



January 1, 2021 to December 31, 2021



**Institute**  
**of Technology**  
Where Careers Begin

Catalog Addenda

Updated: August 13, 2021

Salem Campus · 4700 Silverton Rd. NE - Salem, OR 97305  
503.363.9001(p) · 503.363.6483(f)  
[www.iot.edu](http://www.iot.edu) · <http://www.facebook.com/IOTSalem>



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### ***Salem Campus Program Offerings:***

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

### **LOCATION AND DESCRIPTION OF THE FACILITIES/EQUIPMENT:**

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

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

#### **Campus Addresses**

##### **Salem Campus (South)**

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

##### **Salem Campus (North)**

4707 Silverton Rd. NE  
 Salem, OR 97305





## Staff and Faculty

### ADMINISTRATION

Campus President.....	Kaylee Vickers, BS   Colorado State University - Global
HR Coordinator/Executive Assistant .....	Erin Ibarra
Front Desk Manager .....	Taylor Parlato, BS   Oregon Institute of Technology
Director of Education.....	Tim Driscoll, MS   Logan University
PTA Program Director.....	Enid Halewyn, PT, DPT, MAT   George Fox University
Registrar.....	Deneen Munson
Administrative Assistant.....	Sue Hunter, AA   Joliet Junior College

### ADMISSIONS

Director of Admissions .....	Lindsay Craig, BS   Eastern Oregon University
Admissions Assistant.....	Kylie McLoud, BS   Oregon State University
Admissions Representative .....	Roberta Rider, AA   Chemeketa Community College
Admissions Representative .....	Violet Germann

### ALLIED HEALTH

Program Director/Externship Coordinator.....	Miranda Tackett   Valley Medical College
Lead Instructor .....	Taunya Hartvedt, NCMA   Everest College
Instructor (Adjunct) .....	Angie Cray   Valley Medical College
Instructor.....	Cherie Goodpasture   Valley Medical College
Instructor.....	Cynthia Gloss, AAS, NCMA   Pioneer Pacific College
Instructor.....	Morgan Slemph, AOS   Pioneer Pacific College
Instructor.....	Rebecca Wheeler, NRCMA   Austin Community College

### CAREER SERVICES

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

### FINANCIAL AID

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

### GENERAL EDUCATION

Instructor.....	Valia Kuzmich, MS   Vitsyebsk State University, Belarus
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### LIBRARY SERVICES

Librarian.....	Laura Haberstick, MSLIS   Drexel University
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### PRACTICAL NURSING

Interim Nurse Administrator.....	Bonnie Olson, BSN   Walden University
Instructor.....	B. Shawn Boethin, MSN   Western Governors University
Instructor.....	Barbara Cuevas, BSN   Walla-Walla University
Instructor.....	Dan Bryant, BSN   Walden University
Instructor.....	Debra Ruff, BSN   Western Governors University



## Staff and Faculty

Instructor .....	Heather Frederick, BSN   Union College
Instructor (Adjunct) .....	Heather Gruver, BSN   Oregon Health Sciences University
Instructor .....	Jan Pedersen, BSN   Walla-Walla University
Instructor .....	Jessa Hathhorn, BSN   Texas Christian University
Instructor .....	Karen Fredrickson, BSN   Oregon Health Sciences University
Instructor .....	Laura Cox, BSN   Linfield College
Instructor (Adjunct) .....	Norma O'Mara, BSN   Oregon Health Sciences University
Instructor .....	Rebecca Dooley, BSN   Merced College
Instructor .....	Tyra James, BSN   Southern University

### STUDENT SERVICES

Director of Student Services .....	Clifford Boyer, MA   University of New Hampshire
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## Program Start Dates and Schedules

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

### Medical Office Administration Billing and Coding - IDL (MOABC-IDL)

January 11, 2021 ..... October 17, 2021  
 February 15, 2021 ..... November 21, 2021  
 March 22, 2021 ..... January 9, 2022  
 April 26, 2021 ..... February 13, 2022  
 May 31, 2021 ..... March 20, 2022  
 July 5, 2021 ..... April 24, 2022  
 August 9, 2021 ..... May 29, 2022  
 September 13, 2021 ..... July 3, 2022  
 October 18, 2021 ..... August 7, 2022  
 November 22, 2021 ..... September 11, 2022

