Institute
of Technology
Where Careers Begin

Medical Office Administration Billing and Coding - IDL
Practical Nursing
Professional Medical Assistant
Professional Medical Assistant - IDL

Disclaimer

This catalog is certified to be true and correct to the best of my knowledge.

Contents and policies included in this catalog are intended to remain in effect for a period of one year from the date of publication. However, Institute of Technology reserves the right to make changes when required by institutional policy, federal, state, or accrediting agency regulation. Where required, the school will provide advance notice of changes to the information contained in this catalog to certain states where the school is licensed.

Sincerely,

Rick Wood,

Chief Executive Officer

Institute of Technology

MESSAGE FROM THE OWNERS

It is our pleasure to have this opportunity to welcome you to Institute of Technology.

This institution was strategically planned and developed with your career and educational goals in mind. As an educational institution, we are committed to your success. Fulfilling our commitment begins by offering programs of instruction that allow for entry-level career opportunities - programs that provide a career-focused education.

In addition, to help ensure you receive the education you need, we employ an instructional staff that is experienced and knowledgeable in the various professions that correspond to our educational programs. At Institute of Technology you will gain knowledge and practical experience in all aspects of professionalism and personal growth development. Our goal is that, ultimately, you will become not only employable, but also promotable...successful!

Come and discover the varied career options available to you through Institute of Technology and begin today developing your career for tomorrow.

MISSION STATEMENT

At the Institute of Technology our family mission is to inspire, support, and empower students through education and career development.

INSTITUTIONAL PHILOSOPHY

Institute of Technology is a private authorized college dedicated to the training and development of professional skills for those who seek quality training in the shortest time possible. The staff and faculty are experienced in their fields, and have the desire to train others in their newly chosen careers. All courses have been designed to provide students with hands-on instruction.

ACCREDITATION & APPROVALS

Institute of Technology (Salem Campus) 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 2020, Institute of Technology became recognized as a Private College with the Higher Education Coordinating Commission, Office of Degree Authorization (HECC-ODA). As such, this school is a business unit of a corporation and is authorized by the State of Oregon to confer the academic degrees and certifications described herein, following a determination the state academic standards 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.

MESSAGE FROM YOUR COLLEGE PRESIDENT

Our goal at Institute of Technology is to train students to become productive, contributing employees within specific career paths. Upon graduation from IOT, students can begin a new career where they will contribute positively to the needs of their employer. Students can grow, learn, and adapt to trends of their profession so that they can further advance and be successful for years to come.

At IOT our entire staff is trained to support our students through an educational process that understands the importance of technical skills training. We ask each of our students to take advantage of our experience and knowledge. We encourage them to learn as much as they possibly can, to ask questions, to ask for help and assistance from our instructors, and staff. We truly enjoy working with students and we are committed to each student's success!

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Please refer to your campus Catalog Addenda for the following information:

- Programs and Class Schedules

- Class Calendar

- Facilities and Equipment

- Program Costs

- Tuition Schedule and Refund Table

- Staff and Faculty

- Any updates made to Catalog following January 1, 2021

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

HISTORY

Institute of Technology (Salem Campus) was initially founded in Salem, Oregon, in 1995 as Valley Medical College. The school offered training programs to prepare students for entry-level positions in the medical office fields. And in 2005-2006, the college gained approval from the Oregon State Board of Nursing to develop and implement the Practical Nursing program.

In December 2012, Valley Medical College changed its name to Institute of Technology. The name reflects the heritage and success of the other three campuses of the IOT group in the Central Valley of California.

In August 2014, Select Education Group, LLC acquired Institute of Technology. Through its parent company, the National Holistic Institute (NHI), Institute of Technology continues to operate as a family-owned enterprise under the leadership of Mason Meyers and Tim Veitzer.

Institute of Technology has been in continuous operation since its original opening in 1986. With campuses in Oregon and California, IOT continues to maintain its reputation for providing relevant, professional, and highly personalized career-oriented educational services to the communities it serves.

OBJECTIVES

Institute of Technology contributes to fulfilling its mission through the attainment of these objectives:

- To maximize educational opportunities through an open door policy of recruitment.

- To seek out and employ highly qualified instructors who are effective in the classroom and experienced in the practices of the related industry.

- To offer programs of instruction which provide a positive career path for our graduates.

- To develop in each student a confident, professional attitude, and an awareness of contemporary business practices through exposure to programmatic course content.

- To graduate students who are competent in their chosen fields.

- To assist graduates in finding entry-to-intermediate level employment in satisfying positions.

- To provide professional and individualized career development services.

EDUCATIONAL GOALS

Our goal is to provide students the training and the knowledge needed to become a valued, integral part of the fast changing and diversified area of their field of study, as well as:

- Provide technical training in skills and education that qualifies students to sit for the optional national certification examination for their program of study.

- Prepare Practical Nursing students to sit for the National Counsel for Licensing Examination (NCLEX-PN); as passing the examination is required to practice as a Licensed Practical Nurse in Oregon.

- Provide and maintain an educational environment that respects and accomodates a diversity of individual backgrounds, abilites and needs.

- Provide an active Advisory Committee that lends advice and recommendations to the college concerning the type and conduct of classes and programs needed to produce highly qualified graduates.

- To encourage students to look at education as a lifelong process.

Medical Office Administration Billing and Coding - IDL

COURSE OBJECTIVE

The objective of the Medical Office Administration Billing and Coding - IDL (MOABC-IDL) program is to prepare students with the knowledge, technical skills, and work habits required for an entry-level position in a medical office setting with the potential to advance. IOT instructors provide a quality education in general medical office procedures; including scheduling appointments, patient records, billing, coding and filing.

Students also receive a basic knowledge of anatomy and physiology, a strong foundation of medical and pharmaceutical terminology, instruction in medical billing, coding and collections, along with medical ethics and public relations. In all classes, students practice keyboarding, 10-key calculator, and transcription for increased accuracy and speed.

An efficient medical office professional must use medical terminology in transcribing dictation, preparing correspondence, and assisting the physician with reports, speeches, articles, and conference proceedings. Therefore, students will learn the medical language with study of prefixes, suffixes, word roots, abbreviations, and pronunciations.

Legislation regarding privacy and patient files made it necessary for physicians to rely on, and have complete confidence in the abilities of those who manage their practices. Students who successfully complete the program will receive a diploma and will have the abilities that employers are seeking.

CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to find an entry-level position in a medical office setting with the potential to advance; including Medical Receptionist, Personnel Records Clerk, Medical File Clerk, Medical Billing Clerk, Medical Clerk, Medical Bookkeeping Clerk, Medical Collections Clerk, Medical Records Department Assistant, Secretary, Dental Receptionist, Medical Data Entry Clerk and Dental Billing Assistant.

STUDENT SUPPLIES

Uniforms are required. Textbooks and applicable course materials are provided to the student as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH

860 Hours / 55 Quarter Credit Hours
300 Lecture Hours / 30 Quarter Credit Hours
400 Lab Hours / 20 Quarter Credit Hours
160 Externship Hours / 5 Quarter Credit Hours

This is a hybrid program. Classes are conducted on-campus and online. On-campus attendance is required at least one-day per week during each academic week (Monday through Sunday). The 40-week program also includes a 160-hour externship component. Please note that Externship hours may vary and/or may different than scheduled on-campus class days and times.

Please refer to the Admissions Department for available sessions, start dates, class times, and scheduled on-campus days.

THE PROGRAM

Ideally, the classroom instruction and practical learning experience will include the appropriate module order: ProDev-5wk, MOABC-1, MOABC-2, MOABC-3, MOABC-4, MOABC-5, and MOABC-7. Regardless of the instructional order, MOABC-6 will always be the final module.

CERTIFICATIONS

Upon successful completion of the Medical Office Administration Billing and Coding program, a student may be eligible to take the Medical Office Administration (NCCT-NCMOA) certification and/or the Insurance Coding (NCCT-NCICS) certification exam(s). First-attempt exam fees (with any approved certification agency, not to exceed $90.00) are only covered by IOT if the graduate opted to have their certification fees covered by the Financial Aid (Title IV) during their enrollment/re-enrollment process.

Individual organizations provide national certifications. Although Institute of Technology is a testing site for the National Center for Competency Testing (NCCT), IOT is not affiliated. Please contact the individual organization with specific questions.

In the State of Oregon, national certification is not required, however, you may find yourself more marketable. Additional state licensing and certification outcomes may be preferred by specific employers that hire graduates of the MOABC program and/or may be required for advancement in a Medical Office and/or Billing/Coding career. All additional certifications are the sole responsibility of the graduate.

SPECIAL CONSIDERATIONS

All students must participate in an externship to receive a diploma. To be eligible to participate in externship, a student must meet all program requirements outlined in this catalog. Students must also meet all immunization, screening and CPR requirements of the program as outlined at the time of enrollment. Please refer to your enrollment packet for specific requirements and/or definitions.

Professional Development
ProDev-5wk

(8 Qtr. Credit Units / 100 Hours)

Career readiness and workplace development are more important than ever. To be competitive and successful in todays job market, students need to learn how to continuously expand their knowledge and skills, and be able to apply these skills both on and off the job. The Professional Development Module focuses on helping students understand how the skills they use in the classroom can be applied to the workplace, and similarly, how the workplace skills are transferable to the classroom and to continued success in life.

Medial Office Procedures
MOABC-1

(7 Qtr. Credit Units / 100 Hours)

This module is designed to introduce students to the administrative duties and procedures required in a medical office/hospital setting. Topics covered will include: appointment scheduling, telephone systems, screening calls, taking messages, physician referrals, and handling prescriptions. Medical law and ethics, and HIPPA regulations are discussed

Students will learn the medical language with study of prefixes, suffixes, word roots, abbreviations, and pronunciations as well as basic anatomy and physiology. Keyboarding, ten-key calculator, and transcription are practiced for increased accuracy and speed.

Medical Records Management
MOABC-2

(7 Qtr. Credit Units / 100 Hours)

This module emphasizes the principles and practices of effective medical records management for manual and automated record systems (EMR/EHR). Students will review basic bookkeeping concepts and learn how to make credit arrangements with patients. Students will also study the various elements that make up a medical record and source documents such as ledger cards, encounter forms, and receipts.

Students will learn the medical language and study of prefixes, suffixes, word roots, abbreviations, and pronunciations along with the study of basic anatomy and physiology. Keyboarding, ten-key calculator, and transcription and practiced for accuracy.

Communication for Health Professionals
MOABC-3

(7 Qtr. Credit Units / 100 Hours)

In this module, students will review the various elements of effective written and oral communications including letters, reports and memorandums, listening skills, non-

verbal communication, and communication through computers. Students will be introduced to word processing as a tool for written communication and will complete hands-on projects of real world medical office scenarios.

Students will learn the medical language with study of prefixes, suffixes, word roots, abbreviations and pronunciation as well as basic anatomy and physiology. Keyboarding, ten-key calculator and transcription are practiced for increase accuracy and speed.

Medical and Dental Billing
MOABC-4

(7 Qtr. Credit Units / 100 Hours)

In this module, students will be introduced to the fundamentals of medical and dental insurance billing and coding. Additionally, students will learn basic dental anatomy, physiology and terminology. Students will understand the process of billing using proper coding, forms and procedures and how this insures accurate reimbursement from benefit plans. Hands-on practice completing claim forms, coding procedures, coding diagnoses, and the filing of claims is covered.

Students will also learn basic insurance technology and about the various types of insurance plans.

Computerized Medical Office
MOABC-5

(7 Qtr. Credit Units / 100 Hours)

This module will provide instruction for students in soft-

ware that assists in all aspects of the medical front office. This instruction includes proper scheduling, service charges, payment processing, and how to create various reports. Understanding the basic fundamentals of computer data entry and how the computer makes daily tasks more accurate and efficient are also covered.

Students will also study brands and generics in preparation for national certification exam.

Externship
MOABC-6

(5 Qtr. Credit Units / 160 Hours)

This module enables the student, during a five (5) week practicum, to apply and develop knowledge and skills in a medical office environment.

Administrative Office
MOABC-7

(7 Qtr. Credit Units / 100 Hours)

This module is designed to introduce the student to the administrative duties (include HIPAA) and procedures required in a medical office/hospital setting. Topics covered will include data entry, charting, prescriptions, and the paperless office.

Students will learn the medical language with study of prefixes, suffixes, word roots, abbreviations, and pronunciations along with the study of basic anatomy and physiology. Keyboarding, ten-key calculator, and transcription are practiced for increased accuracy. Additionally, students are taught first aid and CPR.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCET and HECC approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at http://www.iot.edu/about-us/disclosures

Practical Nursing

COURSE OBJECTIVE

This program prepares the student for professional licensure and employment as a Licensed Practical Nurse. The program course of study includes geriatrics, adult health, obstetric, pediatrics, community health, leadership, anatomy and physiology, pathophysiology, psychology, pharmacology, clinical nursing procedures, communication, legal aspects of nursing, the nursing process and professional development. This program equips the graduate with skills and knowledge necessary to meet the requirement of Oregon State Board of Nursing to be considered for the NCLEX-PN exam, leading to licensure as a Practical Nurse.

CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to contribute in a broad range of entry-level occupations in the nursing field. Job opportunities exist in physician offices, clinics, home health agencies, skilled nursing facilities, hospitals and other health agencies.

STUDENT SUPPLIES

Uniforms are required. Textbooks and applicable course materials are provided to the student as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH

1190 Hours / 48 Credit Hours

580 Lecture Hours

610 Lab/Clinical Hours

Term	Total Weeks	Hours Per Week	Total Hours
1st (Theory)	10	16	160
1st (Lab/Clinical)	10	13	130
2nd (Theory)	10	14	140
2nd (Lab/Clinical)	10	16	160
3rd (Theory)	10	14	140
3rd (Lab/Clinical)	10	16	160
4th (Theory)	10	14	140
4th (Lab/Clinical)	10	16	160

This is a 12 month program (1190 hours / 48 credits). Classes are held Monday through Thursday for approximately 44 weeks (please refer to your Admissions Department for available class sessions) with the 11th week of each term dedicated to finals. The program also includes a clinical component. Please note that clinical hours (offsite and simulation) may vary and/or may be different than scheduled class times.

APPLICATION PROCESS

The Practical Nursing program has limited enrollment, therefore, students are required to apply for admittance.

THE PROGRAM

The classroom instruction and practical learning experiences will include the appropriate term order (first, second, third, fourth). No class/term will be taught out of sequence without approval from the Nurse Administrator.

CERTIFICATIONS

Upon successful completion of the Practical Nursing program a student shall be entitled to receive a Certificate of Completion and have their name submitted to OSBN as a candidate for the NCLEX-PN in Oregon. Successfully passing the NCLEX-PN and gaining licensure for OSBN entitles the student to use the credentials LPN or Licensed Practical Nurse.

Licensure fees (including fingerprinting, background, passport photo, application and testing) will be covered by Institute of Technology but only if the licensure exam is scheduled/attempted within three (3) months of a student's date of completion from the program.

DISCLOSURES FOR PROGRAMS LEADING TO PROFESSIONAL LICENSURE

Institute of Technology's Practical Nursing program curriculum meets the requirements for licensure in the state of Oregon.

Institute of Technology has not yet made a determination as to whether our Practical Nursing program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, and Wyoming. Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.

SPECIAL CONSIDERATIONS

All students must participate in a lab/clinical setting (including virtual simulation) to receive a Certificate of Completion. To be eligible to participate in lab/clinical a student must meet all immunization, screening and CPR requirements of the program. Please refer to the Practical Nursing application for specific requirements and/or definitions.

FIRST TERM CLASSES

Anatomy and Physiology I

BIO 101

(1 Credit Units / 20 hours)

Emphasis is on cellular organization, integumentary, musculoskeletal, respiratory, urinary, sensory and digestive systems.

Career Enhancement

HUM 104

(1 Credit Units / 20 hours)

In this course, the student will develop a professional resume, cover letter and employment portfolio.

Fundamentals of Nursing I

NSG 101

(1 Credit Units / 20 hours)

This course is an instruction to basic nursing theory and fundamentals of the practical nursing program role within the healthcare system. Instruction includes use of nursing process, critical thinking and its relationship to basic nursing theory, patients bill of rights, documentation, legal considerations and patient teaching.

Practical Nursing

Medical/Surgical I

NSG 103

(3 Credit Units / 60 hours)

This course covers selected disorders/diseases common to the older adult; PN scope of practice; the use of nursing process and introduction to critical thinking skills. This provides a fast and effective method to learn the most commonly used Greek and Latin elements of Medical Terminology.

Practicum I

NSG 104

(4 Credit Units / 130 hours)

This is an introduction to basic nursing skills, documentation, focused assessments, and the nursing process. Students are required to participate in a minimum of 130 hours in skills lab/clinical. Each student must successfully perform elements of basic daily care including documentation, nursing process and vital signs.

Psychology

PSY 101

(1 Credit Units / 20 hours)

This course is an introduction to the scientific study of human behavior. Emphasis is on mental health as a continuum from normal to abnormal, current therapy strategies and trends.

Pharmacology I

SCI 101

(1 Credit Units / 20 hours)

Introduction to basic principles and practices of pharmacology which deals with the study of drugs in all aspects; includes introduction to the properties and reactions of drugs as it relates to their therapeutic value, dosage calculations, and safe drug administration.

SECOND TERM CLASSES

Anatomy and Physiology II

BIO 201

(1 Credit Units / 20 hours)

Emphasis is on the lymphatic, circulatory, immune, endocrine and nervous systems with other focus on the heart and components of blood.

Fundamentals of Nursing II

NSG 201

(2 Credit Units / 40 hours)

This course introduces the principles of nutrition and presents their application to person-centered care. Emphasis on a strong team approach to clinical nutrition programs in all aspects of patient care throughout the lifespan.

Medical/Surgical II

NSG 203

(2 Credit Units / 40 hours)

Application of the nursing process with emphasis on acute disease and disorders of the adult population; etiology and pathophysiology of selected common problems, clinical manifestations, diagnostic procedures, patient teaching and using the nursing process.

Practicum II

NSG 204

(5 Credit Units / 160 hours)

Continuation of NSG 104 which introduces the student to intermediate nursing skills; students are required to participate in a minimum of 160 hours skills lab/ clinical. Each student must successfully perform intermediate nursing skills and introduction into some advanced skills including focused assessments, medication administration, injections, tracheostomy care, urinary catheters, enteral tubes, clinical documentation, care plans, patient safety and patient teaching skills.

Pharmacology II

SCI 201

(2 Credit Units / 40 hours)

In depth look at the principles of pharmacokinetics and pharmacodynamics used in drug management, effects of drugs on the body, and drug classifications. Emphasis is on medications for cardiovascular, neurological and acid-based conditions.

THIRD TERM CLASSES

Anatomy and Physiology III

BIO 301

(1 Credit Units / 20 hours)

Emphasis is on the reproductive systems, basic chemistry, disease, metabolism and a review of fluid balance.

Fundamentals of Nursing III

NSG 301

(2 Credit Units / 40 hours)

Application of practical nursing theory, and fundamentals of nursing practice; discussion will encompass growth and development, religious considerations, expanding on documentation , communication and patient education relative to the pediatric patient.

Medical/Surgical III

NSG 303

(2 Credit Units / 40 hours)

This medical/surgical course is presented with an emphasis on the maternal/newborn patient; clinical manifestations, diagnostic procedures, patient management, and patient teaching using the nursing process framework.

Practicum III

NSG 304

(5 Credit Units / 160 hours)

Demonstration of competent use of the nursing process and critical thinking of pediatric nursing skills; appropri-ate documentation, demonstration of patient safety and patient teaching, as well as initiating and maintaining intravenous therapy. Students are required to participate in a minimum of 160 hours of skills lab/clinical.

Pharmacology III

SCI 301

(2 Credit Units / 40 hours)

This course teaches application of the nursing process, patient teaching, and pharmacologic management of the pediatric patient; with emphasis on the physiological health of the patient, medication classification and mechanism of actions, application, preparation and dosage calculations.

FORTH TERM CLASSES

Fundamentals of Nursing IV

NSG 401

(2 Credit Units / 40 hours)

This course is designed to develop professional management skills and awareness of professional standards, supervision and delegation skills. End of life care and Oregon's Death With Dignity laws are explored. Emphasis is placed on advanced critical thinking, time management and organizational skills in relation to emergency preparedness and disaster response.

