Catalog Addendum

July 9, 2020
Salem Campus Program Offerings:
Medical Office Administration Billing and Coding
Practical Nursing
Professional Medical Assistant

LOCATION AND DESCRIPTION OF THE FACILITIES/EQUIPMENT:

The main campus of IOT-Salem is located at 4700 Silverton Rd. NE in Salem, Oregon. The 13,200 square foot building was officially added to the original campus in 2011. The $1.5 million expansion more than doubled the school’s footprint and includes a dedicated nursing lab, Learning Resource Center (LRC)/Library, multiple classrooms and labs for current and future program use, as well as over 100 parking spaces.

The main campus also houses the school’s administration, student support services, and financial services. A large component of our programs involves hands-on training. This is accomplished in the computer labs, medical labs, and with students’ cooperative work experience or externships; for the Practical Nursing students this includes clinical rotations at a variety of nursing facilities. Practical application in well-equipped labs with updated materials provides students the opportunity to access information and knowledge requisite to succeed in their chosen field.

Campus Addresses

Salem Campus (South)
4700 Silverton Rd. NE
Salem, OR 97305
(503) 363.9001 (p)
(503) 363.6483 (f)

Salem Campus (North)
4707 Silverton Rd. NE
Salem, OR 97305
ADMINISTRATION

Campus President ................................................................. Kaylee Vickers
HR Coordinator/Executive Assistant .................................... Sarah Chong, BA | Willamette University
Front Desk Manager .............................................................. Taylor Parlato, BS | Oregon Institute of Technology
Director of Education ............................................................ Tim Driscoll, MS | Logan University
PTA Program Director ............................................................ Enid Halewyn, PT, DPT, MAT | George Fox University
Registrar .................................................................................. Deneen Munson
Administrative Assistant ......................................................... Nasreen Cheema
Administrative Assistant ......................................................... Sue Hunter, AA | Joliet Junior College

ADMISSIONS

Director of Admissions ............................................................ Lindsay Craig, BA | Eastern Oregon University
Admissions Assistant ............................................................... TBD
Admissions Representative ..................................................... TBD
Admissions Representative ..................................................... Hayley Miner

ALLIED HEALTH

Program Director/Externship Coordinator ............................. Miranda Tacke | Valley Medical College
Instructor (Adjunct) ................................................................. Angie Cray | Valley Medical College
Instructor ................................................................................ Cherie Goodpasture | Valley Medical College
Instructor ................................................................................ Meryl McKean, RMA, CCA | Lake Washington Technical College
Instructor (Adjunct) ................................................................. Tasha Mikessel, NCMA | Everest Institute
Instructor ................................................................................ Taunya Hartvedt, NCMA | Everest College

CAREER SERVICES

Director of Career Services ..................................................... Kelle Stroud, BS | Western Oregon University
Clinical Coordinator/Career Services Advisor ......................... Jacob Muir, BS | Oregon State University

FINANCIAL AID

Director of Financial Aid .......................................................... Nichole Clark
Senior Financial Aid Officer ..................................................... Jenni Houston, AA | Everest College
Student Accounts Representative ........................................... Brinkley Bryant

LIBRARY SERVICES

Librarian .................................................................................. Laura Haberstich, MSLIS | Drexel University

PRACTICAL NURSING

Nurse Administrator ............................................................... Susan Patterson, MSN | Walden University
Assistant Nurse Administrator ................................................ Bonnie Olson, BSN | Walden University
Instructor ................................................................................ B. Shawn Boethin, MSN | Western Governors University
Staff and Faculty

Instructor ................................................................. Barbara Cuevas, BSN | Walla-Walla University
Instructor ................................................................. Carol Kruger, BSN | Linfield College
Instructor ................................................................. Dan Bryant, BSN | Walden University
Instructor ................................................................. Debra Ruff, BSN | Western Governors University
Instructor ................................................................. Heather Gruver, BSN | Oregon Health Sciences University
Instructor ................................................................. Jan Pedersen, BSN | Walla-Walla University
Instructor ................................................................. Karen Fredrickson, BSN | Oregon Health Sciences University
Instructor ................................................................. Laura Cox, BSN | Linfield College
Instructor ................................................................. Misti Laycock-Wharton, BSN | Linfield College
Instructor (Adjunct) ................................................... Norma O’Mara, BSN | Oregon Health Sciences University
Instructor ................................................................. Rebecca Dooley, BSN | Merced College
Instructor ................................................................. Tyra James, BSN | Southern University

STUDENT SERVICES

Director of Student Services ................................. Clifford Boyer, MA | University of New Hampshire
Program Start Dates and Schedules (2020)

The following programs listed below are taught at the Institute of Technology, Salem Campus. IOT-Salem enrolls students continuously throughout the calendar year. New starts are scheduled on a fairly consistent basis to allow the students greater scheduling freedom.

