Introduction to Psychology	3
Critical Thinking	ECP/MCAP: MS301 + Lab: Adaptive Team Leadership CL (Option 1): MS101, MS102, MS201, MS202 CL (Option 2): MS101+Lab & MS102+Lab	4
Information Literacy and Security	CS110: Introduction to Computer Information Systems	3
	CS250: Artificial Intelligence	3
Social Science	Elective	3
Leadership	CC101, CC102, CC201, & CC202: Corps of Cadets	4
Military History	HI203: American Military History	3
Total Gen Ed Credits		**41**
Program Courses		
Program Core	Descrete Math or Linear Algebra	3
Program Core	CS120: Introduction to Programming I	3
Program Core	CS200: Introduction to Programming II	3
Program Core	CS220: Data Management and Security	3
Program Core	Calculus II	4
Total Program Credits		**16**
Electives		
Elective	Elective*	3
Total Elective Credits		**3**
Total Credits		60

ECP & MCAP Students Must Complete Each of the Following Courses

MS301 & Lab	Applied Team Leadership	4
MS302 & Lab	Applied Team Leadership	4
MS401 & Lab	Leadership in a Complex World	4
MS402 & Lab	Leadership in a Complex World	4

7.3.9: Associate of Science in Construction Management

Construction Management

General Education Competencies		Credits
Written Communication	EN101: English I	3
	EN102: English II	3
Oral Communication	CM120: Public Speaking	3
Quantitative Reasoning	MA112: Statistics	3
Scientific Method	PH120: General Physics	4
Character and Ethics	BU204: Business Law and Ethics	3
Emotional Intelligence	BU110: Principles of Management	3
Critical Thinking	ECP/MCAP: MS301 + Lab: Adaptive Team Leadership CL (Option 1): MS101, MS102, MS201, MS202 CL (Option 2): MS101+Lab & MS102+Lab	4
Information Literacy and Security	CS110: Introduction to Computer Information Systems	3
	CS250: Artificial Intelligence	3
Social Science	CN102: Construction Safety	3
Leadership	CC101, CC102, CC201, & CC202: Corps of Cadets	4
Military History	HI203: American Military History	3
Total Gen Ed Credits		**42**
Program Courses		
Program Core	ER102: Introduction of Engineering and Materials	3
Program Core	CN101: Introduction to Construction Codes	3
Program Core	CN103: Introduction to Methods and Materials	3
Program Core	CN104: Advanced Construction Skills	3
Program Core	CN205: Construction Practicum	3
Total Program Credits		**15**
Electives		
Elective	Elective*	3
Total Elective Credits		**3**
Total Credits		60

ECP & MCAP Students Must Complete Each of the Following Courses

MS301 & Lab	Applied Team Leadership	4
MS302 & Lab	Applied Team Leadership	4
MS401 & Lab	Leadership in a Complex World	4
MS402 & Lab	Leadership in a Complex World	4

7.3.10: Associate of Science in Cybersecurity

Cybersecurity

General Education Competencies		Credits
Written Communication	EN101: English I	3
	EN102: English II	3
Oral Communication	CM120: Public Speaking	3
Quantitative Reasoning	MA104:Calculus or MA101: College Algebra	4
Scientific Method	PH201: Physics or PH107: General Physics	4
Character and Ethics	BU204: Business Law and Ethics	3
Emotional Intelligence	PY101: Introduction to Psychology	3
Critical Thinking	ECP/MCAP: MS301 + Lab: Adaptive Team Leadership CL (Option 1): MS101, MS102, MS201, MS202 CL (Option 2): MS101+Lab & MS102+Lab	4
Information Literacy and Security	CS110: Introduction to Computer Information Systems	3
	CS250: Artificial Intelligence	3
Social Science	CJ104: Introduction to Constitutional Law or PS101: American Government	3
Leadership	CC101, CC102, CC201, & CC202: Corps of Cadets	4
Military History	HI203: American Military History	3
Total Gen Ed Credits		**43**
Program Courses		
Program Core	CS150: Introduction to Cybersecurity	3
Program Core	CS240: Network Communications & Security	3
Program Core	CS215: Advanced Cybersecurity	3
Program Core	CS290: Information Systems Security	3
Total Program Credits		**12**
Electives		
Elective	Elective*	3
Elective	Elective*	3
Total Elective Credits		**9**
Total Credits		60

ECP & MCAP Students Must Complete Each of the Following Courses

MS301 & Lab	Applied Team Leadership	4
MS302 & Lab	Applied Team Leadership	4
MS401 & Lab	Leadership in a Complex World	4
MS402 & Lab	Leadership in a Complex World	4

7.3.11: Associate of Science in Engineering and Physical Sciences

Engineering and Physical Sciences

General Education Competencies		Credits
Written Communication	EN101: English I	3
	EN102: English II	3
Oral Communication	CM120: Public Speaking	3
Quantitative Reasoning	MA104: Calculus	4
Scientific Method	CH103: Principles of Chemistry	4
Character and Ethics	ER102: Introduction to Materials and Engineering	3
Emotional Intelligence	PH201: Physics I	4
Critical Thinking	ECP/MCAP: MS301 + Lab: Adaptive Team Leadership CL (Option 1): MS101, MS102, MS201, MS202 CL (Option 2): MS101+Lab & MS102+Lab	4
Information Literacy and Security	CS120: Programming I	3
	CS250: Artificial Intelligence	3
Social Science	PH202: Physics II	4
Leadership	CC101, CC102, CC201, & CC202: Corps of Cadets	4
Military History	HI203: American Military History	3
Total Gen Ed Credits		**45**
Program Courses		
Program Core	CH104: Principles of Chemistry II	4
Program Core	MA201: Calculus II	4
Program Core	MA202: Calculus III	4
Program Core	MA210: Differential Equations	3
Program Core	ER201: Engineering Statics	4
Total Program Credits		**19**
Total Credits		64

ECP & MCAP Students Must Complete Each of the Following Courses

MS301 & Lab	Applied Team Leadership	4
MS302 & Lab	Applied Team Leadership	4
MS401 & Lab	Leadership in a Complex World	4
MS402 & Lab	Leadership in a Complex World	4

7.3.12: Associate of Science in Health Science

Health Science

General Education Competencies		Credits
Written Communication	EN101: English I	3
	EN102: English II	3
Oral Communication	CM120: Public Speaking	3
Quantitative Reasoning	MA104: Calculus	4
Scientific Method	CH103: Principles of Chemistry I	4
Character and Ethics	BU204: Business Law and Ethics	3
Emotional Intelligence	PY101: Introduction to Psychology	3
Critical Thinking	ECP/MCAP: MS301 + Lab: Adaptive Team Leadership CL (Option 1): MS101, MS102, MS201, MS202 CL (Option 2): MS101+Lab & MS102+Lab	4
Information Literacy and Security	CS110: Introduction to Computer Information Systems	3
	CS250: Artificial Intelligence	3
Social Science	Elective	3
Leadership	CC101, CC102, CC201, & CC202: Corps of Cadets	4
Military History	HI203: American Military History	3
Total Gen Ed Credits		**43**
Program Courses		
Program Core	CH104: Principles of Chemistry II	3
Program Core	MA201: Calculus II	3
Program Core	BI101: Biology I	3
Program Core	BI102: Biology II	3
Total Program Credits		**12**
Electives		
Elective	Elective*	3
Elective	Elective*	3
Total Elective Credits		**6**
Total Credits		61

ECP & MCAP Students Must Complete Each of the Following Courses

MS301 & Lab	Applied Team Leadership	4
MS302 & Lab	Applied Team Leadership	4
MS401 & Lab	Leadership in a Complex World	4
MS402 & Lab	Leadership in a Complex World	4

7.3.13: Associate of Science in Mathematics

Mathematics

General Education Competencies		Credits
Written Communication	EN101: English I	3
	EN102: English II	3
Oral Communication	CM120: Public Speaking	3
Quantitative Reasoning	MA104: Calculus	4
Scientific Method	CH103: Principles of Chemistry I **or** BI101: Principles of Biology I **or** CH107: General Chemistry **or** PH120: General Physics	4
Character and Ethics	PL101: Introduction to Ethics	3
Emotional Intelligence	PY101: Introduction to Psychology	3
Critical Thinking	ECP/MCAP: MS301 + Lab: Adaptive Team Leadership CL (Option 1): MS101, MS102, MS201, MS202 CL (Option 2): MS101+Lab & MS102+Lab	4
Information Literacy and Security	CS110: Introduction to Computer Information Systems	3
	CS250: Artificial Intelligence	3
Social Science	Elective	3
Leadership	CC101, CC102, CC201, & CC202: Corps of Cadets	4
Military History	HI203: American Military History	3
Total Gen Ed Credits		**43**
Program Courses		
Program Core	MA200: Linear Algebra	3
Program Core	MA201: Calculus II	3
Program Core	MA202: Calculus III	3
Program Core	MA205: Discrete Math	3
Program Core	MA210: Differential Equations	3
Total Program Credits		**15**
Electives		
Elective	Elective*	3
Total Elective Credits		**3**
Total Credits		61

ECP & MCAP Students Must Complete Each of the Following Courses

MS301 & Lab	Applied Team Leadership	4
MS302 & Lab	Applied Team Leadership	4
MS401 & Lab	Leadership in a Complex World	4
MS402 & Lab	Leadership in a Complex World	4

7.3.14: Associate of Science in Pre-Nursing

Pre-Nursing

General Education Competencies		Credits
Written Communication	EN101: English I	3
	EN102: English II	3
Oral Communication	CM120: Public Speaking	3
Quantitative Reasoning	MA101: College Algebra	3
Scientific Method	PH120: General Physics I	4
Character and Ethics	PL101: Introduction to Ethics	3
Emotional Intelligence	PY101: Introduction to Psychology	3
Critical Thinking	ECP/MCAP: MS301 + Lab: Adaptive Team Leadership **or** CL: MS101, MS102, MS201, MS202	4
Information Literacy and Security	CS110: Introduction to Computer Information Systems	3
	CS250: Artificial Intelligence	3
Social Science	CH105: Chemistry for Healthcare	4
Leadership	CC101, CC102, CC201, & CC202: Corps of Cadets	4
Military History	HI203: American Military History	3
Total Gen Ed Credits		**43**
Program Courses		
Program Core	BI101: Biology I	4
Program Core	BI102: Biology II	4
Program Core	BI215: Human Anatomy and Physiology I*	4
Program Core	BI216: Human Anatomy and Physiology II*	4
Program Core	BI235: Microbiology*	4
Program Core	NU210: Nutrition* or NURS 216: Nutrition for Nurses	3
Eastern Transferees	NURS 280: Introduction to Professional Nursing	3
Eastern Transferees	NURS 250: Nursing Essentials	3
Total Program Credits		**29**
Total Credits		72

^Transferees to Eastern University are required to take IN104: Leadership Theory and Practice
* Transferees to Eastern University are required to take Eastern courses instead of VFMC courses for these courses: BIOL233: Human Physiology & Anatomy I, BIOL234: Human Physiology & Anatomy II, BIOL216: Introduction to Microbiology, NURS220: Nutrition for Nurses.

ECP & MCAP Students Must Complete Each of the Following Courses

MS301 & Lab	Applied Team Leadership	4
MS302 & Lab	Applied Team Leadership	4
MS401 & Lab	Leadership in a Complex World	4
MS402 & Lab	Leadership in a Complex World	4

7.3.15: Certificate in Cybersecurity

Valley Forge Military College is designated as a center of academic excellence for cyber defense, two-year schools (CAE2Y).

Certificate in Cybersecurity

General Education Competencies		Credits
Information Literacy and Security	CS110: Introduction to Computer Information Systems	3
Program Core	CS220: Data Management and Security (Prerequisite - CS110)	3
Program Core	CS240: Network Communication and Security (Prerequisite - CS110)	3
Program Core	CS290: Information Systems Security (Prerequisite - CS110, CS220, CS240)	3
Total Credits		12

Program Parameters

1: This program (these courses) can be taken as part of any other degree program offered at VFMC.

2: CS220 and CS240 may be interchanged in the sequence as availability allows.

7.3.15: Certificate in Digital Forensics

Certificate in Digital Forensics

General Education Competencies		Credits
Information Literacy and Security	CS110: Introduction to Computer Information Systems	3
Social Science	CJ104: Introduction to Constitutional Law (Prerequisite - CS110)	3
Program Core	CJ106: Digital Forensics	3
Program Core	CS120: Introduction to Programming	3
Total Credits		12

Program Parameters

1: This program (these courses) can be taken as part of any other degree program offered at VFMC.

2: Courses may be interchanged in the sequence as availability allows.

8: Academic Policies

The following are the academic policies that all students are expected to adhere to.

8.1 Academic Honesty

Description
Academic honesty is a core component of character development, one of the five cornerstones of Valley Forge Military College. Students are expected to complete all academic work with integrity and to be evaluated fairly based on their own efforts. Academic honesty is directly linked to the Cadet Honor Code: "I will not lie, cheat, steal nor tolerate those who do." Academic dishonesty will not be tolerated.

Behaviors that violate the principles of academic honesty include, but are not limited to, the following:

Cheating: Using or attempting to use unauthorized materials or information during any academic exercise; copying from others; unauthorized communication during exams; planning or encouraging others to cheat.

- **Plagiarism**: Presenting another's ideas, words, or work as your own without proper attribution, including cutting and pasting from digital sources without citation.
- **Fabrication**: Inventing, altering, or falsifying information, data, or citations in any academic work.
- **Multiple Submissions**: Submitting the same work for more than one course without prior written approval from all instructors involved.
- **Unsanctioned Collaboration**: Working with others without explicit permission from the instructor.
- **Unauthorized Assistance**: Receiving or giving help not permitted by the instructor; allowing others to copy your work.

Additional violations include:

- Misrepresentation of academic work or actions to an instructor.
- Forgery of academic documents or signatures.
- Claiming credit for group work without contributing meaningfully.
- Software piracy or unauthorized use of licensed programs.
- Theft or damage of library materials or academic resources.
- Violating copyright laws, including unpermitted duplication of texts.
- Failing to purchase required course materials and using them without proper access or compensation.

AI Tool Usage Policy

Artificial Intelligence (AI) tools—including **Copilot, ChatGPT, Gemini, and others**—can aid in research and brainstorming, but students **must complete their own work independently**.

- AI tools **should not** be used to generate assignments **in place of student effort**.
- Any assignment determined to be **significantly AI-generated without citation or instructor approval** will receive a grade of **zero**.
- Professors have the discretion to evaluate AI involvement using detection methods.

Group Collaboration Policy

Collaborative learning is encouraged, but students **must obtain professor approval before working in groups**.

- Each student must **identify the portion of the assignment they contributed to**.
- Assignments must reflect **individual effort**, not duplicate submissions.
- If a professor determines that **a group submitted identical work**, all members will **receive a grade of zero**.

Sanctions

- **First Offense**: The professor will impose a **grade of zero** for the assessment and treat the situation as a learning opportunity for character development.
- **Second Offense**: A **course grade of "F"** will be assigned and the student will be referred to the **Honor Council**, who may impose additional sanctions for violation of the student Honor Code.

Academic Honesty Policy (Statement for Syllabus)

All VFMC instructors are required to include the following statement in their course syllabi defining academic dishonesty and identifying the course of action for offenders.

Academic Honesty is directly linked to the Cadet Honor Code: "I will not lie, cheat, steal nor tolerate those who do." Academic dishonesty will not be tolerated. Examples of academic dishonesty include, but are not limited to, the following:

- Cheating
- Plagiarism
- Fabrication
- Unauthorized assistance (AI, student, digital, etc.)
- Multiple submissions of work
- Unsanctioned collaboration
- Misrepresentation of academic work or actions to an instructor
- Forgery of academic documents or signatures
- Claiming credit for group work without contributing meaningfully.
- Software piracy or unauthorized use of licensed programs.
- Theft or damage of library materials or academic resources.
- Violating copyright laws, including unpermitted duplication of texts.
- Soliciting another cadet to help carry out an act of academic dishonesty
- Failing to purchase required course materials and using them without proper access or compensation.

Sanctions

- **First Offense**: The professor will impose a **grade of zero** for the assessment and treat the situation as a learning opportunity for character development.
- **Second Offense**: A **course grade of "F"** will be assigned and the student will be referred to the **Honor Council**, who may impose additional sanctions for violation of the student Honor Code.

Cadets who knowingly allow others to copy their work, either in or outside of class, will be subject to the same penalties for cheating and plagiarism as those committing the act.

