Catalog Addenda

Updated: October 10, 2022

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Salem Campus Program Offerings:

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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
HR Coordinator/Executive Assistant	Erin Ibarra
Front Desk Manager	Katherine Musser

ADMISSIONS

Assistant Director of Admissions	Lindsay Craig, BS | Eastern Oregon University
Admissions Assistant	TBD
Admissions Representative	Brittanie Rupea, AA | Chemeketa Community College
Admissions Representative	Hunter Drops, BS | Oregon Institute of Technology

ALLIED HEALTH

Instructor	Cherie Goodpasture | Valley Medical College
Instructor	Elizabeth Warren, AAS, CMA | Linn Benton Community College
Instructor	Roxanne Scott, AA | Linn Benton Community College

CAREER SERVICES

Director of Career Services	Kelle Stroud, BS | Western Oregon University
CSA/Clinical & Externship Coordinator	Taunya Hartvedt, AA, NCMA | Everest College

EDUCATION

Director of Education	Tim Driscoll, MS | Logan University
Registrar	Deneen Munson
General Education Instructor	Nafisa, Jaghuri, MPH | California State University
General Education Instructor	Nicholas Mendrin, MS | DeVry University
General Education Instructor	Valia Kuzmich, MS | Vitsyebsk State University, Belarus

FINANCIAL AID

Director of Financial Aid	Nichole Clark
Senior Financial Aid Officer	Jenni Houston, AA | Everest College
FA Clerk/Student Accounts Representative	Lydia Goodman

LIBRARY SERVICES

Librarian	Laura Haberstich, MSLIS | Drexel University

PRACTICAL NURSING

Nurse Administrator	Bonnie Olson, MSN | Walden University
Administrative Assistant	Sue Hunter, AA | Joliet Junior College
Instructor	B. Shawn Boethin, MSN, CHSE | Western Governors University
Instructor	Damen Lauinus, BSN | George Fox University
Instructor	Dan Bryant, BSN | Walden University
Instructor	Debra Ruff, BSN | Western Governors University
Instructor	Elizabeth Falletta, MSN | Johns Hopkins University
Instructor	Heather Frederick, BSN | Union College
Instructor (Adjunct)	Heather Gruver, BSN | Oregon Health Sciences University

Staff and Faculty

Instructor .... Jan Pedersen, BSN | Walla-Walla University
Instructor .... Jessa Hathhorn, BSN | Texas Christian University
Instructor .... Laura Cox, BSN | Linfield College
Instructor (Adjunct) .... Norma O'Mara, BSN | Oregon Health Sciences University
Instructor .... Rebecca Dooley, BSN | Merced College
Instructor .... Valerie Lauinus, BSN | George Fox University

STUDENT SERVICES

Director of Student Services..................................... Clifford Boyer, MA | University of New Hampshire

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 10, 2022..................................October 16, 2022

February 14, 2022...........................November 20, 2023

March 21, 2022.................................... January 8, 2023

April 25, 2022.................................. February 12, 2023

May 30, 2022...................................... March 19, 2023

July 4, 2022 .... April 23, 2023

August 8, 2022 ....May 28, 2023

September 12, 2022 .... July 2, 2023

October 17, 2022 .... August 6, 2023

November 21, 2022 ....September 10, 2023

Practical Nursing - IDL (PN-IDL)

March 7, 2022... April 2, 2023

May 23, 2022..June 18, 2023

August 8, 2022 ....September 3, 2023

October 24, 2022 ....November 19, 2023

Professional Medical Assistant - IDL (PMA-IDL)

January 10, 2022..................................October 16, 2022

February 14, 2022...........................November 20, 2023

March 21, 2022.................................... January 8, 2023

April 25, 2022.................................. February 12, 2023

May 30, 2022...................................... March 19, 2023

July 4, 2022 .... April 23, 2023

August 8, 2022 ....May 28, 2023

September 12, 2022 .... July 2, 2023

October 17, 2022 .... August 6, 2023

November 21, 2022 ....September 10, 2023

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 - IDL (PN-IDL)

This is a hybrid program. Classes are conducted on-campus and online for 50 weeks. On-campus attendance is required at least one day per week during each academic week (Monday through Sunday) for terms 2 through 5; hours will vary depending on the term but will not exceed 6 hours. Available class sessions are identified in the table below (a schedule of required on-campus days can be located within this addendum). The PN-IDL program includes a 210 hour Practical Nursing Clinical Practicum; please note that off-site practicum hours may vary and/or may be different than scheduled on-campus class days or 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.