Medical/Surgical IV

NSG 403

(2 Credit Units / 40 hours)

This medical/surgical course is presented with an emphasis on pain management, mental health disorders, oncology and autoimmune disorders including HIV/AIDS. Discussion includes clinical manifestation and socio-cultural implication of each condition, disease or disorder. Included is an overview of medical management with nursing interventions in conjunction with patient/family teaching, nursing diagnosis and evaluation.

Practicum IV

NSG 404

(5 Credit Units / 160 hours)

The student will review lab skills, documentation, and clinical expectations. The student will be introduced to leadership/management through assignment at a clinical setting under the direction of a preceptor. Under the preceptor they will continue to develop and improve; time management skills, documentation, prioritization of patient care needs, clinical nursing skills, and rationale of care/critical thinking skills. Students are required to participate in a minimum of 160 hours of skills lab/clinical.

NCLEX Review Course

NSG 405

(1 Credit Units / 20 hours)

Students are provided a broad review of the nursing theory in preparation for the National Council Licensure Examination - Practical Nurse (NCLEX-PN). Students advance their familiarity by taking computerized examinations that simulate the NCLEX-PN. Emphasis is placed on test taking strategies and critical thinking.

Pharmacology IV

SCI 401

(1 Credit Units / 20 Hours)

This course teaches application of the nursing process, patient teaching, and pharmacologic management of the adult and adolescent mental health patient; with emphasis on the physiological health of the patient. Included is a review of the autoimmune disorders and medications to treat.

Ethics and Law

SOC 400b

(1 Credit Units / 20 Hours)

This course will examine the description and scope of ethics. Included is a study of the comparison and differ-ences among morals, ethics, values and discussions of different ethical and legal responsibilities in 21st century America.

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Professional Medical Assistant

COURSE OBJECTIVE

The goal of the Professional Medical Assistant (PMA) program is to introduce students to the specialized training needed for entry-level employment in medical offices, clinics, laboratories, and hospitals. The course content includes theory and practical applications in both administrative and clinical procedures.

The content and applications taught include anatomy and physiology, clinical procedures such as vital signs, injections, venipuncture, urinalysis, hematocrits, electrocardiographs, emergency and surgical procedures, patient preparation, patient medical records, accounting and insurance claims processing utilizing Electronic Medical Records (EMR) Software Applications, appointment scheduling, and effective telephone communications. Students will also be taught to manage a medical office or healthcare facility.

Successful graduates will receive a diploma and the skills and knowledge to succeed in their new career.

CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to contribute in a broad range of entry-level occupations in the medical field including Clinical Medical Assistant, Laboratory Assistant, EKG Assistant, Pharmacy Clerk, Hospital Unit Secretary, Radiology Secretary, Medical Biller, Admitting Representative, Medical Receptionist and Medical Records Clerk.

STUDENT SUPPLIES

Uniforms are required and are available for purchase. Textbooks and applicable course materials are provided to the student as classroom resources or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH

860 Hours / 55 Quarter Credit Hours
300 Lecture (Theory) Hours / 30 Quarter Credit Hours
400 Lab Hours / 20 Quarter Credit Hours
160 Externship Hours / 5 Quarter Credit Hours

Classes are held Monday through Thursday for 40 weeks (please refer to your Admissions Department for available class sessions). The 40 week program also includes 160-hour Externship component. Please note that Externship hours may vary and/or may be different than scheduled on-campus class days and times.

CERTIFICATIONS

Upon successful completion of the Professional Medical Assistant program, a student may be eligible to take the Certified Medical Assistant (NCCT-NCMA).

First-attempt Medical Assistant exam fees (with any approved certification agency, not to exceed $90.00) are only covered by IOT-Salem if the graduate opted to have their certification fees covered by the Financial Aid (Title IV) during their enrollment/re-enrollment process.

As a programmatic outcome a graduate **may** also be eligible to take the Certified Phlebotomy Technician (NCCT-NCPT) exam upon completion of the PMA program. However to apply for the certification exam most agencies require that time be spent in acute patient care (work experience); as simulated clinical experience or mannequin punctures do not meet qualifications. Therefore, the college does not facilitate this certification process. If a graduate is interested in seeing if they qualify for Phlebotomy certification, the graduate must contact the individual certifying organization directly.

Individual organizations provide national certifications. Although Institute of Technology is a testing site for the National Center for Competency Testing (NCCT), IOT is not affiliated. Please contact the individual organization with specific questions.

In the State of Oregon, national certification is not required, however, you may find yourself more marketable. Additional state licensing and certification outcomes may

be preferred by specific employers that hire graduates of the PMA program and/or may be required or advancement in an Medical Office and/or Billing/Coding career. All additional certifications and are the sole responsibility of the graduate.

THE PROGRAM

Ideally, the classroom instruction and practical learning experience will include the appropriate module order: ProDev-5wk, PMA08-1, PMA08-2, PMA08-7, PMA08-3, PMA08-4, and PMA08-5. Regardless of the instructional order, PMA08-6 will always be the final module.

SPECIAL CONSIDERATIONS

All students must participate in a externship to receive a diploma. To be eligible to participate in externship, a student must meet all program requirements outlined in this catalog. Students must also meet all immunization, screening and CPR requirements of the program as outlined at the time of enrollment. Please refer to your enrollment packet for specific requirements and/or definitions.

Professional Development
ProDev-5wk

(8 Qtr. Credit Units / 100 Hours)

Career readiness and workplace development are more important than ever. To be competitive and successful in todays job market, students need to learn how to continuously expand their knowledge and skills, and be able to apply these skills both on and off the job. The Professional Development Module focuses on helping students understand how the skills they use in the classroom can be applied to the workplace, and similarly, how the workplace skills are transferable to the classroom and to continued success in life.

Anatomy and Physiology
PMA08-1

(7 Qtr. Credit Units / 100 Hours)

This course provides an overview of the basic principles of the human body, along with an introduction to clinical assisting. The student will be introduced to OSHA and CLIA regulations. The student will also learn to obtain vital signs, prepare patients, obtain patient histories and will learn proper documentation of patient charts. Capillary punctures, Snellen charts, and Ishihara and Radiometry casting. This course will assist with the development of a medical vocabulary utilizing word construction and analysis.

Students will be able to identify and properly apply a 12 lead EKG to a patient and will be introduced to PQRST analysis. Introduction to Radiology safety, contrast medias, and patient education are also covered.

Introduction to Microbiology
PMA08-2

(7 Qtr. Credit Units / 100 Hours)

This course introduces the student to bacterial cell structures, microscope usage, and various types of equipment used in the microbiology laboratory. Students will learn how to safely handle all specimens and identify the types of media used to collect specimens. Students will be introduced to the importance of and steps involved in quality control in the microbiology laboratory, as well as sterilization procedures utilizing the autoclave, instrument identification, and various surgical tray set-ups for minor surgery.

The student will learn special procedures used in the care of children and meet the needs of the older patient as well. In this module, students will learn the medical assistant's role during pregnancy and puerperium.

Pharmacology and Hematology
PMA08-3

(7 Qtr. Credit Units / 100 Hours)

The focus of this module includes Pharmacology, administration of both parenteral and non-parenteral medications, interpretation of medication orders and abbreviations, as well as patient preparation and assessment. Injection locations and techniques and a variety of other clinical procedures will be introduced in this module.

Students will be given an introduction to hematology, chemistry lab values, venipuncture, micro hematocrits,

differential cell counts, standard precautions, screenings and follow-ups, and proper documentation of records.

Medical Law and Ethics
PMA08-4
(7 Qtr. Credit Units / 100 Hours)

The focus of this module is to manage both the medical office and personnel. Following federal state, and local guidelines, students will learn methods to develop and maintain personnel, prepare policy and procedure manuals, supervise and train personnel, and maintain facility finances.

Students will gain an understanding of ethical principles, the promotion of the promotion of various applicable professional credential legal concepts, confidentiality, preparation, and maintenance of confidential records, appropriate guidelines to follow when releasing information. Additionally, students will be taught emergency procedures and CPR & First Aid. Students will also be introduced to Nutrition in Health and Disease.

Computerized Medical Office
PMA08-5
(7 Qtr. Credit Units / 100 Hours)

Students will learn computerized management of the medical front office in this module. Fee for service, insurance billing, Medical Manager, and coding procedures will also be discussed. Students will learn patient file management, appointment management, and telephone procedures.

Externship
PMA08-6
(5 Qtr. Credit Units / 160 Hours)

Upon classroom completion, the students will enter into an externship program with an affiliated medical office, clinic or hospital. Students will receive practical experience in all phases of Medical Assisting. Students must earn a minimum of 160 extern hours to meet the graduation requirements of the Professional Medical Assistant program.

Administrative Applications
PMA08-7
(7 Qtr. Credit Units / 100 Hours)

In this module, students will be introduced to beginning computer concepts along with the paperless office. The Health Insurance Portability and Accountability Act of 1996 (HIPPA) will be discussed. The Privacy Rule will be discussed to provide strong privacy protections that do not interfere with patient access to or the quality of health care delivery.

The student will also learn vital signs and proper documentation of patient charts. The course will assist with the development of a medical vocabulary utilizing word construction and analysis.

Institute of Technology reserves the right to change, alter or cancel any of its programs offered at any time as deemed necessary to better suit the needs of the students, institution, or the community which it serves. Changes will be made with proper ACCET and HECC approval and will be executed according to the procedures and guidelines outlined by each approving agency. When approving agencies require student notification Institute of Technology will notify students accordingly. For useful consumer information, please visit us at http://www.iot.edu/about-us/disclosures

Professional Medical Assistant - IDL

COURSE OBJECTIVE

The goal of the Professional Medical Assistant - IDL (PMA-IDL) program is to introduce students to the specialized training needed for entry-level employment in medical offices, clinics, laboratories, and hospitals. The course content also includes theory and practical applications in both administrative and clinical procedures.

The content and applications taught include anatomy and physiology, clinical procedures such as vital signs, injections, venipuncture, urinalysis, electrocardiography, emergency and surgical procedures, patient preparation, patient medical records, accounting, and insurance claims processing using Electronic Medical Records (EMR) Software Applications, appointment scheduling, and effective telephone communications. Students will also learn how to manage a medical office or healthcare facility.

Successful graduates will receive a diploma and the skills and knowledge required to succeed in their new careers.

CAREER PATHS/JOB TITLES

Graduates from this program will be prepared to contribute in a broad range of entry-level occupations in the medical field, including Clinical Medical Assistant, Laboratory Assistant, EKG Assistant, Pharmacy Clerk, Hospital Unit Secretary, Radiology Secretary, Medical Biller, Admitting Representative, Medical Receptionist, and Medical Records Clerk.

STUDENT SUPPLIES

Uniforms are required. Textbooks, uniforms, and applicable course materials are provided to the student or are purchased by the student.

HOURS OF INSTRUCTION/PROGRAM LENGTH

860 Hours / 55 Quarter Credit Hours

300 Lecture (Theory) Hours / 30 Quarter Credit Hours

400 Lab Hours / 20 Quarter Credit Hours

160 Externship Hours / 5 Quarter Credit Hours

This is a hybrid program. Classes are conducted on-campus and online. On-campus attendance is required at least one day per week during each academic week (Monday through Sunday). The 40-week program also includes a 160-hour externship component. Please note that Externship hours may vary and/or may be different than scheduled on-campus class days and times.

Please refer to the Admissions Department for available sessions, start dates, class times, and scheduled on-campus days.

CERTIFICATIONS

Upon completing the Professional Medical Assistant - IDL program, a student may be eligible to take the Certified Medical Assistant (NCCT-NCMA) exam.

As designated by a graduates enrollment or re-enrollment Supply Fee Disclosure, the Institute of Technology may cover a one-time national certification exam fee (with any approved Medical Assistant certifying agency, not to exceed $90.00).

A graduate from the PMA-IDL program **may** also be eligible to take the Certified Phlebotomy Technician exam (NCCT-NCPT). However, most agencies require that time be spent in acute patient care (work experience) to apply for the exam. As simulated clinical experience or mannequin punctures do not fulfill that requirement. Institute of Technology does not facilitate this certification process, and if interested, a graduate must contact the certifying agency directly.

Individual organizations provide national certifications. Although Institute of Technology is a testing site for the National Center for Competency Testing (NCCT), IOT is not affiliated. Please contact the individual organization

with specific questions.

National certification is not required to obtain employment as a Medical Assistant in the State of Oregon. Institute of Technology, however, strongly encourages it. Additionally, other licensing or certifications may be required by individual employers. All additional certifications are the sole responsibility of the graduate.

THE PROGRAM

Ideally, the classroom instruction and practical learning experience will include the appropriate module order: ProDev-5wk, PMA08-1, PMA08-2, PMA08-7, PMA08-3, PMA08-4, and PMA08-5. Regardless of the instructional order, PMA08-6 will always be the final module.

SPECIAL CONSIDERATIONS

All students must participate in a externship to receive a diploma. To be eligible to participate in externship, a student must meet all program requirements outlined in this catalog. Students must also meet all immunization, screening and CPR requirements of the program as outlined at the time of enrollment. Please refer to your enrollment packet for specific requirements and/or definitions.

Professional Development

ProDev-5wk

(8 Qtr. Credit Units / 100 Hours)

Career readiness, workplace development, and customer service skills are more critical than ever. To be competitive in today's job market, students need to learn how to expand their job knowledge and skills continuously and apply these skills both on and off the job market.

The Professional Development module focuses on helping students to identify and apply the skills they use in the classroom in the workplace, how workplace skills translate to the classroom, and continued success in life.

Anatomy and Physiology

PMA08-1

(7 Qtr. Credit Units / 100 Hours)

This course provides an overview of the basic principles of the human body and an introduction to clinical assisting. OSHA and CLIA are introduced. The student will also learn to obtain vital signs, prepare patients, obtain patient histories, and learn proper patient chart documentation. Snellen charts, and Ishihara and Radiometry casting.

This course will assist the development of a medical vocabulary utilizing word construction and analysis. Students will be able to identify and appropriately apply a 12 lead EKG to a patient and will be introduced to PQRST analysis.

Introduction to Microbiology

PMA08-2

(7 Qtr. Credit Units / 100 Hours)

This course introduces the student to bacterial cell structures, microscope usage, and various equipment types in the microbiology laboratory. Students will learn how to handle all specimens safely and identify the types of media used to collect specimens. Students are introduced to the importance of and steps involved in quality control in the micro-biology laboratory and sterilization procedures utilizing the autoclave, instrument identification, and various surgical tray set-ups for minor surgery.

In this module, student will learn the medical assistant's role during pregnancy and puerperium and special procedures used in children's care and how to meet the needs of older patients.

Pharmacology and Hematology

PMA08-3
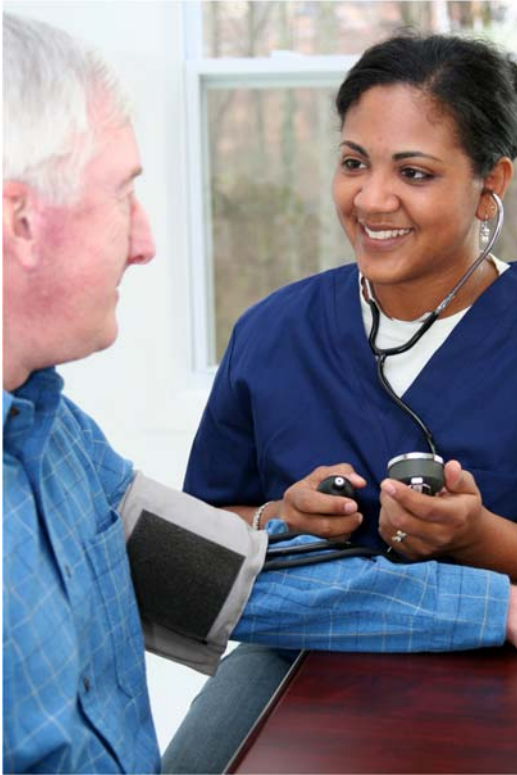
(7 Qtr. Credit Units / 100 Hours)

This module's focus includes pharmacology, administration of both parenteral and non-parenteral medications, interpretation of medication orders and abbreviations, and patient preparation and assessment. Injection locations and techniques and a variety of other clinical procedures are introduced.

Students will also be introduced to hematology, chemistry lab values, venipuncture, capillary punctures, differential cell counts, standard precautions, screenings and

follow-ups, and proper documentation of records.

Medical Law and Ethics

PMA08-4

(7 Qtr. Credit Units / 100 Hours)

The focus of this module is to manage both the medical office and personnel. Following federal, state, and local guidelines, students will learn methods to develop and maintain personnel, prepare policy and procedure manuals, supervise and train personnel, and maintain facility finances.

Students will also gain an understanding of ethical principles, the promotion of various applicable professional credential legal concepts, confidentiality, preparation, and maintenance of confidential records, appropriate guidelines to follow when releasing information. Students are taught emergency procedures and CPR and First Aid. Additionally, students are introduced to nutrition in health and disease.

Computerized Medical Office

PMA08-5

(7 Qtr. Credit Units / 100 Hours)

Students will learn computerized management of the front medical office in this module. Fee for service, insurance billing, Medical Manager, and coding procedures are discussed. Students will learn about patient file management, appointment management, and telephone procedures.

Externship

PMA08-6

(5 Qtr. Credit Units / 160 Hours)

Upon classroom completion, the students will enter into an externship program with an affiliated medical office, clinic, or hospital. Students will receive practical experience in all phases of Medical Assisting. Students must earn a minimum of 160 extern hours to meet the Professional Medical Assistant-IDL program's graduation requirements.

Administrative Applications

PMA08-7

(7 Qtr. Credit Units / 100 Hours)

In this module, students are introduced to beginning computer concepts along with the paperless office. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) are discussed. The Privacy Rule is also discussed to provide strong privacy protections that do not interfere with patient access or the quality of health care delivery.

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ADMISSIONS PROCESS

Students may inquire about programs via the telephone, internet, through the mail, or on a walk-in basis. An appointment, in-person or virtually, is then made with an Admissions Representative. All students interested in applying must first meet with an Admissions Representative. Each applicant is assessed individually. To apply, each applicant must successfully pass an assessment test and meet other admissions requirements as outlined in this catalog.

In addition to meeting with an Admissions Representative, all those interested in applying will also meet with Financial Aid. Students who have delinquent student loans from IOT or any other institution must resolve the delinquent status of those loans in order to be considered for enrollment. Students who have previously defaulted on a student loan may not be considered for admission. For more information refer to Student Loan Repayment policies as outlined in this catalog.

Institute of Technology accepts, as regular students, those who are being vocationally rehabilitated, whether it is through a private rehabilitation agency or state agency. An Admissions Representative will assist in the application process.

The Campus President may be called upon to make appropriate determination in special Admission cases.

ADMISSION REQUIREMENTS

Students interested in attending the Institute of Technology must be a minimum of 18 years of age (verified through a government issued ID) and 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 completion/graduation signed by an authorized school official); or

- Valid government issued or state issued GED; or

- Successful completion of an official recognized and accredited home-school program.

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

Certificate and Diploma Programs

A student admitted to IOT for the first time shall either have a high school diploma, a modified high school diploma (received after 2009), a comparable credential issued outside the United States or a GED. Home-schooled student and the validity of their earned credentials will be verified by the Registrar.

Undergraduate Degree Programs

A student admitted to IOT for the first time shall have either a standard high school diploma, a comparable credential earned outside the United States, or a GED. Home-schooled students without a standard diploma or GED may only be admitted if they can demonstrate their ability to perform college-level academic work through the use of an Ability to Benefit (ATB) test. Modified diplomas, extended diplomas, and other kinds of K-12 leaver certificates (received prior to 2009) are not considered diplomas for purposes of college admissions for degree programs. Students holding such nonstandard certificate can be admitted only through use of ATB testing.

Ability to Benefit (ATB) Provision

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 Aid, 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).

For degree programs, students without a standard high school diploma or GED, must demonstrate their ability to perform college-level academic work through the use of an Ability to Benefit (ATB) test. Any individual wishing to use the ATB provision for degree programs will be required to demonstrate eligibility upon meeting the following requirement:

- 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

Medical Office Administration Billing and Coding Admissions Requirements

All Medical Office Administration Billing and Coding applicants/students will submit to a criminal background check. In order to obtain an externship site and/or employment as an MOABC, any blemishes **may** pose challenges. Students who choose to enroll with a criminal record will be required to sign a Background/Acknowledgement Disclosure acknowledging that they will remain responsible for all financial obligations to the school should their records hinder their obtainment of externship and/or employment.