8.2 Add/Drop Policy

A student has the opportunity to add or to drop courses during the **first two weeks** of each semester. The courses that have been added and dropped do not get recorded on the student's permanent record (transcript). An add/drop request may be made in person or by email. If by email, the message must come from the Student's official VFMC email account. The student may add or drop courses through the Office of the Registrar.

8.3 Auditing a Course

A student may participate in a credit bearing course on a non-credit basis. This option is considered an audit of the course. Audits are granted in rare circumstances and only by approval from the Office of the Chief Academic Officer. Once a student has been approved for an audit, the final grade in the course will be annotated on the student's official transcript with an "AU".

8.4 Course Repeat/Grade Replacement

A student may repeat a course only once in which their original grade was a 1.7 "C-" or lower. However, a student may not repeat a course after completing the next course in a sequence; for example, a student may not repeat EN 101 after completing EN 102. Only the repeated grade will be calculated into the cumulative GPA and be reflected on the transcript with the annotation that the course has been repeated "R".

At no time will a course from another institution be allowed to serve as a repeat course for a VFMC course. The only exception is coursework taken at institutions that have a current consortium agreement with VFMC.

8.5 E-Mail Policy

All cadets are assigned a Valley Forge Military College e-mail address. This is the most important form of communication at the College, and we urge you to check your mailbox regularly. This is also the preferred method for contacting and communicating with cadets in all aspects of your academic career at the college.

VFMC retains the right to restrict access to and use of the electronic/digital information network to students and staff for appropriate academic, professional and institutional purposes. Use of the Institution's electronic/digital information network for other purposes is not authorized and will constitute grounds for revocation of user privileges, removal of offending material, potential disciplinary action and, in appropriate cases, referral to law enforcement authorities. There is no right to privacy in the use of the VFMC's resources. VFMC may monitor and access information contained on its resources for investigative and/or administrative purposes, and may take administrative action in response to any violation of this policy, applicable administrative regulation, or law.

8.6 Family Education Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights to Privacy Act of 1974 (Public Law 93-380), "known as FERPA or the Buckley Amendment" governs the privacy of educational records. Under FERPA, rights of confidentiality transfer to the student when they become eighteen (18) years of age, or upon their first day of attendance in post-secondary education classes, whichever comes first. **Once a student assumes confidentiality rights, academic records, billing, and financial records can be seen by a student, and College personnel are allowed to discuss such matters *only* with the student.** Information can be released to someone other than the student, by signing a FERPA waiver. The FERPA waiver provides the College with written authorization from the student, indicating the individuals they are giving permission to access their academic records.

Student educational records include:

- Academic records (maintained by the office of the Registrar)
- Financial aid records (maintained by the Director of Financial Aid)
- Billing records (maintained by the Business Office)
- Tactical Records (maintained by the Commandant's Office)

Students and parents are advised that VFMC has a written policy governing its record-keeping procedures on file. Students can seek correction of information contained in student records and seek to limit disclosure of information of the records, in accordance with FERPA requirements. Furthermore, eligible students have the right to file complaints with the U.S. Department of Education concerning alleged failure by VFMC to comply with FERPA requirements.

Authorization to discuss billing and financial aid information must be addressed by the student to the Business Office and the Financial Aid Office.

FERPA Annual Notification Statement

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. The following notification statement is made available to students enrolled in Valley Forge Military College (VFMC) to apprise them of their rights concerning access and review of the education records maintained at the college. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the VFMC receives a request for access. A student should submit to the registrar, Dean of College Services, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

2. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the VFMC in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of VFMC who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for VFMC.

   Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. For example, VFMC has collaborative programs involving consortium agreements, articulation agreements, and transfer agreements which may require transfer of student records.

3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by VFMC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202

FERPA permits the disclosure of Personally Identifiable Information from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

To other school officials, including teachers, within VFMC whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other

parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*2*) are met. (§99.31(a)(1))

To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))

To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or

a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

8.7 Student Status

Students at VFMC are classified as either full-time or part-time based on their enrollment.

Full-time Status:

Full-time residential cadets must maintain full-time enrollment status. Full-time enrollment status is based on the credit course load a cadet is enrolled in for a given semester. **A full-time course load is defined as enrollment in a minimum of 12 credits and a maximum of 18 credits for a given semester.** A course load greater than 18 credits is considered an overload.

All international cadets must maintain full-time enrollment status. If an international cadet drops below full-time status, the Office of the Registrar must inform the SEVIS representative at VFMC.

Part-time Status:

Part-time students are defined by being enrolled in **less than 12 credits** for a given semester. They must be enrolled in a degree program, and they are considered non-residential cadets.

8.8 ROTC Status of Students

All full-time, on-campus students who are part of the traditional Corps of Cadets are to be enrolled in ROTC during their time of studies at VFMC. ROTC coursework completes the Critical Thinking Core Curriculum requirement for VFMC students. However, students do not have to participate in the ROTC program, though they may if they wish to and are accepted into the program.

8.9 Grading Scale

In order to establish and maintain standards of academic excellence, the following grading scale is used at VFMC:

Transcript entry/ Numerical grade	Corresponding letter grade	Percent equivalent
4.0	A	93-100
3.7	A-	90-92
3.3	B+	87-89
3.0	B	84-86
2.7	B-	80-83
2.3	C+	77-79

2.0	C	74-76
1.7	C-	70-73
1.3	D+	67-69
1.0	D	64-66
0.0	F	0-63

* **Note**: The credits earned in developmental courses do not count toward graduation requirements.

8.10 Recognition of Academic Achievement

To recognize academic excellence, awards shall be published through the Office of the Registrar based on term grade point average (GPA) and full-time enrollment (at least 12 credits earned per semester). The recognition shall be in the form of a Gold Star which is to be worn on the student uniform. Additional privileges will be awarded to the star recipients as outlined in this policy. Stars shall be based on academic performance throughout an entire semester, and the award is worn during the following semester.

8.11 Graduation Honors

The following academic honors are awarded to students at graduation who have completed their degree requirements.

Honors are determined by the following corresponding cumulative GPAs:

- **Summa Cum Laude** (with highest honors): Awarded to students with a cumulative GPA of 3.7 or higher.
- **Magna Cum Laude** (with high honors): Awarded to students with a cumulative GPA of 3.5 to 3.69.
- **Cum Laude** (with honors): Awarded to students with a cumulative GPA of 3.3 to 3.49.

Honorary titles are defined as follows:

- **Valedictorian**: Honorary title awarded to the May graduating student who has earned the highest cumulative GPA in the graduating class, successfully earned their associate degree, and completed the last two semesters in residence at VFMC.
- **Salutatorian**: Honorary title awarded to the May graduating student who has earned the second highest cumulative GPA in the graduating class, successfully earned their associate degree, and completed the last two semesters in residence at VFMC. In the case of a tie between students with matching GPAs, the student who has completed the most credit hours at VFMC will be awarded Valedictorian. In the case of a tie in credits, the student with the least transfer credits will be awarded Valedictorian.

Other awards as follows:

- **Sorley Awards:** The pre-eminent May graduating student in each program is recognized by faculty. This award is based on GPA, academic achievement, excellence in program study, and involvement on campus.

8.12 Pass / No Pass

The grade of P/NP is given as a final grade for all ESL coursework taken at VFMC. A passing grade (P) is equivalent to a final average of 63% or higher in the course. A non-passing grade (NP) is equivalent to a final average lower than 63%.

Grades of P/NP are not calculated into the term or cumulative GPA. The credits earned for ESL courses will be calculated toward the total credits earned for financial aid purposes. However, the credits earned will not be calculated into the cumulative credits earned for graduation requirements.

8.13 Incomplete Policy

A student may apply for an incomplete grade, in emergency situations where successful completion of the course requirements, during the time frame of the academic term, is beyond the student's control.

In order to facilitate an incomplete grade, a student must discuss the circumstances with the instructor of the course. If the instructor approves the incomplete, they must submit a form/letter requesting the incomplete to the Dean of College Services. The Dean of College Services has final approval in granting the incomplete grade.

If the incomplete is approved, the student has 30 days beyond the end of the semester to complete the course requirements. If the student does not complete all the course requirements by the end of the 30 days, the "I" incomplete grade will automatically convert to a failing grade "F."

8.14 Student Attendance Policy

It is the policy of Valley Forge Military College (VFMC) that attendance in scheduled classes is mandatory. The following policy details the ramifications of absences beyond those deemed "authorized absences" as a result of participation in an official VFMC sanctioned function.

Regular classroom attendance has a cumulative effect of creating life-long positive traits - responsibility, determination, respect for rules of society - that are critical for developing career readiness skills, success in college and in life. It is required that all VFMC students attend every class. Failure to do so will result in actions both academically and disciplinarily.

Each individual faculty member will have an attendance policy that governs their individual courses and considers attendance as part of the overall final grade. The instructors' attendance

policy will be posted in the course syllabus and presented to students during the first week of class.

Authorized Absences include the following:

- Medical Emergencies – scheduled appointments are not considered a medical emergency and should not be made in conflict with scheduled examinations.
- Emergency Leave – as approved by the Commandant's Office.
- Special Leave – as approved by the Commandant's Office, to include college visitation leave, etc.
- Approved VFMC Functions – such as sports competitions, performing group commitment, or an academic trip as part of an instructor requirement.
- Unique Situations – approved in advance by the Commandant's Office and the Dean of College Services.
- Early departures and late returns to accommodate travel in conjunction with scheduled leaves will not be approved as authorized class absences.
- Regardless of the reason, any absences that total over 21 consecutive days, the student will automatically be withdrawn from school due to financial aid restrictions. **This does not apply to online courses.**

It is the responsibility of the student to inform their instructor(s) of their impending absence, **prior** to the authorized absence, and to seek the necessary approvals as detailed above.

The following disciplinary and remedial action will be administered in support of this policy as follows:

- When a student accumulates absences accounting for **5%** or more of the semester contact hours the tactical department will be notified by the Dean of College Services to discuss the ramifications of repeated absences.
- When a student accumulates absences accounting for **10%** or more of the semester contact hours he/she will be assigned a Student Success Council (Phase 1). The student will meet with the Dean of College Services and their Academic advisor.
- **Additionally, students who accumulate absences accounting for 10% or more of the semester contact hours are removed from all extracurricular/athletic trips involving absence from scheduled classes.** Students in this status may continue to practice and compete in events not involving absence from scheduled classes.
- When a student accumulates absences accounting for **15%** or more of the semester contact hours he/she will appear before a **Regimental Board for violation of a Class B Offense.** Additionally, students who accumulate absences accounting for 15% or more of the semester contact hours are removed from all extracurricular/athletic activities and rosters. Students in this category may not participate in any extracurricular or athletic activities.

When a student accumulates absences accounting for **20%** or more of the semester contact hours he/she will appear before the **Dean of College Services and subject to dismissal from the College.** In the event the student is not dismissed, he/she will be subject to the same extracurricular/athletic restrictions as those accumulating absences accounting for 15% or more of the semester contact hours.

8.15 Student Conduct in Classes

Valley Forge Military College strictly prohibits disruptive behavior in the classroom. Cadets are required to adhere, in the classroom, to the disciplinary guidelines set out by the Red Book for operations on campus as a whole.

Faculty are permitted to set reasonable standards for their students' classroom behavior which will promote learning objectives. Students are expected to conduct themselves in a mature manner that does not distract from or disrupt the educational pursuits of others. Should a professor determine that a student's conduct is being distracting or disruptive; the professor may impose the student's immediate removal from the classroom until the student can conduct himself or herself in an appropriate manner. If the professor is unable to obtain the cooperation of the student, the student may be referred for disciplinary action.

8.16 Student Course Overload

A full academic load is considered to be between twelve (12) and eighteen (18) credit hours per term, including Military Science courses. Any student who requests a credit load, per term, that exceeds the full-time status (18 credit hours) must apply for a course overload approval directly with the Registrar. Students are not allowed to complete overload courses without approval from the Registrar. 22 or more credits will be charged the per credit rate of $1,032.50, except for Engineering students completing core programming for their degree..

8.17 Student Release of Information

In accordance with the Family Education Rights to privacy act (Buckley Amendment), no information pertaining to a student's education record will be released without the written consent of that student.

An education record consists of the following information:

Academic Records
Disciplinary Records
Financial Records
Health Records

Students are informed of their rights via the "Annual FERPA notification" that is posted to the VFMC website and provided during Registration and Orientation.

VFMC has the right to disclose educational records without a student's written consent under the FERPA exception for disclosure to school officials with a **legitimate academic interest**. A school official has a legitimate academic interest if the official needs to review an educational record in order to fulfill his or her responsibility for VFMC.

A school official is a person employed by VFMC in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff) a person or company with whom VFMC has contracted as its agent to provide a service instead of

using VFMCC employees or officials. This includes our legal counsel, auditors, collection agencies, a person serving on the College Oversight Committee or the Board of Trustees, or designated members of the Chain of Command.

VFMC, upon request, may disclose educational records, without consent, to officials of another school in which a student seeks to enroll. VFMC makes a reasonable attempt to notify each student of these disclosures. The only information that may be released without the student's permission is Directory Information. Directory Information is data, determined by the College Registrar's Office that may be released by a school official without written consent from the student. Directory Information is not normally considered a violation of a person's privacy. Students have the right to "block" the institute from distributing directory information.

VFMC also has the right to release directory information without a student's written consent.

The following is considered directory information by VFMC:

Student's name
Honors
Field of study
Dates of attendance
Enrollment status (full time/part time)
Degrees awarded
Participation in recognized athletic activities and extra-curricular activities
Rank in Chain of Command
Student photograph
Weight and height of members of athletic teams

Directory Information CAN NEVER include a student's:

Race
Gender
Social Security Number
Grades
GPA
Class schedule
County of citizenship Religion
Disciplinary action
Academic status (dismissal/probation)

This information CAN NEVER be released without the written permission of the student.

A VFMC employee does not have permission to disclose any personally identifiable information regarding a student, to a third party, without the written consent of the student. Personally identifiable information includes:

1. Name of student, student's parent, or any other family member
2. Student's campus or home address
3. A personal identifier (social security number, student ID number)
4. A list of personal characteristics or other information which would make the student's identity traceable

8.18 Withdrawal from a Course

Withdrawal Policy

A student may withdraw from a course after the end of the Add/Drop period until two weeks prior to final exams, the date of which is published in advance by the Office of the Registrar. Students must obtain the Withdrawal Form from the Registrar's Office. Students must obtain all of the applicable signatures on the form before returning it to the Registrar's Office. If the form does not have all the appropriate signatures, it will NOT be processed by the Registrar and will be deemed incomplete until all applicable signatures are obtained.

No withdrawal will be made official, nor will it reflect on a student's permanent academic record (transcript), until the withdrawal is processed through the Office of the Registrar. Only the student withdrawing from the course can complete the withdrawal process. Students who have more than 21 consecutive calendar days of unexcused absences from all classes can be withdrawn from the college by the Registrar.

Medical Withdrawal Policy
A student may be considered for Medical Withdrawal if they are deemed to have a legitimate medical cause by the Dean of College Services. Valley Forge Military College may request supporting documents to verify the legitimacy of the medical emergency. Medically withdrawn students are withdrawn from all courses regardless of any withdrawal period or deadlines. A student may be involuntarily medically withdrawn if the Dean of College Services determines the student's continued presence on campus poses a health & safety risk to that student or other students.

Medically withdrawn students may be considered withdrawn indefinitely to return at such a time when their medical issue is satisfactorily resolved. Medically withdrawn students are not required to undergo the standard admissions process to return, however their return may be contingent upon meeting certain conditions or requirements set by the Dean of College Services. Involuntary medically withdrawn students have the opportunity to appeal the decision. They must request an appeal and submit supporting documentation to the Provost.

Transcript Notation for Withdrawn Courses

Withdrawals processed from the end of the Add/Drop period until two weeks prior to final exams will be annotated on the student's official transcript with a "W" for the final grade in the course.

The withdrawal will not be calculated into the student's term or cumulative GPA.

A student who has earned a failing grade due to excessive unexcused absences (as determined by the Student Attendance policy), will not be allowed to withdraw from the course.

Withdrawing from a course is not permitted during the last two weeks prior to final exams.

8.19 Satisfactory Academic Progress

Introduction

The United States Department of Education requires every postsecondary institution administering federal student aid funds (Title IV) to maintain a satisfactory academic progress (SAP) policy. VFMC cadets who receive financial aid must meet the standards for SAP as described in this policy. If a cadet fails to meet these SAP standards, the cadet may lose access to federal and/or state financial aid.