Hybrid (IDL) Program and 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); except during the first term of the PN-IDL program. 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-consecutuvie 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:

Program Class Times

** Time on-campus will **not** exceed 6 hours at a time.

PROGRAM	DAY	NITE
MOABC-IDL	8:30am to 1:30pm	
PN-IDL	8:30am to 2:30pm	3:00pm to 9:00pm
PMA-IDL	8:30am to 1:30pm	5:30pm to 10:30pm

Professional Medical Assistant - IDL (PMA-IDL)

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

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

MONDAY	ProDev-5wk: Professional Development
TUESDAY	MOABC-1: Medical Office Procedures
	MOABC-2: Medical Records Management
	MOABC-3: Communications for Health Pro-
WEDNESDAY	MOABC-4: Medical and Dental Billing
	MOABC-5: Computerized Medical Office
	MOABC-7: Administrative Applications

Practical Nursing - IDL (PN-IDL)

MONDAY	1st Term	FIRST DAY ONLY; 6 Hours
	2nd Term	6 Hours
TUESDAY	3rd Term	6 Hours
WEDNESDAY	4th Term	6 Hours

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	$1,748.00
Tuition	$16,858.00
TOTAL	$18,759.00

Professional Medical Assistant - IDL (PMA-IDL)

Registration Fee	$25.00
Background	$28.00
Technology Fee	$100.00
Books/Supplies	$1,287.00
Tuition	$16,858.00
TOTAL	$18,298.00

Practical Nursing - IDL (PN-IDL)

Registration Fee	$25.00
Background	$28.00
Technology Fee	$250.00
Books/Supplies	$3,703.00
Tuition	$30,049.00
TOTAL	$34,055.00

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	$149.00
Tech Fee P2	$50.00
Period 1	$8,429.00
Period 2	$8,429.00
Total Tuition	$16,858.00
Program Cost	**$18,759.00**

Professional Medical Assistant - IDL (PMA-IDL)

Period	Amount
Registration Fee	$25.00
Background Fee	$28.00
Books/Supplies P1	$1,138.00
Tech Fee P1	$50.00
Books/Supplies P2	$149.00
Tech Fee P2	$50.00
Period 1	$8,429.00
Period 2	$8,429.00
Total Tuition	$16,858.00
Program Cost	**$18,298.00**

Practical Nursing - IDL (PN-IDL)

Period	Amount
Registration Fee	$25.00
Background Fee	$28.00
Books/Supplies P1	$1,156.00
Tech Fee P1	$50.00
Book/Supplies P2	$590.00
Tech Fee P2	$50.00
Books/Supplies P3	$0.00
Tech Fee P3	$50.00
Books/Supplies P4	$1,476.00
Tech Fee P4	$50.00
Books/Supplies P5	$481.00
Tech Fee P5	$50.00
Period 1	$5,572.00
Period 2	$6,368.00
Period 3	$6,368.00
Period 4	$6,766.00
Period 5	$4,975.00
Total Tuition AY1	$18,308.00
Total Tuition AY2	$11,741.00
Program Cost	**$34,055.00**

Practical Nursing-IDL Program Course List

FIRST TERM

COURSE CODE	COURSE NAME	CREDIT VALUE	METHOD OF INSTRUCTION
BIO 101	Anatomy & Physiology I	4 Credits	Online
MTH 95	Intermediate Math	4 Credits	Online
MT 101	Medical Terminology	2 Credits	Online
WR 121	Introduction to College Level Writing	4 Credits	Online

SECOND TERM

COURSE CODE	COURSE NAME	CREDIT VALUE	METHOD OF INSTRUCTION
BIO 201	Anatomy & Physiology II	4 Credits	Online
NUR 101	Fundamentals of Nursing I	5 Credits	Hybrid
NUR 111	Clinical Practicum I	2 Credits	On-Campus
ALT 101	Alternative Nursing Methods	2 Credits	Online
PHA 101	Pharmacology I	2 Credits	Online