Practical Nursing Admissions Requirements

Practical Nursing program prospective students are required to complete an application packet for consideration/acceptance into the program. Incomplete packets will not be scored. Students who are accepted into the program will be notified of a date/time to complete the enrollment process and attend a mandatory orientation. Notification is made within the time identified within the applicable application packet by phone, text and/or email. Denied students can apply for the following term. Please note, the college reserves the right to change the rubric scoring system used for each new enrollment period.

All Practical Nursing applicants/students will submit to a criminal background check. Applicants/students are encouraged to review the following links for DHS and OSBN's criminal history requirements:

- For questions about disqualifying crimes see: https://www.oregon.gov/DHS/BUSINESS-SERVICES/CHC/Documents/apd-dd-flyer-crimes.pdf

- Oregon Department of Human Services criminal history requirements and policies located in Division 7 located at: http://arcweb.sos.state.or.us/pages/rules/oars_400/oar_407/407_007.html

- Oregon Board of Nursing's criminal history requirements and policies found in Division 1 of the Nurse Practice Act are located: http://arcweb.sos.state.or.us/pages/rules/oars_800/oar_851/851_001.html

Should any applicant/student be convicted of a crime listed with the OAR's, they run the risk of not being able to sit for the state certification and/or boards. If there are any questions regarding the applicant/students backgrounds, individuals are strongly encouraged to meet with the Director of Admissions and/or Nursing Administrator to discuss the feasibility of being able to enter or complete the program.

Applicants who are accepted and who choose to enroll with a criminal record will be required to sign a Background/Acknowledgement Disclosure acknowledging that they will remain responsible for all financial obligations to the school should their record hinder their obtainment of state certification and/or licensure.

Please note, staff and faculty at Institute of Technology cannot determine **ANY** candidates ability to sit for the NCLEX-PN.

Professional Medical Assistant Admissions Requirements

All Professional Medical Assistant applicants/students will submit to a criminal background check. In order to obtain an externship site and/or employment as a PMA, any blemishes **may** pose challenges. Students who choose to enroll with a criminal record will be required to sign a Background/Acknowledgement Disclosure acknowledging that they will remain responsible for all financial obligations to the school should their records hinder their obtainment of externship and/or employment.

Entrance Assessment Admissions Requirements

Evaluations Used: WBST and Wonderlic SLE

Minimum Score Requirement:

- All ATB (Ability to Benefit) applicants seeking admission, or re-admission, to Institute of Technology must have previously passed the WBST (Wonderlic) with individual scores meeting the published minimum testing standards of 200 Verbal and 210 Quantitative.

- All undergraduate applicants seeking admission, or re-admission, to Institute of Technology that do not possess a high school diploma or GED, must pass the WBST (Wonderlic) with individual scores meeting the published minimum testing standards of 200 Verbal and 210 Quantitative.

- Non-ATB applicants taking the 12-minute Scholastic Level Exam (Wonderlic SLE) for admission to a diploma or certificate program will be required to pass with a minimum score of 10 for all programs except Practical Nursing. Applicants applying into the Practical Nursing program will be required to pass with a minimum score of 16.

- Non-ATB applicants taking the 8-minute Scholastic Level Exam (Wonderlic SLE) for admission to a diploma or certificate program will be required to obtain a "passing" score to continue with the enrollment process. This assessment is conducted virtually and is pass/fail.

Hybrid Learning Admissions Requirements (IDL)

Hybrid or IDL programs require both on-campus and distance (online) learning requirements. Prior to acceptance and signing an enrollment agreement to take hybrid courses at Institute of Technology, all applicants to a hybrid program must attest to their ability to be successful in a distance learning (online) environment.

Institute of Technology provides each student an Apple iPad prior to class/program commencement; per the Supply Fee Disclosure discussed/reviewed during the enrollment/re-enrollment, as students can opt-out of purchasing all supplies and/or equipment listed from the College).

With or without the Apple iPad, the minimum technology specifications for each hybrid program include:

- PC, laptop, and/or tablet with the capacity to create documents through Microsoft, or Google Docs.

- Ability to participate in Zoom or Microsoft Teams meetings or calls; speakers and microphones are required.

- Continuous and reliable internet connectivity (Wi-Fi and internet access is only provided by IOT when students are on-campus).

Additionally, beginning March 1, 2021, all hybrid (IDL) applicants will be required to pass an online readiness "Computer Literacy and Internet Knowledge (CLIK)" pre-assessment test. Each individual who takes the CLIK receives a proficiency score. The three possible proficiency rankings are as follows:

- 0-13: Not Proficient

- 14-17: Proficient

- 18-20: Highly Proficient

A applicant must score a 14 or higher to enroll in a hybrid (IDL) program.

NOTICE OF NONDISCRIMINATORY POLICY (SECTION 504/ADA POLICY)

Institute of Technology does not discriminate in admission or access to our programs on the basis of age, race, color, sex, disability, sexual orientation or national origin. If you would like to request academic adjustment or auxiliary aids, please contact the Director of Student Services, Director of Education, or Campus President. You may request academic adjustments or auxiliary aids at any time. The Campus President is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicant students, who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. IOT will work with the applicant student or student to determine whether reasonable accommodations can be effective and/or are available. Any qualified individual with a disability requesting an accommodation or auxiliary aid or services should follow this procedure.

1. Notify the Campus ADA Compliance Coordinator in writing of the type of accommodation needed, the date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. Ideally, the request should be made at least four weeks in advance of the date the accommodation is needed. You may contact the Campus ADA Compliance Coordinator by email or telephone.

2. The Campus ADA Compliance Coordinator will respond within two weeks of receiving the request.

3. The Campus ADA Compliance Coordinator for the Salem Campus is identified below:

Cliff Boyer, Director of Student Services

(503) 363.9001 | cboyer@iot.edu

With or without special accommodations, students must be able to safely handle the tools and materials customarily used by persons employed in their field of study and must be able to sign E.F.A.A. documentation.

ENGLISH AS A SECOND LANGUAGE

Institute of Technology does not offer English as a Second Language (ESL) courses. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation rights in his/her primary language at his/her own expense.

English language proficiency is assessed by the administration of the Wonderlic SLE Entrance Assessment. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation rights in his/her primary language at his/her own expense.

GED INFORMATION

Those students who wish to acquire their General Education Development (GED) Certificate should contact the Oregon High School Equivalency Program: Oregon GED® Program.

- *Office of Community Colleges and Workforce Development (CCWD)*

    3225 25th Street SE Salem, OR 97302

    (503) 947-2401

    ccwd.info@state.or.us

PENN FOSTER HIGH SCHOOL PROGRAM

How it works:

- Penn Foster evaluates any high school transcript and awards any applicable transfer credits.

- The on-site facilitator helps students log onto the Penn Foster portal and get started.

- The program is completed at the student's pace - in as few as 12 weeks.

Admissions Information

- Students receive academic support on-campus from our on-site facilitators. Additional support is also offered online and over the phone from Penn Foster instructors.

- Upon completion of the last class, students receive a high school diploma and are eligible to apply for financial aid and continue on with their post-secondary educational plans.

Those interested in Penn Foster are required to meet with an Admissions Representative to begin the application process. Due to limited seats in the Penn Foster program, upon receipt of an individuals completed application packet, the Director of Education and Director of Admissions will review and determine acceptance into the program. Pending notification from Penn Foster, the applicant is notified of acceptance typically within 48 hours by phone, text and/or email. Denied students may re-apply in three (3) months time.

Essential Functions Ability Assessment (E.F.A.A.)

ESSENTIAL FUNCTIONS ABILITY ASSESSMENT (E.F.A.A.)

Certain functional abilities are crucial to being able to perform during training. Because these skills are common practice, the student will need to be able to demonstrate the continued use of each of the following skills while attending class.

Prior to enrolling for a program each student should read carefully through each skill and assess his/her own ability to perform these skills on a continual basis. In the event that during the program a student is unable to perform these skills (with or without special accommodations) the student may be dismissed from the program.

Physical Strength and Mobility

Lift, moving, pushing or pulling objects of weight (25lbs for Practical Nursing; 20lbs for Medical Office Administration Billing and Coding and Professional Medical Assistant).

Physical Endurance

Ability to bend, stoop, squat, stand, maintain balance, and walk distances.

Cognitive Ability

- Read, write and speak English
- Ability to access and use critical thinking skills
- Sequence information
- Process information
- Identify cause and effect
- Problem solve
- Communication of information to a supervisor

Interpersonal Skills

- Establishes a positive rapport with clients, family members and co-workers, other students and faculty
- Communicates effectively both in verbal and written format

- Gives clear, accurate reports and/or directions to clients, co-workers and faculty
- Functions effectively under stress with the ability to make clear decisions
- Must be able to handle emotional and stressful situations in a positive manner
- Must be able to positively motivate clients, co-workers and patient family members
- Separate personal feelings from the care and wishes of clients

Visual Acuity

Visual acuity must be sufficient to assess their environment and to perform their job requirements.

Hearing Ability

Hearing ability must be sufficient to perform the tasks pertinent to their job requirements.

Tactile and Fine Motor Skills

Tactile and motor skills must be sufficient to perform the tasks pertinent to their job requirements.

COLLEGE SERVICES

A variety of student services are available at the college. These services include:

- Employment Services
- Advising
- Student Services Department
- Learning Resource Center (Library)
- Tutoring
- Workable class sizes
- Student Health and Accident Insurance
- MyIOT
- Canvas
- Assignment of Email Account and Microsoft Office
- Technical Assistance
- Alumni Services

Employment Services

Institute of Technology offers employment services to all current and graduate students. Our staff is dedicated to assisting each student in seeking and securing employment. Upon completion of a graduates training program, students are expected to seek employment in their field of study. Students who decline to accept employment in their related field of study will be required to sign a "Waiver/Declination of Employment". Should a student decline to sign such a waiver, notes to this affect will be included in the student file and one will be approved and prepared by the college.

Institute of Technology does not and cannot guarantee employment, but does provide the following services to assist in the search for employment:

- Updated weekly job board
- Screening for prospective employers
- Assistance in creating/updating resumes
- Posting community workshops offered in the job search field
- Advising graduates of new job postings
- Providing interview skills and conducting mock interviews

Advising

Students are encouraged to bring school and personal challenges to the attention of their Instructors, Director of Student Services, Nurse Administrator, Program Director, or the Campus President. Institute of Technology will attempt to assist all students in revolving the challenges interfering with the successful completion of their program.

Academic or attendance challenges may be addressed in Academic Review Committee (ARC) meetings. For those students who seek help in other areas (i.e. housing, budgeting, or are in need of counseling services), IOT maintains an extensive referral list.

Student Services Department

The Student Services Department is staffed with those who are there to ensure you get the most out of your time at Institute of Technology. Some of the services that are provided by the Student Services Department include:

- Helping you with tutoring
- Advocating on your behalf
- Introducing you to helpful resources on and off-campus (Rideshare, Bus Pass Program, Housing, Budgeting, Counseling, Childcare, etc.)

Learning Resource Center (LRC)

The Institute of Technology Learning Resource Center (LRC) provides resources and services for all students, faculty, and staff of the college. The mission of the LRC (or Library) is to support the curriculum and promote life-long learning and successful careers. The LRC holdings including both print and online materials with staff available to be of assistance to all patron's information needs.

All students, staff, and faculty have access to the Learning Resource Center located on campus. Additionally, they also have access to Artirum the Library for OPAC, Gale One Academic OneFile, Gold Rush Journals, and specific program references including e-magazines, web resources, videos, and journals.

The curriculum requirements for each program and

course are supported through the implementation of LRC materials. In a hybrid environment, these materials can be directly though the Learning Management System (LMS), Canvas.

Student computers are also available for use in the LRC during school hours.

Tutoring

Students who find they have difficulty understanding the material presented are strongly urged to seek tutoring help from their Instructor (Instructors will provide published tutoring hours). Tutoring is offered both in-person and virtually. Any additional tutoring may be scheduled outside of the published hours with your individual Instructor, Nurse Administrator, Program Director, or Director of Student Services.

Workable Class Sizes

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.

Theory classes for 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 off-site clinical portion of the Practical Nursing program a 8:1 (eight students to one OSBN qualified Nurse Educator) ratio is exercised per the Oregon State Board of Nursing.

Please consult the Nurse Administrator, Program Director, or Director of Education for exact class sizes; as they vary from term-to-term and module-to-module.

Student Health and Accident Insurance

Each student is covered by $1,000,000/$2,000,000 professional liability insurance. If you are injured or possibly exposed to a communicable disease while participating in externship or clinical, notify your supervisor immediately and seek emergency care, if needed. You must contact the college as soon as the situation is under control, but no more than 12-hours after the incident.

This policy does not provide protection while traveling to and from an externship or clinical site.

MyIOT

MyIOT is a Student Information System (SIS) utilized by Institute of Technology (IOT). This online platform allows staff, faculty, and students the ability to communicate related to educational activities. MyIOT was designed in-house for specific requirements of IOT schools, and as such, can be quickly updated with new features.

IOT students and graduates can access MyIOT by visiting: https://myiot.it-colleges.com/. Students can view and print their class schedules, view announcements targeted to their program, update their contact information, access hundreds of online educational tools, Financial Aid and Career Services information, view their account balance, download their 1098-T (tax documents), and make online tuition payments. Graduates may utilize MyIOT as a resource in their job search. They can upload their resume and cover letter for use by the Career Services Department and view job leads.

Canvas

Institute of Technology utilizes Canvas by Instructure as a Learning Management System (LMS) to deliver and manage hybrid course content. Within Canvas, students will have access to their assigned courses and coursework, calendar, inbox, instructor feedback, library resources, writing guides, announcements, grades, and all other applicable classroom resources.

Assignment of Email Accounts and Microsoft Office

Upon enrollment, students will be assigned in the Institute of Technology domain. Each student will be provided an iot.edu email address with the account being designated as their IOT email account. The IOT email account is generated by the College and may not be changed absent IOT approval. College communications are sent by email and will be sent to the IOT email account. Additionally, the College's Learning Management System (LMS) requires that students enrolled in hybrid (IDL) programs use their IOT email account to gain access to

the system.

Upon assignment of an email account, students will also be provided access to Microsoft Office 365. With such access, students can utilize Microsoft Office productivity applications for no additional cost. Applications include: Word, Excel, PowerPoint, OneNote, OneDrive, Outlook, and Teams.

Technical Assistance

For hybrid (IDL) students technical support is reasonably available to students through Canvas. Support is provided to students 24/7 and is accessed through the Learning Management System (LMS) by either calling the Canvas Support Hotline or utilizing other Canvas Support Features, such as the chat option.

Additionally, a student support email address is available for all students; the Salem campus email is salemstudentsupport@iot.edu. Students can send an email and the level of assistance and/or whom the email should go to will be assessed. Students should expect a response from campus level student support within 48 hours.

Alumni Services

At Institute of Technology, we value our graduates, and wish to continue our relationship with them after they graduate. Because of this dedication to our alumni, we provide assistance and advocate for you throughout your career lifecycle as you change jobs, consider new career options, or seek positions at higher levels in your current occupation.

As a graduate of IOT:

- You will be invited to participate in career fairs when held on campus.

- You can return to campus for refresher services or to audit courses at no cost to you.

- You are eligible for assistance if you are behind on your student loans.

- You have access to personalized job search assistance.

Federal Financial Aid (Title IV) and Tuition Information

FEDERAL FINANCIAL AID

Federal student aid is financial help for students enrolled in eligible programs at participating schools to cover school expenses; including tuition and fees, room and board, books, supplies, and transportation. Most federal aid is need-based. The three (3) most common types of aid are grants, loans and work-study.

Grants are financial aid that does not have to be repaid. Generally, grants are for undergraduate students, and the grant amount is based on need, cost of attendance and enrollment status. Federal Pell Grants for the school year vary.

Loans are borrowed money that must be repaid with interest. Both undergraduate and graduate students may borrow money. Parents may also borrow to pay education expenses for dependent undergraduate students. Maximum loan amounts depend on the student's year in school.

Approved Funding Agencies

- Federal Financial Aid (Title IV)
    - ◊ Pell Grant
    - ◊ Subsidized Student Loan
    - ◊ Unsubsidized Student Loan
    - ◊ Parent PLUS Loan
    - ◊ Federal Work Study
    - ◊ FSEOG
- Workforce Investment Act (WIA)
- State of Oregon Vocational Rehabilitation
- Trade Act
- TFC Credit Corporation
- Adult and Family Services
- Oregon State Approving Authority for VA GI Bill® Benefits
- Various Tribal Organizations
- Various Private Scholarships
- Private Workers Compensation

Are you eligible for Title IV?

To qualify for Federal Financial Aid (Title IV), you must meet all of the criteria below:

- Be at least 17 years of age and have a high school diploma, GED, high school equivalency certificate, or meet the Ability to Benefit requirements
- Be a United States citizen or able to provide other documents showing you are a non-eligible citizen
- Have a valid Social Security Number
- Be registered with Selective Service if you are a male born after December 31, 1959 (if you are now on active duty in the United States Armed Forces - not the reserves - you do not have to registered)
- Show need for financial assistance
- Be enrolled or accepted for enrollment as a regular student working towards a degree/diploma/certificate in an eligible program
- Enroll in six or more credit hours at Institute of Technology

*The law suspends Title IV funding eligibility if a student has been convicted of possessing or selling controlled substances while receiving Title IV funds.

Applying for Title IV Student Aid

If you have applied for Federal Student Aid for the last school year, you probably will be able to file a Renewal Free Application for Federal Student Aid (FAFSA). If you did not apply for Federal Student Aid for the last school year, you can apply for federal student aid by applying through the internet using the FAFSA on the web. You can access this by visiting www.fafsa.ed.gov.

TITLE IV NEED AND COST OF EDUCATION

Once the FAFSA is completed, the information will be used in a formula established by the U.S. Department of Education to calculate the Expected Family Contribution (EFC), an amount the student and the student's family is expected to contribute towards the student's cost of education. When combined with other aid and resources, the student's aid package may not exceed the Cost of Attendance (COA).

HOW TO REMAIN ELIGIBLE FOR TITLE IV

To continue to receive financial aid, Institute of Technology requires you to make "Satisfactory Academic Progress", register, and successfully complete the following credits:

- Full-Time Students : 12 or more credit hours
- Three-Quarter-Time Students: 9 to 11 credit hours
- Half-Time Students: 6 to 8 credit hours
- Less than Half-Time Students: less than 6 credit hours

These requirements apply to each term or payment period the student is receiving financial aid while enrolled at IOT.

DISTRIBUTION OF TITLE IV FUNDS

Pell and loan funds are sent directly to the college. In most cases, your loan will be disbursed in at least three (3) installments for term based programs or two (2) installments for module based programs; no installment will be greater than one-third or one-half of the total amount. Your grant and loan money must first be used to pay for your tuition and fees.

If money remains, the college will retain funds on the student's account, issue a check to the student, or return the funds to the loan lender according to the student's (and parent, if applicable) choice on their Credit Balance form.

For further information on the distribution of funds, please contact the Financial Aid Administrator. In addition, several financial aid publications are available to all students. The Federal Student Aid publications, "Your Federal Student Loan" explains in depth each type of federal financial aid. Also available is the "Direct Loan Basics for Parents and for Students" brochure for the William D. Ford, Federal Direct Loan and Federal Direct Plus Loan programs.

TITLE IV FEDERAL DIRECT STUDENT LOANS

A student who wishes to participate in our Federal Direct Student Loans (DSL) program must participate in the entrance counseling for student loans. Our Financial Aid Administrator or our Financial Aid Support Staff will offer the entrance counseling at the time of your Final Financial Aid appointment, and may provide directions on how to complete the required entrance counseling on the web/internet. If you have elected not to participate in the federal loan program, you are not required to complete entrance counseling.

However, if you believe that you may decide to participate in the loans at a later date, you will be required to complete the entrance counseling. In addition to entrance counseling, all students who participated in our DSL program will be required to complete the exit counseling. A student will not be eligible to receive their certificate of completion or diploma until the required DSL exit counseling has been completed.

TUITION POLICY

For all programs, students must make decisions regarding financial aid and/or payment arrangements in advance with the Financial Aid staff. Cost for textbooks, supplies, uniforms, and certification/licensure fees are disclosed to students on individual program Supply Fee Disclosures and students may discuss payment arrangements for these items with the Financial Aid office. For those who are eligible for financial aid, payments are due on the date

the funds are processed from the government and/or the date outlined in the student's payment arrangement with the college.