The VFMC satisfactory academic progress policy applies to any cadet entering or returning to VFMC whether or not they receive Title IV funding. A cadet's entire academic record is reviewed, including academic restarts and terms when a cadet was not a financial aid recipient, except as noted below.

I: SAP Review

VFMC's Registrar will evaluate and document a cadet's satisfactory academic progress at the end of every academic term (fall, spring, summer) ("Term"). For SAP purposes, the institution treats the winter intersession and spring term as a single Term, such that the Registrar will evaluate and document at the end of the spring term the cumulative satisfactory academic progress relating to both the winter intersession and the spring term.

Once certified by the Provost, the list of SAP statuses will be shared with the Financial Aid Office, relevant cadet academic advisors, and the Commandant.

The Registrar is responsible for re-evaluating and documenting satisfactory academic progress upon receiving grade changes from faculty.

As explained below, satisfactory academic progress has three components: (1) qualitative measure (specified cumulative Grade Point Average); (2) quantitative measure (successful completion of a specified percentage of all courses attempted); and (3) completion of degree requirements within the maximum time frame.

1: Qualitative Measure: Cumulative Grade Point Average

A cadet must earn a cumulative grade point average (CGPA) of **2.0** as of each evaluation period.

2*: Quantitative Measure: Completion of a Specified Percentage of All Courses Attempted*

A cadet must successfully complete 67% of the cumulative credits attempted at the evaluation point. This is calculated by dividing cumulative credit hours earned by cumulative credit hours attempted.

Example: If a cadet attempts 24 credit hours, the cadet must successfully complete 16 credit hours.

3: Maximum Program Length

The maximum time frame for a cadet to complete degree requirements is 150% of the published program length as measured in credit hours.

For the purposes of the quantitative measure and the maximum program length measure, credit hours attempted shall mean any credit hours for which a cadet has incurred a financial obligation at VFMC and any credit hours, including Advanced Placement credits, a cadet has successfully transferred in from another institution that are included in the cadet's program of study. (See Section II below.)

Example: since the VFMC Criminal Justice Program is 62 semester credit hours, the cadet must successfully complete the program within 150% of the 62 semester credit hours or within 93 semester credit hours attempted.

II: Effect on Satisfactory Academic Progress

- Course Withdrawals— Cadets withdrawing from individual classes after the add/drop period will receive a "W" (Withdrawal) on their transcripts. Withdrawals count as credit hours attempted, but not as credit hours earned. "W" grades are not included in the CGPA.

- Incomplete Courses— Incomplete courses count as credit hours attempted, but not as credit hours earned. Until a grade is assigned for an incomplete class, the "I" is not included in the CGPA. If a cadet does not complete a course in which the cadet initially earned an incomplete, the cadet will be issued a failing grade, which will be included in the CGPA.

- Repeated Courses— When a cadet repeats a failed course, the repeated course counts as credits attempted, but it will only count as credit hours earned when the course is successfully completed. If a cadet repeats a course, only the highest grade earned will be included in the cadet's CGPA.

- Transfer Credits/Advanced Placement Credits— These courses are considered attempted and earned credit hours to the extent they apply to the cadet's program of enrollment, but are not used to calculate the CGPA.

- Remedial Courses— These courses are not considered credits attempted or earned, nor are they used to calculate the CGPA. However, VFMC requires cadets to repeat and pass any remedial courses that the cadet failed or from which the cadet withdrew.

- Change in Program— Only the courses that are applicable to a cadet's current program of enrollment will be included in calculating the cadet's satisfactory academic progress.

III: Satisfactory Academic Progress Levels

A. *First SAP Failure – Academic and Financial Aid Warning*

At the end of each Term, any cadet who does not achieve the satisfactory academic progress requirements noted in Section I (i.e., Qualitative Measure, Quantitative Measure, Maximum Program Length) will be placed on **Academic and Financial Aid Warning**. The cadet will remain eligible for financial aid. Additionally, cadets

may have some restrictions placed on them regarding the types of courses the cadet may take.

All cadets placed on Academic and Financial Aid Warning will adhere to the following restrictions:

1. Create and follow an academic remediation plan with their assigned Academic Advisor.
2. Limited to a maximum of 15 registered credits, including any remedial courses.

B. *Second SAP Failure – Loss of Financial Aid Eligibility, Except for Cadets placed on Academic and Financial Aid Probation*

If a cadet fails to meet the satisfactory academic progress requirements (see Section I) for a second consecutive evaluation period the cadet will be ineligible to receive financial aid.

However, a cadet may appeal the loss of financial aid eligibility. If the appeal is granted based on the requirements in Section V of this document, the cadet will be placed on **Academic and Financial Aid Probation**. Placement on Academic and Financial Aid Probation allows the cadet to be eligible for financial aid.

Cadets who fail to meet the satisfactory academic progress requirements noted in Section I for a second consecutive evaluation period (including those cadets placed on **Academic and Financial Aid Probation** after a successful appeal) will have restrictions placed on them. The following restrictions apply:

1. The cadet will be assigned to an adviser.
2. The cadet will create and follow an **academic plan** with the probation adviser (Registrar) (this requirement applies only if the cadet will require more than one payment period to meet SAP requirements), and meet weekly with the advisor to monitor progress.
3. The cadet will be limited to enrolling in a maximum of 12 semester credit hours for the term, including any developmental or remedial courses, and including Military Science courses.
4. The cadet will not be eligible to register in courses offered through any Consortium agreement.
5. The cadet will not be able to participate in extracurricular activities, or Corps of Cadets leadership positions. Cadets may still participate in practice sessions.

C. *Third SAP Failure – Dismissal, Except for Cadets Meeting Their Academic Plan*

Any cadet that fails to meet the satisfactory academic progress requirements (see Section I) for a third consecutive evaluation period will be academically dismissed from the College, <u>unless</u> such a cadet is on Academic and Financial Aid Probation <u>and</u> is meeting the requirements of the academic plan noted in Section III.B.2. A cadet is eligible to receive Title IV aid provided the cadet continues to meet the requirements of the academic plan.

Cadets may appeal the dismissal by submitting an Academic Reinstatement Appeal Form. Appealing an academic dismissal does not guarantee reinstatement. Any cadet for whom an appeal is approved may return to VFMC – however, such a cadet will not be eligible for financial aid until the cadet re-establishes financial aid eligibility per Section V.
If a cadet chooses not to return to VFMC the Term following Academic Dismissal and is considering reinstatement at a later date, they will need to complete the following:

1. Six (6) credits at another College or University;
2. Earn a grade of C or better in all courses;
3. Forward official transcripts to the Office of the Registrar at VFMC;
4. Contact VFMC College Admissions to complete the dismissed cadet reinstatement process.

IV: Notification

VFMC's Registrar will measure and document a cadet's satisfactory academic progress per the requirements noted in Section I at the end of every Term. The Registrar will maintain a list of cadets and their satisfactory academic progress status.

Once certified by the Provost, this list will be shared with the Financial Aid Office and relevant cadet academic advisors.

Within 14 days after the end of the Term, the Registrar will:

- Notify cadets who have been placed on Academic and Financial Aid Warning.
- Notify cadets who have failed to meet the satisfactory academic progress requirements for a second consecutive evaluation period that they are no longer eligible for financial aid. This notification will disclose to cadets that they may appeal the loss of financial aid eligibility. See Section V (below).
- Notify cadets who have failed to meet the satisfactory academic progress requirements for a third consecutive evaluation period that they are subject to dismissal (unless the cadet is meeting the requirements of the academic plan noted in Section III.B.2).

Cadets who fail to meet SAP requirements following the Financial Aid Warning Term will not be eligible for federal financial aid until all satisfactory academic progress requirements have been achieved or the cadet has successfully appealed the determination that the cadet failed to meet SAP and has been placed on Academic and Financial Aid Probation. Under no circumstances will financial aid be awarded retroactively to the Term(s) in which the standards were not met.

V: Appeal Process

VFMC may place a cadet on **Academic and Financial Aid Probation** and may disburse Title IV, HEA program funds to the cadet for the subsequent payment period (i.e., one Term) if:

A. VFMC determines the cadet is not making satisfactory academic progress for a second consecutive Term;
B. The cadet successfully appeals the determination by the deadline of 20 days after receiving the notice referenced in Section IV; and
C. VFMC determines either
    1. The cadet should be able to meet SAP requirements by the end of the subsequent term, in which case an academic plan is not required, or

2. the cadet will require more than one Term to meet progress standards, in which case an academic plan is required.

To prevent the loss of financial aid eligibility after VFMC has determined the cadet is not meeting SAP standards for a second consecutive Term, a cadet must submit an appeal form to the Registrar by the 20-day deadline. The cadet's appeal must demonstrate extenuating circumstances that contributed to the cadet not meeting SAP standards. The written appeal must include a statement describing the extenuating circumstances, and provide documentation, if available or otherwise requested, as to why the cadet failed to make satisfactory academic progress and what has changed in the cadet's situation that will allow the cadet to demonstrate satisfactory academic progress at the next evaluation point. Extenuating circumstances would include the death of a relative, illness of the cadet, or other special circumstance that had an adverse effect on the cadet.

All appeals submitted to the Registrar within 20 calendar days will be reviewed by a Financial Aid Appeals Committee comprising the Provost, Dean of College Services, and the Registrar. The Financial Aid Appeals Committee will notify the Financial Aid Director regarding each appeal submitted.

The Financial Aid Appeals Committee will evaluate the merits of the appeal by reviewing the documentation submitted as well as the cadet's previous academic performance at VFMC. The College may request additional information or documentation as needed. The Registrar will provide the Committee's decision regarding the appeal to the cadet in writing. The Registrar will provide a copy of this documentation to the Financial Aid Director.
The Financial Aid Director confirms and documents that each appeal decision has been communicated to the cadet.

If a cadet is placed on Academic and Financial Aid Probation, the cadet's academic progress will be reviewed at the end of one payment period (i.e., Term) to determine if the cadet is meeting the SAP requirements. While on Academic and Financial Aid Probation, the cadet will be eligible to receive financial aid funds. If following the Academic and Financial Aid Probation period, the cadet meets the SAP requirements, the cadet will maintain eligibility for financial aid as long as the cadet continues to meet those requirements. If a cadet does not meet the SAP requirements at the end of the Academic and Financial Aid Probation, the cadet will be ineligible for financial aid (unless the cadet is meeting the requirements of the academic plan noted in Section III.B.2).

VI: Re-Establishing Eligibility
Any cadet who loses financial aid eligibility due to failure to meet SAP, does not file a successful appeal, and attends VFMC at the cadet's own cost may regain financial aid eligibility in the Term following the Term in which the cadet meets the minimum SAP standards. The cadet must contact the Financial Aid Office in order to re-establish eligibility.

VII: Withdrawn Cadets – Re-establishing Eligibility
To re-establish eligibility for financial aid, a withdrawn cadet must submit an appeal form to the Registrar. To submit an appeal, a cadet must follow the procedures established in Section V.

VIII: State Grant Policies
Cadets receiving a state grant (such as a Pennsylvania (PA) State Grant) may be required to meet the state's satisfactory academic progress requirements to continue to be eligible to receive the grant. Cadets must appeal directly to the state when progress has not been made for the state to

reconsider their eligibility for the grant. The College may not override the state's decision regarding the loss of a state grant. For more information about PA State Grant academic progress requirements, go to website: https://www.pheaa.org/grants/state-grant-program.

8.20 Academic Mentoring

Every student at Valley Forge Military College is assigned an Academic Mentor that will provide the student with transfer and career guidance. Advisors also monitor student progress, and advise students on how to improve.

Students begin their academic experience at VFMC with a program map identifying the courses they will take during each semester of attendance. Student schedules are made each semester by the Registrar, who will work with all students to guide their academic progress.

8.21 Student Evaluation of Instruction (course evaluations)

Each Fall and Spring semester, students evaluate each of their courses. This assessment provides students the opportunity to thoroughly evaluate the course and the instructor on various points including teaching methods, delivery style and student progress on course related objectives. At the beginning of each semester, instructors will complete a faculty form identifying the course objectives. Multiple sections of the same course must use the same course objectives. At the end of the semester, students will be asked to complete their evaluation of the course via a paper based format or an electronic based format. The purpose of the student evaluation is to provide valuable information to the instructor in terms of course modifications and improvement.

8.22 Graduation Application and Final Degree Audit

Final degree audits are performed by the Registrar for all students eligible to graduate. Each student is required to meet with the Registrar to discuss registration for their final term, the final degree audit, and verification of degree.

8.23 Accommodations for Students with Special Needs

It is the policy of VFMC to provide equal opportunity for academic success to all students. In accordance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008, VFMC seeks to provide equal access to its programs and services for people with disabilities.

The Registrar serves as the coordinator at the College for students with disabilities. The Registrar (in connection with the Provost) identifies the education-related needs of students with diagnosed and documented disabilities and determines services and accommodations to be provided to those students to ensure optimal participation in their academic curriculum.

At the college-level, an adult student is not required to disclose his/her disability; however, if a student wants to receive reasonable accommodations, he/she must disclose that he/she has a

disability, provide documentation of the disability and the need for accommodation, and specifically request the provision of such accommodations.

Students with documented learning disabilities (based on testing within the past two years) who are requesting accommodations must contact the Registrar prior to the start of the academic year or as early in the semester as possible (preferably within the first week) in order to allow for reasonable prior notice to determine eligibility and to make arrangements for accommodations, if warranted. All discussions will remain confidential.

8.24 Grade Appeal and Student Academic Grievance Procedure

A student may not appeal a grade assigned by faculty during the academic semester, but may speak with the faculty member and the Dean of College Services, if necessary, about their concerns regarding grading and faculty academic conduct. The faculty member (and Dean of College Services, if involved) will work with the student to find a solution during the semester. If a student believes their concerns were not addressed, once a final grade has been assigned for a course by the Office of the Registrar, the student has the right to appeal. A student may appeal final grades which they can clearly demonstrate were assigned arbitrarily, capriciously, and/or because of prejudice or clerical error by the faculty member of the course. No other reason for a grade change will be accepted. The process for appealing a grade is delineated in this policy.

Procedure:

1. The student contacts the faculty member and attempts to settle any disputes within one week after the beginning of the following semester (summer excluded). If the faculty member agrees, he/she must submit a Grade Change Form to the Dean of College Services.

2. If the faculty member does not agree, the student may submit a Grade Appeal Request Form directly to the Dean of College Services within one week of the meeting with the faculty member . The written letter of appeal must contain the following information:

    a. Reason for grade change request:

        i. Any information regarding an arbitrary grade awarded inconsistently with the published grading scale in the course syllabus

        ii. Any information regarding a capricious grade awarded with no basis on actual work performance or submission in the course;

        iii. Any information regarding a prejudicial grade awarded based on race, religion, nationality or gender; and

        iv. Any information regarding a clerical error found in grade computation; for example, mathematical errors, processing paperwork, etc.

    b. Evidence to support the claim of an error by the faculty member.

The faculty member must submit a detailed explanation of the criteria and calculation for the student's grade on the Grade Appeal Response Form

3. The Dean of College Services will make a determination after reviewing the student's claim and the faculty member's response. The Dean of College Services will sanction the grade change, if evidence is shown to support one of the four reasons listed above. If evidence is not submitted or another reason is presented, the request will be denied. A written response of the decision will be sent to the student and the faculty member. This correspondence will be forwarded via the Appeal Decision Form.

4. A grade appeal must be resolved by the end of the following semester, summer session excluded.

5. In the event that an appeal is submitted regarding a grade assigned by a faculty member no longer employed at VFMC, the appeal should be made directly to the Provost. The Provost will gather as much grade evidence as possible to make a determination if an appeal should be approved or rejected and make the determination on that evidence.

6. If the appeal results in a grade change, the faculty member will then need to complete a Grade Change Form and forward it to the Registrar for processing.

7. Grade appeal decisions made by the Dean of College Services may only be challenged, if the student can clearly demonstrate that the appeal was denied arbitrarily, capriciously, or with prejudice by the Provost. In such cases, the student may request the Provost to review the file as part of a formal grievance process.

8. Upon review of the appeal, the Provost can either dismiss the grievance, follow the grievance policy, or take the matter directly to the President for review.

8.25 Differentiation of Associate of Science Degree

The Associate of Science degree is defined as different from the Associate of Arts degree by the requirement that a student complete either **Calculus or General Physics** as a part of their program, providing a unique mathematical and scientific experience for those students.