### Practical Nursing (PN)

March 15, 2021 ..... March 3, 2022  
 June 7, 2021 ..... May 26, 2022  
 September 13, 2021 ..... August 18, 2022  
 December 6, 2021 ..... November 23, 2022

### Professional Medical Assistant - IDL (PMA-IDL)

January 11, 2021 ..... October 17, 2021  
 February 15, 2021 ..... November 21, 2021  
 March 22, 2021 ..... January 9, 2022  
 April 26, 2021 ..... February 13, 2022  
 May 31, 2021 ..... March 20, 2022  
 July 5, 2021 ..... April 24, 2022  
 August 9, 2021 ..... May 29, 2022  
 September 13, 2021 ..... July 3, 2022  
 October 18, 2021 ..... August 7, 2022  
 November 22, 2021 ..... September 11, 2022

### Current Offered Class Schedules by Program

#### *Medical Office Administration Billing and Coding - IDL (MOABC-IDL)*

This is a hybrid program. Classes are conducted on-campus and online for 40 weeks. On-campus attendance is required at least one day per week during each academic week (Monday through Sunday). Available class sessions are identified in the table below (a schedule of required on-campus days can be located within this addendum). The MOABC-IDL program 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.

#### *Practical Nursing (PN)*

Classes are held Monday through Thursday for approximately 44 weeks. Available class sessions are identified in the table below. The PN program includes a Clinical component; please note that Clinical hours (offsite and simulation) may vary and/or may be different than scheduled class times.

#### *Professional Medical Assistant - IDL (PMA-IDL)*

This is a hybrid program. Classes are conducted on-campus and online for 40 weeks. On-campus attendance is required at least one day per week during each academic week (Monday through Sunday). Available class sessions are identified in the table below (a schedule of required on-campus days can be located within this addendum). The PMA-IDL program 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.

PROGRAM	DAY	AFTERNOON	NITE
MOABC-IDL	8:30am to 1:30pm		
PN	7:30am to 3:50pm		2:00pm to 10:20pm
PMA-IDL	8:30am to 1:30pm		5:30pm to 10:30pm



## Hybrid (IDL) Program On-Campus Schedules

In 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). All other attendance is identified as “active engagement”.

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-consecutive calendar days from their last date of attendance will also be dismissed (from the specific course and/or program).

Below is the on-campus hybrid (IDL) schedule requirements by program:

### *Professional Medical Assistant - IDL (PMA-IDL)*

<b>MONDAY</b>	ProDev-5wk: Professional Development
	PMA08-1: Anatomy and Physiology
<b>TUESDAY</b>	PMA08-2: Introduction to Microbiology
	PMA08-7: Administrative Applications
<b>WEDNESDAY</b>	PMA08-3: Pharmacology and Hematology
	PMA08-4: Medical Law and Ethics
<b>THURSDAY</b>	PMA08-5: Computerized Medical Office

### *Medical Office Administration Billing and Coding - IDL (MOABC-IDL)*

<b>MONDAY</b>	ProDev-5wk: Professional Development
	MOABC-1: Medical Office Procedures
	MOABC-5: Computerized Medical Office
<b>TUESDAY</b>	MOABC-2: Medical Records Management
	MOABC-7: Administrative Office
<b>WEDNESDAY</b>	MOABC-3: Communications for Health Professionals
<b>THURSDAY</b>	MOABC-4: Medical and Dental Billing



## Tuition Schedule

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

### Medical Office Administration Billing and Coding - IDL (MOABC-IDL)

Registration Fee	\$25.00
Background	\$28.00
Technology Fee	\$100.00
Books/Supplies	\$1,719.00
Tuition	\$16,528.00
<b>TOTAL</b>	<b>\$18,400.00</b>

### Practical Nursing (PN)

Registration Fee	\$25.00
Background	\$28.00
Books/Supplies	\$1,216.00
Tuition	\$28,984.00
<b>TOTAL</b>	<b>\$30,253.00</b>