Prices are subject to change. There is no tuition credit for absences. Cash payments are to be made to the Front Desk Manager at the Main Campus. TFC Tuition Financing payments can made online by visiting their [website](#) or by calling (800) 872.9832. Students interested in automatic payments are encouraged to check with the Financial Aid office to arrange them.

Upon leaving, students are interviewed as a part of the exit interview process. If an amount is due, a payment schedule may be arranged. If the student does not follow payment guidelines after 90-days, the account may be turned over to a collection agency.

TUITION PAYMENT PLAN

Students who are unable to pay their tuition in full may opt for a payment plan. Students will be required to sign a monthly payment plan with the Financial Aid office for the balance due of their tuition, not covered by Federal Grants or Loans.

All students are required to pay their registration fee ($25.00) on the first day of class (unless such fee is paid for by a qualifying third-party). The registration fee for students who quality for and/or who choose a retail installment plan is considered their first monthly payment. Following payment to fulfill the plan will be due on the date specified by the retail payment plan or alternate plan contract each month thereafter until paid in full.

Any payments made late will be subject to a late fee. Students who are more than 20 days past due may not be admitted to class, lab/clinical and/or externship until the balance is current. In the event that a check is returned to Institute of Technology as unpaid for any reason, a student will be assessed any and all applicable fees relating to the returned check.

After two returned checks, Institute of Technology reserves the right to refuse payment by check and a student may be required to pay via other methods (cash, money order or credit/debit card).

Students who are 45 days or more behind on payments may be turned over for legal action. All additional fees, court fees, etc. will be added to the students balance. Certificates, diplomas, and official transcripts will not be released to the student until the account is current and/or paid in full.

There is NO penalty for accounts paid off early.

Financial aid is awarded and monthly payment (installment) plans are contingent upon eligibility requirements, enrollment status, completion of necessary forms, submission of valid documents and other verification requirements as requested; and may change based on income, documentation, circumstances and/or change in federal regulations.

PROGRAM COSTS

See catalog addendum.

TUITION SCHEDULE

See catalog addendum.

FINANCIAL AID CONSUMER INFORMATION PACKET

Institute of Technology publishes a Financial Aid Consumer Information Packet that discloses the Financial Aid processes and discusses consumer information. It reflects current regulations affecting refund repayments and other important issues. The Financial Aid Consumer Information Packet is handed out to each enrolled student.

STUDENT REPAYMENT RESPONSIBILITY

It is the sole responsibility of our students for the repayment of all debts incurred from their education.

Students who obtain a loan to pay for their course of instruction will have the sole-responsibility to repay the full amount of the loan plus interest, less the amount of any refund. Convenient monthly payments may be available.

The following sanctions may result if students default on a loan that is guaranteed or insured by the State or Federal Government:

- You can be sued for the entire amount of your loan.

- Your credit rating can be severely damaged, making

it difficult to borrow money for a car or home, or to receive credit cards. The default status can remain on your credit report for several years after you pay the loan in full.

- Your Federal Treasury payments (including federal tax refunds) and state income tax refunds may be withheld.

- Your disposable income can be garnished (administrative wage garnishment) without a court order.

- You won't be eligible to receive any more federal financial aid (and possibly state aid) unless you make acceptable arrangements to repay what you already owe.

- You may be ineligible for assistance under most federal benefit programs.

- You'll be ineligible for deferments or forbearance.

- You may be liable for the costs associated with collecting your loan (could be as much as 25% of your principal and interest balance), plus court costs and attorney fees.

- You may not be able to renew a professional license you hold or may jeopardize your chances for certain types of employment.

- Your loan may be assigned to a professional collection agency.

REPAYMENTS ON LOANS (TITLE IV)

When a student who has received financial aid completion withdraws, officially or unofficially, a withdraw calculation will be made to determine whether the student was entitled to receive the aid and what amount the student has earned. If the student was not entitled to receive all of the financial aid that has been disbursed, the student will be required to repay the unearned portion of the aid.

Repayments will be based on the official withdrawal date (last date of attendance). Students who owe a financial aid repayment are not entitled to any further financial aid until such repayment has been made.

All students will receive a notification from the college that repayment is due. A student is responsible for making this repayment within thirty (30) days. Failure to re-

pay the funds within the thirty (30) days may result in the college turning the debt over to the U.S. Department of Education for collection.

Federal Financial Aid repayments are credited in the following order:

1. Unsubsidized Direct Stafford Loan (other than PLUS)

2. Subsidized Direct Stafford Loan

3. Direct PLUS Loan

4. Federal Pell Grants (for which a refund is required)

5. Federal Supplemental Educational Opportunity Grants (FSEOG - for which a refund is required)

6. Other State Financial Aid (WIA, VRD, etc.)

7. Other private funding sources

8. Student

Refund Policies

Institute of Technology refund policies are identified below. Please note that they are also listed throughout the catalog as they pertain to various college rules.

STUDENTS WITHDRAWAL POLICY/BUYER'S RIGHT TO CANCEL

A student has the right to cancel the enrollment agreement without any tuition penalty or obligations, through attendance on the seventh (7th) regularly scheduled class session of the start.

Cancellation occurs when you give notice of cancellation to the school, or by not showing attendance through the cancellation period. A notice of cancellation need not take any particular form; it needs to only state you wish to cancel your agreement. If mailed, the notice of cancellation is effective when deposited by mail, properly addressed with postage prepaid. If you cancel the agreement within the time stated, the school will refund any amount you have paid less any registration fee (15% of the tuition amount or $150, whichever is less), and any non-refundable book, supply, or technology fee(s). A refund is to be paid within 40 days.

CANCELLATION

A student who withdrawals prior to the start of the eighth (8th) class session of their initial starting term or module are considered a cancel and will not incur tuition charges.

WITHDRAWAL FROM THE PROGRAM

Students who withdrawal from the program and/or whom are withdrawn from the program after the cancellation period will receive a pro-rata tuition refund if they have completed less than 60% of the period of financial obligation. The amount of the refund is "pro-rated" according to the not completed portion of the program, a registration fee (not to exceed 15% of the tuition amount or $150, whichever is less), and any non-refundable book, supply or technology fee(s). Any refund is to be paid within 40 days of withdrawal.

Withdrawal - Term Programs

The period of financial obligation for a term based program is one term.

In addition to the general withdrawal policies and requirements, if a student in a term based program chooses to withdraw or is withdrawn from the program prior to the sixth (6th) week of any term, the student receives a "W" as a letter grade. No credit value or grade points will be awarded. A grade of "W" will not affect the students overall Grade Point Average (GPA). However, all courses for which a grade of "W" is awarded will be counted towards attempted credits and the Maximum Time to Complete the program (within 150% of the standard length of the program).

If a student withdraws or is withdrawn from their program during and after the sixth (6th) week of any term, the student receives an "F" grade. The letter grade "F" will affect the students Grade Point Average (GPA) and will be counted toward the attempted credits and the Maximum Time to Complete the program (within 150% of the standard length of the program).

Withdrawal - Module Program

The period of financial obligation for the module based programs is defined as successful completion of at <u>least</u> half of the weeks in the defined academic year.

In addition to the general withdrawal policies and requirements, if a student in a module based program chooses to withdraw or is withdrawn from the program prior to completion of the module, the student receives a "W' as a letter grade. No credit value or grade points will be awarded. A grade of "W" will not affect the students overall Grade Point Average (GPA). However, all courses for which a grade of "W" is awarded will be counted towards attempted credits and the Maximum Time to Complete the program (within 150% of the standard program length).

WITHDRAWAL DETERMINATION

For the purpose of determining the amount students may owe, these students shall be deemed to have withdrawn from the course when any of the following occurs:

1. They notify the school of their withdrawal or the actual date of withdrawal;

2. School terminates the student's enrollment;

3. Students who are absent for 14 consecutive calendar days from their last date of attendance in a term program OR student is absent for seven (7) consecutive calendar days from their last date of attendance in a module program.

The date of withdrawal for purposes of calculating a refund is the student's last date of attendance. The date of determination, from which the school has 40 days to issue a refund, is the earlier of the dates the student officially withdraws or the date the school determines the student has violated an academic standard. For example, when a student is withdrawn for attendance - the date of determination shall be the date the school determines the student has violated the academic rule, if the student has not filed an appeal. If the student files an appeal and the appeal is denied, the date of determination is the date the appeal is denied.

If any portion of the students tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will be paid in the following order to an extent that the benefit was received: any student financial aid programs, third party agencies, and/or the student.

The student is also entitled to a refund of money not paid from federal student financial aid program funds in accordance with refund policies stated in this catalog and addenda.

CHARGES OTHER THAN TUITION

Costs for textbooks (including e-books), course materials, supplies, uniforms, technology fees, background screening, and certification/licensure fees are disclosed to students on the enrollment agreement and/or an individual Supply Fee Disclosure. Both the agreement and the Supply Fee Disclosure identify the required items, the impacted payment period, and any potential charge (i.e. purchase price) for each item.

Each required item listed on the Supply Fee Disclosure can be purchased by the College on behalf of the student. During the enrollment process and up through the first class session OR the physical receipt of items (whichever occurs first), students can opt-in or opt-out of receiving

items. Once received, all physical items (as identified on the Supply Fee Disclosure) are non-returnable and non-refundable. Other refund amounts and conditions relating to charges other than tuition are identified on the Supply Fee Disclosure and in the Catalog Addendum under Enrollment Cost Breakdown.

REFUNDS

Institute of Technology is certified by the U.S. Department of Education as an eligible participant in the Federal Student Aid (FSA) programs established under the Higher Education Act of 1965 (HEA) as amended. When a student withdraws, the institution must complete four separate calculations (one for the Federal Return of Title IV Funds Calculation and three for the Tuition Refund Policy). The three Tuition Refund Policies will be compared and the calculation that is more lenient/most beneficial to the student will be used.

Federal Return to Title IV Funds Calculation

Though student aid is posted to a student's account at the start of each payment period, a student earns funds as they complete the period. If a student withdraws during a payment period, the school must apply a specific formula to determine the amount of aid the student has earned. If the student (or their parent or school on behalf of the student) receives LESS assistance than the student has earned, the student may be eligible to receive those additional funds via post withdrawal disbursement. If the student/school receives MORE assistance than was earned, those excess funds must be returned by the school and/or the student to the Federal program(s) or lender, as Return to Title IV and the refund under the state policy by the student to the institution. For full calculation details, please see "Federal Return of Title IV Funds Policy".

REFUND POLICIES

The refund policies will be based on the date of withdrawal. Any monies due to the applicant and/or student will be refunded within 40 days of the date of cancellation, termination, or date of termination or withdrawal. For the students who receive a loan for tuition, a refund will be made to the lender to reduce the student's loan

debt. If the amount of the refund exceeds the unpaid balance of the loan, the balance of the funds will be returned to the student. Any amounts due from the student, in the event of termination, are immediately payable in full to the school. If you receive a student loan, you are responsible for repaying the full loan plus any interest, less the amount of any refund.

Institutional Refund Policy Calculation

IOT-Salem will remit a refund less any registration fee (15% of the tuition or $150, whichever is less) within 40 days following your withdrawal. The school will earn tuition on a pro-rata basis. Refunds will be calculated as follows:

1. Determine the total number of calendar days that have elapsed during the current period (up to the students last date of attendance).

2. Divide this figure by the total number of calendar days is the current payment period.

3. The amount owed by the student for the purposes of calculating a refund is derived payment period and adding any book, equipment, registration and/or TPF (Tuition Protection) charges.

4. If the student attends greater than 60% of the period of financial obligation, 100% of the charges for the period of financial obligation are retained.

State Refund Policy Calculation

IOT-Salem will remit a refund less any registration fee (15% of the tuition or $150, whichever is less) within 40 days following your withdrawal. The school will earn tuition on a pro-rata basis. Refunds will be calculated as follows:

1. Determine the total number of days that have elapsed during the current payment period (up to the student's last date of attendance).

2. Divide this figure by the total number of calendar days in the current payment period.

3. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the percentage of the payment period completed by the cost of the payment period and adding any book, equipment, registration and/or TPF (Tuition Protection) charges.

4. If the student attends greater than 50% of the period of financial obligation, 100% of the charges for the period of financial obligation are retained.

ACCET Refund Policy Calculation

ACCET refund policy also dictates that schools shall earn tuition on a pro-rata basis. Tuition refund amounts will be based on a student's last date of attendance (LDA) and the percentage of weeks completed in the period of financial obligation. When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.

During the first week of classes, tuition charges earned will not exceed 10 percent (10%) of the stated tuition up to a maximum of $1,000. After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained will not exceed a pro-rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed, up to a maximum of $1,000.

After fifty percent (50%) of the period of financial obligation is completed by the student, the institution will retain the full tuition for that period.

IOT-Salem will compare each of the three (Institutional, State and ACCET) Tuition Refund Policy Calculations and the calculation that is the more lenient/most beneficial to the student will be used.

Federal Return of Title IV Funds Policy

All institutions participating in the SFA programs are required to use a pro-rata schedule to determine the amount of SFA funds the student has earned up to the date of withdrawal. If a recipient of the SFA program withdraws from the institution during a payment period in which the recipient began attendance, the school must calculate the amount of SFA program assistance the student did not earn, and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine how much SFA funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA funds.

For programs beyond the current "payment period" if the student withdraws prior to the next payment period, all charges collected for the next payment period will be refunded.

Scheduled breaks of at least five (5) consecutive days are excluded from the total number of calendar days in a payment period of period of enrollment (denominator) and the number of calendar days completed in that period (numerator).

If the student has any questions regarding their FSA funds, they can call the Federal Student Aid Information Center at 1.800.4.FEDAID (1.800.433.3243). They may also access information on the Student Aid website online at www.studentaid.gov.

Federal or State Student Loan Repayment

If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

1. The federal or state government, or loan guarantee agency, may take action against the student, including applying any income tax refund to which the per-

son may be entitled to reduce the balance owed on the loan.

2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Return of Unearned SFA Program Funds

The school must return the lesser of:

- The amount of SFA program funds that the student did not earn; or

- The amount of institutional costs that the student incurred for the payment period of period of enrollment multiplied by the percentage of funds that were not earned.

- Unpaid institutional charges will be the sole responsibility of the student (or parent, if a Federal PLUS loan).

- Any SFA loan funds in accordance with the terms of the loan; and

- The remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant.

NOTE: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education to repay any outstanding grant balances. The Student Financial Aid Department will be available to advise the student in the event that a student repayment obligation exists. The student will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.

Return of Any Title IV or State Loan Funds

If a student's account is entitled to a refund from the college, refunds will be credited in accordance wit State and Federal guidelines. All refunds will be credited in the following sequence:

1. Unsubsidized Direct Stafford Loan (other than PLUS)

2. Subsidized Direct Stafford Loan

3. Direct PLUS Loan

4. Federal Pell Grants (for which a refund is required)

5. Federal Supplemental Education Opportunity Grants (FSEOG - for which a refund is required)

6. Other State Financial Aid (WIA, VRD, etc.)

7. Other private funding sources

8. Student

When a refund is issued a student will receive an itemized statement of what funds have been refunded and to what source they were refunded to. If the student is entitled to a refund check, a check will be mailed to the students last known address within 30 days.

Hypothetical Refund Example

The following example outlines the tuition refund based on the days of training completed through the last date of attendance:

1. A student enrolls in a four (4) academic term program with a total tuition cost of $28,984.00.

2. The student was charged $25.00 for application/registration.

3. The program is comprised of four (4) payment periods/period of financial obligation with the cost of $7,246.00 each ($28,984.00 / 4 = $7,246.00).

4. The student drops from school after attempting through 20 calendar day of the first 100 calendar day

payment period/period of financial obligation.

5. The student has paid $4,500.00 cash toward their tuition.

6. The total number of calendar days in the payment period/period of financial obligation is 100.

7. 20 calendar days have elapsed (from the start of the term through the last date of attendance) in the current payment period/period of financial obligation.

8. 20 calendar days divided by 100 calendar days in the payment period/period of financial obligation would equal .2 or 20% of the current payment period/period of financial obligation. Therefore, the student has attended and will be responsible for the cost of 20% of the current payment period/period of financial obligation.

9. The total tuition only is $7,246.00 for the current payment period/period of financial obligation.

10. Multiply the percentage of the payment period completed by the cost of the payment period:

   - $7,246.00 tuition multiplied by 20% of payment period completed = $1,449.20 (total equates to tuition cost, the $25.00 application/registration fee would have been paid upon the first day of class and would not be refundable). Additional book and/or supply charges may apply.

   - Since $4,500.00 was paid on the account, the estimated refund would be $4,500.00 ($4,500.00 - $1,449.20 = $3,050.80).

   - The estimated refund to the student would be $3,050.80.

For definition of clock and credit hours and definition of "credits earned" refer to pages 58-59 of the catalog.

CONDUCT

Students must act with courtesy and consideration toward instructors, staff, and other students.

Prospective employers seek people who have the proper attitude and behavior. Students must observe rules regarding safety, dress code, classroom behavior, netiquette, homework, satisfactory progress, attendance, absences, and make-up work. Institute of Technology reserves the right to suspend or terminate any student whose behavior disrupts Institute of Technology activities, fellow students, or the reputation of the school.

Smoking

Smoking is not allowed in or within 25 feet of the buildings. Smokers and Vapers must smoke in designated areas.

Sexual Harassment

Sexual harassment will not be allowed. Students or applicants who feel they are victims of sexual harassment should report any such incident to a college staff member of their choice. Reports of incidents received by Institute of Technology will be investigated in a compliant and confidential manner. Students receiving government agency funding (such as WIA) may also report the incident to their agency representative.

Safety

Safety is important! Deliberate disregard to safety instructions will not be tolerated. Horseplay is unsafe!

Students are not permitted to have their children on campus during school hours. Guests must check in at the front desk and are to be accompanied on the campus by a staff or faculty member.

This institution, the facility it occupies, and the equipment it utilizes, complies with all federal, state and local ordinances and regulations; including those requirements specific to safety and health.

Alcoholic Beverages, Narcotics or Dangerous Drugs

Alcoholic beverages, narcotics or dangerous drugs are not permitted on school property under any circumstances. Proven possession or use may result in disciplinary action and/or dismissal. This includes marijuana.

Firearms and Explosives

Firearms and explosives are not permitted on campus. Therefore, unauthorized possession of firearms or explosives on the college premises may result in disciplinary action and/or dismissal.

Speed Limit

The speed limit anywhere on the college property and surrounding parking areas is 10 miles per hour.

Auto Parking

Auto parking is provided for the college at both campus locations. Students are to park in designated parking spots only and/or appropriately along Joshua Street.

Theft, Willful Destruction, Misappropriate or Defacing

Theft, willful destruction, misappropriation or defacing of college property are grounds for immediate dismissal.

Student Use of Office Equipment and Employee Facilities

The use of school equipment (i.e. copiers, telephones, fax machines, staff computers, employee breakroom) is restricted for use by the college staff and faculty. Should an emergency arise, students can request dispensation under the jurisdiction of the staff and faculty.

Cell Phones

Cell phones will be turned off while in the classroom and/or lab. In rare cases of an emergency, students can ask faculty if they can be kept in "silent" mode. If the request is approved, the student can leave the classroom to take an emergency call as long as the departure from

the classroom is momentary and is not disruptive.

Netiquette

Respect the diversity of opinions among the instructors and classmates and engage with them in a courteous, respectful, and professional manner. All posts and classroom communication must be conducted in accordance with the Internet Service Agreement. Think before you push the submit button.

Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation toward the instructor or classmates. This includes, but is not limited to, demeaning written oral comments of an ethnic, religious, age, disability, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings within or connected to the hybrid classroom. If you have concerns about something that has been said, please let your Instructor know.

ACADEMIC INTEGRITY

Academic honesty on the part of all students at Institute of Technology is essential to individual growth and development. Upon admission to IOT, students are obligated to uphold the highest ethical standards in academic endeavors. Failure to do so can seriously undermine and impede the educational process. Thus, any form of academic dishonesty is a serious concern to IOT and is therefore unacceptable. The following is a list of unacceptable types of behavior in relation to academic dishonesty. Since no listing can define all possible types of academic dishonesty, the following should be viewed as examples of infractions rather than an all-inclusive list:

Plagiarism

Plagiarism is the misrepresentation of any part of another's work as one's own. While it is expected that students who are engaged in writing will utilize information from sources other than personal experience, acknowledgement of such sources is necessary.

