



January 1, 2023 to December 31, 2023



**Institute  
of Technology**

Where careers begin.

Catalog Addenda

Updated: August 3, 2023

Salem Campus · 4700 Silverton Rd. NE - Salem, OR 97305  
503.363.9001(p) · 503.363.6483(f)  
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## Table of Contents

Staff and Faculty .....	3-4
Programs Start Dates and Schedules .....	5
Hybrid (IDL) Program On-Campus Schedules .....	6
Tuition Schedule .....	7
Enrollment Cost Breakdown .....	8
Practical Nursing-IDL Program Course List.....	9-10
Programmatic Calendars .....	11-12
COVID-19 Policies and/or Information .....	13-14
Program Advisory Committee Members .....	15
Owners/Governing and Management Staff.....	16
VA Catalog Addendum.....	17-18
Notes .....	19

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

Medical Office Administration Billing and Coding - IDL

Practical Nursing - IDL

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 .....	Patrick Wong, PhD   Salve Regina University
HR Coordinator/Executive Assistant.....	Tyler Andrews, BA   Western Washington University
Front Desk Manager.....	Elizabeth Torres

### ADMISSIONS

Director of Admissions.....	Lindsay Craig, BS   Eastern Oregon University
Admissions Assistant.....	Eolana Ismail
Admissions Representative.....	Brittanie Rupea, AA   Chemeketa Community College
Admissions Representative.....	Sheila Beery, NCMA   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/General Education Instructor .....	Kelle Stroud, BS   Western Oregon University
CSA/Clinical & Externship Coordinator.....	Elizabeth Warren, AAS, CMA   Linn Benton Community College

### EDUCATION

Director of Education .....	TBD
Registrar .....	Deneen Munson
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 Haberstick, MSLIS   Drexel University
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### 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 Launius, BSN   George Fox University
Instructor .....	Dan Bryant, BSN   Walden University
Instructor .....	Debra Ruff, BSN   Western Governors University
Instructor (Adjunct).....	Elizabeth Falletta, MSN   Johns Hopkins University
Instructor (Adjunct).....	Heather Frederick, BSN   Union College
Instructor (Adjunct).....	Heather Gruver, BSN   Oregon Health Sciences University
Instructor .....	Jan Pedersen, BSN   Walla-Walla University



## Staff and Faculty

Instructor .....	Kim Boethin, MSN   Western Governors 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 Launius, BSN   George Fox University

### STUDENT SERVICES

Director of Student Services/General Education Instructor....	Clifford Boyer, MA   University of New Hampshire
Student Success Leader .....	Fallyn McCarty, BA   Fresno State University



## 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 9, 2023.....	October 15, 2023
February 13, 2023.....	November 19, 2023
March 20, 2023.....	January 7, 2024
April 24, 2023.....	February 11, 2024
May 29, 2023.....	March 17, 2024
July 3, 2023 .....	April 21, 2024
August 7, 2023 .....	May 26, 2024
September 11, 2023 .....	June 30, 2024
October 16, 2023 .....	August 4, 2024
November 20, 2023 .....	September 8, 2024

### **Practical Nursing - IDL (PN-IDL)**

January 23, 2023.....	February 18, 2024
April 10, 2023.....	May 5, 2024
June 26, 2023.....	July 21, 2024
September 11, 2023 .....	October 6, 2024
November 27, 2023 .....	December 22, 2024

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

January 9, 2023.....	October 15, 2023
February 13, 2023.....	November 19, 2023
March 20, 2023.....	January 7, 2024
April 24, 2023.....	February 11, 2024
May 29, 2023.....	March 17, 2024
July 3, 2023 .....	April 21, 2024
August 7, 2023 .....	May 26, 2024
September 11, 2023 .....	June 30, 2024
October 16, 2023 .....	August 4, 2024
November 20, 2023 .....	September 8, 2024