THIRD TERM

COURSE CODE	COURSE NAME	CREDIT VALUE	METHOD OF INSTRUCTION
BIO 301	Anatomy & Physiology III	4 Credits	Online
NUR 201	Fundamentals of Nursing II	5 Credits	Hybrid
NUR 112	Clinical Practicum II	2 Credits	On-Campus
NUR 105	Mother/Baby and Pediatrics in Nursing	2 Credits	Online
PHA 201	Pharmacology II	2 Credits	Online

Practical Nursing-IDL Program Course List

FOURTH TERM

COURSE CODE	COURSE NAME	CREDIT VALUE	METHOD OF INSTRUCTION
PSY 201	Life Span & Development	4 Credits	Online
NCX 101	NCLEX Review Course I	2 Credits	Online
NUR 106	Nursing Leadership and Ethics	2 Credits	Online
NUR 301	Fundamentals of Nursing III	5 Credits	Hybrid
NUR 113	Clinical Practicum III	2 Credits	On-Campus

FIFTH TERM

COURSE CODE	COURSE NAME	CREDIT VALUE	METHOD OF INSTRUCTION
NCX 102	NCLEX Review Course II	2 Credits	Online
NUR 401	Fundamentals of Nursing IV	3.5 Credits	Online
NUR 114	Practical Nursing Clinical Practicum	7 Credits	Off-Site; Clinical Rotation

Calendar - 2022/2023 Module Hybrid Programs (IDL)

	JANUARY 2022	FEBRUARY 2022	MARCH 2022	APRIL 2022
MODULE START DATE	01/10/2022	02/14/2022	03/21/2022	04/25/2022
MODULE END DATE	02/13/2022	03/20/2022	04/24/2022	05/29/2022
BREAK/HOLIDAY	01/17/2022	N/A	N/A	N/A
	MAY 2022	JULY 2022	AUGUST 2022	SEPTEMBER 2022
MODULE START DATE	05/30/2022	07/04/2022	08/08/2022	09/12/2022
MODULE END DATE	07/03/2022	08/07/2022	09/11/2022	10/16/2022
BREAK/HOLIDAY	05/30/2022	07/04/2022	09/05/2022	N/A
	OCTOBER 2022	NOVEMBER 2022	JANUARY 2023	FEBRUARY 2023
MODULE START DATE	10/17/2022	11/21/2022	01/09/2023	02/13/2023
MODULE END DATE	11/20/2022	01/08/2023	02/12/2023	03/19/2023
BREAK/HOLIDAY	N/A	11/24/2022 - 11/25/2022 12/19/2022 - 01/02/2023	01/16/2023	N/A
	MARCH 2023	APRIL 2023		
MODULE START DATE	03/20/2023	04/24/2023		
MODULE END DATE	04/23/2023	05/28/2023		
BREAK/HOLIDAY	N/A	N/A		

Calendar - 2022 Practical Nursing Program

	DECEMBER 2021	MARCH 2022	JUNE 2022
TERM START DATE	12/06/2021	03/14/2022	06/06/2022
TERM END DATE	03/03/2022	05/26/2022	08/18/2022
BREAK	12/17/2021 - 01/03/2022	N/A	07/04/2022
HOLIDAY	12/27/2021	05/30/2022	07/04/2022

	DECEMBER 2021	MARCH 2022	MAY 2022	AUGUST 2022
TERM START DATE	12/06/2021	03/07/2022	05/23/2022	08/08/2022
TERM END DATE	02/27/2021	05/15/2022	07/31/2022	10/16/2022
BREAK/ HOLIDAY	12/17/2021 - 01/03/2022 01/17/2022	N/A	05/30/2022 07/04/2022	09/05/2022
	OCTOBER 2022	**JANUARY 2023**	**APRIL 2023**	**JUNE 2023**
TERM START DATE	10/24/2022	01/23/2023	04/10/2023	06/26/2023
TERM END DATE	01/15/2023	04/02/2023	06/18/2023	09/03/2023
BREAK/ HOLIDAY	11/24/2022 - 11/25/2022 12/24/2022 - 01/08/2023 01/16/2023	N/A	05/29/2023	07/04/2023 09/04/2023
	SEPTEMBER 2023			
TERM START DATE	09/11/2023			
TERM END DATE	11/19/2023			
BREAK/ HOLIDAY	N/A			

ADMISSIONS INFORMATION

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 - Page 59

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 ACCET. 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 50-54

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 (IDL programs), 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 be tracked through the completion of completed virtual and/or simulation lab/clinical

hours.