Examples of plagiarism include using a direct quotation without citing the source, paraphrasing the ideas or expressions of another without giving credit, and representing the thoughts of others as one's own by failing to acknowledge or document sources. Additionally, plagiarism includes the submission of one's own work, any work that has been borrowed, stolen or purchased from someone else.

Institute of Technology utilizes Grammarly in all hybrid (IDL) courses. As such, IOT accepts an overall plagiarism (or similarity) score of 30% or less, with no more than 20% of the student's work being quoted material. Quoted material should be used with discretion and include correct formatting in compliance with the IOT Guide to Writing and APA.

Copyright Infringement Information

Copyright laws protect original works of authorship. The owner of a copyright has the exclusive right to the original work, including the right to copy the work, distribute the work, display or perform the work publicly, and create derivative works. A copyright interest attaches to an original work that is "fixed in any tangible medium of expression," including traditional works like books, photographs, architectural drawings, music, drama and sculpture, as well as works affected by new technologies, like movies, electronic media, web pages, software, multimedia works and databases. The use of file-sharing networks to download and share copyrighted works without permission from the copyright owner, like software, music, movies, TV shows, games and images, violates copyright laws. In most instances, a student must obtain permission from the copyright owner in order to copy, distribute, display or perform a copyrighted work in any medium for any purpose. Any copyright infringement, including, without limitation, distribution of copyrighted material through unauthorized peer-to-peer file sharing, in connection with a student's enrollment in a program of study at the school or conducted by a student through the use of the school's equipment or information systems is prohibited and violates both the Conduct section of the school catalog and the law. Any student who engages in copyright infringement will be subject to discipline by the school, which may include, without limitation, the sus-

pension or termination from one or more courses the student is taking or the student's entire program of study at the school and the referral to the proper authorities. Copyright infringement may also be subject to civil and criminal liabilities. A summary of penalties for violating federal copyright laws include:

- Unlimited actual damages proven for each act of copyright infringement.

- Up to $30,000 for each act of copyright infringement that is determined not to be willful.

- Up to $150,000 for each act of copyright infringement that is determined to be willful.

- Criminal penalties.

Cheating

Cheating implies conducting matters fraudulently so as to profit oneself. Some examples of cheating including the copying of an examination, assignment or other work to be evaluated, unauthorized collaboration on work to be evaluated, cribbing and submitting work for which previous credit has already been received in another course without the express consent of the instructor, and/or the use of any electronic loophole to benefit oneself.

Theft

Theft includes the stealing of another's work or work materials such as laboratory endeavors, computer programs, class projects and library materials.

Disciplinary action against those who have violated the IOT's Academic Honest Policy may include:

- Grade reduction on the assignment in question;

- A failing grade in the course; and/or

- Suspension or dismissal from IOT.

The Instructor, Nurse Administrator, or Program Director will document any act of academic dishonesty and a report will be filed with the Director of Education. Students who believe that the penalty assigned by the instructor is inappropriate or unfair may appeal the penalty by sched-

uling an appointment with the Director of Education requesting an Academic Review of the Grievance.

DRUG FREE CAMPUS POLICY

This policy applies to all students and employees of Institute of Technology while attending school or any school function. All students attending IOT are considered adults and are in an adult situation. For this reason, there will be **no warnings** if the use of alcohol or illicit drugs (including marijuana) is found on campus or at campus functions.

Notification of the policy will be left to the judgement of the attending instructor or school personnel. The student's instructor will be notified of the dismissal within 24-hours of the situation.

There are certain drugs that cause or create physical and emotional problems. Following is a list of the most common drugs and their side effects (this list is non-exclusive):

Marijuana

Contains THC, a psychoactive chemical that alters the sensory activities of the brain, including long-term damage to memory capabilities. The inhalation of marijuana smoke may cause lung cancer and chronic use may adversely affect reproductive ability in women.

Alcohol

Alters judgement, vision, speech and coordination and can cause long-term damage to the liver. It severely impairs ones ability to function and is a primary cause for vehicular accidents.

Cocaine and Crack

Provides a user with a temporary feeling of energy, increased heart rate, blood pressure, body temperature and can cause a false sense of exhilaration. They are highly addictive and may lead to heart attacks, strokes, and long-term brain damage.

There are several local agencies that can assist you with

referrals to organizations that specialize in alcohol and/or drug use.

They are listed below:

Marion County Health and Human Services Adult Treatment Services
2045 Silverton Rd. NE, Suite A
Salem, OR 97305
(503) 588.5358

Odyssey Complete
465 Commercial St. NE #150
Salem, OR 97301
(503) 362.2780

Better Services Rehab Program
3760 Market St. NE #506
Salem, OR 97301
(503) 689.8362

Bridgeway Recovery Services
3325 Harold Dr. NE
Salem, OR 97305
(503) 363.2021

Creekside Counseling
2586 12th Place SE
Salem, OR 97302
(503) 371.4160

Substance Use and Abuse

"Substances shall be defined as any substance that affects your thoughts, performance, or behavior in such a way as to alter your judgement or performance and/or considered dangerous to you and to others".

The college reserves the right to drug test any student prior to and during their enrollment; at random and/or in the event that substance use is presumed.

A non-negative drug screen shall be sent to a lab for confirmation. Students who screen non-negative for substances for which they have valid prescriptions dated at the time of the screen shall provide documentation of prescriptions to the labs medical review officer who shall determine the validity of the student's prescription. This excludes the use of medical marijuana and/or the recreational use of marijuana, as it is NOT permissible under federal law.

Upon positive confirmation from a lab, students who are not able to provide valid prescriptions dated at the time of the screen may be dismissed from the program.

Substance Use and Abuse - Externship/Clinical Setting

Students may not participate in Externship/Clinical while under the influence of such substances. The following procedure shall be followed:

- Student shall contact the site and school prior to their start time and advise them they will be absent that day; messages left on voicemail will not be accepted

- Practical Nursing students shall contact the clinical facility and nurse educator advising them they will be absent for the day; messages left on voicemail will not be accepted

Students who are suspected of being under the influence of such drugs shall be dismissed from the Externship/Clinical site. Upon site dismissal for suspected "substance" use/abuse, students are then required to submit to a drug screen with the college. This drug screen **must** take place within the same business day of the site dismissal (if dismissed before 5:00pm)or the next business day (if dismissed after 5:00pm).

Students may not return to the Externship/Clinical site until approved to do so by the Director of Career Services, Clinical Coordinator and/or Director of Education.

In the event of a non-negative result following Externship/Clinical site dismissal, please refer to the Substance Use and Abuse policy regarding lab confirmation and/or potential program dismissal.

EMERGENCY

All cases of illness or injury on campus should be reported promptly to an available staff member. Should an emergency, accident, or illness occurs during attendance, Institute of Technology reserves the right to call a physician for medical assistance or refer the student for medical assistance. Any expense incurred shall be the sole responsibly of the student.

CAMPUS CRIME REPORTING

Pursuant to the requirements of the U.S. Department of Education, Institute of Technology publishes all known occurrences of crimes committed on campus in the Financial Aid Consumer Handbook. In the event of a crime, an incident report must be completed and a police report may be filed.

Any and all occurrences of crime should be reported immediately to the Front Desk Manager who will obtain an administrator for assistance. In the event a sexual assault should occur while on campus, the victim and any witnesses are to report the crime to campus officials immediately.

All precautions will be taken to ensure the comfort, support, and dignity of the victim. In order that the crime be fully and properly investigated, the police will be contacted. It is the policy of this institution to summon a medical emergency team to ensure the health and wellbeing of the victim.

CAMPUS CRIME REPORT (CLERY ACT)

All students and prospective students shall be entitled to a copy of the campus crime report and will receive any copy updated throughout continuous enrollment.

IOT DISCRIMINATION AND CLERY ACT UPDATE

The Institute of Technology does not tolerate discrimination and that means:

- The College does not discriminate on the basis of sex in educational programs or activities (including admission and employment).

- Inquiries about the application of Title IX may be referred to the Title IX Coordinator, the Department of Education Office of Civil Rights Assistant Secretary, or both. Contact information for the campus Title IX Coordinator and the Office for Civil Rights is listed below.

Any person may report sexual harassment by contacting the campus Title IX Coordinator. A report may be made at *any time* by telephone, e-mail, or by mail using the contact information below.

Sarah Chong
Title IX Coordinator
Telephone: (503) 363-9001
Email: schong@iot.edu
4700 Silverton Rd NE
Salem, OR 97305

U.S. Department of Education
Office of Civil Rights
400 Maryland Avenue, SW
Washington, D.C. 20202-1100

TELEPHONE: 1-800-421-3481
FAX: 202-453-6012; TDD: 1-800-877-8339
Email: OCR@ed.gov

CAMPUS CLOSURE OR DELAY

All campus closure and delay notifications will be announced using the following platforms:

- FlashAlert - These notifications can be received electronically by visiting www.flashalert.net and/or by watching your local news channel.

- Rave - These notifications can be received via text and/or email. To update your contact information, please reach out to the Registrar.

- Facebook - This notification will be made utilizing a social media post.

Please note that if the campus is closed or delayed due to an emergency and/or inclement weather, appropriate make-up days and/or makeup hours will be scheduled.

GRADING SYSTEM

Student performance evaluation is based on the combined scores received on homework assignments, quizzes, projects, skills performance, class participation, mid-course exams, Independent, study projects, and final examinations. All scores earned are converted to a percentage of the total score possible within each course. The range of the percentages converted to the letter grade as shown below will determine the final grade in each course. All course final grades are recorded as a letter grade. The

progress or grading system by which students will be evaluated is as follows:

PERCENT	GRADE
90-100%	A
80-89%	B
70-79%	C
60-69%	D
59% or below	F

The college will round up on .5 and down on the .4 (i.e. 89.5 = 90%; 89.4 = 89%). In the event a student fails a class an "F" will be issued. When a student repeats the class, the original "F" will be replaced with the new grade and will count towards the student's GPA. The grading system and/or how students will be evaluated by program is defined below.

GRADING

The grading standards, with the grade point equivalents, are as follows:

GRADE	RATE	POINTS PER UNIT
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
F	Failing	0.00
P/NP	Clinical/Externship/Sections	0.00
I	Incomplete	0.00
TC	Transfer Credit	0.00
W	Withdraw	0.00
U	Audit	0.00

The grade-point average (GPA) is determined by dividing the total grade points earned by the total units attempted.

Allied Health Grading System

The following grading matrix will be used to determine your accumulative grade for each class in the Medical Office Administration Billing and Coding and Professional Medical Assistant programs:

90% to 100%	A
80% to 89%	B
70% to 79%	C
0% to 69%	F

Practical Nursing Grading System

The following grading matrix will be used to determine your accumulative grade for each class in the Practical Nursing program:

90% to 100%	A
80% to 89%	B
75% to 79%	C
0% to 74%	F

INCOMPLETE GRADE

Students do not have the right to receive/demand an Incomplete grade. The option of assigning an Incomplete grade is at the discretion of the Instructor and must be approved by the Program Director, Nurse Administrator, and/or Director of Education.

Eligibility Criteria

a. **Required satisfactory course completion/ participation.** The quality of work is satisfactory, but some essential work remains. In addition, the student must have successfully completed most of the course work at the time the student requests the Incomplete, with a minimum grade percentage of 70% in the Practical Nursing program and 65% in the Allied Health programs (Professional Medical Assistant and Medical Office Administration Billing and Coding).

b. **Reasonable justification for request.** Reasons for assigning the Incomplete must be acceptable by the Instructor, Program Director, Nurse Administrator, and/or Director of Education. A student does not have the right to demand an Incomplete. The circumstances should be unforeseen or beyond the control of a student. Institute of Technology is entitled to request appropriate medical or other documentation to validate the student's request.

c. **Incomplete grade is not a substitute for a poor grade.** The Incomplete grade is not meant to create the opportunity for special or additional work for a student to raise a poor grade.

d. **Written agreement.** A written or electronic agreement by the Instructor and student. Once complete, it will require Program Director, Nurse Administrator, and/or Director of Education approval. The document will specify:

   a) The remaining work to be completed,

   b) The highest grade which may be awarded upon submission of the remaining items, and

   c) The date which the missing work is due.

5. **Timeframes.** Incomplete work must be resolved within one week (7 calendar days) following the course, term, or module end date.

   - Module Programs - Students may request a special extension up to, but not exceeding five (5) weeks to turn in incomplete work. All extensions must be approved by the Director of Education.

   - Term Programs - Students may request a special extension up to, but not exceeding two (2) weeks to turn in incomplete work. Extensions will only be awarded for courses that do not have pre-requisite course requirements. All extensions must be approved by the Nurse Administrator.

6. **Resolving the Incomplete.** If approved, students will be given a grade of "I" (Incomplete) in a course or module. The number of credits attempted for the course or module will not be computed in the cumulative grade point average until the student has completed the coursework. Students granted an "I" are expected to complete the required work within the timeframe provided at the time of an Incomplete approval. Upon completion of the coursework within the allotted timeframe, the instructor will replace the "I" with the earned letter grade.

LATE, INCOMPLETE, OR MAKE-UP WORK

Late or Incomplete Work for Non-Hybrid Programs

It is in the best interest of the student to be present for all class days. When a student is absent, it is the student's responsibility to know when assignments are due, what handouts are given, what was discussed in class, etc. by following up with classmates or their instructor. Students will be responsible for notifying their instructor(s) to schedule test or quiz make-up days and times.

Late or Incomplete Work for Hybrid (IDL) Programs

In hybrid programs, the academic week at Institute of Technology begins on Monday and ends the following Sunday.

IOT has designed hybrid programs and courses around best practices in adult and online learning theory. Courses are offered in an accelerated format. Therefore, it is expected that students will gain maximum benefit from courses and stay on pace for successful completion when they are participating fully in each week's activities and completing each week's assignments according to the course schedules. The IOT late policy supports maximum classroom success.

Discussion Boards

- The original post must be completed by Thursday at 11:59 p.m. PST and peer/instructor responses posted by Sunday at 11:59 p.m. PST. Late posts will not be accepted after Sunday at 11:59 p.m.

Mastery Exercises

- Students may access and retake each Mastery Exercise (quiz) up to three (3) times through the last day of the assignment week (Monday through Sunday). Late contributions within the course may not be awarded points and attempts collected after the last day of the course will not be accepted.

Homework

- All homework is due on Friday at 11:59 p.m. PST.

- Homework submitted between 8 and 14 days after the original due date will be accepted with a potential 10 percent total deduction in grade for late submission.

- Homework submitted 15 days or more beyond the original due date will not be accepted; points awarded will be zero (0).

- Any arrangements for an extension must be obtained in writing by the Instructor and accompany the assignment submission.

- NO homework will be accepted after the last day of the module/term unless requested and been approved for an Incomplete grade in accordance with the Incomplete Policy. Incomplete grade requests can only be approved by the Nurse Administrator, Program Director, Director of Education, and/or Campus President.

All Other Assignments

- All other assignments are due on Sunday by 11:59 p.m. PST.

- Assignments submitted between 8 and 14 days after the original due date will be accepted with a potential 10 percent deduction in grade for late submission.

- Assignments submitted 15 days or more beyond the original due date will not be accepted; points awarded will be zero (0).

- Any arrangements for an extension must be obtained in writing by the Instructor and accompany the assignment submission.

- NO assignments will be accepted after the last day of the module/term unless a student has requested and been approved for an Incomplete grade in accordance to the Incomplete Policy. Incomplete grade requests can only be approved by the Nurse Administrator, Program Director, Director of Education, and/or Campus President.

Missed Quizzes and Examinations

Students absent on the day of a quiz or examination must make prior arrangements with the instructor for an alternative testing date.

All missed quizzes and examinations must be made up within four (4) business days from the original date and will be subject to a 10 percent deduction in grade for late submission. With proper documentation of circumstances beyond a student's control, the score deduction may be waived (i.e. jury duty, military obligations, death of an immediate family members, or birth of child, etc.).

In a hybrid (IDL) environment, examinations will take place on-campus (e.g. midterms, final lab assessments, finals, etc.) and are subject to the same make-up timeframe and deduction as outlined above. Quizzes in an IDL environment are considered Mastery Exercises, for more information on missed Mastery Exercises please refer to the Late or Incomplete Work for Hybrid (IDL) Program policy in this Catalog.

Missed On-Campus Skills Assessments for Hybrid (IDL) Programs

In a hybrid environment, skills assessments take place on-campus one day during the academic week (Monday through Sunday). Skills assessments (on-campus) days are imperative to a student's success in their program. Therefore, a student is only allowed to miss one (1) skills assessment per module.

At the discretion of the Program Director, students who miss more than one (1) skills assessment (or on-campus day) in a module may be dismissed from the module/program. Upon dismissal, a student can submit an appeal to make-up the missed time or to continue with the module/program.

Make-Up Hours (Didactic)

Students who want to schedule make-up hours must first submit an appeal to the Academic Review Committee. With approval, make-up hours must be prearranged with the applicable instructor and must be conducted outside of normally scheduled on-campus class hours.

Only time spent on instructor approved activities will count as make-up hours. Such activities may include completing class exercises comparable to the content, time, and delivery of classes missed as approved by the Nurse Administrator, Program Director(s), and/or Director of Education. A student can make-up no more than 10% of the term and/or class hours.

Homework and Assignments for Module Programs

- All homework and assignments are due on the date as

outlined on the course syllabus and/or outline.

- Homework or assignments submitted between 8 and 14 days after the original due date will be accepted with a potential 10 percent total deduction in grade for late submission.

- Homework or assignments submitted 15 days or more beyond the original due date will not be accepted; points awarded will be zero (0).

- Any arrangements for an extension must be obtained in writing by the instructor and accompany the assignment submission.

- NO homework or assignments will be accepted after the last day of the module unless a student has requested and been approved for an incomplete grade in accordance to the Incomplete Policy. Incomplete grade requests can only be approved by the Nurse Administrator, Program Director(s), Director of Education, and/or Campus President.

Homework and Assignments for Term Programs

- All homework and assignments are due on the date as outlined on the course syllabus and/or outline.

- Homework or assignments submitted beyond the original due date will not be accepted; points awarded will be zero (0).

- Any arrangements for an extension must be obtained in writing by the instructor and/or Nurse Administrator and accompany the assignment submission.

- NO homework or assignments will be accepted after the last day of the term unless a student has requested and been approved for an incomplete grade in accordance to the Incomplete Policy. Incomplete grade requests can only be approved by the Nurse Administrator, Program Director(s), Director of Education, and/or Campus President.

Homework and Assignments for Hybrid (IDL) Programs

Please refer to the Late or Incomplete Work for Hybrid (IDL) programs within this Catalog.

HOMEWORK HOURS AND LOG SHEET

Students can expect, on average, one hour of homework or outside projects for every two hours of instruction. As such, homework is an integral part of the term/module and should be completed as assigned.

A Homework Log Sheet will be handed out at the beginning of each term/module and returned at the time of finals for each term/module. Upon receipt of the document, the detail will be entered into your student file by the Registrar at the conclusion of the term/module. You, as the student, are required to submit your Homework Log Sheet prior to participating in your final exam. Homework Log Sheets are required for the following programs:

- Medical Office Administration Billing and Coding

- Professional Medical Assistant

- Practical Nursing

Homework Log Sheets are not required for hybrid (IDL) programs.

SATISFACTORY ACADEMIC PROGRESS

SAP Policy Definition (All Students)

In order to remain eligible for continuous enrollment under regular student status, all students must be making Satisfactory Academic Progress (SAP). SAP is a measure of the student's qualitative and quantitative progress, both of which must be at or above the minimum standards. Grades are given at the end of each term or module as designated by the program requirements. Evaluation of Grade Point Average (GPA) takes place at the end of each period of instruction.

All SAP requirements, standards, consequences and other covered information relative to SAP applies equally, in the same manner, force and effect, to students choosing to participate in the Federal Grant and/or Direct Loan program, as well as to those who do not, including, but not limited to, students covering tuition by private payments and/or agency funding.

Qualitative Standard (GPA)

A student must maintain a cumulative GPA of no less than 70%, or 2.8 for Allied Health; and a 75% or 3.0 for Practical Nursing during their periods of enrollment. All course grades will be counted towards the student's GPA, except Pass/Fail classes and classes which have been repeated, and successfully passed.

Quantitative Standard (Time to Complete)

Students are expected to complete the program within 100% of the normal timeframe and may not exceed 150% of the normal projected time in any defined academic year, and may not exceed one and one half times the length of the program.