### **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-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:

### 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)

<b>MONDAY</b>	ProDev-5wk: Professional Development
<b>TUESDAY</b>	PMA08-1: Anatomy and Physiology
	PMA08-2: Introduction to Microbiology
	PMA08-7: Administrative Applications
<b>WEDNESDAY</b>	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)

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

### Practical Nursing - IDL (PN-IDL)

<b>MONDAY</b>	1st Term	FIRST DAY ONLY; 6 Hours
	2nd Term	6 Hours
	5th Term*	2 Hours
<b>TUESDAY</b>	3rd Term	6 Hours
<b>WEDNESDAY</b>	4th Term	6 Hours

- **The first day of 5th term will be held on a TUESDAY!**
- **Midterms/Final exams for all NURSING classes will be held during respective class hours/days.**



## 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)

<b>Registration Fee</b>	\$25.00
<b>Background</b>	\$28.00
<b>Technology Fee</b>	\$100.00
<b>Books/Supplies</b>	\$1,864.00
<b>Tuition</b>	\$17,192.00
<b>TOTAL</b>	\$19,209.00

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

<b>Registration Fee</b>	\$25.00
<b>Background</b>	\$28.00
<b>Technology Fee</b>	\$100.00
<b>Books/Supplies</b>	\$1,394.00
<b>Tuition</b>	\$17,192.00
<b>TOTAL</b>	\$18,739.00

### Practical Nursing - IDL (PN-IDL)

<b>Registration Fee</b>	\$25.00
<b>Background</b>	\$28.00
<b>Technology Fee</b>	\$250.00
<b>Books/Supplies</b>	\$3,219.00
<b>Tuition</b>	\$30,653.00
<b>TOTAL</b>	\$34,175.00



## 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	\$1,715.00
Tech Fee P1	\$50.00
Books/Supplies P2	\$149.00
Tech Fee P2	\$50.00
Period 1	\$8,596.00
Period 2	\$8,596.00
Total Tuition	\$17,192.00
<b>Program Cost</b>	<b>\$19,209.00</b>

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

Period	Amount
Registration Fee	\$25.00
Background Fee	\$28.00
Books/Supplies P1	\$1,245.00
Tech Fee P1	\$50.00
Books/Supplies P2	\$149.00
Tech Fee P2	\$50.00
Period 1	\$8,596.00
Period 2	\$8,596.00
Total Tuition	\$17,192.00
<b>Program Cost</b>	<b>\$18,739.00</b>

### Practical Nursing - IDL (PN-IDL)

Period	Amount
Registration Fee	\$25.00
Background Fee	\$28.00
Books/Supplies P1	\$2,722.00
Tech Fee P1	\$50.00
Book/Supplies P2	\$64.00
Tech Fee P2	\$50.00
Books/Supplies P3	\$0.00
Tech Fee P3	\$50.00
Books/Supplies P4	\$0.00
Tech Fee P4	\$50.00
Books/Supplies P5	\$433.00
Tech Fee P5	\$50.00
Period 1	\$5,684.00
Period 2	\$6,496.00
Period 3	\$6,496.00
Period 4	\$6,902.00
Period 5	\$5,075.00
Total Tuition AY1	\$18,676.00
Total Tuition AY2	\$11,977.00
<b>Program Cost</b>	<b>\$34,175.00</b>

In the Practical Nursing - IDL program the cost per credit is \$406.





## 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	3 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	3 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	3 Credits	Online*
NUR 301	Fundamentals of Nursing III	5 Credits	Hybrid*
NUR 113	Clinical Practicum III	3 Credits	On-Campus*

### FIFTH TERM

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

\* Midterm/Final exams in these courses will be completed on campus regardless of the method of instruction.