### Professional Medical Assistant - IDL (PMA-IDL)

Registration Fee	\$25.00
Background	\$28.00
Technology Fee	\$100.00
Books/Supplies	\$1,230.00
Tuition	\$16,528.00
<b>TOTAL</b>	<b>\$17,911.00</b>

## CONTINUING STUDENTS - REPEATED COURSE POLICY

### Term Based Programs

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

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

### Fresh Starts / Re-Enter Student

Tuition *Please see catalog regarding repeated courses and charges.	Cost per credit based on tuition total	A. <180 days since LDA - per credit cost based on prior enrollment tuition. B. >180 days since LDA - per credit cost based on current program tuition at the time of enrollment.
Tuition *Please see catalog regarding repeated courses and charges.	Varies (per credits repeated)	A. 4 CR repeated = \$1,624 (\$406 x 4) B. 4 CR repeated = \$1,848 (\$462 x 4)



## Enrollment Cost Breakdown

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

Should a student withdraw prior to advancing to the next period of financial obligation, the student's account will be adjusted accordingly.

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

The program cost includes a \$25.00 registration fee.

Please refer to the main catalog (and/or any addendum updates) for additional information regarding Institute of Technology Student Withdrawal and Refund Policies.

### Medical Office Administration Billing and Coding - IDL (MOABC-IDL)

Period	Amount
Registration Fee	\$25.00
Background Fee	\$28.00
Books/Supplies P1	\$1,599.00
Tech Fee P1	\$50.00
Books/Supplies P2	\$120.00
Tech Fee P2	\$50.00
Period 1	\$8,264.00
Period 2	\$8,264.00
Total Tuition	\$16,528.00
<b>Program Cost</b>	<b>\$18,400.00</b>

### Practical Nursing (PN)

Period	Amount
Registration Fee	\$25.00
Background Fee	\$28.00
Books/Supplies	\$1,216.00
Period 1	\$7,246.00
Period 2	\$7,246.00
Period 3	\$7,246.00
Period 4	\$7,246.00
Total Tuition P1	\$21,738.00
Total Tuition P2	\$7,246.00
<b>Program Cost</b>	<b>\$30,253.00</b>

### Professional Medical Assistant - IDL (PMA-IDL)

Period	Amount
Registration Fee	\$25.00
Background Fee	\$28.00
Books/Supplies P1	\$1,110.00
Tech Fee P1	\$50.00
Books/Supplies P2	\$120.00
Tech Fee P2	\$50.00
Period 1	\$8,264.00
Period 2	\$8,264.00
Total Tuition	\$16,528.00
<b>Program Cost</b>	<b>\$17,911.00</b>



## Calendar - 2021/2022 Module Hybrid Program (IDL)

	JANUARY 2021	FEBRUARY 2021	MARCH 2021	APRIL 2021
<b>MODULE START DATE</b>	01/11/2021	02/15/2021	03/22/2021	04/26/2021
<b>MODULE END DATE</b>	02/14/2021	03/21/2021	04/25/2021	05/30/2021
<b>BREAK/HOLIDAY</b>	01/18/2021	N/A	N/A	05/31/2021

	JUNE 2021	JULY 2021	AUGUST 2021	SEPTEMBER 2021
<b>MODULE START DATE</b>	06/01/2021	07/05/2021	08/09/2021	09/13/2021
<b>MODULE END DATE</b>	07/04/2021	08/08/2021	09/12/2021	10/17/2021
<b>BREAK/HOLIDAY</b>	N/A	N/A	09/06/2021	N/A

	OCTOBER 2021	NOVEMBER 2021	JANUARY 2022	FEBRUARY 2022
<b>MODULE START DATE</b>	10/18/2021	11/22/2021	01/10/2022	02/14/2022
<b>MODULE END DATE</b>	11/21/2021	01/09/2022	02/13/2022	03/20/2022
<b>BREAK/HOLIDAY</b>	N/A	11/25/2021 - 11/26/2021 12/20/2021 - 01/02/2022	01/17/2022	N/A

	MARCH 2022	APRIL 2022	MAY 2022	JULY 2022
<b>MODULE START DATE</b>	03/21/2022	04/25/2022	05/30/2022	07/04/2022
<b>MODULE END DATE</b>	04/24/2022	05/29/2022	07/03/2022	08/07/2022
<b>BREAK/HOLIDAY</b>	N/A	N/A	05/30/2022	07/04/2022