Students must also successfully complete 67% of their attempted credits. At each evaluation point, each student's cumulative grade point average and completion rate is reviewed to determine if she/he is meeting the standards. The **SAP AT A GLANCE** rule defines the unit completion requirements by program.

A successful completion of a credit attempted is defined as a student enrolling in the course, and successfully passing the course based upon the grading criteria. Classes that a student repeated, withdrawn from, or has been discharged from will count towards the attempted credits.

SAP at a Glance for All Programs

A student must complete a program within 150% of the standard length of the program. For calculation of Maximum Timeframe to Complete (MTTC), the number of credits and hours in a program shall be multiplied by 1.5. A student cannot attempt more credits than the results:

Program	Credits/Hours	Credits/Hours for MTTC
Term	48 / 1190	72 / 1785
MOABC / PMA / PMA-IDL	55 / 860	83 / 1290

Maximum Time to Complete for Term Programs

A student is expected to complete a program within 150% of the standard length of the program. For calculation, of Maximum Timeframe to Complete, the number of credits in a program shall be multiplied by 1.5. A student can not attempt more credits than the result (i.e. Practical Nursing program = 1190 clock hours and 48 credits; Maximum Time to Complete = 1785 clock hours and 72 credits).

STANDARDS

Satisfactory Academic Progress (SAP) "Warning"

A student, who has failed to meet SAP standards, will be notified by the Academic Review Committee. The student will be required to sign a "Change of Status" form indicating that they have been placed on Satisfactory Academic Progress (SAP) "Warning" for failure to maintain SAP. A re-evaluation of the student's academic progress will be scheduled at the end of the following enrollment period (or payment period for financial aid review).

While a student is placed on Satisfactory Academic Progress (SAP) "Warning," a student will continue to have all rights and privileges afforded to all students. Students who are not successful during the Satisfactory Academic Progress (SAP) "Warning" period can follow the institution's SAP appeal process.

Satisfactory Academic Progress (SAP) "Suspension"

Upon the determination that the student was not successful during the Satisfactory Academic Progress (SAP) "Warning" period, the student will be placed on Satisfactory Academic Progress (SAP) "Suspension", pending an appeal determination. While on SAP "Suspension," the student will not be eligible for Title IV Funds or Agency funds, including VA Benefits.

SAP Appeal Process - Submitting an SAP Appeal

Students have the right to appeal a SAP determination. The appeal must be filed within three (3) calendar days in writing. The student shall make the appeal in writing, with all supporting documentation for consideration. All appeals shall be submitted to the Director of Student Ser-

vices, Director of Education or Campus President.

The student must clearly identify the particular reason for the appeal such as; the death of a relative, an injury or illness of the student, or other special circumstance related to the appeal. The letter must describe the reason why the student failed to make Satisfactory Academic Progress (SAP) and what has changed that will allow the student to demonstrate Satisfactory Academic Progress at the next evaluation period.

Satisfactory Academic Progress (SAP) "Probation"

If a SAP appeal is granted the student may remain in school for one additional grading period as the Satisfactory Academic Progress (SAP) "Probation" period. A student receiving financial aid may still be eligible for financial aid while on SAP "Probation". A student who cannot meet the SAP standard at the end of the SAP "Probation" period, will be terminated from the program, unless an appeal has been submitted and approved, or the student is determined to be complying with the signed "Academic Action Plan." The student will be notified in writing by the Financial Aid office.

Academic "Action Plan"

Before a SAP appeal may be granted, a written Academic "Action Plan" must be provided to the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed. If it is determined after an initial appeal is granted that the a student cannot complete the program within the maximum timeframe, a supplemental appeal may be submitted for consideration. If the supplemental appeal is not granted, the student will be terminated.

At the end of the Satisfactory Academic Progress (SAP) "Probation" period, the student must be meeting SAP. If the student is not meeting SAP, but is successfully following an established Academic "Action Plan", the student would continue to be eligible and remain in school. The student must agree to the Academic "Action Plan" established jointly with the college. A student must also appeal to change their Academic "Action Plan". The stu-

dent must explain what has happened to make the change necessary and how they will be able to make academic progress.

A student will be evaluated for compliance with the Academic Satisfactory Academic Progress (SAP) policy at the end of each grading period or as designated by the program requirements. A grading period is defined as:

- Term for Practical Nursing (PN) program.

- Module for Allied Health (MOABC/PMA) programs.

Reinstatement of Financial Aid Eligibility

Students who have lost their eligibility for financial aid due to lack of SAP during their probation period, may regain eligibility by remaining in school and meeting the SAP policy for one term or module. Students may be paid for the payment period in which they regain SAP, but not for any payment periods in which they did not meet the standards. Students may be reinstated to receive financial aid in one of two ways:

1. By appeal to and approval of the Academic Review Committee.

2. By remaining in school and re-establishing compliance with the minimum cumulative GPA and Institute of Technology standards.

Re-Admitted Students

When a student who has been placed on Satisfactory Academic Progress (SAP) "Warning", "Suspension" or "Probation", for failure to meet SAP standards withdraws from a program and later re-enters, the SAP status must be resumed. A SAP appeal must be submitted and approved, and an Academic "Action Plan" must be developed and signed prior to returning to class.

Transfer Students

A student who transfers from one program to another will not be subject to qualitative and quantitative standards for courses not accepted for credit in the new program.

Unable to Achieve SAP Standards

If at any point in the program, the college has determined that a student cannot achieve the minimum SAP standards required for graduation, the college will withdraw the student from the program and notify the student immediately (i.e. upon evaluating a student, Institute of Technology determines a student who continues in the program will exceed the Maximum Time to Complete). A student may follow the SAP appeal process.

IOT allows for an appeal of the Maximum Time to Complete; however, a student who is given notification that the college has determined that if he/she continues in the program he/she will exceed the Maximum Time to Complete, and must be withdrawn, may submit an appeal as outlined above, to be permitted to continue in the program beyond the Maximum Time to Complete and continue to receive Title IV aid, if otherwise eligible.

A student who is successfully following an established Academic "Action Plan" taking the student through to completion of their program, even beyond the Maximum Time to Complete, is not required to submit a new appeal, unless a change to the academic plan is requested.

- Example: A student could continue to receive Title IV aid, if otherwise eligible, if the student's academic plan includes the possibility of successfully completing their program within 59 credits, instead of the required 57 credits (150% of their program) in the student's final term of the program.

- If the student fails to complete the program within the permitted 59 credits according to their plan, the student would be withdrawn by the college as set forth above; subject to any appeal.

Academic Review at Each "Grading Period"/ARC Program (Non-Term Based Programs)

Satisfactory Academic Progress (SAP) is reviewed at the end of each "payment period" for non-term programs; however, in the interim, if at the end of any five (5) week class period, a student is not meeting the required academic standards to be successful in their program, the student will be placed on "Academic Review".

The student then must meet and work with a member of the "Academic Review Committee", usually a faculty member within the Student Success department. They will work to develop and sign a "Academic Review Plan (ARC Plan)" designed to permit the student to meet the required academic standards within the next five (5) week class period. The period can be extended in the ARC Plan if the student requires more than one (1) five (5) week class period to meet the requirements.

Students who have failed four (4) non-term based classes may be terminated from their program, as they may be unable to complete the program within the Maximum Timeframe to Complete (MTFC). Students may follow the appeal process.

Satisfactory Academic Progress (SAP) "Probation" Following Academic Review

If at the end of the non-term based "payment period" a student is determined to have failed to meet the Satisfactory Academic Progress (SAP) standards, the student will be placed on Financial Aid Warning.

The student may remain in school for one additional "payment Period" defined as the Satisfactory Academic Progress (SAP) "Probation" period. A student receiving financial aid may still be eligible for financial aid while on Financial Aid Warning.

A student placed on Financial Aid Warning will be reviewed at the end of the next "payment period" for Satisfactory Academic Progress (SAP). The student will be reviewed again at the end of each class period by the Academic Review Committee (ARC) to determine if the student is complying with the signed SAP Academic "Action Plan."

The plan is designed to permit the student to again meet SAP standards so that the student may continue to receive Federal Aid and Agency funding for the remainder of the "Payment Period."

Impact on Satisfactory Academic Progress, Course Repetitions, Withdrawals, Incompletes, and Pass/Fails (Non-Term Based Programs)

- Students who need to repeat a module should be aware that all credits count as credit hours attempted for the quantitative evaluation (Maximum Time to Complete (MTTC)) and are used in the GPA calculation.

  * EXCEPTION: A student receiving a NO PASS grade for Fundamentals of Nursing (NA101) will be required to submit a Satisfactory Academic Progress / Maximum Time to Complete (SAP/MTTC) appeal for review and determination to exceed 150% of allowable attempted hours.

- Students will be given a grade of "I" (Incomplete) in a module if they do not fulfill the assignments or objectives of a module within the first five weeks of the module or if they choose to withdraw from the module. The number of credits attempted for that module would not be computed in the cumulative grade point average until the student has completed the coursework.

- Students granted an "I" are expected to complete the required work within the next week, with supervision from the instructor of record. Upon completion of the coursework, the instructor will replace the "I" with the earned letter grade.

- Students who do not complete the terms of the incomplete by the first week of the subsequent module, will have the "I" grade replaced by the earned grade indicated by the instructor. Taking an incomplete could alter a student's schedule of classes, the student's eligibility to continue required course work in sequence, and may result in dismissal from the academic program.

- Students may request a special extension up to, but not exceeding 5 weeks to turn in incomplete work. All extensions must be approved by the Director of Education.

- Pass/No Pass grades receive no "grade points" and are not calculated in the grade point average. If the grade is a pass grade, then the credits count as completed. If the grades are a non pass or fail grade, then the credits do not count as completed. **All credits count as credit hours attempted for the quantitative evaluation (timeframe) and are used in the GPA calculation.**

- Module Failure: In order to pass a module, students must achieve at least a 2.0 GPA (70%, the equivalent of a letter grade of C) in each module within the program enrolled. Students not passing a module must retake that module at the earliest possible scheduling opportunity. Withdrawal "W" entries on a students transcript will receive no grade points and will not be considered when calculating grade point average. If the student was seated in the class and recorded attendance, "W" entries will be counted in the quantitative evaluation as attempted credits. If the student was not seated in the class, the "W" entries will not count in the quantitative evaluation.

TERMINATION OR SUSPENSION

Students may be terminated from the college or suspended because of unsatisfactory grades, failing the same course twice, failure to achieve the appropriate proficiency level within the prescribed timeframe, use of controlled substances (including marijuana) on campus, conduct detrimental to the school, insubordination, failure to comply with financial aid regulations, and/or failure to make required payments or non-observance of other student regulations.

PETITIONING FOR RE-ENTRY

Students who have been dismissed or voluntarily terminated, are required to appeal in writing for re-entry to the college. These individuals, with approved appeal may request an appointment for re-enrollment. The Academic Review Committee (ARC) and/or Nurse Administrator shall review all requests on a case-by-case basis. Appointment, denials and reinstatements shall be resolved on a case-by-case basis. Extenuating circumstances will be taken into consideration; however, Institute of Technology reserves the right to refuse re-admittance to any student who does not meet OR has not met the college's academic, student conduct, or financial requirements. Re-entry applicants returning within six (6) months from

their last day of attendance, or entering into a new program, are considered returning students.

Applicants returning after six (6) months, or graduates enrolling in another program, will be enrolled as a new student. Any program price increases will be handled on a case-by-case basis for any student returning within 180 days from date of determination into the same program. All other students will be subject to any new price increases. All students will be subject to any curriculum changes.

ATTENDANCE POLICY

The Institute of Technology expects students to attend school or actively engage everyday. When you miss class or fail to engage, you not only fall behind on new material, but you miss the hands-on repetition that is so important in learning and developing new skills. Your future employer is looking for graduates with perfect to near-perfect attendance as this is an indicator of your future job performance.

In a Hybrid (IDL) environment, active engagement equates to attendance.

Minimum Standard for All Programs

Institute of Technology requires the following minimum standards for graduation of all programs:

- 80% cumulative attendance in didactic (classroom and active engagement)
- 100% externship or clinical attendance

You are expected to contact the college when you will not be in attendance so that your instructor(s) can be advised. Students reporting absences during their clinical or externship period(s) must notify their clinical/externship coordinator, the externship site and the College.

Part-Time Attendance

Because of the accelerated nature of the programs offered at Institute of Technology, part-time attendance is not permitted, except:

- When a student is required to complete a course or

courses due to receiving a "NP", a letter grade of "W" or a letter grade of "F" for the course or courses in a prior term/module;

- When a student has had transfer credits approved by the Director of Education, prior to the initial start of a student's program, thereby reducing the number of credits for the applicable term or terms, and the number of courses the student will attend in the applicable term or terms; and

- Only under exceptional circumstances as determined by the Campus President and with the permission of the Campus President prior to the start date and/or commencement of the new term.

On-Campus Attendance Tracking

Attendance is tracked in every class period by the instructor. If you miss more than 30 minutes of any class period, you will be marked ***absent*** for the class period unless you have received approval from the Nurse Administrator or Campus President based on a previously approved written request.

Each day the instructor submits the class attendance records to the Registrar. The Registrar records the data in each students electronic record. The cumulative attendance information is contained on a weekly grade report accessible to students through MyIOT.

A student is responsible for monitoring their attendance each week in MyIOT and if you do not agree with your attendance data, you must submit your appeal to the Registrars office. At the end of every term and/or module, the attendance data becomes permanent and cannot be changed.

On-Campus Late Arrivals and Early Departures

Institute of Technology expects students to be in class on time and in school each day. The beginning and ending minutes of class can be the most important. At the beginning of class, the instructor will usually review objectives and the topics/subjects to be covered. At the close of class, the instructor may communicate important information about homework, tests, assignments, etc. Also,

when you arrive late to class or leave early, you not only miss the material that has been presented to you, but you disrupt both the instructor and your fellow students.

If you arrive up to 30 minutes late for class your record will record a **absence**. If you leave up to 30 minutes before the Instructor dismisses class, the instructor will also record an **absence**.

Please note that as applicable, all absences will be documented and impact your PPS.

To provide new students with an opportunity to adjust their schedules to attending school, the **early departure and late arrival** policy takes affect on the second week of their first term or module.

Active Engagement in Hybrid (IDL) Programs

Active engagement at Institute of Technology is defined as a submission of an assignment to the gradebook, completing a quiz (Mastery Exercise), posting a response to a Discussion Board, or responding to a instructor/peer post on a Discussion Board.

Active engagement will be monitored on a weekly basis (Monday through Sunday). Students who have missed one (1) on-campus day and/or who have not actively engaged for five (5) consecutive days in an online environment will be sent an AT-RISK notification requiring them to meet with a Campus Official for Academic Advising.

Regardless of learning platform (online or on-campus) any student absent for seven (7) consecutive days in a hybrid program will be dismissed. And **any** student who is absent for 14-consectuvie calendar days from their last date of attendance will also be dismissed (from the specific course and/or program).

Attendance Probation

If you do not have cumulative attendance of at least 80% at the end of any term or module, you will be placed on **Attendance Probation**. You must meet with a campus official to develop and sign an **Attendance Probation Plan (APP)**. Depending on how much your cumulative attendance is below the 80% at the end of a term or mod-

ule, the APP may be for one term/module, two terms/modules, or three terms/modules.

If your cumulative attendance percentage at the end of any term/module is so far below the 80% cumulative attendance requirement that even a three term/module APP will not enable you to achieve an 80% accumulative attendance at the end of three additional terms/modules, you will be dismissed for attendance. Also, if it is determined during a term/module that your cumulative attendance is so far below the 80% cumulative attendance requirement that you will not be able to achieve the specified attendance percentage of your APP or FAPP, you will be dismissed for attendance.

- **For a one term/module APP**, you must achieve a specified attendance percentage for your next term/module so that your cumulative attendance is raised to at least 80% at the end of your next term/module. For example, if you had a cumulative attendance of 78% at the end of a term/module, your APP may require you to obtain 84% attendance in your next term/module in order to raise your cumulative attendance up to 80%.

    - If you achieved the attendance percentage specified in your APP, you will be removed from Attendance Probation.

    - If you did not achieve the attendance percentage specified in your APP, you will be placed on **Final Attendance Probation**. A **Final Attendance Probation** Plan (FAPP) will be developed that will re-set the attendance percentages that you must achieve for the next one to three (1-3) terms/modules. If you fail to achieve these new attendance percentages as outlined by your FAPP, you will be dismissed for attendance.

- **For a two term/module APP**, you must achieve a specified attendance percentage for each of your next two terms/modules so that your cumulative attendance is raised to at least 80% at the end of you next two terms/modules. For example, if you had a cumulative attendance of 75% at the end of term/module, your APP may require you to obtain an 83% attend-

ance in <u>each</u> of your next two terms/modules in order to raise your cumulative attendance.

- If you achieved the attendance percentage specified in your APP for the first term/module, you will be continued on Attendance Probation and must meet the attendance and percentage specified in your APP for the next term/module.

- If you achieve the specified attendance percentage for your second term/module on your APP, you will be removed from Attendance Probation.

- If you do not achieve the specified attendance percentage for your second term/module as per your APP, you will be placed on **Final Attendance Probation**. A FAPP will be developed that will re-set the attendance percentages you must achieve for the allotted terms/modules. If you fail to achieve these new attendance percentages outlined by your FAPP, you will be dismissed for attendance.

- **For a three term/module APP**, you must achieve a specified attendance percentage for <u>each</u> of your next three terms/modules so that you cumulative attendance is raised to at least 80% at the end of your next three terms/modules. For example, if you had a cumulative attendance of 75% at the end of the term/module, your APP may require to you obtain an 83% attendance in <u>each</u> of your next two terms/modules in order to raise your cumulative attendance to 80%.

  - If you achieve the specified attendance percentages for your second term/module on your APP, you will be continued on Attendance Probation for the third term/module. If you achieve the specified attendance percentage for your third term/module, you will be removed from Attendance Probation.

If you do not achieve the specified attendance percentages for your first, second or third term/module per your APP, you will be placed on **Final Attendance Probation**, an FAPP will be developed that will re-set the attendance percentages you must achieve for the next one to three (1

-3) terms/modules. If you fail to achieve these new attendance percentages outlined by your FAPP, you will be dismissed for attendance.

Calculation of Attendance

In an 11-week term program, a student will take from six (6) to seven (7) classes. The total hours of all classes taken in a term will be used to calculate the term attendance (i.e. attendance will *not* be calculated for each separate class in the term). Term programs at Institute of Technology are:

- Practical Nursing

In a 5-week module program, a student only takes one class. The total hours of that one class will be used to calculate the module attendance. Module programs at Institute of Technology are:

- Professional Medical Assistant

- Professional Medical Assistant - IDL

- Medical Office Administration Billing and Coding

Consecutive Absences

A student who is absent for eight (8) consecutive class days in a term program or for seven (7) consecutive calendar days in a module program will be **dismissed** from the program.

- If a student in a term based program is absent for eight (8) consecutive days in any class for that term prior to the sixth (6th) week of that term, the student will be withdrawn and receive a "W" as a letter grade. No credit value or grade points will be awarded.

- If a student in a term based program is absent for eight (8) consecutive days in any class for that term after the sixth (6th) week of that term, the student will fail the class and receive an "F" as a letter grade. The letter grade "F" will affect the students grade point average and will be counted toward the attempted credits and the "Maximum Time to Complete" for the program (within 150% of the standard length of the program).

A student who is absent 14 consecutive calendar days from their last day of attendance within a term/class/module will be **dismissed** from that class and/or the program. Note that a student who does not turn in time sheets weekly to document their clinical or externship hours risk absenteeism for 14 consecutive calendar days per term/class and will **dismissed** from that class and/or the program.

Attendance - Lab/Clinical (Practical Nursing)

Regular and punctual attendance at all scheduled lab/clinical hours is expected of all nursing students. Lab/clinical hours are calculated on a number of credits assigned to each lab/clinical course; the rotation is 30 lab/clinical hours is equal to one credit. Term one (1) requires nursing students to complete 130 hours of lab/clinical; terms two (2), three (3) and four (4) require the students to complete 160 hours. Students must be able to adhere to the E.F.A.A. guidelines throughout the lab/clinical rotation.

Clinical attendance is tracked by signed timesheets turned in weekly to the Nurse Administrator (or an approved assignee designated by the Administrator). This data is then recorded by the Registrar. Students who are unable to complete 160 hours will fail the term and will NOT be allowed to advance to the next term until the lab/clinical hours are made up. Lunch hours may not be counted as lab/clinical hours.