**Medical Office Administration Billing and Coding (MOABC)**

<table>
<thead>
<tr>
<th>Day</th>
<th>Afternoon</th>
<th>Night</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 13, 2020</td>
<td>January 7, 2021</td>
<td></td>
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<tr>
<td>February 17, 2020</td>
<td>October 15, 2020</td>
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<td>July 1, 2021</td>
<td></td>
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<tr>
<td>August 10, 2020</td>
<td>August 5, 2021</td>
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</table>

**Practical Nursing (PN)**

<table>
<thead>
<tr>
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<th>Night</th>
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</thead>
<tbody>
<tr>
<td>March 16, 2020</td>
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<td>June 8, 2020</td>
<td>May 27, 2021</td>
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<td>September 14, 2020</td>
<td>August 19, 2021</td>
<td></td>
</tr>
<tr>
<td>December 7, 2020</td>
<td>November 24, 2021</td>
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</table>

**Professional Medical Assistant (PMA)**

<table>
<thead>
<tr>
<th>Day</th>
<th>Afternoon</th>
<th>Night</th>
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</thead>
<tbody>
<tr>
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<td>September 11, 2020</td>
<td></td>
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<tr>
<td>February 17, 2020</td>
<td>October 15, 2020</td>
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<td>March 23, 2020</td>
<td>November 19, 2020</td>
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<tr>
<td>April 27, 2020</td>
<td>January 7, 2021</td>
<td></td>
</tr>
<tr>
<td>June 1, 2020</td>
<td>February 11, 2021</td>
<td></td>
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<tr>
<td>July 6, 2020</td>
<td>March 18, 2021</td>
<td></td>
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<tr>
<td>August 10, 2020</td>
<td>April 22, 2021</td>
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<tr>
<td>September 14, 2020</td>
<td>May 27, 2021</td>
<td></td>
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<tr>
<td>October 19, 2020</td>
<td>July 1, 2021</td>
<td></td>
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<tr>
<td>November 23, 2020</td>
<td>August 5, 2021</td>
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</tr>
</tbody>
</table>

*Please note that all classes are conducted Monday thru Thursday unless otherwise posted. Also, all listed class times do NOT include scheduled required Externship and/or Clinical hours.*

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>DAY</th>
<th>AFTERNOON</th>
<th>NIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOABC</td>
<td>8:30am to 1:30pm</td>
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<td></td>
</tr>
<tr>
<td>PN</td>
<td>7:30am to 3:50pm</td>
<td>2:00pm to 10:20pm</td>
<td></td>
</tr>
<tr>
<td>PMA</td>
<td>8:30am to 1:30pm</td>
<td>1:30pm to 6:30pm</td>
<td>5:30pm to 10:30pm</td>
</tr>
</tbody>
</table>
Tuition Schedule (2020)

Please note that not all programs listed are eligible for Title IV funding. See your Admissions Representative for additional information.

Medical Office Administration Billing and Coding (MOABC)

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Background</td>
<td>$28.00</td>
</tr>
<tr>
<td>Books/Supplies</td>
<td>$884.00</td>
</tr>
<tr>
<td>Tuition</td>
<td>$16,528.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$17,465.00</td>
</tr>
</tbody>
</table>

Medical Office Administration Billing and Coding (MOABC) - Tuition

- Please see catalog regarding repeated courses and charges.
- <5 credits or less: $200.00 per credit hour (i.e., 4 CR repeated x $200 = $800)
- 6 credits or more: $400.00 per credit hour (i.e., 8 CR repeated x $400 = $3,200)

CONTINUING STUDENTS - REPEATED COURSE POLICY

Term Based Programs: PN

Students in the term based programs are not charged for one (1) course retake within any given term. Subsequent retakes are charged as follows:

<table>
<thead>
<tr>
<th>Tuition Level</th>
<th>Tuition Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fresh Starts / Re-Enter Student</td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>Cost per credit based on tuition total</td>
</tr>
<tr>
<td>&lt;180 days since LDA</td>
<td>A. 4 CR repeated = $1,624 ($406 x 4)</td>
</tr>
<tr>
<td>&gt;180 days since LDA</td>
<td>B. 4 CR repeated = $1,848 ($462 x 4)</td>
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</table>

Practical Nursing (PN)

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Background</td>
<td>$28.00</td>
</tr>
<tr>
<td>Books/Supplies</td>
<td>$866.00</td>
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<tr>
<td>Tuition</td>
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<tr>
<td>TOTAL</td>
<td>$29,903.00</td>
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</tbody>
</table>

Practical Nursing (PN) - Tuition

- Please see catalog regarding repeated courses and charges.
- <180 days since LDA - per credit cost based on prior enrollment tuition.
- >180 days since LDA - per credit cost based on current program tuition at the time of enrollment.