## Calendar - Term Program

	DECEMBER 2020	MARCH 2021	JUNE 2021	SEPTEMBER 2021
<b>TERM START DATE</b>	12/07/2020	03/15/2021	06/07/2021	09/13/2021
<b>TERM END DATE</b>	03/04/2021	05/27/2021	08/19/2021	11/24/2021
<b>BREAK</b>	12/18/2020 - 01/03/2021 01/18/2021	N/A	N/A	11/25/2021 - 11/26/2021
<b>HOLIDAY</b>	12/24/2020 - 12/25/2020 12/31/2020 - 01/01/2021 01/18/2021	05/31/2021	N/A	11/25/2021 - 11/26/2021
	DECEMBER 2021	MARCH 2022	JUNE 2022	SEPTEMBER 2022
<b>TERM START DATE</b>	12/06/2021	03/14/2022	06/06/2022	09/12/2022
<b>TERM END DATE</b>	03/03/2022	05/26/2022	08/18/2022	11/23/2022
<b>BREAK</b>	12/17/2021 - 01/03/2022	N/A	07/04/2022	11/24/2022 - 11/25/2022
<b>HOLIDAY</b>	12/27/2021	05/30/2022	07/04/2022	11/24/2022 - 11/25/2022



### PIONEER PACIFIC TRANSFER STUDENTS

#### Transfer Credit Policy

Transfer credit maximums as stated in the Transfer Credit Policy for Institute of Technology do not apply for those transferring from Pioneer Pacific College (PPC). Due to their closure, IOT obtained authorization to waive maximums from the Accrediting Council of Continuing Education & Training (ACCET) to allow students to complete their original program of study.

Transfer credit maximums have been waived for Practical Nursing, Medical Assistant, and/or Medical Office Administration PPC students..

### ADMISSIONS INFORMATION - Page 22

#### 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 20.

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.

### ADMISSIONS INFORMATION - Pages 22-23

#### 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 Microsoft Surface Pro 2 with a Microsoft Surface Keyboard 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 Microsoft Surface Pro 2, 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 are only provided by IOT when students are on-campus).

### COLLEGE RULES AND GENERAL INFORMATION - Pages 38-64

#### 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 Dean's List 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 term/module.



## Updated Catalog Policies and/or Information

- **On-Ground Programs** - No blemishes; a perfect attendance record for the entire program.
- **Hybrid/IDL Programs** - No on-campus attendance blemishes;
- **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**
  - **On-Ground Programs** - No blemishes; a perfect attendance record for the entire program. Represented by a Silver Cord.
  - **Hybrid/IDL Programs** - No on-campus attendance blemishes; a perfect attendance record for the entire program. Represented by a Silver Cord.
- **Professionalism in Action** - Professional behavior as a student at Institute of Technology. These recipients 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 complementary Military Service Honor Cord to our students who are both active 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 achievements. To receive the red, white, and blue Military Service Honor Cord, please make your request at the time of ordering your cap and gown.

### COLLEGE RULES AND GENERAL INFORMATION - Pages 38-64

#### IDL Faculty Engagement Expectations During a Holiday or Break

In 2021, all IDL faculty and students will have the following holidays and/or breaks:

- New Years Day - January 1, 2021
- Martin Luther King Jr. - January 18, 2021
- Memorial Day - May 31, 2021
- Independence Day - July 5, 2021
- Labor Day - September 6, 2021
- Thanksgiving Break - November 25, 2021 and November 26, 2021
- Holiday Break - December 20, 2021 to January 2, 2022

During a holiday or break, the following applies:

- IDL faculty and students are not required to engage in courses.
- Faculty are not required to grade during this time.
- Faculty are not required to answer calls or emails during this time.
- Students may continue to work during a holiday or break.
- Any course announcements, on-campus schedule changes, due date and deadline changes, etc. will be communicated within each Canvas course.