Students who are unable to attend their scheduled lab/clinical time are required to contact the Clinical Instructor, Clinical Coordinator, Nurse Administrator and the clinical site. All missed lab/clinical hours must be made up and make-up time will be arranged at the discretion of the Nurse Administrator and will be subject to staff and preceptor availability.

- At the discretion of the Nurse Administrator, students who arrive 15 minutes past the scheduled start time for their lab/clinical rotation may be sent home for the day (unless prior arrangements have been made).

- At the discretion of the Nurse Administrator, students who miss 16+ lab/clinical hours in any given term may be required to appeal and/or may be dismissed

from the lab/clinical portion of that given term.

- Failure to contact the college will results in a "no call, no show" and may result in the dismissal from the program. Dismissal is at the discretion of the Nurse Administrator, Director of Education and/or Campus President.

Upon direction to appeal and/or upon dismissal from lab/clinical, a student is required to submit an appeal to continue. Upon review of any individual appeal, a student may be granted the ability to make-up missed lab/clinical time and then continue with the term/program. If the appeal is denied, a student will be officially dismissed for the lab/clinical for the applicable term and will have to repeat the lab/clinical portion.

Please note that each lab/clinical course is a pre-requisite to any subsequent lab/clinical course (e.g. NSG 104 must be successfully completed prior to enrolling into NSG 204, etc.). Each lab/clinical course must be completed with 100% attendance and a passing grade before progressing to the subsequent term.

Attendance - Externship

To complete the externship, students are required to attend training following the theory portion of their courses. In addition, students must complete a minimum of 160 hours of training at their assigned site in order to graduate. Externship attendance is tracked by weekly timesheets submitted to the Externship Coordinator and/or an approved designee assigned by the Director of Career Services. This data is recorded by the Registrar.

Students enrolled in a 10-month module based program will complete their 160 externship during the final module of their program.

Students are required to call both the school and the site prior to their scheduled time if they are unable attend, or if they are going to be late and/or leave early. A "no call, no show" cannot be tolerated and may be grounds for dismissal from the program. Students must be able to adhere to the E.F.A.A. guidelines throughout the externship rotation.

Attendance Dismissals

A student may be dismissed for attendance for the following reasons:

1. Not achieving the 80% cumulative attendance after being placed on an Attendance Probation Plan (APP) and/or a Final Attendance Probation Plan (FAPP).

2. Being absent for more than one (1) on-campus day in a Hybrid (IDL) program.

3. Being absent for eight (8) consecutive class days in a term program

4. Being absent for seven (7) consecutive calendar days in a module program.

5. Being absent for seven (7) consecutive calendar days in a Hybrid (IDL) program; includes on-campus and active engagement online.

6. Attaining a cumulative attendance percentage at the end of a any term/module so far below the 80% cumulative attendance requirement that even three term/module APP, the student would not be able to achieve an 80% cumulative attendance.

7. Attaining a cumulative attendance percentage during a term/module that is so far below the 80% cumulative attendance requirement that the student would not be able to achieve the specified attendance percentage of his/her APP or FAPP.

8. Being absent 14 consecutive calendar days from their last day or attendance within a term/class or not turning in time sheets weekly to document their clinical or externship hours.

9. Not achieving 100% attendance on clinical sites and/or completing 100% of externship hours.

Student Appeal of Attendance Dismissal

A student who is dismissed for attendance must file an appeal to be allowed to return to class and will be allowed to return to class at the date and time provided by the grantor, and may be placed on an Attendance Probation Plan (APP) as is deemed necessary by said grantor. The student appeal should include:

1. The reason(s) for his/her low rate of attendance that lead to his/her dismissal and

2. The specific actions the student will take if reinstated to meet/exceed the attendance requirements.

Note that any student whose appeal is of dismissal is granted for reinstatement will be required to have an Attendance Probation Plan developed and approved by a campus official. Failure to meet the terms and conditions of the APP will result in the student being dismissed for attendance.

LEAVE OF ABSENCE

The Institute of Technology - Salem Campus recognizes that certain situations may arise during the course of a student's education that would require a leave of absence. Students should plan carefully prior to take a leave of absence and the following process must be completed prior to the beginning of the requested leave date:

- Submit a leave of absence petition form to the Director of Student Services which states the reason and the amount of time needed for the leave of absence. The request must be signed and dated prior to the requested leave.

- Acceptable reasons for requesting a leave of absence include medical, employment, legal, military deployment and personal family emergencies, or other circumstances beyond the student's control.

- Appropriate documentation must be turned in with the leave of absence petition form.

- The Director of Student Services will meet with the student to discuss possible alternatives to taking a leave of absence. If it is determined that a leave of absence is in the best interest of the student, he/she, if receiving Financial Aid, will be required to meet with a Financial Aid Officer to discuss possible Financial Aid ramifications.

- After these steps have been completed, the student will meet with the Registrar to discuss issues such as changes to his/her academic schedule, graduation date, complete any necessary paperwork, etc.

Leave of absences are not granted for students enrolled in term programs and are not granted for students that are

not in good academic and attendance standing.

The total combined leave cannot exceed 180 days in any 12-month period (the 12-month period begins with the first day of the leave of absence). Students who do not return as scheduled from a leave of absence will be withdrawn from the College, effective immediately. Any unapproved leave of absence may be granted by the Institute of Technology and treated as a withdrawal from Financial Aid purposes. A Financial Aid refund calculation will be made based on the beginning of the leave of absence.

CLASS FAILURE

Students who receive a "F" or "NP" as a letter grade at the conclusion of a term/module (non-withdrawal) will be required to repeat the course. Students who receive a "F" or "NP" as a letter grade for the same course twice may be suspended or terminated.

- Term students will be required to successfully pass each course as outlined in the term course description before advancing to the next term.

- Module students will be required to retake a failed course at the earliest possible scheduling opportunity.

GRADE AMENDMENTS

Students who disagree with an assignment/exam OR any final term/module grade should discuss it with the faculty and/or the Registrar upon receipt of the grade. In the event the student cannot resolve the dispute, the student should request a meeting with the Program Director and/or the Director of Education to receive approval to retake and/or submit any unfinished work. Only final grades are eligible for appeal.

REPEAT OF CLASSES

If a student enrolled in a module program is required to repeat a course they will not be charged for the initial repeat as long as it is within the appropriate timeframe. Required timeframes and fees are outlined in the catalog addendum. Upon completion of the repeated course, the original grade will be replaced with the new grade and will be used in the Cumulative Grade Point Average (GPA) computation.

If a term student is required to repeat a course, they will not be charged for one (1) course repeat as long as it is within the appropriate timeframe. Required timeframes and fees are outlined in the catalog addendum. Upon completion of the repeated course or courses, the original grade or grades will be replaced with the new grade or grades and will be used in the Cumulative Grade Point Average (GPA) computation.

STUDENT RECORDS

The information in student files is confidential. Students may view the information contained in their files at any time by making an appointment with the Registrar or Director of Education. IOT requires signed release from all students who wish information released to anyone other than the appropriate governmental or funding agencies. IOT maintains these files for not less than 10 years. The official transcript with the grades, courses, units earned, and the degree/certificate/diploma, and the date it was granted must be maintained indefinitely with the student record.

LIABILITY

Institute of Technology is not responsible for loss or damage to personal property or for personal injury which may occur while on the school grounds, at college organized functions and/or on extern/clinical assignments.

TRANSFER STUDENTS

Students who transfer from another institute will be accepted with an academic "clean slate". If they owe refunds of Title IV funds or are in default on any loan guaranteed by the State or Federal Government, they are ineligible for aid. Students who transfer to Institute of Technology should be aware that the aid that they have already received will be calculated into the amount in which they will qualify for while they attend IOT during the same financial aid year.

STUDENTS WITHDRAWAL POLICY/BUYER'S RIGHT TO CANCEL

A student has the right to cancel the enrollment agreement without tuition penalty or obligations, through attendance on the seventh (7th) regularly scheduled class session of the start.

Cancellation occurs when you give notice of cancellation to the school, or by not showing attendance through the cancellation period. A notice of cancellation need not take any particular form; it needs to only state you wish to cancel your agreement. If mailed, the notice of cancellation is effective when deposited by mail, properly addressed with postage prepaid. If you cancel the agreement within the time stated, the school will refund any amount you have paid less any registration fee (not to exceed 15% of the tuition amount or $150, whichever is less), and any non-refundable book, supply or technology fee (s). A refund is to be paid within 40 days.

CANCELLATION

A student who withdrawals prior to the start of the eighth (8) class session of their initial starting term or module are considered a cancel and will not incur tuition charges.

WITHDRAWAL FROM THE PROGRAM

Students who withdrawal from the program and/or whom withdrawal from the program after the cancellation period will receive a pro-rata tuition refund if they have completed less than 60% of the period of financial obligation. The amount of the refund is to be "pro-rated" according to the not completed portion of the program, a registration fee (not to exceed 15% of the tuition amount or $150, whichever is less), and any non-refundable book, supply or technology fee(s). Any refund is to be paid with 40 days of withdrawal.

WITHDRAWAL PROCEDURES

A student who wishes to withdraw from the college should provide official notification, in person, to a member of the Academic Review Committee (ARC). In cases of emergency or serious illness a student may withdraw by phone, email or postal mail. Failure to provide the school with official notification of withdrawal may delay the processing of applicable refunds and negatively impact a student's academic record. All students receiving financial aid/assistance should also meet with the Financial Aid Office to complete an exit interview upon withdrawal. This meeting will provide students with information regarding remaining financial obligations to the institution and/or student loan lender.

When a student withdraws from the college (or IOT determines that the student has withdrawn but did not begin the official withdraw process), the last date of attendance will be used to calculate the refund amounts, in accordance with Federal and State regulations.

Withdrawal - Determination

For the purpose of determining the amount students may owe, these students shall be deemed to have withdrawn from the course when any of the following occurs:

1. They notify the school of their withdrawal or the actual date of withdrawal;

2. School terminates the student's enrollment;

3. Student is absent for 14 consecutive calendar days from their last date of attendance in a term program OR student is absent for seven (7) consecutive calendar days from their late date of attendance in a module program.

The date of withdrawal for purposes of calculating a refund is the student's last date of attendance. The date of determination, from which the school has 40 days to issues a refund, is the earlier of the date the student officially withdraws or the date the school determines the student has violated an academic standard. For example, when a student is withdrawn for violating an academic rule, the date of the student's withdrawal shall be the student's last date of attendance. The date of determination shall be the date the school determines the student has violated the academic rule, if the student has not filed an appeal. If the student files an appeal and the appeal is denied, the date of determination is the date the appeal is denied.

If any portion of a student's tuition was paid from loan proceeds, the refund will be sent to the lender or agency

that guaranteed the loan. Any remaining refund amount will be paid in the following order to an extent that the benefit was received: any student financial aid programs, third party agencies, and/or the student.

The student is also entitled to a refund of money not paid from federal student financial aid program funds in accordance with refund policies stated in this catalog and addenda.

DEFINITION OF CREDIT UNIT EARNED

Module Programs

- **Medical Office Administration Billing and Coding (MOABC)**
- **Professional Medical Assistant (PMA)**
- **Professional Medical Assistant (PMA-IDL)**

For the module programs, Institute of Technology measures progress by quarter credit earned. One quarter credit hour is awarded for a minimum of 10-clock hours of lecture, a minimum of 20-clock hours of lab and minimum of 30-clock hours of externship.

A clock hour is defined as a 60-minute span of time with no less than 50-minutes of actual class instruction. Students must be given breaks which represent sound education practices. No more than one (1) clock hour can be assigned to any discrete 60-minute period.

See program overview and course description for specific course credits information.

Term Programs

- **Practical Nursing (PN)**

For the term programs, total clock hours include theory, laboratory, and/or clinical classes. All Institute of Technology - Salem term classes are measured in quarter credits. For calculating credits, a quarter credit is defined as 20-hours for theory, and 30-hours for laboratory and/or clinical.

A clock hour is defined as a 60-minute span of time with no less than 50-minutes of actual class instruction. Students must be given breaks which represent sound education practices. No more than one (1) clock hour can be assigned to any discrete 60-minute period.

See program overview and course description for specific course credit information.

Clock Hour Definitions (Term Programs)

A clock hour is defined as a 60-minute span of time with no less than 50-minutes of actual class instruction. Students must be given breaks which represent sound education practices. No more than one (1) clock hour can be assigned to any discrete 60-minute period.

Total Clock Hour Definitions (Term Programs)

All hours of instruction representing the length of the full program which include theory, laboratory and and/or Clinical.

Clock Hour/Credit Hour Conversion (Term Programs)

Conversions from clock hours to credit hours for quarter-hour credit-hour programs are only permitted for programs that meet at least 10-weeks a quarter. Please note that 1-5 credits is deemed less than fulltime.

Clock Hour/Credit Hour Conversion (All Programs - For Financial Aid Purposes)

For the purpose of Financial Aid, a quarter credit hour program's conversion is one (1) credit per 25-hours of instruction. For the purpose of Financial Aid, "instruction" includes lecture, lab and homework.

Financial Aid credit hours determine status, please note:

- 1 - 5 credits is deemed less than halftime
- 6 - 8 credits is deemed as halftime
- 9 - 11 credits is deemed as 3/4 time
- 12 credits and over is deemed fulltime

TRANSFERABILITY OF CREDITS (ALL PROGRAMS)

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:

   - 25% for non-degree term programs
   - 30% for module programs

Modules

$$\frac{\text{Total Tuition Cost of Program}}{\text{Number of Units in Program}} = \text{Tuition Cost per Module}$$

Terms

$$\frac{\text{Total Tuition Cost of Program}}{\text{Number of Units in Program}} = \text{Tuition Cost per Unit Number of Units in Program}$$

TRANSFER CREDIT POLICY FOR STUDENTS RECEIVING GI BILL® BENEFITS

Any veteran receiving GI Bill® benefits while attending the Institute of Technology is required to obtain an official transcript from all previously attended schools and submit them to IOT-Salem for review of prior credit.

PROGRAM TRANSFERS

Students enrolled in Institute of Technology programs occasionally request to "transfer" to a program of study different than the one they originally enrolled in (e.g. MOABC transfer to PMA). It is important for students to contact Registrar and Financial Aid for all information regarding their transfer.

Students wanting to transfer into another program must request the transfer in writing from the Registrar's office. The Registrar office will advise the student of their decision within five (5) days of receipt of the request. All students requesting a transfer are required to meet with financial aid. If a student is requesting transfer into the Practical Nursing program, they will be required to apply for the program as a new student and be accepted into the program.

ARTICULATION AGREEMENTS

Institute of Technology has established the following articulation agreements with schools to support the potential transferability of credits from IOT to other institutions.

Articulation Agreements:

- No active agreements at this time.

Additional Articulated Course by Course Agreements:

- No active agreements at this time.

Letter of Understanding

- No active agreements at this time.

Any update to these lists can be found in the Catalog Addendum.

CLINICAL REQUIREMENT

Students enrolled in the Practical Nursing program are required to participate in the lab/clinical portion of the program. Off campus clinical rotations will be scheduled for each student during each term.

EXTERNSHIP REQUIREMENT

Students enrolled in Allied Health programs are required to participate in the externship portion of the program; this is the final module for each program. The externship portion allows students to apply the skills obtained during their program of study and then apply it within the context of a real world employment setting. Although employees at the externship sites will supervise the students during externship, the students must maintain contact with the schools Externship Coordinator on a weekly basis.

Students in their sixth module on campus will be asked to attend a workshop or orientation with the Externship Coordinator. This workshop/orientation will detail the rules, regulations, expectations, and outcomes of the externship site for the students before they are granted a site assignment. If necessary, a one-on-one workshop/orientation will take place.

CLINCIAL/EXTERNSHIP PLACEMENT

Students must meet all immunization, CPR, academic and financial obligations (including Satisfactory Academic Progress requirements as applicable) and may also be required to successfully pass a drug screen and/or background check based on the sites requirements prior to placement. Students not meeting these standards will meet with the Clinical Coordinator, Nurse Administrator, Externship Coordinator, Director of Career Services and/or the Director of Education to discuss options.

All clinical/externship sites are selected based on an evaluation of site personnel, facilities, geographic location, availability, and type of learning experience provided. Institute of Technology maintains agreements with a variety of facilities. Students should be aware that some facilities might have special requirements and/or conditions. Students are encouraged to seek out clinical/externship

sites only under the guidance of the Clinical Coordinator, Nurse Administrator, Externship Coordinator and/or Career Services Department. Students who have a particular interest in a facility with which IOT is not affiliated, may and are encouraged to bring this to the attention of the Clinical Coordinator, Nurse Administrator, Externship Coordinator and/or Career Services Department so that the site may be evaluated and the affiliation agreement can be put into affect.

Prior to a student participating in the clinical/externship portion of their program, it is important that they understand and agree to the clinical/externship policies as stated in this catalog and/or within their applicable programmatic enrollment packet.

- Students may be required to travel outside of the Salem area (up to 50 miles, one way, from the school). Students are responsible for providing their own transportation to and from the clinical/externship site.

- Students are required to call the clinical/externship site **and** the school when they are ill and/or unable to complete their shift for any reasons, including inclement weather.

- Students are responsible for weekly timesheets verifying they have completed the tasks they have observed or participated in.

- To complete the clinical/externship in the time allowed, students may have to increase the number of hours spent on externship based on those normally required during classroom training (schedules will likely require daytime, Monday through Friday hours).

- Clinical/Externships are graded on a pass/fail grading outcome.

CLINICAL/EXTERNSHIP ASSESSMENTS

The clinical/externship facilities will submit evaluations for the performance of students based on the standards set by the college. Students must satisfactorily complete the clinical/externship assignment and submit an approved verification of time completed in order to progress in their program of study and/or to graduate. In order to appropriately document the time spent in clinical/

externship, students must submit weekly time sheets to the Nursing Department, Externship Coordinator and/or Career Services Department.

While at a clinical/externship site, students will conduct themselves in a professional manner, much like a job. Students will not walk off the site without first talking to, and/or obtaining the approval of the Clinical Coordinator, Nurse Administrator, Externship Coordinator and/or Career Services Department. Failure to abide by these rules may cause the student to prolong their clinical/externship completion.

SCOPE OF PRACTICE

Students who are trained to do invasive procedures on patients will follow their scope of practice. Under no circumstances are students permitted to perform skills not listed in their scope of practice. In the event a student is asked to perform outside their scope of practice, they must politely decline and refer back to their scope.

If a student does perform outside his/her scope of practice they do so with the understanding that IOT-Salem will not assume responsibility for the event. This includes legal, moral or ethically responsible.

The malpractice insurance policy is valid only if the student is performing within their scope of practice, during scheduled externship or clinical hours or while on campus. Students who are found to have practiced outside their scope of practice will be immediately dismissed from the college without the option of re-entry.

TEXTBOOK PROGRAM

While students may retain selected textbooks within their program of study, some textbooks are assigned to students as "classroom issue" and must be returned within three (3) business days following the last exam, or immediately upon withdrawal from the course or separation from the college, whichever comes first. Classroom issue textbooks must be returned in good condition and not exhibit obvious damage such as missing pages, water damage, or excessive notation on pages. Students who do not return textbooks by the deadline or return textbooks that are not in satisfactory condition, must pay the full

replacement cost, plus a $50.00 restocking fee.

Students who choose to purchase the textbook will be given information on how to do so from a vendor outside of the school.

E-LEARNING MATERIALS

Institute of Technology has an institutional digital course materials program for Hybrid (IDL) students. Each course has designated e-books or e-learning materials and for each designated e-book or e-learning material there is a fee.

- E-books with supplemental e-learning materials are charged by course or payment period.

- All other e-learning material costs are covered within the required "Technology Fee" charged by term or payment period.

All students who enroll may access all required course materials within IOT's online Learning Management System (LMS), Canvas. See course syllabi and outline for details.

Students are charged for all e-books and e-learning materials unless otherwise identified on the Supply Fee Disclosure (completed at the time of enrollment). For more information on what charges are applicable to what courses and/or payment periods, please refer to the Supply Fee Disclosure or the addendum.

What is an e-book?

A e-book is an electronic version of a printed book that can be read on a computer or handheld device.

What is the e-book and/or technology fee?