Professional Medical Assistant (PMA)

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Background</td>
<td>$28.00</td>
</tr>
<tr>
<td>Books/Supplies</td>
<td>$858.00</td>
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<tr>
<td>Tuition</td>
<td>$16,528.00</td>
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<tr>
<td>TOTAL</td>
<td>$17,439.00</td>
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</table>

Professional Medical Assistant (PMA) - Tuition

- Please see catalog regarding repeated courses and charges.
- Varies (per credits repeated)
Enrollment Cost Breakdown (2020)

Tuition charges are based upon periods of financial obligation. The period of financial obligation for a term based program (PN) is one term. The period for a module based program (PMA/MOABC) is defined as successful completion of at least half of the units and half of the weeks in the defined academic year.

Should a student withdraw prior to advancing to the next period of financial obligation, the student’s account will be adjusted accordingly (this includes any applicable adjustment for books and/or supplies).

When a student begins a period of financial obligation, but withdraws prior to the completion, the refund policy will be applied to that specific period of financial obligation.

The program cost includes a $25.00 registration fee.

Please refer to the main catalog (and/or any addendum updates) for additional information regarding the IOT-Salem withdraw and refund policies.

Medical Office Administration Billing and Coding (MOABC)

<table>
<thead>
<tr>
<th>Period</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Background Fee</td>
<td>$28.00</td>
</tr>
<tr>
<td>Books/Supplies P1</td>
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<tr>
<td>Books/Supplies P2</td>
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<tr>
<td>Period 1</td>
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<tr>
<td>Period 2</td>
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<tr>
<td>Total Tuition P1</td>
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<tr>
<td><strong>Program Cost</strong></td>
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<td>Books/Supplies</td>
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<td>Period 1</td>
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<td>Total Tuition P2</td>
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<tr>
<td><strong>Program Cost</strong></td>
<td><strong>$29,903.00</strong></td>
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<tr>
<td>Period 2</td>
<td>$8,264.00</td>
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<tr>
<td>Total Tuition P1</td>
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<td><strong>Program Cost</strong></td>
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<tr>
<td></td>
<td>JANUARY 2020</td>
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<tr>
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<tr>
<td><strong>START DATE</strong></td>
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<tr>
<td><strong>END DATE</strong></td>
<td>02/13/2020</td>
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<tr>
<td><strong>BREAK</strong></td>
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<tr>
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<tr>
<td><strong>MODULE</strong></td>
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<td><strong>END DATE</strong></td>
<td>07/02/2020</td>
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<tr>
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<td>DECEMBER 2019</td>
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<tr>
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<table>
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<th>SEPTEMBER 2021</th>
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<td>12/31/2020 - 01/01/2021</td>
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<table>
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</thead>
<tbody>
<tr>
<td>TERM START DATE</td>
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<tr>
<td>TERM END DATE</td>
<td>03/03/2022</td>
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</tr>
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<td>HOLIDAY</td>
<td>12/24/2021</td>
</tr>
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<td></td>
<td>12/31/2021</td>
</tr>
</tbody>
</table>
ARTICULATION AGREEMENTS

Page 41

Institute of Technology - Salem has established the following articulation agreements with schools to support the potential transferability of credits from IOT-Salem to other institutions. Please note that at this time, these agreements are only applicable to our Practical Nursing program.

Articulation Agreements

- No active agreements at this time.

Additional Articulated Course by Course Evaluation

- No active agreements at this time.

Letter of Understanding

- No active agreements at this time.

IOT SALEM DRESS CODE

Pages 45 - 46

STUDENT DRESS CODE

Professionalism in the Classroom

Students who enter Institute of Technology do so to change their lives. Many choosing a new path, and a first step in education. We here at Institute of Technology want to support the success of all of our students in every way possible. From the day students enter our doors, our intention is to prepare them for the work environment they will be entering upon graduation.

All students who enter Institute of Technology are acknowledged as adults with the rights to make their own decisions about dress. Because we wish to encourage success, IOT staff members will advise and provide guidance to students who make decisions that may hamper success.

Uniform Policy

Students enrolled in programs requiring uniforms must be properly attired when in attendance.