8.26 Late Work Policy

VFMC students are prohibited from submitting class work one week beyond the due date set by the instructor. Faculty have the right to disallow any late work whatsoever or assign penalties as they see fit within the lateness window. Once one week has passed, all late work will be graded as a zero within the instructor's gradebook. Students who fail to attend class for an exam or quiz without advanced faculty approval will earn a zero for the exam. NO STUDENT WILL BE ALLOWED TO MAKE UP AN EXAM WITHOUT THE PRIOR APPROVAL OF THE INSTRUCTOR. A medical exception is permissible, but can only be secured if the student presents themself to the Health Center, Commandant, Instructor, or Medical Sergeant at the time of the exam or before.

8.27 Change of Major Policy

Students may request to change their academic major at any time during the semester; however, all approved **changes will take effect at the beginning of the following semester**. This ensures accurate academic and federal reporting. Changing a major may impact a student's financial aid eligibility and loan reporting through the National Student Loan Data System (NSLDS), particularly if it affects program length or degree level. Students are strongly encouraged to consult with their academic advisor and the Financial Aid Office before submitting a change request with the Registrar.

8.28 Maintenance of Grade Records & Transcripts

Valley Forge Military College maintains official student academic records in accordance with applicable federal and state requirements, accreditation standards, and institutional policies. Official academic transcripts and permanent academic records, including courses completed, credits earned, final grades, and credentials awarded, are maintained permanently by the College. Other academic records and supporting documentation are maintained for a minimum of three years from the end of the applicable period of enrollment, or longer when required by federal or state law, regulation, accreditation requirements, or the operational needs of the College. Student education records are maintained securely and access is limited to authorized individuals. The confidentiality, access, and disclosure of student education records are governed by the Family Educational Rights and Privacy Act (FERPA) and other applicable laws and College policies.

8.29 Granting of Credit for Prior Education, Training & Service

VFMC recognizes the profound value of learning acquired outside the traditional classroom and grants Credit for Prior Learning (CPL) to eligible students who demonstrate academic mastery through verifiable prior education, corporate training, or military service.

9: Student Conduct and Cadet Policies

9.1 Student Code of Conduct

Cadet discipline, uniform, and code of conduct are governed by the *Guidon*, which is published annually by the Commandant and distributed to students during plebe week.

9.2 Campus Weapons Policy

The health, safety, and welfare of students, faculty, and staff are of the utmost importance to VFMC. The presence of weapons poses a direct and substantial threat to the safety of our faculty, students, employees, and visitors to our campus. All students, former students, former employees, customers, vendors, and visitors are prohibited from possessing, carrying, or storing weapons on their person, on VFMC premises, and in any vehicle on campus without specific authorization from the Director of Campus Safety and Security.

For purposes of this policy, the term "weapons" includes any device, instrument, material, or substance that under any circumstances is readily capable of causing death or injury. Weapons include, but are not limited to, rifles, shotguns, handguns, pellet or BB guns, starter pistols, dangerous knives, sling-shots, billy-clubs, blackjack, makeshift weapons, martial arts weapons, explosive materials, or any other lethal or dangerous devices capable of casting a projectile by air, gas, explosion, or mechanical means.

This prohibition includes licensed firearms or weapons and applies to all who are licensed to carry firearms or concealed weapons. Requests for exceptions to this policy should be addressed in writing to the Director of Campus Safety and Security.

VFMC shall have the right to any firearm or weapon from any persons on the VFMC campus. Violation of this policy may result in disciplinary action up to and including termination and expulsion. In addition, any person authorized to carry a weapon on campus, including any VFMC Campus Security Officer and any member of the rifle team, who uses a weapon in an unauthorized or inappropriate way is subject to disciplinary action up to and including termination and expulsion.

Any employee or faculty member who has a valid conceal carry permit and chooses to carry, needs to notify the Human Resources Director per the Armory policy.

9.3 Medical Amnesty Policy

VFMC is committed to ensuring our students' health, safety, and well-being. To that end, VFMC aims to reduce barriers for students who may need to seek emergency assistance for themselves or other students when alcohol or other drugs may be involved. To achieve this goal, VFMC has adopted the following medical amnesty policy:

- Any student who actively seeks to contact a member of the VFMC staff or certified emergency medical personnel for a medical emergency where their or another person's health

or safety may be in jeopardy will not be referred to the College Commandant as it relates to alcohol or other drugs.

• Recognized VFMC organizations, student groups, or students that may be hosting or sponsoring an event who actively seek to contact a member of the VFMC Staff or certified emergency medical personnel for a medical emergency where a member or guest of that organization has their health or safety in jeopardy will not be referred to the College Commandant as it relates to alcohol or other drugs.

Students that commit other VFMC or criminal violations (i.e., vandalism, disorderly conduct, possession of false identification, sale to minors) associated with the incident may be referred to the Commandant's Office. No part of this policy will preempt any civil or criminal charges/proceedings brought forth by non-VFMC parties. While individuals who invoke the medical amnesty policy for themselves or other fellow students will not be referred to the Commandant's Office as it relates to alcohol or other drugs, individuals may be required, depending on the circumstances, to complete educational and/or health requirements as deemed necessary by the College Commandant. These educational and/or health requirements may include, but are not limited to, an on-line or in-person educational program, a substance abuse evaluation, independent treatment as warranted, and/or appropriate follow-up with Student Health and Counseling. Students who fail to complete required programs will be charged with an alleged violation of the Code of Student Conduct.

Students are allowed to invoke this policy as needed; however, repeated use of the policy may give rise to the need for further action by VFMC to ensure the health, safety and well-being of a member of the community.

Organizations or students hosting or sponsoring an event have a duty to maintain a safe environment for their members and guests. Please refer to the guidelines outlined in the Alcohol Use Policy in the Student Handbook. Any student organizations or students that fail to act appropriately during a medical emergency may be charged with an alleged violation of the Code of Student Conduct.

9.4 Children on Campus Policy

Children are welcome on campus when accompanied by a parent/guardian or a supervising adult. If children are disruptive or left unattended, both the adult and child may be asked to leave. Children are not permitted in instructional areas without the permission of the instructor.

9.5 Inspection, Search, & Seizure

Although students are guaranteed the rights of any citizen and therefore will not be subject to unreasonable searches and seizures, the courts have recognized the right of Colleges and Universities to conduct reasonable inspections, searches and seizures in order to enforce College and/or VFMC regulations. Valley Forge Military College reserves the right to conduct such inspections, searches and seizures within the limits of the law.

Inspections

1. VFMC reserves the right to inspect rooms, clothing, and equipment for cleanliness and possible damage. Further, it reserves the right to enter rooms or other facilities in order to effect any necessary inspection or repairs of equipment and/or facilities to ensure the health, safety and welfare of the entire college community.

2. VFMC reserves the right to enter rooms, cars, or other facilities at any time it has reason to suspect a violation of VFMC regulations is occurring.

Search

1. VFMC reserves the right to conduct searches of cars, individual rooms, containers and lockers in the barracks, residence halls or other facilities on the campus, if there is reason to believe that a VFMC regulation has been violated. The Commandant's Office and/or Resident Assistant will be notified of the necessity to conduct a search. The search must be conducted by two trained staff members, and a full report of the search must be submitted to the Commandant and/or Dean of College Services.
2. Law enforcement officials may search facilities with or without authorization from VFMC by means of a search warrant.
3. Efforts will be made to have the student available when a facility is searched.
4. Except in cases involving drugs, evidence seized during a search will normally not be used in a court of law unless a search warrant has been issued authorizing the search. However, such evidence can be used in student conduct procedures concerning the violation of VFMC regulations.
5. VFMC reserves the right to notify law enforcement officials if the contraband seized constitutes a violation of PA criminal statutes.

Seizure

1. Property confiscated during a search will be inventoried and a record of the inventory will be issued to the occupant(s) of the room and kept on file at VFMC.
2. Property confiscated during a search will be returned to the owner post any administrative hearings unless it is to be used as evidence in a court of law or is an illegal item such as drugs, weapons, knives, drug paraphernalia, or alcohol.

9.6 Policy on Sportsmanship

Valley Forge Military College supports the principles of the National Junior College Athletic Association (NJCAA). Everyone associated with intramural or club athletics is expected to adhere to such fundamental values as respect, fairness, civility, honesty, and responsibility.

Everyone in attendance of any sporting event is expected to conduct him or herself with civility and show respect for officials and opponents. Behavior, language (spoken or written), or attire that is disorderly, rude, obscene, or vulgar will not be tolerated and the offending person(s) will be removed from the premises and may be subject to disciplinary action.

9.7 Cadets to Active Duty

VFMC will make every effort to assist students who are called to active military duty. When a student is notified of military duty, he or she should contact the Registrar's Office and the Commandant. The Registrar's Office will coordinate procedures for arranging a leave of absence, receiving refunds, and returning to the college upon completion of the military assignment. The Registrar's Office will also notify the student's instructors, the Bursar, Financial Aid personnel, and the Commandant of the student's status. Students must provide a copy of their military orders in order to request a leave of absence for military reasons.

9.8 Student Non-Academic Grievance Procedure

The grievance procedure may be used to resolve any student complaint except those that are covered by a specific college procedure or policy (e.g., College Code of Conduct Process, Student Academic Grievance Procedure, Harassment Policy, etc.).

No disciplinary or other unfavorable action may be taken against any student or anyone who may represent a student using the grievance procedures.

The Grievance Reporting Form is intended for use by any student wishing to make a formal complaint about a person, policy, or College process. If a student feels that there has been a violation of the VFMC Code of Conduct, then the appropriate form to use is the Student Grievance Form, which is available online at https://vfmcollege.edu/about/college-policies/

9.9 Title IX Policy

1. Purpose

Valley Forge Military College and Foundation (VFMC) is committed to providing an educational and employment environment that is free from discrimination, harassment, and/or retaliation based on sex or pregnancy.

VFMC values and upholds the equal dignity of all members of its community and strives to balance the rights of the Parties in the resolution process during what is often a difficult time for all involved.

To ensure compliance with federal, state, and local civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the education program or activity, VFMC has developed this Title IX Policy (the "Policy") that provides for prompt, fair, and impartial resolution of allegations of sex and pregnancy discrimination in any education program or activity that VFMC operates.

2. Notice of Nondiscrimination

VFMC does not discriminate on the basis of sex or pregnancy and prohibits sex and pregnancy discrimination, harassment, and retaliation in any education program or activity that it operates, as required by Title IX, including admission and employment.

Inquiries about Title IX may be referred to VFMC's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights or both. VFMC's Title IX Coordinator is Dr. Jesse Phillips, Dean of College Services & Title IX Coordinator, 1001 Eagle Road, Shannon Hall, Wayne, PA 19087, (610) 989-1467, jphillips@vfmcollege.edu.

For further information, please see VFMC's "Non-discrimination / Anti-Harassment" Policy and "Anti-Hazing" Policy. These policies can be located at:
https://vfmcollege.edu/about/college-policies/

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to https://vfmcollege.edu/about/college-policies/ This Policy covers nondiscrimination in both employment and access to educational programs and activities. Therefore, any member of VFMC community whose acts deny, deprive, unreasonably interfere with or limit the education or employment, residential and/or social access, benefits, and/or opportunities of any member of VFMC's community, guest, or visitor on the basis of that person's actual or perceived sex, is in violation of this Policy.

VFMC will promptly and effectively address any such discrimination of which it has Knowledge/Notice using the resolution process set forth in VFMC's Title IX Policy.

3. Title IX Coordinator Contact Information

VFMC has appointed the Coordinator of Title IX, Section 505 and Equal Opportunity (the Coordinator), to coordinate VFMC's compliance with federal, state, and local civil rights laws and ordinances:

● Dr. Jesse Phillips
Dean of College Services & Title IX Coordinator
1001 Eagle Road, Shannon Hall
Wayne, PA 19087
(610) 989-1467
jphillips@vfmcollege.edu
https://vfmcollege.edu/about/college-policies/

The Coordinator is responsible for providing comprehensive nondiscrimination education and training; coordinating VFMC's timely, thorough, and fair response, investigation, and resolution of all alleged prohibited conduct under this Policy; and monitoring the effectiveness of this Policy and related procedures to ensure an education and employment environment free from sex discrimination, harassment, and retaliation.

VFMC recognizes that allegations under this Policy may include multiple forms of sex discrimination, harassment, and retaliation; may involve various combinations of students, employees, and other members of VFMC community; and may require the simultaneous attention of multiple VFMC departments. Accordingly, all VFMC departments will share information, combine efforts, and otherwise collaborate, to the maximum extent permitted by law and consistent with other applicable VFMC policies, to provide uniform, consistent, efficient, and effective responses to alleged discrimination, harassment, or retaliation.

The Title IX Coordinator is a designated individual recognized by the VFMC and is responsible for the oversight of the Title IX Policy and any procedures related to it. The Title IX Coordinator is responsible for overseeing and resolving all sexual misconduct reports and identifying and addressing any patterns or systemic concerns that arise during the review of such reports. The Title IX Coordinator may identify additional Deputy Coordinators within VFMC.

Responsibilities of the Title IX Coordinator include, but are not limited to, the following:

- Oversee a prompt, fair, equitable investigation and resolution process for reports of prohibited behavior at VFMC.

● Ensure appropriate coordination and oversight of VFMC's compliance with Title IX, including but not limited to, coordination of VFMC's investigation and resolution of reports and formal complaints of sexual harassment filed against students, employees, and/or third parties, consistent with the requirements of the Title IX Regulations as amended.
● Evaluate trends on campus through the use of information reported and data collected.
● Develop recommendations for campus-wide training and education programs and other remedial actions designated to eliminate prohibited behavior, prevent its recurrence, and address its effects.
● Disseminate information regarding victim support and other services to any individual reporting prohibited behavior.

4. External Contact Information

Concerns about VFMC's application of this Policy and compliance with certain federal civil rights laws may also be addressed to:

● Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov | Web: http://www.ed.gov/ocr

● Office for Civil Rights (OCR)
Philadelphia Office
U.S. Department of Education
The Wanamaker Building
100 Penn Square East, Suite 515
Philadelphia, PA 19107-3323
Email: OCR.Philadelphia@ed.gov

For Complaints involving employee-on-employee conduct: Equal Employment Opportunity Commission (EEOC)

● EEOC Regional Office (Philadelphia District Office)
801 Market Street, Suite 1000
Philadelphia, PA 19107-3126
PDOContact@eeoc.gov
1 (800) 669-4000 / (267) 589-9700

9.10 Anti-Hazing Policy

I. Introduction
Valley Forge Military College (VFMC) is committed to fostering a safe and respectful learning environment, free from hazing in any form. Hazing is strictly prohibited and will not be tolerated.

This policy applies to all students, cadets, student groups, and organizations affiliated with VFMC, whether on or off campus.

II. Definition of Hazing

Hazing is defined in accordance with the Stop Campus Hazing Act and Pennsylvania's Timothy Piazza Anti-Hazing Law as any intentional, knowing, or reckless act committed by one or more persons that:

- Occurs during initiation, admission, or affiliation with a student organization.
- Results in, or creates a substantial risk of, physical or psychological harm.

Types of Hazing Include:

Physical Hazing: Actions that cause bodily harm, such as beatings, forced exercise, or exposure to elements.

Psychological Hazing: Actions that cause emotional distress, such as sleep deprivation, social exclusion, or extreme embarrassment.

Substance-Related Hazing: Coercing or forcing individuals to consume alcohol, drugs, or other harmful substances.

Sexual Hazing: Any form of hazing that involves sexual harassment or abuse.

III. Reporting Procedures

All members of VFMC are responsible for reporting hazing incidents. Reports may be made to:
- Dean of College Services
- Commandant
- Staff member
- Faculty member
- Campus Security
- Club/Organization Advisor or Coach
- Local Law Enforcement (if criminal behavior is involved)

Reports can be made confidentially and anonymously through the institution's designated reporting channels.

IV. Investigation Process

All reported incidents of hazing will be investigated promptly by the Dean of College Services and the Commandant, in collaboration with campus security and, if necessary, law enforcement. Investigations will follow a structured process to determine violations and appropriate sanctions.
Steps in the Investigation Process:
- Initial Review
- Notification of Involved Parties
- Evidence Collection
- Interviews
- Collaboration with Law Enforcement
- Review and Analysis
- Institutional Hearing (if necessary)
- Final Decision & Sanctions
- Appeal Process

- Post-Investigation Monitoring

V. Retaliation Prohibited
VFMC strictly prohibits any form of retaliation against individuals who report hazing incidents, participate in an investigation, or support anti-hazing efforts. Retaliation includes, but is not limited to, harassment, intimidation, threats, or adverse actions affecting an individual's academic or organizational standing. Any acts of retaliation will be investigated and may result in disciplinary action, up to and including suspension or expulsion.