## Calendar - 2023 Module Hybrid Programs (IDL)

	JANUARY 2023	FEBRUARY 2023	MARCH 2023	APRIL 2023
<b>MODULE START DATE</b>	01/09/2023	02/13/2023	03/20/2023	04/24/2023
<b>MODULE END DATE</b>	02/12/2023	03/19/2023	04/23/2023	05/28/2023
<b>BREAK/HOLIDAY</b>	01/16/2023	N/A	N/A	N/A
	MAY 2023	JULY 2023	AUGUST 2023	SEPTEMBER 2023
<b>MODULE START DATE</b>	05/29/2023	07/03/2023	08/07/2023	09/11/2023
<b>MODULE END DATE</b>	07/02/2023	08/06/2023	09/10/2023	10/15/2023
<b>BREAK/HOLIDAY</b>	05/29/2023	07/04/2023	09/04/2023	N/A
	OCTOBER 2023	NOVEMBER 2023		
<b>MODULE START DATE</b>	10/16/2023	11/20/2023		
<b>MODULE END DATE</b>	11/19/2023	01/07/2024		
<b>BREAK/HOLIDAY</b>	N/A	12/23/2023 - 01/07/2024		



## Calendar - 2023/2024 Practical Nursing-IDL

	<b>JANUARY 2023</b>	<b>APRIL 2023</b>	<b>JUNE 2023</b>	<b>SEPTEMBER 2023</b>
<b>TERM START DATE</b>	01/23/2023	04/10/2023	06/26/2023	09/11/2023
<b>TERM END DATE</b>	04/02/2023	06/18/2023	09/03/2023	11/19/2023
<b>BREAK/HOLIDAY</b>	N/A	05/29/2023	07/04/2023 09/04/2023	11/23/2023 - 11/24/2023
	<b>NOVEMBER 2023</b>	<b>FEBRUARY 2024</b>	<b>MAY 2024</b>	<b>JULY 2024</b>
<b>TERM START DATE</b>	11/27/2023	02/26/2024	05/13/2024	07/29/2024
<b>TERM END DATE</b>	02/18/2024	05/05/2024	07/21/2024	10/06/2024
<b>BREAK/HOLIDAY</b>	12/23/2023 - 01/07/2024	N/A	05/27/2024 07/04/2024	09/02/2024



### **ADMISSIONS INFORMATION**

#### ***Proof of Graduation - Page 28***

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 52***

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.

### **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

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 58*

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.



## Program Advisory Committee Members

### ALLIED HEALTH PROGRAMS

Rebecca Ortega, CMA/AAMA, CPC.....	Corvallis Clinic
Carolyn McAlister, BSN .....	Salem Clinic
Caitlin Nichols.....	Silver Falls Dermatology
Nicole Pries .....	Northwest Human Services

### PRACTICAL NURSING PROGRAMS

Rebecca Ortega, CMA/AAMA, CPC.....	Corvallis Clinic
Angi McCullan, DNS .....	Dallas Retirement Village
Lucilla Valley, MBA, SHRM-SCP   STMP .....	Bridgeway Recovery
Casady Froman, RSM/LPN.....	Regency



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

### OWNERS

#### ***Select Education Group, LLC***

5601 Stoddard Road  
Modesto, CA 95356

### GOVERNING BOARD

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

Institute of Technology - Clovis Campus  
564 W. Herndon Avenue  
Clovis, CA 93612  
[rwood@selecteducationgroup.com](mailto:rwood@selecteducationgroup.com)

#### **Mason Myers, Owner**

Select Education Group, LLC  
5601 Stoddard Road  
Modesto, CA 95356  
[mmyers@selecteducationgroup.com](mailto:mmyers@selecteducationgroup.com)

#### **Timothy Veitzer, Owner**

National Holistic Institute  
5900 Doyle Street  
Emeryville, CA 94608  
[tveitzer@nhi.com](mailto:tveitzer@nhi.com)

#### **Laurie Vulich, Director of Title IV Administration & Compliance**

Arch USA  
5601 Stoddard Road  
Modesto, CA 95356  
[lvulich@arch.one](mailto:lvulich@arch.one)





## VA Catalog Addendum

### Institute of Technology VA Catalog Addendum 2023 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 43-47:**

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 44:**

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