Standards of Dress, Grooming, and Personal Hygiene

The standards of dress, grooming, and personal hygiene for Institute of Technology students are patterned after those in the professional business and/or industry environment. In contacting a number of businesses, we found most of them continue to require fairly conservative business attire, plus a high degree of personal grooming standards. Therefore, in an effort to allow flexibility of our students relative to individual styles and tastes, while remaining consistent with the norms and standards of the communities we serve, the Dress Code is as follows (applying to staff and students):

- Be perfume/cologne/scent free.
- Nails be an appropriate length for typing. Fake nails and polish can be worn; with the exception of staff/students participating in clinical or lab.
- Head will be void of coverings.
- Small facial piercings will be allowed; tongue rings will be removed.
- Appropriate tattoos can be shown; offensive tattoos will be covered.
- Business casual is required for all staff and/or faculty in lieu of any uniform; jeans free of holes can be worn.
- Casual attire is acceptable by students prior to receiving uniforms OR on approved dress days. Such attire is also acceptable by staff and/or faculty in lieu of any uniform each Friday OR on approved dress days.
- Inappropriate clothing will not be worn.
- Leggings can be worn under a dress or longer shirt that is an appropriate length (backside must be covered). Please note that leggings or yoga pants should not make up any part of a uniform.
- Shoes worn will not include flip-flops or house slippers (unless worn on approved dress days).
- Name badges will be worn.
- Hair color will be professional.

Students Before Receiving Uniforms

- Casual dress (including jeans free of holes) can be worn.

Students Before Receiving Uniforms

- Casual dress (including leggings with appropriate coverings and jeans free of holes) can be worn on approved dress days.
- Uniforms (scrubs) will be worn daily while on campus; must be stain and wrinkle free.
Students/Staff in Clinical/Lab Setting

- Shoes will be closed toed, cover the heel and be spill proof; OSHA/lab appropriate.
- Hair will be pulled back.
- Unpolished natural nails will be worn to the tip of the finger.

This dress code applies to students and staff while in school and on campus. This code will change relative to individual requirements of our employer partners who accept our students on externship or clinical. Students interviewing for employment following graduation are reminded that their success will most likely depend somewhat on them dressing to meet the codes and standards of the individual employer who is hiring.
COVID-19 Policies and/or Information (Effective March 16, 2020 to TBD)

ADMISSIONS REQUIREMENTS

Entrance Exam Requirements - Page 7

During this time all program applicants will be required to take the Wonderlic Entrance Assessment for admission into any certificate and/or diploma program at Institute of Technology virtually. The 8-minute Wonderlic Entrance Assessment is pass/fail. And applicants are required to obtain a “passing” score to continue with the enrollment process.

Through this exception a test taker will be sent a link by the College and will be required to complete Wonderlic Test Taking Attestation that states the following:

- I attest that I will take the Wonderlic Entrance Assessment in a private location with only myself present and have no one else take the assessment on my behalf. I will not use any resources while taking the assessment, including any handheld device, online information, etc.

Proof of Graduation - Page 8

Students interested in attending the Institute of Technology must possess one of the following:

- High school diploma or equivalent (documented through the presentation of a high school diploma, a transcript provided by the high school, or an official statement from the high school showing verification of high school graduation signed by an authorized school official); or
- Valid government or state issued GED;
- Successful completion of an officially recognized and/or accredited home schooling program.

Foreign education documents from outside the United States or its territories that cannot be immediately confirmed as valid proof of high school completion by a college official must be submitted for assessment with a third-party evaluation agency.

As it relates to COVID-19 and the timeframe referenced above within this policy, Institute of Technology will accept the following as proof of graduation for Admission:

- A signed attestation of high school graduation OR equivalency

Please note that for any reason the signed attestation is found to be false or untrue, the applicant/student will not have met the admissions requirement of Institute of Technology and will not be considered a student and thus, will be subject to immediate dismissal from the College.

Furthermore, if the attestation is found to be false or untrue, all Title IV financial aid or institutional aid that was distributed on the applicant/students behalf must be refunded to the appropriate source, and the applicant/student will be responsible for payment to Institute of Technology for any and all money refunded.

If any applicant wishes to acquire their high school diploma they are encouraged to speak with Admissions about the Penn Foster High School Completion program at Institute of Technology.

