



January 1, 2025 to December 31, 2025



Institute of Technology

Where careers begin.

Catalog Addenda

Updated: April 18, 2025



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Salem Campus Program Offerings:

Diploma Practical Nursing - IDL

Diploma Professional Medical Assistant - IDL

LOCATION AND DESCRIPTION OF THE FACILITIES/EQUIPMENT:

Since January 2025, the main campus of the Institute of Technology is located at 3993 Fairview Industrial Dr. SE, in Salem, Oregon. This two-story building on a 1.79-acre lot, is situated near Interstate 5, Highway 22, and Salem Municipal Airport. The Institute of Technology space within the building includes five (5) classrooms, three (3) laboratory spaces, a Learning Resource Center, and 115 surface 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 Address

Salem Campus

3993 Fairview Industrial Dr. SE,
Salem, OR 97302
(503) 363.9001 (p)
(503) 363.6483 (f)





Staff and Faculty

ADMINISTRATION

| | |
|--|--|
| Campus President..... | Patrick Wong, PhD Salve Regina University |
| HR Coordinator/Executive Assistant | Noah Cook, BS Corbin University |
| Front Desk Receptionist..... | Jennifer Gilmore, AS Klamath Community College |
| Security Officer..... | Tristan Gilmore |

ADMISSIONS

| | |
|---------------------------------|--|
| Director of Admissions | Lindsay Love, BS Eastern Oregon University |
| Admissions Representative | Courtney Fields |
| Admissions Representative | Theodore Walka, BS Northern Arizona University |
| Admissions Assistant | Charlotte Ivanovich |

CAREER SERVICES

| | |
|-----------------------------------|--|
| Director of Career Services | Wendee Carpenter, MA University of Findlay |
|-----------------------------------|--|

EDUCATION

| | |
|------------------------------------|---|
| Director of Education..... | Rick Villanueva, MBA/TM University of New England |
| Registrar..... | Deneen Munson |
| Administrative Assistant | Nasreen Cheema |
| General Education Instructor | Nicholas Mendrin, MS DeVry University |
| General Education Instructor | Valia Kuzmich, MS Vitsyebsk State University, Belarus |
| General Education Instructor | Erin Andrade, MA, Ed University of Phoenix/Chatham University |

FINANCIAL AID

| | |
|---|-------------------------------------|
| Director of Financial Aid | Nichole Clark |
| Senior Financial Aid Officer..... | Jenni Houston, AA Everest College |
| FA Clerk/Student Accounts Representative..... | Miranda Williamson |

STUDENT SERVICES

| | |
|-----------------------------|--|
| Student Success Leader..... | Angela Simpson, BS Eastern Oregon University |
|-----------------------------|--|

LIBRARY SERVICES

| | |
|----------------|---|
| Librarian..... | Laura Haberstick, MSLIS Drexel University |
|----------------|---|

DIPLOMA PROFESSIONAL MEDICAL ASSISTANT - IDL

| | |
|-----------------|---|
| Instructor..... | Cherie Goodpasture Valley Medical College |
| Instructor..... | Roxanne Scott, AAMA, AS Linn Benton Community College |
| Instructor..... | Taunya Hartvedt, AA Everest College |
| Instructor..... | Serienna Moffatt, AA Carrington College |
| Instructor..... | Roxanne Scott, AAMA, AS Linn Benton Community College |
| Instructor..... | Hanna VandeKamp, BS Portland State University |

DIPLOMA PRACTICAL NURSING - IDL

| | |
|--------------------------------|--|
| Nurse Administrator..... | Bonnie Olson, MSN Walden University |
| Administrative Assistant | Sue Hunter, AA Joliet Junior College |



Staff and Faculty

| | |
|----------------------------|--|
| 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, MSN Western Governors University |
| Instructor (Adjunct) | Heather Gruver, BSN Oregon Health Sciences University |
| Instructor | Jan Pedersen, BSN Walla-Walla University |
| Instructor | Dana Rose, BSN Washburn University |
| 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 |
| Instructor | Shawn Fisher, BSN George Fox University |
| Remote Grader | Lisa Wong, BS, RPh Oregon State University |
| Remote Grader | Hope Zak, MSN, FNP University of Portland |
| Data Entry Clerk | Lexi (Alexis) Louis, BS Western Governors 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.

Diploma Practical Nursing - IDL (PN-IDL)

January 13, 2025February 8, 2026
March 31, 2025April 26, 2026
June 16, 2025..... July 12, 2026
September 1, 2025..... September 27, 2026
November 17, 2025December 13, 2026
February 16, 2026March 14, 2027

Diploma Professional Medical Assistant - IDL (PMA-IDL)

January 6, 2025 October 19, 2025
February 10, 2025 November 13, 2025
March 17, 2025December 18, 2025
April 21, 2025February 5, 2026
May 27, 2025.....March 12, 2026
June 30, 2025.....April 16, 2026
August 4, 2025May 21, 2026
September 8, 2025.....June 25, 2026
October 13, 2025 July 30, 2026
November 17, 2025September 3, 2026

Diploma 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.

Diploma 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 | DAY | NITE |
|---------|------------------|--------------------|
| PN-IDL | 8:30am to 2:30pm | 3:00pm to 9:00pm |
| PMA-IDL | 8:30am to 1:30pm | 4:00 pm to 9:00 pm |

Program Class Times

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

| | |
|------------------|---------------------------------------|
| 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 |

Diploma Professional Medical Assistant - IDL (PMA-IDL)

| | | |
|------------------|-----------|-------------------------|
| MONDAY | 1st Term | FIRST DAY ONLY; 6 Hours |
| | 2nd Term | 6 Hours |
| | 5th Term* | 2 Hours |
| TUESDAY | 3rd Term | 6 Hours |
| WEDNESDAY | 4th Term | 6 Hours |

Diploma Practical Nursing - IDL (PN-IDL)



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.