VI. Campus Hazing Transparency Report (CHTR)
In compliance with federal regulations, VFMC will maintain and publicly disclose a Campus Hazing Transparency Report (CHTR) that includes the following information. This report will be published biannually on January 1 and August 1.
- The name of the organization involved
- A description of the violation
- The date of the incident and investigation
- Any disciplinary actions taken

VII. Sanctions for Hazing Violations
Individuals and organizations found responsible for hazing will be subject to disciplinary action, which may include: Individuals: Probation, suspension, expulsion, fines, or legal action. Organizations: Suspension, loss of campus recognition, fines, or mandatory training programs. Institutional Cooperation: VFMC will fully cooperate with law enforcement and external investigations.

VIII. Prevention & Awareness Programs
VFMC is committed to educating students and staff on hazing prevention through:
- Mandatory Training: All students, faculty, and organization leaders must complete annual anti-hazing training.
- Bystander Intervention Programs: Encouraging community members to intervene and report suspected hazing.
- New Member Orientation: Informing students about hazing policies and reporting mechanisms.

IX. Compliance & Acknowledgment
All student organizations must acknowledge and comply with this policy. Each semester, organization leaders must certify that all members have received anti-hazing training. Failure to comply may result in the suspension of an organization's campus privileges.

X. Appeals
Individuals or student organizations found responsible for hazing under this Policy have the right to appeal the outcome or sanction. Appeals must be submitted in writing within five (5) business days of receiving the decision. Grounds for appeal include:
- Procedural error that affected the outcome of the matter
- New evidence that was not reasonably available at the time of the determination
- The sanction imposed was not proportionate to the violation Appeals should be directed to the Provost or their designee, who will issue a written decision within ten (10) business days. The appeal decision is final.

10: Course Descriptions

*Not all courses listed in this section are offered on a regular basis.

Accounting – AC

AC 201 - Financial Accounting

This course is an introduction to the basic concepts and standards underlying financial accounting systems. Several important concepts will be studied in detail, including: revenue recognition, inventory, long-lived assets, and long term liabilities. The course emphasizes the construction of the basic financial accounting statements – the income statement, balance sheet, and cash flow statement – as well as their interpretation.

- *Credits: Four semester-hours (Four hours per week)*
- *Prerequisites: None*

AC 202 - Managerial Accounting

The course presents alternative methods of preparing managerial accounting information, and examines how these methods are used by companies. Managerial accounting is a company's internal language, and is used for decision-making, production management, product design and pricing and for motivating and evaluating employees. Managerial accounting will help the student have a thorough understanding of a company's internal operations. What the student learns in this course will help them understand the operations of companies encountered in the role of employee, competitor, consultant, or investor.

- *Credits: Three semester-hours (Three hours per week)*
- *Prerequisite: AC 201*

Arabic -- AR

AR101 & 102 - Introduction to Arabic I and Introduction to Arabic II

This two-semester introductory sequence provides instruction and practice in the four skill areas of listening, speaking, reading, and writing. These courses focus on the development of communicative skills in oral and written expression. In-class practice and independent oral and written exercises support these objectives. Cultural readings foster an awareness and appreciation of the values, practices, and perspectives of the Arabic-speaking world.

- *Co-requisite for AR101: EN 101*
- *Prerequisite for AR102: AR 101 or satisfactory performance on placement exam.*
- *Credits: Three semester-hours (Three hours per week)*

Biology – BI

BI 101 - Principles of Biology I

This course is the first in a two-semester sequence and is specifically designed for students who are pursuing programs in the Life and Health Sciences. Topics in this course include scientific methods, chemical basis of life, photosynthesis, cell structure and function, cell division, cell communication, and evolution. The laboratory component includes techniques such as microscopy, measurements, dissection, physiological experimentation, and use of the scientific method.

- *Prerequisite: EN101*
- *Credits: Four semester-hours (lecture + laboratory)*

BI 102 - Principles of Biology II
This course is a continuation of the introductory level course in biology (BI 101) in a two semester sequence that provides the students with strong foundations to relate biological concepts and interactions with diversity of life, evolution and natural selections; DNA replication, RNA transcription and protein biosynthesis; RNA splicing; the diversity and evolution of life through studies of bacteria and archaea, protists, fungi and plants; plant structure, growth and development. Other topics include the study of animal form and function with emphasis on animal nutrition, digestion and absorption; circulatory and respiratory system; ecosystem and the biosphere; population ecology; and community ecology.

- *Prerequisite: BI101*
- *Credits: Four semester-hours (Three hours per week, one three hour lab per week)*

BI 215– Human Anatomy and Physiology I

This course examines the human body with emphasis on structure and function of integumentary, skeletal, muscular, and nervous systems. Investigates each system at chemical and cellular levels. Laboratory sessions are coordinated with lectures with emphasis on structure, function, interrelationship through use of models, dissections, animations, and histological slides.

- *Prerequisite: BI101 & CH107/CH103*
- *Credits: 4 semester-hours credit (lecture + laboratory)*

BI 216 - Human Anatomy & Physiology II

This course is a continuation of BI 215, examines the structure and function of endocrine, cardiovascular, respiratory, immune, and urinary systems. Emphasis on interrelationships and the maintenance of homeostasis. Laboratory sessions are coordinated with lectures with emphasis on structure, function, interrelationship through use of models, dissections, animations, and histological slides.

- *Prerequisite: BI215*
- *Credits: 4 semester-hours credit (lecture + laboratory)*

BI 235 - Microbiology

This course examines morphology, classification, function, and metabolisms of microorganisms including bacteria, viruses, fungi and parasites. It also emphasizes microorganisms responsible for human disease, mode of transmission, identification, treatment and prevention.
The laboratory component includes learning aseptic techniques, control of microbial growth using physical and chemical methods, classification of microorganisms using histological, staining, serological and immunological methods.

- *Prerequisite: BI215 & CH107*
- *Credits: 4 semester-hours credit (lecture + laboratory)*

<u>Business – BU</u>

BU 110 - Principles of Management
This course uses the knowledge gained in introductory courses to identify and propose solutions to real-world problems business leaders face. Students are exposed to many of the tasks a manager faces in a typical business situation by focusing on the principles of management

functions of planning, organizing, leading or directing, and controlling. Class activity involves data collection and analysis, report writing and business presentation skills that will help the student develop the leadership skills necessary to be a good manager.

- *Credits: Three semester-hours (Three hours per week)*
- *Prerequisite*: *EN 102 or LT 103*

BU 150 - Introduction to Global Business

The globalization of business is bringing both new prosperity and new challenges to business leaders across the globe. In recognition of the changing face of business, VFMC offers an introductory course in international issues of culture, language, law, ethics and business practices. As a class project, students will produce a nation study, and draw conclusions as to investment in a foreign country.

-Credits: Three semester-hours credit (Three hours per week)

BU 202 - Business Communications

This course is designed to develop students' skills in professional communication, both written and oral. These skills will help students communicate effectively in the business environment. Topics include writing memoranda, letters, business proposals, resumes, workplace correspondence, and oral presentations. Students will be able to use these skills to analyze various communication situations and create and present information to meet the needs of different readers.

- *Credits: Three semester-hours (Three hours per week)*
- *Prerequisite: EN 102*

BU 204 - Business Law and Ethics

This course provides an overview of the legal and ethical issues that confront business executives in both starting and operating an existing business. It provides an analytical framework to identify legal and ethical issues and discusses topics in contracts, sales, torts, crimes, securities law and Sarbanes-Oxley, business organizations, employment and discrimination and E-commerce. Interweaves ethical issues into the topics covered.

- *Credits: Three semester-hours (Three hours per week)*
- *Prerequisite: AC 201 & EN 102*

Corps of Cadets - CC

CC101 - Introduction to the Corps of Cadets

This course encompasses the learning and student development during the first semester of the Corps of Cadet experience, including Plebe System, parade instruction, peer training, and leadership seminars.

- *Credits: One semester-hour (One hour per week)*
- *Prerequisite: none*

CC102 - Introduction to the Corps of Cadets 2

This course encompasses the learning and student development during the first semester of the Corps of Cadet experience, including Plebe System, parade instruction, peer training, and leadership seminars.

- *Credits: One semester-hour (One hour per week)*
- *Prerequisite: CC101*

CC201 - Corps of Cadets Leadership Laboratory I
This course encompasses the learning and student development during the third semester of the Corps of Cadet experience, including upper level leadership training, the execution of leadership responsibilities, and the training of second-year cadets.

- *Credits: One semester-hour (One hour per week)*
- *Prerequisite: CC102*

CC202 - Corps of Cadets Leadership Laboratory 2
This course encompasses the learning and student development during the third semester of the Corps of Cadet experience, including upper level leadership training, the execution of leadership responsibilities, and the training of second-year cadets.

- *Credits: One semester-hour (One hour per week)*
- *Prerequisite: CC201*

Chemistry -- CH

CH103 - Principles of Chemistry I
The first half of a two-semester sequence for science and pre-engineering students, this course is an introduction to chemistry which will provide a firm foundation in the concepts and principles of chemistry. Principles studied in this course include physical measurements, the study of the structure of the atom, the Periodic Table of elements, the behavior of gases, chemical bonding theory, molecular structure, chemical reactions, stoichiometric calculations, thermochemistry and quantum theory of the atom. Laboratory classes serve as an introduction to laboratory procedures. The experiments are intended to support and verify the theoretical concepts presented in the lectures.

- *Co-requisite: MA 101*
- *Credits: Four semester-hours (Three hours per week, one three hour lab per week)*

CH 104 - Principles of Chemistry II
Topics covered in this second semester course include intermolecular solutions, colligative properties, rates of reactions, chemical equilibrium, acids and bases, solubility, complex ion equilibria, thermodynamics, electrochemistry, nuclear chemistry, and an introduction to organic chemistry. As in CH 103, laboratory exercises support and verify the theoretical concepts presented in lectures.

- *Prerequisite: CH 103*
- *Credits: Four semester-hours (Three hours per week, one three hour lab per week)*

CH 107: General Chemistry
The course is an introduction to Chemistry for students who are taking general education courses (not science or engineering) This course will provide an overview of the concepts and principles of chemistry. Principles studied in this course include physical measurements, the study of the structure of the atom, the Periodic Table of elements, the behavior of gases, chemical bonding theory, molecular structure, chemical reactions, stoichiometric calculations, thermochemistry and quantum theory of the atom. Laboratory classes serve as an introduction to laboratory procedures. The experiments are intended to support and verify the theoretical concepts presented in the lectures.

- *Prerequisite: none*
- *Credits: Four semester-hours (Three hours per week, one three hour lab per week)*

Criminal Justice -- CJ

CJ101 - Introduction to Criminal Justice
This course is a survey of the philosophy and history of law enforcement. Students gain knowledge of the basic organization and jurisdiction of local, state, and federal law enforcement agencies. The course explores the duties, guidelines, and ethical principles followed by the law enforcement officer, including the legal basis on which his/her authority rests. An examination of the United States court system and the complete procedure from arrest to sentencing is covered.

- *Credits: Three semester-hours (Three hours per week)*

CJ104 – Introduction to Constitutional Law
The "Introduction to Constitutional Law" course focuses on the basics of the US Constitution and the Bill of Rights. The course is designed to be a first semester, first year pre-requisite for each of the three Justice and Securities Studies courses of instruction: Criminal Justice, Cyber Security, and Security Studies. Students will be exposed to the first three articles of the US Constitution; the roles, authorities, and responsibilities of the three branches of the federal government; the Bill of Rights (first ten Amendments); and the inter-relationships between the federal and state governments and the citizens of the nation.

- *Credits: Three semester-hours (Three hours per week)*

CJ106 – Digital Forensics
Provides an introduction to Digital Forensics from a theoretical and practical perspective and an introduction to investigative tools and techniques used in the field. Provides practical applications in legal and technical report writing in the area of Digital Forensics. Provides students with an introduction to the laws of search and seizure and the civil and criminal laws pertaining to computers and the seizure of computer evidence. Students will examine cases and statutes from appropriate sources including the United States Constitution and Federal and State laws pertaining to Internet and email records, ECPA, search warrants and probable cause. Students will also examine data mapping in civil discovery, the use of reports in evaluating an investigation, the importance of e-discovery rules and the process of conducting a search. Other topics include the importance of digital evidence controls, the method of processing crime and incident scenes, the details of data acquisition, and the requirements of an expert witness. The course provides a range of laboratory and hands-on activities and assignments that emphasize both the theory and the practical application of computer forensic investigations.

- *Prerequisite: CS110 and CJ104*
- *Credits: Three semester-hours (Three hours per week)*

CJ204 - Criminal Law and Procedure
Designed to provide an overview of the common law foundation for substantive and procedural criminal law in the United States and how it has affected the evolution and application of present-day law and procedures, this course reviews statutory, constitutional, common, executive and regulatory law, including computer crime and statutes. Course objectives include advancing the understanding of the relationship between law enforcement and the justice system; understanding the concepts related to legal, legislative, moral, ethical and social processes; and consideration of the balance required between the rights of the victim and the rights of the perpetrator.

- Prerequisite: CJ 101
- Credits: Three semester-hours (Three hours per week)

CJ205 - Criminal Investigation
This course familiarizes the student with scientific investigation, and the practices and capabilities of a crime laboratory. The ethical identification, locating, gathering, and preservation of physical evidence and the forensic processing techniques of evidence are examined, including DNA and computer crime, as well as the strengths and vulnerabilities of physical evidence at trial.
- Prerequisite: CJ 101.
- Credits: Three semester-hours (Three hours per week)

CJ200 – Special Topics

Formal courses given infrequently to explore, in depth, a comparatively narrow subject which may be topical or of special interest.
- Prerequisite: EN 102
- Credits: One, two or three semester-hours (One to three hours per week), at the discretion of the instructor

CJ220 - Criminology
Criminology is an interdisciplinary profession built around the scientific study of crime and criminal behavior, including their forms, causes, legal aspects and control. Criminology consists of six theoretical developments: Classical School, Biological Theories, Psychological and Psychiatric Theories, Social Structure Approaches, Social Process Theories and Social Conflict Theories. Specific attention is given to various forms of crime in our society, including white collar crime, delinquency, organized crime, and violent crime. Study of crime and delinquency patterns, their causes and remedial measures, emphasizing social, economic, and psychological forces involved, including the role and treatment of enforcement.
- Prerequisite: CJ 101 or SO 101
- Credits: Three semester-hours (Three hours per week)

CJ225 –Incident Command
The Incident Command System (ICS) course focuses on the problems posed for the management of large scale incidents or natural disasters including particular problems associated with multi-agency responses involving multiple jurisdictions and agencies. These types of incidents impose significant demands on management, including the necessity for pre-planning, the development of communication and information and data-retrieval systems, and the attention leadership and decision making approaches appropriate for crisis situations.
- Prerequisite: CJ 204, CJ 205 and CJ 220
- Credits: Three semester-hours (Three hours per week)

<u>Communications -- CM</u>

CM120 - Public Speaking
This course is an introduction to several forms of public communication. Emphasis is placed on the development and practice of public speaking about significant political, cultural, and social issues. Students are taught an audience-sensitive approach to the development, arrangement, and delivery of public messages.
- Credits: Three semester-hours (Three hours per week)

Construction Management – CN

CN101: Introduction to Construction Codes
This course will provide an overview of building codes from the perspective of construction managers workers. Various issues related to building codes, which must be considered by the PM/CM, will be discussed.

- *Credits: Three semester-hours (Three hours per week)*

CN102: Construction Safety
Students in this course will be provided an understanding of safe work practices, mandatory training, record keeping and maintenance of records, compliance with OSHA worker safety and environmental safety laws inspection procedures, and penalties for lack of conformance to safety laws. Students will also learn procedures for recognizing hazards, site safety meetings, and accident investigations.

- *Credits: Three semester-hours (Three hours per week)*

CN103: Introduction to Methods and Materials
Introduction to the fundamental knowledge required for construction project management. This course will specifically examine construction methods in carpentry and masonry as well as the basics of materials usage and project planning.

- *Credits: Three semester-hours (Three hours per week)*

CN203: Construction Skills
This course is a follow-up to CN103 and provides more advanced study in construction methods and materials, with a focus on plumbing, electrical systems and mechanical systems. Students investigate how to develop construction plans and execute a complete construction project.

- *Credits: Three semester-hours (Three hours per week)*

CN205: Construction Practicum
This course provides a capstone experience for the Construction Management program that allows students to demonstrate the management and technical skills they have developed from their work within the program.