LEAVE OF ABSENCE

LOA Reasons and Eligibility - Pages 36-37

Institute of Technology recognizes that due to COVID-19 there may be situations that arise during this time that would require a leave of absence. Students should plan carefully prior to taking a leave of absence and the following must be completed prior to the beginning of the requested leave date:

- Submit a leave of absence petition form to the Registrar and/or Campus President which states the reason and the amount of time needed for the leave of absence.
- Acceptable reasons requesting a leave of absence include medical, employment, legal, military deployment, personal family emergencies, anything related to COVID-19 (including isolation/quarantine of yourself or a family member), distance learning challenges, and/or any other circumstance beyond the student’s control.

Typically a leave of absence is not granted for students enrolled in term programs (Practical Nursing). However, guidance has been received allowing a leave of absence to be utilized by any and all students as it relates to COVID-19.

SATISFACTORY ACADEMIC PROGRESS

Student Status Follow Up and Advisement - Pages 28-32

Through the use of distance learning respective Program Directors will reach out to students on SAP Action plans via email; unless the student (those enrolled in NSG405) are on campus and eligible to sign applicable SAP documents.
ATTENDANCE
Attendance Tracking - Page 33

Through the use of distance learning attendance is tracked through the completion of required weekly homework, tests, quizzes and/or other activities/tasks as required by an instructor. For the Practical Nursing program attendance will also be tracked through the completion of completed virtual and/or simulation lab/clinical hours.

UPDATED - Beginning JUNE 15, 2020

Beginning June 15, 2020 classes will resume on-campus. Due to social distancing requirements as outlined by the Center for Disease Control (CDC) and Oregon Health Authority (OHA), students will be provided modified schedules that require attendance one day a week.

IOT discourages absenteeism and during this time, IOT will enforce the attendance policy, marking students absent who do not show up for their scheduled day on campus.

If students are unable to attend and/or if they are experiencing challenges as it relates to COVID-19, they are encouraged to speak with their Program Director and/or the Director of Student Services to explore their options.

Miranda Tacke, Allied Health Program Director
mtacke@iot.edu / (503) 363.9001

Shawn Boethin, Nurse Administrator
sboethin@iot.edu / (503) 363.9001

Cliff Boyer, Director of Student Services
cboyer@iot.edu / (503) 363.9001

ACCET GUIDANCE FOR CLINICAL AND EXTERNSHIP DURING COVID-19

- Complete simulated labs that (a) provide synchronous (real time) sharing of hands-on practice using video conferencing, and (b) assess students’ skills based on observed levels of performance during lab time. Note that this option is not permissible if prohibited by any applicable licensing boards and/or other approval or certifying authorities.

- Complete didactic coursework/classes comparable in length (clock hours or credit hours) to the labs missed due to COVID-19 on the condition that the institutions schedule make-up labs in the future to provide students the opportunity to subsequently complete labs necessary for students develop their hands-on skills. Note that this option is not permissible if prohibited by any applicable licensing board and/or other approval or certifying agency.

CLINICAL/LAB PRACTICUM
NSG104, NSG204, NSG304 and NSG404 - Pages 56-58

On-campus and clinical practicum experience for lab/clinical time has temporarily been suspended. As approved by the Oregon State Board of Nursing and/or ACCET, the following will be used to accommodate the lab/clinical hour requirement through the use of distance education:

Per OSBN:
- Mid-fidelity simulation through Shadow Health and/or ATI
- Clinical decision making scenarios via Zoom
- Clinical skills validation (skills demonstration videos and skills modules) via ATI

EXTERNSHIP REQUIREMENT
Page 42

Students enrolled in Medical Office Billing and Coding (MOABC) and Professional Medical Assistant (PMA) programs are required to participate in the externship portion of the program; this is the final module of each program. The externship portion traditionally allows students to apply the skills obtained during the program of study and then apply it.

Per guidance received by ACCET, the externship module has been restructured due to COVID-19. The externship module has been developed to provide 160-hours worth of material review, patient scenarios and/or on-campus skills assessment, etc. Please note that some students may be permitted to participate in off-site externship experiences; space is limited due to the virus. If scheduled for less than 160-hours off-site, material review, patient scenarios and/or on-campus skills assessments will be assigned to ensure the hour requirement is met for graduation and certification.

Institute of Technology always allows for graduates to visit the campus for a refresher (including labs). It is encouraged that this service be utilized by those who participate in the restruc-
tured externship experience. Also, any graduate of the restructured externship experience will be offered the opportunity to participate in a limited duration off-site externship experience (a maximum of 40 hours will be offered). This offer will last for 12-months from the date that the State of Emergency in Oregon is lifted and/or is subject to site availability. Graduates who wish to take advantage of this opportunity are asked to make their requests in writing to the Externship Coordinator, Miranda Tackett (mtackett@iot.edu).