### FEDERAL FINANCIAL AID (TITLE IV) AND TUITION INFORMATION - Pages 29-32

#### Notice of Default

Upon enrollment, a student accepts full responsibility to pay all earned tuition, fees, and other associated costs. Therefore, enrollment in any program at Institute of Technology constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)). Institute of Technology provides student educational services, deferring some or all of their payment



obligations for those services.

If a student defaults or files bankruptcy while attending, the student may be required to reaffirm their debt with the College. A failure to reaffirm or pay all earned tuition, fees, or other associated costs as required by law may result in the dismissal of the student.

### **COLLEGE RULES AND GENERAL INFORMATION - Pages 38-64**

#### **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 different quotation without citing the sources, 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.

In an IDL/hybrid environment, Institute of Technology utilizes a plagiarism checker called Turnitin. As such, IOT accepts an overall similarity score of 74% 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.

Any similarity score of 75% or greater will be evaluated by both the Program Director (includes Nurse Administrator) and the Director of Education. Upon review, the student may receive a reduction in points, a zero (0) and/or may be put on misconduct probation.



## COVID-19 Policies and/or Information (Effective 03/16/2020 to TBD)

### ***Proof of Graduation - Page 20***

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

- A signed attestation of high school graduation OR equivalency

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

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

### ***LEAVE OF ABSENCE***

#### ***LOA Reasons and Eligibility Pages 55-56***

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

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

Institutions are also permitted the following flexibilities beginning March 27, 2020 relative to leave of absence, including:

1. Waiving the requirement that: (a) the institution must

approve a written and signed leave of absence request by the student prior to the leave of absence and (b) the student returning from a leave of absence (LOA) must resume at the same point in his/her program that the student began the LOA.

2. Establishing, even on a temporary basis, a formal written leave of absence policy that consists with any state, federal, and accreditation requirements, if the institution did not previously have a policy.

Therefore, though typically a leave of absence is not granted for students enrolled in term programs (Practical Nursing). Institute of Technology will allow for a leave of absence to be utilized by any and all students from March 16, 2020 to December 31, 2020 as it relates to COVID-19 and temporary flexibilities as defined by AC-CET. When a LOA is granted for a Practical Nursing student a return date will be recommended by the Academic Review Committee.

Any and all leaves of absence (even COVID-19 related) shall not exceed 365 days within a 12-month period during the national emergency period.

### **SATISFACTORY ACADEMIC PROGRESS**

#### ***Student Status Follow Up and Advisement - Pages 46-50***

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

Program Directors or Nurse Administrator may reach out to students on SAP Action plans via email, in-person, or virtually to sign applicable SAP documents.

### **ATTENDANCE**

#### ***Attendance Tracking - Page 51***

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



## COVID-19 Policies and/or Information (Effective 03/16/2020 to TBD)

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

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

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

**Miranda Tackett**, Allied Health Program Director  
mtackett@iot.edu / (503) 363.9001

**Bonnie Olson**, Interim Nurse Administrator  
bolson@iot.edu / (503) 363.9001

**Cliff Boyer**, Director of Student Services  
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### VIRTUAL LECTURES AND HOMEWORK DURING TEMPORARY DISTANCE LEARNING

It is in the best interest of the student to be present for all virtual lectures and on-campus class days. When a student misses material or is absent, it is the student's responsibility to know the material covered. During the use of temporary distance learning the following will apply:

- On-campus classes will be held one day a week; didactic and/or lab for Allied Health / NCLEX Prep and/or lab/clinical for Practical Nursing.
- Virtual lectures for didactic courses and virtual lab/clinical or externship experiences (unless otherwise specified below) will be held synchronously; for those unable to attend they will be recorded and available asynchronously for later review.
- Individual interactions for lab/clinical or externship will be conducted synchronously.
- Homework assignments (excluding lab/clinical assignments) are due at the conclusion of each week on

Sunday by 11:59pm. For information on how/if late assignments are accepted, please refer to pg. 27 in the Catalog.