- *Credits: Three semester-hours (Three hours per week)*

Computer Science -- CS

CS110 - Introduction to Computing and Information Systems
This course provides a comprehensive introduction to modern computing and information systems, integrating foundational concepts from computer systems, digital information, and computer science. Students study computing and communications history, explore hardware, software, operating systems, networking, and cybersecurity while developing an understanding of how digital information is created, represented, manipulated, stored, and transmitted. The course examines programming languages, logic, data structures, and the relational database model, alongside key topics such as computer architecture, logic gates, communication protocols, the Internet, and the World Wide Web. Emphasis is placed on the role of information systems in businesses and organizations, the integration of technology to improve human task efficiency, and the social, cultural, and ethical issues surrounding security and privacy in the information age. This course establishes the essential technical and conceptual foundation required of all Cadets and serves as the entry point for Cadets pursuing advanced study in Cybersecurity and Computer Science.

- *Credits: Three semester-hours (Three hours per week)*

CS120—Introduction to Programming
This course introduces students to programming constructs and techniques using high level programming languages including Java emphasizing fundamental techniques, concepts and terminology including procedural and object-oriented programming reinforced by programming assignments targeted towards solving problems. Course fundamentals cover variables, input and output, expressions, assignment statements, conditionals and branching, subprograms, parameter passing, repetition through iteration and recursion, arrays and pointers. Students learn good programming style, documentation, debugging, and testing practices. The course also emphasizes secure programming practices that provide students an understanding of secure program characteristics and the ability to develop software without vulnerabilities.

- *Co-requisite: MA 101*
- *Credits: Three semester-hours (Three hours per week)*

CS200 – Introduction to Programming II
Introduces more advanced sets of problems, programming, and discrete math concepts than are introduced in CS120 and applies them to the development, analysis and implementation of advanced I/O features, advanced pointer and array concepts, data structure and efficiency and portability, the standard library, and debugging techniques. The course also covers more advance features of C++, and an Object-Oriented Approach, including the use of fundamental concepts in advanced data structures and algorithms. Specific advanced topics in data structures/algorithms include (in addition to interface and inheritance, Polymorphism, Exceptions, Collections) sorting, queues, stacks, hashing, complexity analysis, relations, trees, and graphs.

- *Prerequisite*: CS120
- *Credits: Three semester-hours (Three hours per week)*

CS220—Data Management and Security
This course covers database terms & concepts, ethics & privacy, data security and security metadata, and organizational data management strategies. This course focuses on Intro to Cryptography; IA Fundamentals for Data Security –at rest & in processing; Databases; Database Management Systems; Structured Query Language (SQL) Scripting; and Database System Administration knowledge units required for Academic Excellence in Information Assurance/Cyber Defense for Two-Year Education (CAE2Y). Major emphasis is placed on understanding the various data management functions needed by organizations and Basic Data Analysis providing basic abilities to manipulate data into meaningful information. Topics include types of data models and database management systems, data definition and manipulation, database system administration and management including database security covering availability, integrity & confidentiality. Data management fundamentals and technologies that support database security, error recovery, concurrency control, and distributed database systems are also studied. Students become prepared to recommend data management technologies and security solutions, and also analyze organizational data management needs.

- *Prerequisite: CS 110*
- *Credits: Three semester-hours (Three hours per week)*

CS230 -- Data Structures
Covers the design, analysis, and implementation of data structures and algorithms to solve engineering problems using an object‑oriented programming language. Topics include elementary data structures, (including arrays, stacks, queues, and lists), advanced data structures (including trees and graphs), the algorithms used to manipulate these structures, and their application (involve the use of data structures such as stacks, queues, linked lists and binary trees. Recursion, searching and sorting algorithms) to solve practical engineering problems.

- *Co-Requisites or Pre-requisites*: CS110: Introduction to Programming I and MA112: Statistics or MA101: College Algebra
- *Credits: Three semester-hours (Three hours per week)*

CS240—Network Communications and Security
This course focuses on fundamental principles of computer and communication networking with a specific emphasis on network security. This course focuses on IA Fundamentals for Data Security –in transit; Network & Security IT Systems Components; Networking Concepts; Basic Scripting; and System Administration knowledge units required for Academic Excellence in Information Assurance/Cyber Defense for Two-Year Education (CAE2Y). Fundamental network concepts and current networking technologies provides basic understanding of network components and how they interact, and enables students to understand communication protocol principles and usage in network design; understand network design issues addressing performance considerations and risk management in security cost-benefit tradeoff analysis. Students develop understanding on how the Internet works, how to securely integrate and manage distributed data services across networks, and how to design, specify, and justify secure networking solutions.

- *Prerequisite: CS 110*
- *Credits: Three semester-hours (Three hours per week)*

CS290—Information Systems Security
This course covers planning, development, and implementation of a comprehensive information security program in an organization covering authentication and access control, integrity and confidentiality of information, and risk management and business continuity planning. This course focuses on Cyber Threats; Fundamental Security Design Principles; Cyber Defense (CD); and Information Assurance (IA) knowledge units (KUs) required for Academic Excellence in IA/CD for Two-Year Education (CAE2Y). These KUs provide information about cyber threats, basic security design fundamentals, IA concepts, and awareness of options to mitigate threats. Additional KUs provide focus on Security Policy Development & Compliance covering Cybersecurity Planning & Security Program Management; IA Architectures, Standards & Compliance; Life-Cycle Security; Security Risk Analysis; and Supply Chain Security. Topics examine information systems security from program management and systems development perspectives by investigating security models and frameworks using National Institute of Standards and Technology (NIST) security publications and risk assessment framework to establish security processes, recommend organizational security policies and practices, and develop business continuity plans. The business continuity planning will be integrated with college VFMC emergency response plans to test and recommend improvements to the business continuity plan developed in the course.

- *Prerequisite: CS 110*
- *Credits: Three semester-hours (Three hours per week)*

<u>Drone Operations – DN</u>

DN101 – Drone Pilot Certification Training
This course provides comprehensive instruction and hands-on preparation for students seeking to become certified Remote Pilots under the Federal Aviation Administration's (FAA) Part 107 regulations. Designed for aspiring commercial drone operators, the course covers all required knowledge areas for the FAA Part 107 Aeronautical Knowledge Test.

- *Credits: Three semester-hours (Three hours per week)*

Economics – EC

EC 110 - Principles of Microeconomics
Microeconomics introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, in-come distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to achieve economic objectives efficiently.

- Credits: Three semester-hours (Three hours per week)

EC 111 - Principles of Macroeconomics
Macroeconomics introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals.

- Credits: Three semester-hours (Three hours per week)

English -- EN

EN100 – Writing Lab
EN 100 provides students with necessary support to be successful in EN 101 by helping them understand assignments, develop writing skills (such as thesis statements, organization, and paragraph development), improve writing mechanics (such as grammar and punctuation), and use appropriate citation methods. This course is a required co-requisite for EN 101 for students identified as requiring remedial instruction, and may be considered an elective co-requisite for EN 101 for all other students.

- Co-requisite: EN 101
- Credits: Three semester-hours (Three hours per week)

EN101 – English I
EN 101 is the first half of the year-long freshman English requirement; it is a prerequisite for EN 102. The class explains, illustrates, and practices a variety of rhetorical methods and expository patterns, which are central to academic and professional communication. Students learn to develop and defend a thesis backed by scholarly sources in essays employing an MLA documentation format. Through selected readings and writings, students are challenged to identify and compare opposing viewpoints in order to define and understand the elements of controversy surrounding the issues being investigated. Concurrently, students are introduced to methods of analyzing and synthesizing source material, the elements and structure of argument and the process of practical academic research.

- Prerequisite: College Placement
- Credits: Three semester-hours (Three hours per week)

EN102 – English II
EN 102 is the second half of the year-long freshman writing requirement and is required for graduation. The class introduces best practices in writing and communication in professional

genres by emphasizing the assessment of rhetorical situations and crafting informative and persuasive arguments for diverse audiences.

- *Prerequisite: EN 101*
- *Credits: Three semester-hours (Three hours per week)*

EN207-- Creative Writing

This course is for students interested in creative or imaginative writing. Taught in a workshop format that allows students to develop their own styles, this course involves close readings of examples drawn from the genres of poetry, the short story, creative non-fiction, and scriptwriting. A focus on character, plot, and theme lead to student- produced original writing in poetry, short stories and either a one-act play, short screenplay or a magazine-length piece of literary journalism.

- *Prerequisite: EN102*
- *Credits: Three semester-hours (Three hours per week)*

EN213 – Modern Literature

This course explores cultural shifts, social commentary, and literary innovations that characterized the transitional period between the late nineteenth and early twentieth centuries. Through the exploration of modern novels, students engage in understanding and examining modern themes and symbolism, and they decipher the profound impact of these works in the modern period. Students will cultivate an understanding of literary evolution, and through analysis, written and verbal expression, students will demonstrate their grasp of modern literature.

- *Prerequisite: EN102*
- *Credits: Three semester-hours (Three hours per week)*

Engineering -- ER

ER102-Introduction to Materials Science and Engineering

This course provides an introduction to the mathematical concepts, problem solving, and ethical issues of engineering, and dives into the conceptual perspective for the origin of materials behavior and the interrelationships of structure, characteristic, and performance; materials selection and use of familiar material - metals, ceramics, polymers, electronic materials and composites in electronic, structural and other engineering applications.

ER105—Engineering Graphics

This course provides an introduction to engineering drawing using Computer- Aided Design (CAD) tools and free-hand sketching fundamentals. Topics include geometric constructions, orthographic and isometric drawings, dimensioning, auxiliary views, sectioning and geometric tolerancing.

- *Co-requisite: MA 101*
- *Credits: Three semester-hours (Three hours per week)*

ER201—Engineering Statics

A one semester course in rigid-body mechanics, emphasizing the principles of equilibrium condition. Also included are the vector treatment of force systems, friction and engineering applications.

- *Co-requisite: PH 201*
- *Credits: Three semester-hours credit (Three hours per week)*

ER280 – Dynamics

This course introduces students to the fundamentals of engineering dynamics, including rectilinear and curvilinear motion, translation, rotation, and plane motion; work, energy and power; and impulse and momentum. The basic principles of dynamics are applied to engineering problems. Vector methods are covered.

- *Credits: Four semester hours (four hours per week).*
- *Co-Requisites or Pre-requisites: ER201: Engineering Statics, MA104: Calculus, and MA201: Calculus II are all required to take this class.*

ER290 – Mechanics of Solids

This course covers internal forces and the deformation of solids. Students are introduced to such topics as: the analysis of deformable bodies: stress, strain, material behavior, deformation in axially loaded bars; biaxial and triaxial deformation; torsion of elastic circular members, design of shafts; axial force, shear force and bending moment in beams; design, deflection, and stresses in beams, including flexure and shear stress formula; transformation equations for plane state of stress and strain, principal planes and stresses, Mohr's circle; compound stresses: combined axial, flexural and shear; loads and eccentric loading; and buckling including Euler's theory and Rankine's formula for columns.

- *Credits: Four semester hours (four hours per week).*
- *Prerequisite: Engineering Statics*

<u>English as a Second Language -- ESL</u>

ESL103—Intensive ESL

The Intensive English Program at VFMC helps to build practical and academic English skills. Students concentrate on developing fundamental English skills in an interactive classroom setting. Course work emphasizes those skills necessary for effective oral and written communication. Instruction covers all areas of language development: practical vocabulary, basic language structures, and the essentials of reading, writing, listening and speaking.

- *Credits: Twelve semester-hours (Twelve hours per week).*

ESL105– Reading, Writing, Listening & Speaking for Academic Purposes I

<u>This course is designed for students who are at a high-beginner to low-intermediate of English.</u> This course provides students with intensive instruction in the areas of reading, writing, listening and speaking skills in the English language. While working on these developmental language skills, this course also prepares students with the foundational skills need-ed for college-level courses. Language lessons are taught in thematic units and U.S. acculturation lessons and trips are an important part of the course as well.

- *Credits: Six semester-hours (Six hours per week).*

ESL106—Reading, Writing, Listening & Speaking for Academic Purposes II

<u>This course is designed for students who are at an intermediate to high-intermediate level of English.</u> This course provides students with instruction to improve reading and writing skills in the English language at the collegiate level. It also prepares students with the foundational skills needed for college-level courses. Special attention will be paid to developing college level reading skills such as skimming, scanning, fluency, comprehension, making inferences, using context clues, identifying the main idea, and scanning for details. We will also focus on elements of writing such as thesis statement, topic sentence, supporting details, paragraph structure, 5 paragraph essay outline & structure, and expanding vocabulary for writing.

- Credits: Six semester-hours (Six hours per week).

ESL107 - Academic Support
This course is designed for students who are at a low-mid advanced level, and are almost prepared to exit the ESL program, but need support with the transition. This course continues to work on reading, writing, listening and speaking for academic purposes, but also provides support in areas such as TOEFL preparation and support with other courses.
- Credits: Three semester-hours credit (Three hours per week).

Fine Arts

FA102 - Discovering Drawing Fundamentals
This is an introduction to the concepts and techniques of drawing. Drawing techniques will be developed through the exploration of materials such as pencil, charcoal, ink, and pastels. This course focuses on developing basic drawing skills that will develop disciplined observations and memory. Students will learn to analyze and interpret through drawing techniques studying portraitures, architecture, landscapes and still life. This course will be a journey through visual history exploring the great Old Master's work as Leonardo da Vinci's scientific drawings to the contemporary combat artist for the United States Marine Corps Staff Sergeant Michael D. Fay, USMCR .
- Credits: Three semester-hours (Three hours per week)

FA105 - Art History I: Prehistory to the Middle Ages
This survey course covers painting, sculpture, and/or architecture from the Paleolithic period through the age of Gothic cathedrals. Students gain a formal understanding of ancient, classical, and medieval art. They interpret selected examples of Western art using a variety of analytic methodologies, including cultural, religious, social, political, and/or economic context. This course includes an assignment to an important museum or gallery.
-Credits: Three semester-hours (Three hours per week)

FA110: Introduction to Film
This course is an introductory course designed for those who have little or no background in film study. The class will cover the essentials of filmmaking, including cinematography, editing, music and sound acting, directing, and writing. Students will learn the history of cinema, examine narrative structure, and interpret meaning in film. The overall goal will be to better understand and appreciate film form and style with a focus on individual films seen within their literary, artistic, and cultural contexts.
- Credits: Three semester-hours (Three hours per week)

French – FR

FR 101-102 - Introduction to French I and Introduction to French II
This two-semester introductory sequence provides instruction and practice in the four skill areas of listening, speaking, reading, and writing. These courses focus on the development of communicative skills in oral and written expression. In-class practice and independent oral and written exercises support these objectives. Cultural readings foster an awareness and appreciation of the values, practices, and perspectives of the French-speaking world.
- Credits: Three semester-hours (Three hours per week)
- Co-requisite for FR 101: EN 101
- Prerequisite for FR 102: FR 101 or satisfactory performance on placement exam.

FR 201-202 - Intermediate French I and Intermediate French II
This two-semester intermediate sequence is designed to enable students to attain a functional level of proficiency in both oral and writ-ten contexts. These courses focus on the strengthening of communicative skills through practical vocabulary development and a review of basic grammatical structures. Emphasis is placed on the examination of cultural readings that explore issues from historical and contemporary perspectives, highlight Francophone practices, personalities, and achievements, and help students to develop an appreciation for the diversity of French-speaking cultures.

- *Credits: Three semester-hours (Three hours per week)*
- *Prerequisite for FR 201: FR 101-102 or advanced placement by testing*
- *Prerequisite for FR 202: FR 201 or advanced placement by testing*

History -- HI

HI103— American Experience I
A history of the United States through the Civil War using a critical-thinking approach. Social, religious, ethnic, and economic components of major events and movements in American history will be examined. Countervailing essays on select critical issues will help cadets hone their analytical skills. Highlights of American Experience I will include studies of Native Americans, the colonial and early slave experience, the founding of our nation, the growth of a national economy, 19th century reform movements, and the rise of sectionalism and the Civil War.

- *Credits: Three semester-hours (Three hours per week)*
- *Co-requisite: EN 101*

HI104 - American Experience II
Highlights in American Experience II will include the rise of "Jim Crow" and segregation; the urbanization and industrialization of America, and the impact of immigration; America becoming a colonial empire and joining the international world balance of power; the effects of major war and Depression on American society; the New Deal; the transformation of America into a national security state due to World War II and the Cold War; the transformation of American society from Civil Rights to Black Power, from Women's Rights to Women's Liberation; and the anti-war movement during the Vietnam era.