COVID-19 HYBRID LEARNING ENVIRONMENT

Due to COVID-19 and temporary approvals programs taught at the Institute of Technology are taught in a hybrid format - with both on-campus and distance learning (online) requirements. Such a format requires that applicants for admission meet minimum technology specifications.

Minimum technology specifications for each program include:

- PC, laptop and/or tablet with the capability to create documents through Microsoft and/or Google Docs
- Ability to participate in Zoom and/or Microsoft Teams meetings or calls; speakers and microphones are required
- Continuous and reliable internet connectivity (Wi-Fi and/or internet access is only provided by IOT when students are on-campus).

Institute of Technology provides each student the opportunity to purchase an Apple iPad from the college at the time of enrollment; per the Supply Disclosure discussed/reviewed during the admissions process, students can opt-out of purchasing such equipment from the College. By opting out of the equipment the student is attesting to having their own equipment (PC, laptop, and/or tablet) adequate for a hybrid learning environment.

At the time of enrollment, applicants will be notified of the hybrid learning environment requirements and will be required to attest to their ability to be successful in such an environment. This includes the modified schedule that will be provided (to accommodate for social distancing). The college will do their best to provide a modified schedule that aligns with the timeframe outlined on the students enrollment agreement.
Institute of Technology - Salem is accredited by Accrediting Council for Continuing Education & Training (ACCET). ACCET has been officially recognized by the U.S. Department of Education since 1978. As such, the agency is listed as a “reliable authority as to the quality of education and training provided by institutions of higher education and the programs they accredit”.

In addition, effective June 1, 2020 this school is a business unit of a corporation and is authorized by the State of Oregon to offer and confer the academic degrees and certificates described herein, following a determination the state academic standards will be satisfied under OAR 583-030. Inquiries concerning the standards or school compliance may be directed to the Higher Education Coordinating Commission, Office of Degree Authorization, 3225 25th Street SE, Salem, Oregon 97302. Email: info.pps@state.or.us

Foreign education documents from outside the United States or its territories that cannot be immediately confirmed as valid as proof of high school completion by a college official must be submitted for assessment with a third-party evaluation agent.

**Ability to Benefit Provision (ATB)**

For non-degree programs students without a standard high school diploma or GED, who qualify to enter or re-enter the college may be eligible to enroll/attend under the Ability to Benefit (ATB) provision. ATB provisional entry or re-entry will be approved on a case by case basis as determined by the Director of Admissions, Director of Financial Services and Director of Education. Any individual wishing to use the ATB provision will be required to demonstrate eligibility upon meeting one of the following requirements:

- Successfully pass an approved ATB test; Institute of Technology uses the Wonderlic Basic Skills Test (WBST) and the following passing scores are required:
  - Verbal - 200
  - Quantitative - 210

- OR -

- Provide documentation that they have successfully completed 6 units in a course of study, or courses, that are part of a Title IV eligible program (prior to July 1, 2012).

**ADMISSIONS INFORMATION**

**Admissions Requirements - Page 6**

Students interested in attending the Institute of Technology must be a minimum of 18 years of age (verified through a government issued ID). A student admitted to IOT for the first time shall have either a standard high school diploma, a comparable credential issued outside the United States or a GED. Home-schooled students without a standard diploma or GED may only be admitted if they can demonstrate the ability to perform college-level academic work through the use of an ability to benefit test. Modified diplomas, extended diplomas and other kinds of K-12 leave certificates are not considered diplomas for purposes of college admissions. Students holding such nonstandard certificates can be admitted only through use of ability to benefit test.

We strive for excellence in education and training, therefore we monitor class size. This allows instructors to devote more individual time to each student to ensure their success.

Please consult the Nurse Administrator and/or Director of Education for class size; as they vary from term-to-term or module-to-module.

Ideally, theory classes in ALL programs have a targeted student to instructor ratio of 30:1; while lab in the Allied Health and Practical Nursing programs have a targeted student to instructor ratio of 15:1. For the clinical/lab portion of the Practical Nursing program (onsite) a 8:1 (eight students to one OSBN qualified Nurse) ratio is limited by the Oregon State Board of Nursing.
Students need to be aware that transfer credit is always at the sole discretion of the receiving school and generally depends on comparability of curricula, and may depend on comparability of accreditation.

Based on IOT curricula and accreditation credits earned in our programs, in most cases, will probably not be transferrable to any other college and/or university. And as it relates specifically to credits earned in a non-degree program, they will probably not serve as a basis for obtaining a higher level degree at another college and/or university.

An institution may accept transfer credits earned at another institution only if that institution is accredited by an agency recognized by either the U.S. Department of Education and/or the Council for Higher Education Accreditation, unless the institution can demonstrate compelling reason to ACCET, such as the fact that although the institution is not accredited, its programs align and are consistent with established industry standards.