IOT has an institutional digital course material program for hybrid students in which each course has designated e-book and/or e-learning materials. All students who enroll in a program/course that requires e-books or e-learning materials will be charged for the e-book (unless otherwise identified at the time of enrollment) and materials (require technology fee). Students may access all required course materials within IOT's online Learning

Management System (LMS), Canvas, on the first day.

The e-book and e-learning material delivery option is less expensive than traditional textbooks. Students will have access to e-books and e-materials on the first day of class on desktops, laptops, tablets, and mobile devices.

What if I don't want to purchase e-books, or I have already purchased my course materials another way?

IOT has worked with publishers to get your course materials at the lowest available cost. These materials are required. If you decide that you do not want to purchase e-books from IOT, you will need to opt-out at the time of enrollment. Some courses have courseware (i.e. Connect, MindTap, Webassign, MyLab, etc.) that accompany your e-book. You may have trouble finding the correct e-book and/or courseware required for your course, so please be aware that in some cases, opting out will make passing your course impossible. Before choosing to opt-out, contact Admissions, the Nurse Administrator, and/or Program Director.

All e-learning materials are required. Such resources include Canvas, Bio-Sig-ID, online virtual bookshelf, library resources, Quizlet, Assessment Technologies Institute (ATI), etc. The cost of these materials is covered within a required Technology Fee.

What if I cancel my enrollment or drop?

If you cancel your enrollment within the cancellation period, then the e-book cost will be refunded but the Technology Fee will not. There will be no refunds after the cancellation period.

How do I access my e-book or digital materials?

Once you have enrolled, all available materials will be accessed through Canvas on the first day of class. Your Instructor will provide specific instructions or communication, if needed. If you're having trouble receiving clarification from your Instructor, then email Salem Student Support at salemstudentsupport@iot.edu.

If you have selected to opt-out during enrollment, then you will not have access.

College Rules and General Information

Can I print my e-book?

Printing privileges are set by the publisher. Depending on the title and publisher, you may print 0 to 10 pages at a time. Check with your e-book for more information regarding printing.

Can I opt-in once I've selected to opt-out?

You may opt-in at any point. To do so, please reach out to Admissions or the Registrar.

GRADUATION REQUIREMENTS

Institute of Technology will grant Certificates of Completion to students who successfully complete term programs of study. The college will grant Diplomas to students who successfully complete module programs of study.

Allied Health Module Programs

To graduate from the Allied Health Module Programs (Medical Office Administration Billing and Coding, Professional Medical Assistant or Professional Medical Assistant-IDL fields of study a student must have:

- Completed each class of instruction with a minimum passing grade of 70% or better.

- Have a record of having attended a minimum of 80% of clock hours in their program.

- Completed 100% of Externship hours.

Practical Nursing Term Program

To graduate from the Practical Nursing field of study a student must have:

- Completed all coursework of instruction with a minimum passing score of 75% or better.

- Have a record of having attended a minimum of 80% of clock hours in their program.

- Completed 100% of Clinical/Lab hours.

Program Recognition

At Institute of Technology, we want to recognize our students and their achievements during their academic studies. Through the duration of their program of study, IOT will recognize the following through the presentation of certificates:

- *Dean's List* - Academic Excellence; individuals with a Grade Point Average of 90% for any given term/module (for DL certificates the 90/90 rule applies, an individual must have 90% attendance and a 90% GPA in that given term/module to receive the award).

- *Perfect Attendance -* No blemishes; a perfect attendance record for any given term/module.

- *Professionalism in Action* - Professional behavior as a student at Institute of Technology. These recipients, identified typically once a quarter, have gone "above and beyond" standard expectations based on GPA, attendance, overall attitude, and personal improvement.

Graduation Honor Cords and Recognition

At IOT, we also want to recognize our graduates for their hard work and their achievements during their studies. At graduation IOT will recognize the following through the presentation of cords:

- *Dean's List* - Academic Excellence; individuals with an overall Grade Point Average of 90% for their program of study.

- *Perfect Attendance* - No blemishes; a perfect attendance record for the entire program. Represented at graduation by a Silver Cord.

- *Professionalism in Action -* Professional behavior as a student at Institute of Technology. These recipients, identified typically once a quarter, have gone "above and beyond" standard expectations based on GPA, attendance, overall attitude, and personal improvement. Represented at graduation by a Burgundy Cord.

- *Military Service Honor Cord -* We are proud to offer a complimentary Military Service Honor Cord to our students who are both activity military members and veterans. This is our gift to you, in gratitude for your unwavering dedication and commitment to this country and to your educational achievement. To receive the red, white and blue Military Service Honor Cord, please make your request at the time of ordering your cap and gown.

GRADUATION PARTICIPATION FEE

All students who have completed the necessary requirements for graduation are eligible to participate in the graduation ceremonies. Those who chose to participate will be asked to pay a $25.00 cap and gown fee at the time it is requested.

CERTIFICATE/DIPLOMA AND TRANSCRIPTS

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.

Eligible graduates are entitled to receive one certificate/diploma and one transcript at the time of graduation without charge within ten (10) days of program completion.

Additional transcripts are available for $10.00 each, payable in advance. IOT does not issue transcripts for students who have defaulted on their student accounts.

Upon written request from the students, IOT will provide a copy of their transcript to authorized, designated recipients. IOT adheres strictly to the Family Education Rights and Privacy Act (FERPA) of 1974, Federal Law 93-380 and does not release grade information regarding any student without the student's signed authorization.

As allowed under such law, student records/information will be released and made available to properly designated representatives of the State and Federal Government for routine inspection.

Students who enter the 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 ever way possible. From the day students enter our doors, our intention it to prepare them for the work environment they will be entering upon graduation in the healthcare field.

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

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.

Uniform Policy

Students enrolled at Institute of Technology must wear uniforms and 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 healthcare environment. 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, Faculty, and Students):

- Be perfume/cologne/scent free.

- Nails be an appropriate length. Fake nails and polish can be worn; with the exception of staff/students participating in lab, clinical, or externship.

- Head will be void of coverings (excluding religious or cultural 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/faculty in lieu of any uniform; this includes jeans, if free of holes and dark in color.

- Casual attire is acceptable by students on approved dress days. Such attire is also acceptable by staff/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 shall wear uniforms (scrubs) daily while on-campus; scrubs must be stain and wrinkle free.

    ◊ Practical Nursing Students - Green Scrub Top and Black Scrub Pant

    ◊ Allied Health Students - Blue Scrub Top and Black Scrub Pant

Students/Faculty in Clinical, Lab or Externship 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.

Hybrid (IDL) Dress Code

Staff, Faculty, and Students are still expected to dress appropriately during virtual class sessions and/or during virtual meetings. Individuals are to wear appropriate dress that does not distract from the virtual learning process. Please NO clothing with profanity, derogatory terms, racial slurs, or sexual content. Please no transparent or overly-revealing clothing. Uniforms will not be required during virtual learning and/or during virtual meetings.

Institute of Technology complaint and grievance procedures are identified below. Please note that they are also listed throughout the Catalog and Addenda as they pertain to various College rules.

STUDENT COMPLAINT AND GRIEVANCE PROCEDURE

A student with a complaint or grievance is asked to first make a reasonable effort to resolve the issue on an informal basis with the persons involved. If the issue is not resolved satisfactorily, the student should meet with the Director of Student Services, Nurse Administrator, Director of Education, and/or Campus President and complete a written statement.

The Director of Student Services, Nurse Administrator, Director of Education, and/or Campus President will review the question, or complaint/grievance with all parties concerned. In each case, the response must be made within 48 hours of the receipt of the complaint/grievance.

If this does not result in resolution satisfactory to both parties, the student is invited to contact:

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

Students aggrieved by action of the school should attempt to resolve these problems with the appropriate school officials. Should this procedure fail, students may contact the Higher Education Coordinating Commission, Office of Degree Authorization (HECC-ODA) or the Oregon State Board of Nursing (OSBN).

Higher Education Coordinating Commission, Office of Degree Authorization (HECC-ODA)
3225 25th St. SE
Salem, OR 97302
(503) 947.5716

info.pps@state.or.us

Oregon State Board of Nursing (OSBN)
17938 SW Upper Boones Ferry Rd.
Portland, OR 97224
(971) 673.0685

After consultation with appropriate Commission staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of the Oregon Administrative Rules (OARs) 583-001-0000 through 583-070-0020, the Commission will begin the complaint investigation process as defined in OAR 715-011-0090. Our accrediting council, ACCET can be contacted at:

Accrediting Council for Continuing Education & Training (ACCET)
Complaint Administrator
1722 N. Street
NW Washington, D.C. 20036
(202) 955.1113

MAKING SEXUAL MISCONDUCT COMPLAINTS

Complaints that allege Sexual Misconduct may be made directly to any Campus Security Authority (Director of Student Services, Nurse Administrator, Director of Education, and/or Campus President) OR any other campus personnel authorized to receive such complaints. When the initial complaint is received and documented by appropriate authorized personnel, the Office of the Campus President shall disclose to the Complainant the options of pursuing the complaint under applicable campus policies and/or to law enforcement agencies.

Sexual Misconduct Complaints, after receipt by authorized personnel, shall be investigated. All time periods and timelines that would apply pursuant to the provisions of Title IX will be upheld while the Office of the Campus President responds to Sexual Misconduct Complaints.

The Office of the Campus President is the office for the Prevention of Harassment and Discrimination and is the office that represents the Title IX Officer, who is responsible for coordinating the institution's efforts to comply with Title IX and related College and campus poli-

cies focused on non-discrimination on the basis of sex. These responsibilities include the oversight of the campus response to complaints of sexual harassment and assault. The Title IX Officer and other designated staff can conduct administrative investigations of complaints of sexual harassment and assault, according to the College and campus policies and procedures.

SEXUAL CONDUCT DEFINED AS SEXUAL HARASSMENT

- Making sexual propositions or pressuring someone for sexual favors.
- Unwelcome sexual advances.
- Writing graffiti of sexual nature
- Displaying or distributing sexually explicit drawings, pictures or written material.
- Performing sexual gestures or touching oneself sexually in front of others.
- Telling sexual or dirty jokes.
- Spreading sexual rumors or ranting other students as to sexual activity or performance.
- Circulating or showing emails, websites or Facebook pages of a sexual nature.

EXAMPLES OF SEXUAL HARASSMENT ON CAMPUS

- An instructor grading a students' work conditions the grade on whether or not the student response to sexual advances.
- An Externship Coordinator only schedules students that give out sexual favors to the best externship locations.
- An instructor continually tells off color jokes in the classroom and displays images of a sexual nature in the faculty office.
- A student constantly shares information about other students with whom he has had sexual encounters in a public forum on campus.
- Students (male or female) exchange Facebook posts or emails of a sexual nature without the consent of the other party.

TWO FORMS OF SEXUAL HARASSMENT

Quid Pro Quo Harassment - This occurs when a campus faculty or staff member causes a student to believe he or she must submit to sexual advances or other forms of unwelcome sexual conduct in order to participate in school activities. It may also occur when an employee causes a student to feel that the employee will make educational decision based on whether or not the student submits to unwelcome sexual conduct. Even if the student submits to sexual advances or other forms of unwelcome sexual conduct, it may still be considered sexual harassment.

- *Example* - A faculty member threatens to fail a student unless the student agrees to date him or her

Hostile Environment Harassment - This occurs when the sexual misconduct is so severe and persistent that it causes a student to not participate in or benefit from an educational experience at the College, or creates an intimidating or abusive educational environment.

- *Example* - Someone continually makes sexually suggestive comments or sexually assaults a student.

TITLE IX DOCUMENTS AND GRIEVANCE FORM

The College doesn't tolerate discrimination and that means:

- In accordance with Title IX requirements, the Institute of Technology doesn't discriminate on the basis of sex in educational programs or activities.
- If you have questions about the application of Title IX to a specific circumstance, you may be referred to our Title IX Coordinator or you may decide to contact the Department of Education's Office of Civil Rights at ocr@ed.gov.
- Sexual discrimination that is prohibited by Title IX includes sexual harassment and sexual violence.

A Campus/Workplace Security Policy Guide, which includes detailed Title IX policy and procedures, is provided to all students . This document is updated annually and re-distributed to students via email and can also be accessed on the MyIOT student web. Title IX Grievance Forms can be found in the Campus/Workplace Security Policy Guide.

TITLE IX COORDINATOR

Sarah Chong, HR Coordinator/Executive Assistant

Institute of Technology - Salem Campus

4700 Silverton Rd. NE

Salem, OR 97305

(503) 363.9001

schong@iot.edu

RESPONSE TO SEXUAL MISCONDUCT COMPLAINTS

In each case, the response must be made within 48 hours of the receipt of the complaint/grievance. Within seven (7) days after the date that the Office of the Campus President documents the investigative findings, the Campus President shall either (1) issue an Alleged Violation Letter consistent with the requirements of the Clery Act and Title IX, (2) extend the time to render a decision, or (3) choose not to pursue the case and issue a Notification Letter to the complainant and the alleged perpetrator.

Grievance investigations will be conducted expediently and should not exceed 60 days to reach a resolution unless there are extenuating circumstances. If the student or respondent is dissatisfied with the resolution provided by the Campus President, the student or respondent id responsible for filing an appeal to the President/CEO.

Rick Wood, President/Chief Operating Officer

Institute of Technology - Clovis Campus

564 W Herndon Ave

Clovis, CA 93612

rwood@selecteducationgroup.com

YOUR RIGHTS AND REMEDIES

When you are a victim of sexual harassment or sexual violence and come forward to report what has happened, you are a "complainant". This is simply a word used to describe the reporting party. As a complainant there are certain remedies available that are designed to help prevent the recurrence of sexual harassment or violence and to help address the effects of such acts. Those remedies are defined in the 2020-2021 Clery Act.

Your rights and remedies include but are not limited to:

- Victims of sexual harassment or sexual violence can expect support from College staff, faculty and student services to meet needs that arise as a result of such events. As such, you will be provided a student advocate to negotiate the process of your complaint(s). For more information on how student advocates may be able to assist you, please refer to Clery Act.

- You have the right to an impartial, reliable and appropriate investigation of your complaint including the interview of witnesses and other evidence you provide. You had the right to appeal the decision that is rendered as does the perpetrator.

- You have the right to the timeline for the investigation, when the investigation will take place, when an appeal may be filed, when the outcome will be provided to the parties to the complaint.

- You have a right to have the complaint decided on the preponderance of the evidence provided which is the standard which means it is more likely than not that sexual harassment occurred.

- You have the right to written notification of the outcome of the investigation of the complaint. You have the right to information about any sanctions imposed on the perpetrator if it directly relates to you.

- The College cannot require you to abide by a nondisclosure agreement, written or otherwise, because the Clery Act requires that both the victim and the perpetrator be informed of the outcome and of any institutional sanctions or proceedings alleging a sex offense.

If you want to learn more about your rights or if you be-

lieve your College is violating Federal Law, you may contact the U.S. Department of Education, Office of Civil Rights, at ocr@ed.gov or (800) 421-3481. You can also fill out a complaint form online through the Department of Education at: https://www2.ed.gov/about/offices/list/ocr/complaintintro.html.

COLLEGE SUPPORT PERSON

Each student will be assigned a confidential advocate whom provides guidance, support and facilitation through any complaint/grievance process, including those related to Sexual Harassment and/or Sexual Violence. Such an advocate may assist with the following (this is not an exhaustive list):

- Provide information about community and campus based services to support you.
- Make referrals to counseling through programs offered at your campus.
- Assist you with filing your complaint, grievance or report.
- Provide support when you seek protective orders or other remedies such as class schedule changes.
- Provide companionship and a listening ear.
- Support you as you prepare for meetings (including judicial meetings) and may accompany you for moral support.
- Provide follow-up after the remedies and/or decisions are in place.

The College Support Person for the Salem Campus is:

Cliff Boyer, Director of Student Services
Institute of Technology - Salem Campus
4700 Silverton Rd. NE
Salem, OR 97305
(503) 363.9001
cboyer@iot.edu

CONFIDENTIALITY CONCERNS

If you are concerned about your confidentiality, here's where we stand on the issue:

- The College will take all reasonable steps to investigate and respond to your concerns in a manner consistent with your requests for confidentiality. The College will also let you know if confidentiality can be maintained in your case.
- If a student makes a request for confidentiality and decides not to press charges in a sexual violence case, an anonymous report of the incident must still be made so that the College can comply with the Clery Act requirements (crime reporting requirements).
- Counselors, to whom you may be referred to as a result of your complain, can maintain the confidentiality you desire.
- In some cases, the greater good of the student population may outweigh the desire of the complaining student to maintain confidentiality.

RESPONDING TO RETALIATION

Title IX protects all college students from retaliation if they report sexual harassment or violence. If after reporting an incident of sexual harassment or sexual violence that the alleged perpetrator or his or her friends taunt or harass you in any way report it immediately.

The Title IX Coordinator at the College and others are there as resources to take strong action if any retaliation or new incidents of harassment occur.

ACADEMIC COMPLAINT/GRIEVANCE

Institute of Technology allows individuals to file academic complaints and grievances, some of which require students to appeal decisions made by the College. Identified below are some examples of Academic Complaints and/or Complaints:

- Grade Dispute
- Academic Suspension
- Academic Integrity Dispute
- Program Dismissal

- Course Dismissal
- Code of Conduct Dispute
- Attendance Violations

ACADEMIC APPEAL POLICY

Academic appeals include those appeals related to a final grade, attendance violations, and failures of course and/or dismissal from a class/program based upon the above stated. All grievances and/or appeals must be submitted in writing to the Director of Students Services, Nurse Administrator, Director of Education and/or Campus President within two (2) weeks of the date of dismissal and/or within two (2) weeks of the final day of the term or module.

The Director of Students Services, Nurse Administrator, Director of Education and/or Campus President will submit a full report to the appropriate Program Director and the complainant within 30 days after receipt of the grievance and/or appeal. If the student is not satisfied with the committees findings and/or recommendations, the student may appeal to the Campus President.

If the student is not satisfied with the Campus President's decision, the student may appeal to the Senior Vice President/ Chief Compliance Office OR the Chief Executive Office. This decision is final.

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

In the event that a student has further questions, concerns, and/or complaints, they are welcome to contact HECC-ODA and/or any of the Colleges accrediting bodies.

Higher Education Coordinating Commission, Office of Degree Authorization (HECC-ODA)
3225 25th St. SE
Salem, OR 97302

(503) 947.5716
info.pps@state.or.us

Oregon State Board of Nursing (OSBN)
17938 SW Upper Boones Ferry Rd.
Portland, OR 97224
(971)673.0685

Accrediting Council for Continuing Education & Training (ACCET)
Complaint Administrator
1722 N. Street
NW Washington, D.C. 20036
(202) 955.1113

ATTENDANCE APPEAL

If you do not agree with your attendance data, you must submit your appeal to the Registrars office. At the end of every term and/or module, the attendance data becomes permanent and cannot be changed.

ATTENDANCE DISMISSAL APPEAL

A student who is dismissed for attendance must file an appeal to be allowed to return to class and will be allowed to return to class at the date and time provided by the grantor, and may be placed on an Attendance Probation Plan (APP) as is deemed necessary by said grantor. The student appeal should include:

1. The reason(s) for his/her low rate of attendance that lead to his/her dismissal and

2. The specific actions the student will take if reinstated to meet/exceed the attendance requirements.

Note that any student whose appeal for dismissal is granted for reinstatement will be required to have an Attendance Probation Plan developed and approved by a campus official. Failure to meet the terms and conditions of the APP will result in the student being dismissed for attendance.

FINAL GRADE APPEAL

Final grade appeals must be made within three (3) calendar days of the final day of that term/module. The Academic Review Committee (ARC) may direct a grade to be amended only when it is found through the appeal process that the final grade was influenced by the following:

- A personal bias or arbitrary rational exists

- Result of a clear and material mistake in calculating or recording grades or academic progress is found

- Standards applied to the student are unreasonably different from those that were applied to other students in the same class and/or program

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL

Students have the right to appeal a SAP determination. The appeal must be filed within three (3) calendar days in writing. The student shall make the appeal in writing, with all supporting documentation for consideration. All appeals shall be submitted to the Director of Student Services, Director of Education or Campus President.

The student must clearly identify the particular reason for the appeal such as; the death of a relative, an injury or illness of the student, or other special circumstance related to the appeal. The letter must describe the reason why the student failed to make Satisfactory Academic Progress (SAP) and what has changed that will allow the student to demonstrate Satisfactory Academic Progress at the next evaluation period. Students must successfully appeal and upon approval will remain on SAP "Probation".