### ACCET GUIDANCE FOR CLINICAL AND EXTERNSHIP DURING COVID-19

- Complete simulated labs that (a) provide synchronous (real time) sharing of hands-on practice using video conferencing, and (b) assess students' skills based on observed levels of performance during lab time. Note that this option is not permissible if prohibited by any applicable licensing boards and/or other approval or certifying authorities.
- Complete didactic coursework/classes comparable in length (clock hours or credit hours) to the labs missed due to COVID-19 on the condition that the institutions schedule make-up labs in the future to provide students the opportunity to subsequently complete labs necessary for students develop their hands-on skills. Note that this option is not permissible if prohibited by any applicable licensing board and/or other approval or certifying agency.

### CLINICAL/LAB PRACTICUM

*NSG104, NSG204, NSG304 and NSG404 - Pages 9-13*

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

Per OSBN:

- Mid-fidelity simulation through vSim.
- Clinical decision making scenarios and/or patient scenarios via Zoom or Microsoft Teams.
- Clinical skills validation (skills demonstration videos and skills modules) through vSim.

### EXTERNSHIP REQUIREMENT

*Page 60*

Students enrolled in Medical Office Administration Bill-



## COVID-19 Policies and/or Information (Effective 03/16/2020 to TBD)

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

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

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

### COVID-19 HYBRID LEARNING ENVIRONMENT

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

Minimum technology specifications for each program include:

- PC, laptop and/or tablet with the capability to create documents through Microsoft and/or Google Docs
- Ability to participate in Zoom and/or Microsoft

Teams meetings or calls; speakers and microphones are required

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

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

At the time of enrollment, applicants will be notified of the hybrid learning environment requirements and will be required to attest to their ability to be successful in such an environment. This includes the modified schedule that will be provided (to accommodate for social distancing). The college will do their best to provide a modified schedule that aligns with the timeframe outlined on the students enrollment agreement.



## Program Advisory Committee Members

### ALLIED HEALTH PROGRAMS

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

### PRACTICAL NURSING PROGRAM

Angela McCallum, DNS ..... Dallas Retirement Village  
Joey Nichols, LPN..... Avamere  
Kristin King, DNS.....Marquis Silver Gardens  
Lupe Gomez .....Bridgeway Recovery Services  
Mary Grace Driscoll..... Dallas Retirement Village  
Randy Rouse, LPN..... Avamere  
Rosalina Zepeda, LPN.....Grifols  
Verna Valle, LPN..... Mennonite Village



## Owners, Governing Board Members, and Management Staff of IOT

### OWNERS

#### ***Select Education Group***

5601 Stoddard Road  
Modesto, CA 95356

### GOVERNING BOARD

#### **Rick Wood, President/Chief Executive Officer**

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#### **Laura Bouche, Regional Director of Financial Aid**

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## VA Catalog Addendum

### Institute of Technology VA Catalog Addendum 2021 Course Catalog

*Revised January 25, 2021*

#### **Evaluation of Previous Education and Training, CFR 21.4256(d)(3):**

This Institution will conduct an evaluation of previous education and training for all eligible veterans, grant credit when appropriate, shorten the training length proportionately, and notify the VA and the student accordingly.

#### **Satisfactory Academic Progress, CFR 21.4253 - Course Catalog, Qualitative Evaluation, Page 46-50:**

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

#### **Clarification of Probation Policy - Course Catalog, Page 46-50:**

At the end of the probation period, if a student has not satisfied the specific requirements outlined in the specific violation, the student will be terminated and will lose his/her eligibility for Student Financial Aid and VA Benefits with the exception of an approved appeal.

However, the student will remain eligible for Financial Aid and VA Benefits while he/she is on probation. Under no circumstances, however, will a student be allowed to remain in school if they have attempted more than 72 term credits or failed three modules.

#### **Student Deployment Policy**

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

#### **Certification of Enrollment Periods**

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

#### **Independent Study**

VA students will complete the required independent study component in both a virtual (online) and campus-based environment, including lab, with instructor supervision.

#### **Tutoring**

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

#### **Public Law 115-407: Sections 103 and 104**

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

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

Institute of Technology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other



## VA Catalog Addendum

institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or hers financial obligations to the institution due to the delayed disbursement funding from the VA under chapter 31 or 33.

Furthermore, Institute of Technology requires covered individuals to:

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

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Student Name (Print)

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Student Signature

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Date

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School Official Name (Print)

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School Official Signature

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Date



## NOTES