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, Director of Education, Nurse Administrator, and/or the Director of Student Services to explore their options.

Tim Driscoll, Director of Education
tdriscoll@iot.edu / (503) 363.9001

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

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

VIRTUAL LECTURES AND HOMEWORK DURING TEMPORARY DISTANCE LEARNING (PRACTICAL NURSING PROGRAM ONLY)

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 students 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 <u>not</u> 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 <u>not</u> permissible if prohibited by any applicable licensing board and/or other approval or certifying agency.

CLINICAL/LAB PRACTICUM
NSG104, NSG204, NSG304 and NSG404

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 64

Students enrolled in Allied Health 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.

COVID-19 HYBRID LEARNING ENVIRONMENT (PRACTICAL NURSING PROGRAM ONLY)

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.

CREDIT MAXIMUMS - Page 64

New Policy and/or Policy Clarification

Practical Nursing –IDL (PN-IDL)

Credit maximums apply to the Practical Nursing-IDL program by term. No student shall be enrolled in and/or attempt more than 16 credits per term; unless otherwise approved by the Nurse Administrator and/or Director of Education.

REPEAT OF CLASSES - Page 60

If a student enrolled in a module or term 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 (within 180 days from the Date of Determination). Students will be charged for all subsequent retakes and/or course repeats; please see Financial Aid for tuition costs by program/course.

If repeating failed courses in the PN-IDL program, credit maximums apply. No student shall be enrolled in and/or attempt more than 16 credits per term; unless otherwise approved by the Nurse Administrator and/or Director of Education.

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.

ARTICULATION AGREEMENTS - Page 64

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

- Bushnell University
- Walla Walla University

Additional Articulated Course by Course Agreements

- No active agreements at this time.

Letters of Understanding

- No active agreements at this time.

Program Advisory Committee Members

ALLIED HEALTH PROGRAMS

Helen Lee, MSN....................................Corvallis Clinic

Nichole Powers ....Kaiser Permanente

Carolyn McAlister, BSN........................... Salem Clinic

Caitlin Nichols ....Silver Falls Dermatology

Collin Pace, BA.................. Northwest Human Services

PRACTICAL NURSING PROGRAMS

Helen Lee, MSN....................................Corvallis Clinic

Nichole Powers ....Kaiser Permanente

Angi McCullan, DNS........... Dallas Retirement Village

Randy Rouse, LPN.. Avamere

Casady Froman, RSM/LPN............................. Regency

OWNERS

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GOVERNING BOARD

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

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Laurie Vulich, Director of Title IV Administration &
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Institute of Technology
VA Catalog Addendum
2022 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 on 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 supplemented to the claimant's monthly educational assistance allowance. For further information , please visit the Financial Aid office.

Public Law 115-407: Sections 103 and 104
All individuals who are entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post 9/11 GI Bill® benefits (subsequently referred to as "covered individual") may attend or participate in the course of education during the period beginning on the date on which the individual provides Institute of Technology a Certificate of Eligibility for entitlement to educational assistance under Chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (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 note impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other

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

Furthermore, Institute of Technology requires covered individuals to:

- Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education. Any exception must be approved in advance by the Campus President.

- Submit a written request to use such entitlement.

- Provide additional information necessary to the proper certification of enrollment by the educational institution. This includes, but is not limited to: copies of a covered individuals DD214 (if applicable), transcripts or prior military education, and transcripts from all colleges attended prior to enrollment at Institute of Technology.

_____
Student Name (Print)

_____   _____
Student Signature   Date

_____
School Official Name (Print)

_____   _____
School Official Signature   Date