- *Credits: Three semester-hours (Three hours per week)*
- *Co-requisite: EN 101*

HI105 - World Civilization I
This course begins with the ancestors of the earliest humans in Africa and the domestication of crops and animals in the earliest river societies of Babylonia, India, and China. The course compares the development of agricultural surplus, government, cities, mythology and religion, and writing, the ancient civilizations of Sumeria and Egypt, India, China, Africa and Mesoamerica. While stressing the monotheism of the Hebrews on Christianity and Islam, the course also covers Hinduism, Buddhism, the great age of Confucius, the earliest Chinese empires, and the process of East-West trade via the Silk Road. The course outlines the Greek, Roman and Han civilizations and their empires. Also mentioned are the early Maya, Aztec, and Inca civilizations as well as the Kush, Arab states of Africa, Great Zimbabwe, slavery and the impact of the slave trade. The Mongol conquest of China, the spread of Chinese culture to Korea and Japan, and the Ming dynasty receive mention. The course compares the impact of western and eastern feudalism, the significance of the knight in Europe and the *samurai* in Japan. The rise and spread of Islam, the great Arab empires, and the contribution of Indian, Chinese, and Arab

science and philosophy are noted. The course ends with the fall of Constantinople and the search for alternative sources for spices leading to the spread of western thought, militarism, and diseases.

- *Credits: Three semester-hours (Three hours per week)*
- *Co-requisite: EN 101*

HI106-World Civilization II

This course begins with the religious transformation of Europe with the Reformation. The Mughals' conquest of India and their contributions to art and architecture are stressed. The Qing dynasty and population explosion in China, the rise of Tokugawa Japan, and medieval Korea and Vietnam receive attention. The Scientific Revolution and its advances in astronomy, mathematics, and physics are recalled along with the Enlightenment of Voltaire, Montesquieu, and Rousseau. The course outlines revolutions in North and South America, France, and the impact of Napoleon. Coverage of the Industrial Revolution includes its impact on population, standard of living, as well as its economic and political impact on Africa, South East Asia, China, and eventually Japan. Nationalism, colonialism, imperialism, and competing alliances coalesced into World War I and the collapse of the Ottoman, Austro-Hungarian, Russian, and German empires. The failure of the Versailles Treaty and the League of Nations gave way to the rise of dictatorships, the Second World War, the Holocaust, and atomic weapons. Colonialism's collapse followed as well as the Cold War; its proxy wars in Korea and Vietnam are covered. The course ends with the uncertain future of globalization and the rise of Asia amidst the threat of Islamic terrorism.

- *Credits: Three semester-hours (Three hours per week)*
- *Co-requisite: EN 101*

HI200 Special Topics

Formal courses given infrequently to explore, in depth, a comparatively narrow subject which may be topical or of special interest

- *Credits: One, two or three semester-hours (One to three hours per week), at the discretion of the instructor*
- *Prerequisite: EN 102*

HI203 - American Military History

American Military History, 1607-2003. A one semester course in the military history of the United States from 1607-2004. Coverage includes the Jamestown colony of 1607, colonial militia systems, the wars of annihilation against Indians and the struggle for Empire among the Europeans, culminating in the American Revolution. The War of 1812, Mexican War and Spanish American Wars are discussed. Emphasis is placed on the Civil War, World Wars I and II, Korean, Vietnam, Gulf War and Iraq. Topics include the civil-military relationship; the unique impact of American geography, weak neighbors, and dual military traditions; the Root reforms; the National Defense Act of 1947, and the Goldwater-Nichols Act of 1986. Major exams, frequent quizzes on assigned reading and a critical book review are assigned.

- *Prerequisite: EN 101*
- *Credits: Three semester-hours (Three hours per week)*

HI205 - World War II

History 205 examines World War II as the central event of the twentieth century and seeks to study the war as a phenomenon in the history of the century. The course begins in 1919 and ends in 1949 with the culmination of the Chinese revolution, the Soviet atomic bomb, the Stalinization of Eastern Europe and the construction of the American Cold War consensus following the Berlin blockade and airlift. The forces, ideologies, and events which destroyed Europe's hold on its colonies are also

covered with the collapse of European colonialism predicted by the Japanese onslaught in the Pacific. The military aspects covered are: war in the air, on the land, on the sea and under it. Historiography and the historical controversies are also enumerated.

- *Credits: Three semester-hours (Three hours per week)*
- *Prerequisite: EN 101*

HI206 - The Vietnam War

A political, diplomatic, and military history of the Vietnam War from 1945 to 1975. The student will study Vietnam in its Asian and colonial context, including struggles with China, occupation by the French, the history of Indochina, the revolution of Ho Chi Minh, the battle of Dien Bien Phu, the Geneva Accords, and the division of Indochina at the 17th Parallel. Study of the American intervention centers on actions taken in the context of the Cold War under the administrations of Truman, Eisenhower, Kennedy, Johnson, and Nixon. The assassination of Diem, the Tonkin Gulf Affair, the bombing of North Vietnam, the war protest movement, the draft, and the Americanization of the war are covered. The various strategies of the French, US, and Vietnamese are compared. Nixon, Watergate, the Paris Peace talks, prisoners of war, and victory of the North over the South conclude the course. Major exams, frequent quizzes on assigned reading, a critical book review, and several small papers are assigned.

- *Credits: Three semester-hours (Three hours per week)*
- *Prerequisite: EN 101*

Interdisciplinary Studies – IN

IN106-Leadership Theory and Practice

This class is an academic survey of leadership philosophies that are illustrated through historical and biographical case studies. Classroom presentations are strengthened by group dynamic exercises, small group leadership, interpersonal interactions and problem solving.

- *Credits: Three semester-hours (Three hours per week)*

IN200 – Research Methods

This course provides a foundational understanding of the concepts and methods for researching and writing in the academic disciplines of history and political science. Combining techniques from two similar areas allows students to develop a greater ability to analyze problems and propose well-reasoned and researched solutions. By the end of the course students will be able to take the skills taught and apply them to solving problems analytically across any organizational dilemma whether in government, industry, or academia.

- *Credits: Three semester-hours (Three hours per week)*
- *Prerequisite: Any 100-level Political Science (PS) or History (HI) course*

IN202 -- Special Topics in Interdisciplinary Studies

This is a formal, but infrequently offered, professor designed course based on a set of common learning outcomes that provides a customized study of two or more of the college's disciplines. It is offered to allow students to explore areas of interest, their interactions, and their contexts in order for the student to develop new areas of knowledge and understanding. The parameters of the disciplines studied and the areas investigated should be stated clearly on the class syllabus and filed with the Provost.

- *Prerequisite: EN 102*
- *Credits: One, two, or three semester-hours (One to three hours per week), at the discretion of the instructor*

IN204 – Professional Internship
This course will provide cadets with a professional learning experience that offers meaningful, practical work related to a student's field of study or career interest. Offered as a 1, 2, or 3 credit class, it gives cadets the opportunity for career exploration and the development of new skills related to their area of study at a level consistent with the level of work completed.

- *Credits: One, two, or three semester-hours (One to three hours per week), at the discretion of the instructor*

Literature – LT

LT103 - Introduction to Literature
This survey course introduces students to close readings of fiction, non-fiction, poetry, and drama. Students master interpretive approaches to literature and learn to use literary vocabulary. Goals of the course include familiarization with literary elements, understand-ing historical and social contexts, improving reading and comprehension, and encouraging appreciation and love of life-long reading. Satisfies CORE Literature requirement.

- *Credits: Three semester-hours credit (Three hours per week)*
- *Prerequisite: EN 101*

LT205 - Non-Western Literature
This survey of non-Western literary traditions examines issues of cultural diversity from the perspective of writers from the Middle East, Africa, Asia, Latin America, and the Caribbean. Using the lens of cultural and historical context, students explore the uniqueness of each literary tradition as well as trace universal themes that transcend geographic boundaries. Students have a variety of opportunities for oral and written expression with emphasis on literary analysis and criticism. Authors include Salmon Rushdie, Chinua Achebe, Ngugi wa Thiong'o, Trinh T. Minh-ha, Jose Saramago, Mahmoud Darwish, Yehuda Amichai, and Nasdine Gordimer.

- *Credits: Three semester-hours (Three hours per week)*
- *Prerequisite: EN101*

LT206 - American Literature
This study, which includes American fiction, creative nonfiction, poetry, and drama, examines themes, texts, movements, and authors who are central to development of American literature and of evolving definitions of what it means to be "American." The course offers students opportunities for oral and written expression through a variety of assignments that incorporate literary analysis and criticism. Writers may include Anne Bradstreet, Benjamin Franklin, Phyllis Wheatley, Henry David /Thoreau, Walt Whitman, Langston Hughes, Richard Wright, Amy Tan, and Sandra Cisneros.

- *Credits: Three semester-hours (Three hours per week)*
- *Prerequisite: EN 101*

Math – MA

MA075 - Fundamentals of Algebra
This course is designed to provide students with a foundation of introductory and intermediate algebra and to provide the problem solving skills necessary for success in college level mathematics courses. Topics include: algebraic expressions, solving linear equations, solving linear inequalities, operations on polynomials, factoring polynomials, rational expressions and equations, and radical expressions and equations.

- *Credits: Three semester-hours (Three hours per week)*

MA101 - College Algebra
Topics of the College Algebra course with applications include: real and complex numbers, algebraic, exponential and logarithmic functions, graphing, and solving various types of equations including polynomial, radical and absolute value. Functions, inverse functions, graphs, and transformations.

- *Credits: Three semester-hours (Three hours per week)*
- *Prerequisite: MA 075/ VFMC Placement*

MA102 – Trigonometry
This one semester course reviews topics from trigonometry essential for the study of calculus. Topics include trigonometric functions and their graphs, trigonometric identities, equations, inverse trigonometric functions, laws of sine and cosine.

MA103 - Pre-Calculus
Reviews topics from algebra, geometry, and trigonometry (including identities) essential for the study of calculus. Topics include analysis and graphs of polynomial, rational, exponential, logarithmic, inverse, algebraic and trigonometric functions.

- *Credits: Four semester-hours credit (Four hours per week)*
- *Prerequisite: MA 101/ VFMC Placement*

MA104 - Calculus I
This one semester course opens with a review of precalculus functions and graphs. It progresses to a treatment of limit theory as the foundation for a fundamental understanding of differentiation. The rules of differentiation are thoroughly explored as the cornerstone of the numerous applications of the derivative in the real world. With an understanding of the derivative's role, discussion shifts to the antiderivative, where fundamental antiderivative (integration) concepts and techniques are investigated.

- *Credits: Four semester-hours credit (Four hours per week)*
- *Prerequisite: MA101/ VFMC Placement*

MA112 - Statistics
Topics include descriptive statistics, probability distributions, random sampling, sampling distributions, and continuous and discrete distributions.

- *Credits: Three semester-hours (Three hours per week)*
- *Prerequisite: MA098 / VFMC Placement*

MA200 – Linear Algebra
This course is an introduction to linear algebra. The topics to be covered will include matrices, systems of linear equations, vector spaces, linear transformation, determinants, eigenvalues, spectral theorem, and triangulation.

- *Credits: Three semester-hours (Three hours per week)*

MA201-Calculus II
This one-semester course commences with an in-depth review of the fundamental rules of differentiation and integration. Applications of the integral are covered to include: the volume and surface area of solids of revolution, arc length of curves, work, fluid pressure, and moments and centroids. The course then transitions to an in-depth study of advanced integration techniques and the techniques used to evaluate limits of indeterminate form and the evaluation of improper integrals. The course concludes with an introduction to sequences and infinite series.

- *Credits: Four semester-hours (Four hours per week)*

- *Prerequisite: MA104*

MA 202 - Calculus III
This one-semester course commences with the study of conics, parametric equations and polar coordinates followed by an examination of vectors and the geometry of space. Vector-valued functions are studied next and then functions of several variables to include the topics of partial derivatives and multiple integration.

- *Credits: Four semester-hours (Four hours per week)*
- *Prerequisite: MA201*

MA205 – Discrete Math
This course will include an introduction to set theory, Boolean logic, elementary combinatorics, proofs, simple graph theory, and simple probability.

- *Credits: Four semester-hours (Four hours per week)*
- *Prerequisite: MA201*

MA210 – Differential Equations
This course will challenge students through the general theory of nth order, and linear differential equations including existence and uniqueness criteria and linearity of the solution space. General solution techniques for variable coefficient equations, series solutions for variable coefficient equations, and study of systems of linear equations will be addressed.

- *Credits: Four semester-hours (Four hours per week)*
- *Prerequisite: MA201*

Military Science – MS

MS101 - Introduction to the Army and Critical Thinking
MSL 101 is an academically challenging course where cadets study and analyze basic competencies that are critical for effective leadership and mission accomplishment in the Army. Cadets learn how the personal development of life-long skills such as self-discipline, learning, time management, respect for others, goal setting and comprehensive fitness relate to officership and the Army profession. Cadets learn the structure and purpose of the Army SROTC program consisting of courses MSL 100, 200, 300, 400; the Leadership Labs and the Army SROTC Cadet Leader Course. The course consists of required readings, in-class discussions, in-class small group exercises, videos, essays, a mid-term exam and a final exam. Cadets receive feedback on their performance during this class. Success-ful completion of this course provides cadets the foundation for future learning and personal growth in the SROTC Program and in the Army.

- *Credits: Two semester-hours (Two hours per week)*
- *Prerequisite: Must be U.S. Citizen or have green card*

MS102 - Introduction to the Profession of Arms
MSL 102 overviews leadership fundamentals such as setting direction, problem-solving, listening, presenting briefs, providing feedback and using effective writing skills. Cadets explore dimensions of leadership values, attributes, skills and actions in the context of practical, hands-on and interactive exercises. Cadre role models and the building of stronger relationships among the cadets through common experience and practical interaction are critical aspects of the MSL 102 experience.

- *Credits: Two semester-hours (Two hours per week)*
- *Prerequisite: MS 101*

MS201 - Foundations of Leadership
MSL 201 explores the dimensions of creative and innovative tactical leadership strategies and styles by examining team dynamics and two historical leadership theories that form the basis of the Army leadership framework. Cadets practice aspects of personal motivation and team building in the context of planning, executing, and assessing team exercises and participating in leadership labs. Focus is on continued development of the knowledge of leadership values and attributes through an understanding of Army rank, structure and duties and basic aspects of land navigation and squad tactics. Case studies provide tangible context for learning the Soldier's Creed and Warrior Ethos as they apply in the contemporary operating environment (COE).

- *Credits: Two semester-hours (Two hours per week)*
- *Prerequisite: Successful completion of MS101 and 102.*

MS202 Foundations of Tactical Leadership
This course highlights dimensions of terrain analysis, patrolling and operation orders. Further study of the theoretical basis of the Army leadership framework explores the dynamics of adaptive leadership in the context of military operations. Cadets develop greater self awareness as they assess their own leadership styles and practice communication and team building skills. COE case studies give in-sight into the importance of teamwork and tactics in real world scenarios.

- *Credits: Two semester-hours credit (Two hours per week)*
- *Prerequisite: MS201*

MS301 - Adaptive Team Leadership
MSL 301 challenges cadets to study, practice and evaluate adaptive leadership skills as they are presented with challenging scenarios related to squad tactical operations. Cadets receive systematic and specific feedback on their leadership attributes and actions. Based on such feedback, as well as their own self-evaluations, cadets continue to develop their leadership and critical thinking abilities. The focus is developing cadets' tactical leadership abilities to enable them to succeed at ROTC's summer Leadership Development and Assessment Course (LDAC).

- *Credits: Four semester-hours (Eight – Ten hours per week)*
- *Prerequisite: Acceptance by the Military Science Dept. Military Science and Leadership*

MS302 - Applied Team Leadership
MSL 302 uses increasingly intense situational leadership challenges to build cadet awareness and skills in leading small units. Skills in decision-making, persuading and motivating team members when "under fire" are explored, evaluated, and developed. Aspects of mili-tary operations are reviewed as a means of preparing for the Leader Development and Assessment Course (LDAC). Cadets are expected to apply basic principles of the Law of Land Warfare, Army training and motivation to troop leading procedures. Emphasis is also placed on conducting military briefings and developing proficiency in garrison operation orders. MSL 302 cadets are evaluated on what they know and do as leaders.

- *Credits: Four semester-hours (Eight – Ten hours per week)*
- Prerequisite: Successful completion of MSL 301.