An institution may not use accreditation as the sole factor in determining the acceptability of the credits for transfer from the institution at which they are earned.

Institute of Technology accepts prior coursework completed at other accredited colleges or universities for course or courses required for diploma and/or certificate programs. The transferability of credit or credits is entirely at the discretion of the Institute of Technology and subject to evaluation by the Director of Education prior to the conclusion of the students first week in their term or module.

Acceptable quarter credit hours may be transferred in and applied to certificate and/or diploma programs. Challenge examination credit as an actual component of any degree program may be awarded only for successful performance on a final course examination, or on a similar test covering all course content, given by the school in lieu of requiring class attendance. Each acceptable form of transfer of credit, for all programs, are subject to program minimums. However, please note that the maximum transfer credit rules identified in this policy do not apply to recipients of Veteran benefits.

The transferring of credit or credits can have an impact on a students Federal Financial Aid eligibility. In addition, students transferring credit or credits into a fulltime program will reduce the students class load to less than fulltime. Therefore, all students seeking transfer credit or credits are advised to speak with Financial Aid prior to transferring in a credit or credits.

The following terms and conditions apply.

1. You must request the transfer of previous credit earned and/or the desire to take a challenge examination (for degree programs only) by notifying the Admissions Department upon enrollment - but no later than the end of the first week of your term or module.

2. You must provide official transcripts (course descriptions and/or syllabi, if requested) from the college/university where the previous training occurred by the end of the first week of your term or module. Unofficial transcripts may be evaluated for potential transfer credit; however, students must sit in all classes for the program until the college receives the official transcripts and processes/awards transfer credit.

3. Official transcripts received after the first week of the first term or module will only be evaluated for subsequent terms/modules (excluding those receiving Veterans benefits). Those wishing to take a challenge examination (for degree programs only) after the first week of the first term will only be evaluated for subsequent terms.

4. Official transcripts received after the fifth week of the first term/module, will not be considered for transfer credit. Challenge examination(s) requested after the fifth week of the first term will not be considered (for degree programs only).

5. Credits transferred in to fulfill course requirements must be graded at 2.0 (C) or higher.

6. Credits transferred in to fulfill course requirements must be no more than 7 years old (excluding those receiving VA benefits); unless otherwise approved by the Director of Education.

7. Transfer credit maximums apply as follows:
   - 20% for non-degree term programs
• 30% for module programs
• 25% for degree term programs (only applicable to credits earned through challenge examinations)

Transfer credit maximums do not apply to those receiving VA benefits and any exception as approved by the Director of Education.

8. All transcripts submitted become official property of the Institute of Technology and cannot be returned or forwarded to another institution.

9. The tuition credit of academic units from a prior college will be calculated as follows:

**Modules**

\[
\text{Total Tuition Cost of Program} \div \text{Number of Units in Program} = \text{Tuition Cost per Module}
\]

**Terms**

\[
\text{Total Tuition Cost of Program} \div \text{Number of Units in Program} = \text{Tuition Cost per # of Units in Program}
\]

Though it is up to the discretion of each educational facility to accept or reject credits earned at Institute of Technology, students may request official transcripts for potential transfer credit from the Registrar.

For additional information on the transferability of credits, please refer to the Transferability of Credits policy within the catalog. For additional information on requesting transcripts, please refer to the Certificate/Diploma and Transcript policy within the Catalog.

**COLLEGE RULES**

*Certificate/Diploma and Transcripts – Page 44*

Institute of Technology will provide eligible graduates accurate and appropriate credit transcripts to students who enroll and certificates and/or diplomas for students who graduate.
Program Advisory Committee Members

ALLIED HEALTH PROGRAMS

Cortney Cortez ................................................. Corvallis Clinic
Heather James .............................................. Samaritan Health Services
Jake Paulson ............................................. CanStaff Employment Services
Janelle Davis ............................................. Samaritan Health Services
Linda Yang ................................................. Silver Falls Dermatology
Maribel Mendez ............................................. Salem Health
Megan Konzelman ....................................... Samaritan Health Services
Nicole Powers ............................................. Kaiser Permanente
Tammy Aman ............................................. Samaritan Health Services
Tanya Grasley ............................................. Salem Clinic
Xiomara Herrera ........................................... Willamette Family Medical Center

NURSING PROGRAMS

Angela McCallum, DNS ................................ Dallas Retirement Village
Joey Nichols, LPN .............................................. Avamere
KrisƟn King, DNS ........................................... Marquis Silver Gardens
Lupe Gomez ............................................. Bridgeway Recovery Services
Mary Grace Driscoll ................................ Dallas Retirement Village
Randy Rouse, LPN .............................................. Avamere
Rosalina Zepeda, LPN ................................ Grifols
Tami Balin, RN .............................................. Portland VA
Verna Valle, LPN ........................................... Mennonite Village
Owners, Governing Board Members, and Management Staff of IOT

OWNERS

Select Education Group
5601 Stoddard Road
Modesto, CA 95356

National Holistic Institute
5900 Doyle Street
Emeryville, CA 94608

GOVERNING BOARD

Rick Wood, President/Chief Executive Officer
Institute of Technology - Clovis Campus
564 W. Herndon Avenue
Clovis, CA 93612
rwood@selecteducationgroup.com

Mason Myers, Owner
Select Education Group
5601 Stoddard Road
Modesto, CA 95356
mmyers@selecteducationgroup.com

Timothy Veitzer, Owner
National Holistic Institute
5900 Doyle Street
Emeryville, CA 94608
tveitzer@nih.com

Laura Bouche, Regional Director of Financial Aid
Institute of Technology - Clovis Campus
564 W. Herndon Avenue
Clovis, CA 93612
lbouche@iot.edu
**Evaluation of Previous Education and Training, CFR 21.4256(d)(3):**
This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

**Satisfactory Academic Progress, CFR 21.4253 - Course Catalog, Qualitative Evaluation, Page 28-32:**
Students must complete each class in the program within a minimum Grade Point Average of 2.0 (70% or 75%, the equivalent of a letter grade of C) or higher. Students are expected to maintain a 2.0 cumulative GPA. If a student is not maintaining a 2.0 cumulative GPA (70% or 75%) when measured at the end of the term or module the student will be placed on Academic Probation Warning for failure to meet standards until the end of the next term or module. During the Academic Probation Warning period students must resolve the issues that resulted in being placed on Academic Probation Warning. Students who are not successful during the Academic Probation Warning period can follow the institutions appeal process and remain in school for an additional grading period defined as the Academic Probation period and still be eligible for financial aid. Students who cannot meet the Satisfactory Academic Progress standard at the end of the Academic Probation period, will be terminated from the program. Students receiving VA benefits will receive benefits for the approved program length, not the 150% maximum time frame.

**Clarification of Probation Policy - Course Catalog, Page 28-32:**
At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal. However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have attempted more than 72 term credits or failed three modules.

**Student Deployment Policy**
Military students and their spouses called to active duty or deployed from their home station while enrolled in the Institute of Technology will be allowed to withdraw from the currently enrolled module/term/payment period by providing a copy of military orders. All tuition charges/payments related to the module/term/payment period that is interrupted and re-entry fee(s) will be waived for returning military service. Furthermore, students who are hospitalized/convalesced due to service related injury or illness will be allowed to return to school within 2 years of recovery without being assessed applicable tuition increases and/or re-entry fees. Re-entering students should contact Student Services to ensure a smooth transition back to an active student status. Current tuition and policies (or policy revisions) for military students will apply to all returning students upon re-entry.

**Certification of Enrollment Periods**
The institution is required to report the official start and end date of each module or term in VA-Once. The school is also required to report breaks of 7 days or more. Please be advised that students receiving BAH will not be paid for days between modules, terms or breaks of 7 days or more.

**Independent Study**
VA students will complete the required independent study component in a campus-based lab setting with instructor supervision.

**Tutoring**
Per (38 CFR 21.4236) VA may pay tutorial assistance to a student receiving benefits under chapter 30, 35, or 1606, or chapter 33. The purpose is to help students pay for any necessary tutoring. The allowance is a supplemented to the claimant’s monthly educational assistance allowance. For further information, please visit the Financial Aid office.

**Public Law 115-407: Sections 103 and 104**
All individuals who are entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post 9/11 GI Bill® benefits (subsequently referred to as “covered individual”) may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under Chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs.)
Affairs’ (VA) website - eBenefits, or a VAF 28-1905 form from chapter 31 authorization purposes) and ending on the earlier of the following dates:

- The date on which payment from the VA is made to the institution.
- 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or hers financial obligations to the institution due to the delayed disbursement funding from the VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

- Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus President.
- Submit a written request to use such entitlement.
- Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individual's DD214 (if applicable), transcripts or prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

___________________________________________________________________
Student Name (Print)

___________________________________________________________________
Student Signature

Date

___________________________________________________________________
School Official Name (Print)

___________________________________________________________________
School Official Signature

Date