MS401 - Developing Adaptive Leaders
MSL 401 develops cadet proficiency in planning, executing and assessing complex operations, functioning as a member of a staff providing performance feedback to subordinates. Cadets assess risk, make ethical decisions and lead fellow ROTC cadets Lessons on military justice and personnel processes prepare cadets to make the transition to Army officers. MSL IV cadets

analyze, evaluate and instruct cadets at lower levels. Both their classroom and battalion leadership experiences are designed to prepare MSL 401 cadets for their first unit of assignment. They identify responsibilities of key staff, coordinate staff roles and use situational opportunities to teach, train and develop subordinates.
Three hours and a required two-hour leadership lab, plus required participation in three to five one-hour sessions of physical fitness training. Staff meetings with peers. Participation in weekend exercises is also required.

- *Credits: Four semester-hours (Eight – Ten hours per week)*
- *Prerequisite: Successful completion of MSL 301 and 302.*

MS402 - Leadership in a Complex World
MSL 402 explores the dynamics of leading in the complex situations of current military operations in the COE. Cadets examine differences in customs and courtesies, military law, principles of war and rules of engagement in the face of international terrorism. They also explore aspects of interacting with nongovernmental organizations, civilians on the battlefield, and host nation support. The course places significant emphasis on preparing cadets for their first unit of assignment. It uses case studies, scenarios, and "What Now, Lieutenant?" exercises to prepare cadets to face the complex ethical and practical demands of leading as commissioned officers in the United States Army.

Four lecture hours and a required 2.5-hour leadership lab, plus required participation in three to five one-hour sessions of physical fit-ness training. Staff meetings with peers. Participation in weekend exercises is also required.

- *Credits: Four semester-hours (Eight – Ten hours per week)*
- *Prerequisite: Successful completion of MSL 401*

Music - MU

MUS101- Regimental Band
Participate in the Regimental Band with parades, concerts, and ceremonies.

Nutrition – NU

NU210 – Nutrition

This course provides the foundations of understanding the science of nutrition, chemistry and physiology of proteins, carbohydrates, lipids, vitamins, and minerals. It also includes application of nutrition principles in daily dietary practice, energy balance, weight control, and nutrition relating to health and disease.

- *Prerequisite: BI215*
- *Credits: Three semester-hours credit*

Physics -- PH

PH120 - General Physics I
First of a two course, algebra based sequence that introduces students to the basic principles of Physics. Topics include kinematics, dynamics, work, energy,

momentum, static equilibrium, fluids, vibrations, waves, sound, temperature, kinetic theory, heat, and the laws of thermodynamics. This course is not intended for preparation in advanced courses in Physics.

- Credits: Four semester-hours (Three hours per week, one three hour lab per week)

- Prerequisite: MA 101

PH201 - Physics I

First of a two-semester Calculus based sequence teaching fundamental Physics to engineering and science majors. Topics include translational and rotational motion, vectors, circular motion, Newton's three laws, gravitation, kinetic energy, potential energy, conservation of momentum and energy, impulse, statics and oscillations.

- Credits: Four semester-hours (Three hours per week, one three hour lab per week)

- Prerequisite: MA 104

PH202 - Physics II

Second semester of a two-semester Calculus based sequence teaching fundamental physics to engineering and science majors. The course covers a wide range of topics in electricity and magnetism. Topics include electric charge, electric fields, electric potential, capacitance, current, resistance, DC and AC circuits, magnetic fields, induction, oscillations and waves (electromagnetic waves).

- Credits: Four semester-hours (Three hours per week, one three hour lab per week)

- Prerequisite: PH 201

Philosophy – PL

PL101-Introduction to Ethics

The subject of ethics applies to numerous fields of study, including business, medicine, the environment, social justice, and much more. This course will focus on the history of ethics from Socrates, Aquinas, and Kant to Nietzsche. The contributions of scholars and philosophers from eastern cultures will also be explored. This foundation will lead to discussions on current issues relating to freedom, equality and individual rights. Modern case studies of ethical dilemmas will be examined and debated.

- Credits: Three semester-hours (Three hours per week)

Political Science – PS

PS101 - American Government

The course provides a survey of the basic concepts of political science, political theory, public policy and American politics. The functions, processes and organization of government and public policy are discussed. Students will develop the ability to evaluate politics and the public policy process.

- Credits: Three semester-hours (Three hours per week)

- Co-Requisite: EN 101

PS102 - International Relations

The course is designed as an introduction to the diplomatic, economic, psychological, military, and cultural relations between states and the international order. Global issues like war, terrorism, population control, climate change, food scarcity, nuclear proliferation, immigrant

migrations, resource competition and inter-civilization conflict are analyzed and discussed. Employing an interdisciplinary focus, the course examines the impact of globalization on nation state, regional, ecological, economic, military, and food security in the 21st century.

- Credits: Three semester-hours (Three hours per week)

- Co-Requisite: EN 101

PS104 – Introduction to Political Science

This course explains foundational principles of the field, introducing common terms and concepts, including political philosophies, ideologies, comparative systems of government, and international relations. The course also examines the professional and academic fields to which a political science degree is relevant.

- Credits: Three semester-hours (Three hours per week)

PS200 - Special Topics

Formal courses given infrequently to explore, in depth, a comparatively narrow subject which may be topical or of special interest.

- Credits: One, two or three semester-hours (One to three hours per week), at the discretion of the instructor

- Prerequisite: EN 102

PS202 - Comparative Politics

This course examines the major conceptual explanations of state behavior through the comparison of the politics of Latin America, Middle East, Asia, Europe and Africa. Emphasis will be placed on discovering why and how countries can be compared and on the development of testable hypotheses. The concepts of political modernization, civil war, genocide, terrorism and development will be introduced.

- Credits: Three semester-hours (Three hours per week)

- Co-Requisite: EN 101

Psychology -- PY

PY101 - Introduction to Psychology

This one semester course serves as an introduction to the study of behaviors and mental processes. It covers the major contributors, theories, and concepts significant to the development of the field, both historical and contemporary. Major areas of investigation include heredity and environment, sensation and perception, motivation, learning and social behavior.

- Credits: Three semester-hours (Three hours per week)

- Co-Requisite: EN 101

National Security -- SE

SE101– Introduction to National Security

This course surveys the current problems confronting American national interests throughout the world. General themes of terrorism, hybrid warfare, cyber warfare, and weapons of mass destruction will be discussed within the framework of specific global regions. The course is broken up into five units corresponding to the Department of Defense's Unified Combatant Command structure. The security concerns, issues, and threats within Southern, European, African, Central, and Pacific command regions will be assessed and confronted by the students. Using open source information in the form of domestic, regional, and international news media as well as historical and cultural considerations, students will be responsible for producing a policy recommendation brief. By the end of the course, a general understanding of the American

national security establishment, its management of threats, and its decision-making process will be developed.

- Credits: Three semester-hours (Three hours per week)

SE110 - Global Conflict

This course surveys the history of global conflict to provide students with the foundation of knowledge necessary for engagement in current national security conversations. In a world where the nation -state remains the dominant power broker, it is crucial for students of history, political science and security studies to place current conflicts within a much larger historical context. Beginning at the American Revolution, the course demonstrates that perpetual conflict can be seen as the echoes of past practices of Western nation-states' attempts at gaining and maintaining hegemony. The course will discuss imperialism, nationalism, communism, religion, and how they can simultaneously be both the sources of conflict and its resolution.

- Credits: Three semester-hours (Three hours per week)

- Co-Requisite: EN 101

SE200 Special Topic

Formal courses given infrequently to explore, in depth, a comparatively narrow subject which may be topical or of special interest.

- Credits: One, two or three semester-hours (One to three hours per week), at the discretion of the instructor

- Prerequisite: EN 102

SE210 - Terrorism and Counter-Terrorism

This course will provide a comprehensive and interdisciplinary survey of the history, theory, and modern-day political manifestations of terrorism and counterterrorism. It will also delve into some of the key areas relating to strategic and tactical responses. These will include planning, prevention, detection, disruption, and interdiction, as well as emergency response, dealing with the aftermath.

- Credits: Three semester-hours (Three hours per week)

SE215 – Intelligence Studies

This course will provide students with an overview of the complexities of the intelligence field. It will include theoretical discussions of intelligence as an academic discipline as well as practical aspects such as the intelligence cycle, the intelligence community, intelligence policy, collection methods, and analytical policies. Specific emphasis will be placed on the United States with other national intelligence communities being discussed for comparative purposes.

- Credits: Three semester-hours credit (Three hours per week)

- Prerequisite: EN 102

Sociology -- SO

SO101 - Introduction to Sociology

This one semester course is a study of sociology as a science of social organization and interaction with contemporary reality. The course includes analysis of certain conditions of our social environment that we often ignore, neglect, or take for granted; development of a sociological consciousness, emphasizing ethics and human dignity, thorough scrutiny of group dynamics; social stratification; causes of inequalities of race, ethnicity and gender; political and economic power; education from the functionalist, conflict, and bureaucratic perspectives; concluding with examination of social change and process in the world.

- Credits: Three semester-hours (Three hours per week)

SO120 - Cultural Anthropology
This course examines human culture and its role in shaping behavior. Relationships of kinship, gender, economics and technology within various cultures in various eras will be reviewed.
- Credits: Three semester-hours (Three hours per week)

SO 201 - Multiculturalism
The United States is a cultural work of art: a mosaic of cultural diversity. Despite many successes in the area of equal rights and equal protection under the law, many struggle with the challenges brought on by the cultural differences that exist within many American communities. This course will focus on the many issues, problems and conflicts related to race, ethnicity, class, gender, religion and sexual orientation. Intervention and solution strategies will be discussed.
- Credits: Three semester-hours credit (Three hours per week)
- Prerequisite: EN 101

Spanish -- SP

SP 101-102 - Introduction to Spanish I and Introduction to Spanish II
This two-semester introductory sequence provides instruction and practice in the four skill areas of listening, speaking, reading, and writing. These courses focus on the development of communicative skills in oral and written expression. In-class practice and independent oral and written exercises support these objectives. Cultural readings foster an awareness and appreciation of the values, practices, and perspectives of the Hispanic world.
- Credits: Three semester-hours (Three hours per week)
- Co-requisite for SP 101: EN 101
- Prerequisite for SP 102: SP101 or satisfactory performance on placement exam.

SP201 – 202 -- Intermediate Spanish I
This two-semester intermediate sequence is designed to enable students to attain a functional level of proficiency in both oral and written contexts. These courses focus on the strengthening of communicative skills through practical vocabulary development and a review of basic grammatical structures. Emphasis is placed on the examination of cultural readings that explore issues from historical and contemporary perspectives, highlight Hispanic practices, personalities, and achievements, and help students to develop an appreciation for the diversity of Spanish-speaking cultures.
- Credits: Three semester-hours (Three hours per week)
- Prerequisite for SP 201: SP 101-102 or advanced placement by testing.
- Prerequisite for SP 202: SP 201 or advanced placement by testing.

VF105 - Introduction to Online Learning
This course marks the first step in your accelerated online learning journey at Valley Forge. Although VF-105 is brief, it plays a critical role in preparing you for the challenges ahead. Our accelerated format means you'll be completing courses typically designed for a full 15-week semester in a condensed timeline. That demands focus, discipline, and a proactive mindset. VF-105 gives you the tools to thrive in that environment. Here, you'll gain hands-on proficiency with Populi, our learning management system. Mastering this platform now will help you stay organized, submit your work confidently, and stay connected throughout your courses. You may find VF-105 quick to complete, but don't underestimate its importance. The skills and habits you develop here will set the foundation for your success across every accelerated course to come.

11: College Personnel

Campus Security Office - Ext: 1212 *(prefix: 610-989)*					
VFMC Staff		**EXT**		***Offices***	**EXT**
Helgeson, Col Stuart	**President**	**1203**		Alumni Relations	1329
Allen, Pearline	Director of Facilities	1353		Bursar	1230
Arnold, Grady	Chief Operating Officer	1206		Campus Security	1257
Baradgie, David	Director of Security	1255		Development	1328
Barcus, Mayra	Director of Admissions & Enrollment	1311		Eisenhower Hall	1509/1508
Berry, Jennifer	Bursar/Accounts Payable	1230		Facilities/Services	1353
Best, John	Network Administrator	1337		Financial Aid - College	1362
Blymier, Mickey	VP Marketing,Communications & Enrollment	1204		Health Center	1515-1519
Brock, Mike	Director of IT	1246		Human Resources	1244
Clark, Lindsay	Cadet Life Coordinator	1329		Laundry/Press Shop	1435
Gathright, Naeemah	Mail Room & Cadet Store Coordinator	1538		Mail Room	1538
Guza, Mike	Quartermaster Deputy Commandant	1254		Mess Hall (Office)	1529/1533
Hammer, Deb	Director Health Center	1519		Pool	1528
Helgeson, Stephanie	Director Institutional Advancement	1328		Rifle Range	1334
Henry, Tomika	Director Financial Aid	1200		Student Act/Boodle	1253
Hjerling, Rob	Director of Athletics/Head Coach Wrestling	1310			
Hutchman, Mary	Librarian/Financial Aid Asst	1362			
Jimenez, Marianne	Development Coordinator	1345		***ROTC***	**EXT**

Judge, Marianna	Admissions Recruiting Coordinator	1309		LTC	1440
Lanetti, John	Chief Financial Officer	1236		CPT Dylan Prescott	1218
McCue, Owen	Digital Media Manager	1238		CPT Tyler Ejzak	1219
Phillips, Jesse	Dean of College Services	1467		MSG Gerald DeJohn	
Samuels, Sarah	Director Auxiliary Programs	1253		SFC	1446
Smith, Bob	Provost	1458		Karen Fluck	1445
Smith, Jared	Commandant	1450		Harry Gabora	1439
Walder, Robert	Director Research & Assessment/Registrar	1430		Tilor Levandoski	1449
White, Floyd III	Chaplain	1506		Mike Pachella	1443

VFMC Faculty		**EXT**
Al Farhan, Farhan	Associate Professor	1200
Aversa, Nick	Associate Professor	1200
Frances Furia	Associate Professor	1200
Kennedy, Leo	Associate Professor	1475
Matara, Delila	Associate Professor	1457

Admissions College	610-688-1545
Business Office	610-989-1486
College	610-989-1550
Health Center	610-989-1516
Human Resources	610-510-2122
Info Tech	610-989-1347
SROTC	610-687-1205
Wayne Hall	610-975-9642

Barracks	
Martin Hall	1270 / 71
Younghusband	1280/81/82

12: VFMC AY 2026-2027 Academic Calendar (subject to change)

Fall 2026

ROTC Mini-Camp: June 21st to 27th

Leadership Arrives: August 7th

Plebes Arrive: August 16th

FALL First Day of Classes: Monday, August 24th

Opening Ceremony: Friday, August 28th

FALL Add/Drop Deadline: September 8th

Parents Weekend + Plebe Graduation: October 9th

FALL Midterm Exams: October 12th to 15th

Thanksgiving Break: November 20th (1300) to 29th (2100)

FALL Last Day of Class: Friday, December 11th

FALL Reading Day: Monday, December 14th

FALL Final Exams: December 15th to 18th

FALL Last Day: December 18th

Spring 2027

Students Return: By January 10th (2100)

SPRING First Day of Classes: Monday, January 11th

SPRING Add/Drop Deadline: January 25th

SPRING Midterm Exams: March 1st to 4th

Spring Break: March 5th (1500) to 14th (2100)

Easter Break: March 26th to 29th

SPRING Reading Day: April 23rd

SPRING Final Exams: April 26th to 30th

Graduation Awards Ceremony + Open House: Friday, May 7th

Commencement Ceremony: Saturday, May 8th

14: VFMC AY 2027-2028 Academic Calendar (subject to change)

Fall 2027

ROTC Mini-Camp: June 20th to June 26th

Leadership Arrives: August 6th

Plebes Arrive: August 14th

FALL First Day of Class: Monday, August 23rd

Opening Ceremony: Friday, August 27th

FALL Add/Drop Deadline: September 7th

Parents Weekend + Plebe Graduation: Friday, October 8th

FALL Midterm Exams: October 11th to 14th

Thanksgiving Break: November 19th (1300) to 28th (2100)

FALL Last Day of Class: December 10th

FALL Reading Day: December 13th

FALL Final Exams: December 14th to 17th

FALL Last Day: December 17th

Spring 2028

SPRING First Day of Classes: Monday, January 10th

SPRING Add/Drop Deadline: January 24th

SPRING Midterm Exams: Feb 28th to March 2nd

*NOTE: Leap Year

Spring Break: March 4th (1500) to 12th (2100)

Easter Break: April 14th to 17th

SPRING Reading Day: April 28th

SPRING Final Exams: May 1st to 5th

Graduation Awards Ceremony + Open House: Friday, May 12th

Commencement Ceremony: Saturday, May 13th