Diploma Practical Nursing - IDL (PN-IDL)

| | |
|-------------------------|-------------|
| Registration Fee | \$50.00 |
| Background | \$28.00 |
| Technology Fee | \$250.00 |
| Books/Supplies | \$3,267.00 |
| Tuition | \$30,653.00 |
| TOTAL | \$34,248.00 |

Diploma Professional Medical Assistant - IDL (PMA-IDL)

| | |
|-------------------------|-------------|
| Registration Fee | \$50.00 |
| Background | \$28.00 |
| Technology Fee | \$100.00 |
| Books/Supplies | \$1,420.00 |
| Tuition | \$17,192.00 |
| TOTAL | \$18,790.00 |



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.

Diploma Professional Medical Assistant - IDL (PMA-IDL)

| Period | Amount |
|---------------------|--------------------|
| Registration Fee | \$50.00 |
| Background Fee | \$28.00 |
| Books/Supplies P1 | \$1,271.00 |
| 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 |
| Program Cost | \$18,790.00 |

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.

Diploma Practical Nursing - IDL (PN-IDL)

| Period | Amount |
|---------------------|--------------------|
| Registration Fee | \$50.00 |
| Background Fee | \$28.00 |
| Books/Supplies P1 | \$2,763.00 |
| 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 | \$440.00 |
| 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 |
| Program Cost | \$34,248.00 |

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



Diploma 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 | Hybrid* |
| 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 | Hybrid* |
| NUR 105 | Mother/Baby and Pediatrics in Nursing | 2 Credits | Online* |
| PHA 201 | Pharmacology II | 2 Credits | Online* |



Diploma 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 | Hybrid* |

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 - 2025 Diploma Professional Medical Assistant Program (IDL)

| | JANUARY 2025 | FEBRUARY 2025 | MARCH 2025 | APRIL 2025 |
|-------------------|--------------|--|-------------|----------------|
| MODULE START DATE | 01/06/2025 | 02/10/2025 | 03/17/2025 | 04/21/2025 |
| MODULE END DATE | 02/6/2025 | 03/13/2025 | 04/17/2025 | 05/22/2025 |
| BREAK/HOLIDAY | 01/20/2025 | N/A | N/A | N/A |
| | MAY 2025 | JULY 2025 | AUGUST 2025 | SEPTEMBER 2025 |
| MODULE START DATE | 05/27/2025 | 06/30/2025 | 08/04/2025 | 09/08/2025 |
| MODULE END DATE | 06/26/2025 | 07/31/2025 | 09/05/2025 | 10/9/2025 |
| BREAK/HOLIDAY | 05/26/2025 | 07/04/2025 | 09/01/2025 | N/A |
| | OCTOBER 2025 | NOVEMBER 2025 | | |
| MODULE START DATE | 10/13/2025 | 11/17/2025 | | |
| MODULE END DATE | 11/13/2025 | 12/18/2025 | | |
| BREAK/HOLIDAY | N/A | 11/27/2025 - 11/28/2025 12/19/2025 - 1/4/2026 | | |



Calendar - 2025/2026 Diploma Practical Nursing-IDL

| | January 2025 | March 2025 | June 2025 | September 2025 |
|-----------------|---|---------------|------------|----------------|
| TERM START DATE | 01/13/2025 | 03/31/2025 | 06/16/2025 | 09/1/2025 |
| TERM END DATE | 03/23/2025 | 06/08/2025 | 08/24/2025 | 11/9/2025 |
| BREAK/HOLIDAY | 01/20/2025 | 05/26/2025 | 07/4/2025 | 09/01/2025 |
| | November 2025 | February 2026 | May 2026 | July 2026 |
| TERM START DATE | 11/17/2025 | 02/16/2026 | 05/04/2026 | 07/20/2026 |
| TERM END DATE | 02/08/2026 | 04/26/2026 | 07/12/2026 | 09/27/2026 |
| BREAK/HOLIDAY | 11/27/2025 - 11/28/2025 12/22/2025 - 1/05/2026 01/19/2025 | N/A | 05/25/2026 | 09/07/2026 |
| | October 2026 | | | |
| TERM START DATE | 10/5/2026 | | | |
| TERM END DATE | 12/13/2026 | | | |
| BREAK/HOLIDAY | 11/26/2026 - 11/27/2026 12/14/2026 - 1/4/2027 | | | |



Program Advisory Committee Members

Diploma Professional Medical Assistant - IDL

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

Diploma Practical Nursing - IDL

| | |
|--|---------------------------|
| 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

Mason Myers, Owner

Select Education Group, LLC
5601 Stoddard Road
Modesto, CA 95356
mmyers@selecteducationgroup.com

Timothy Veitzer, Owner

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Emeryville, CA 94608
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Laurie Vulich, Director of Title IV Administration & Compliance

Arch USA
5601 Stoddard Road
Modesto, CA 95356
lvulich@arch.one

Marisa Maron, Vice President of Compliance and Operations

Select Education Group
5601 Stoddard Road
Modesto, CA 95356
mfetzer@selecteducationgroup.com

Kellee Irwin, Corporate Director of Academic Affairs

Select Education Group
5601 Stoddard Road
Modesto, CA 95356
kirwin@iot.edu



VA Catalog Addendum

Institute of Technology VA Catalog Addendum 2025 Course Catalog

Revised January 1, 2025

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 39-43:

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 41:

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.

Student Name (Print)

Student Signature

Date

School Official Name (Print)

School Official Signature

Date



Catalog Addenda Changes

Since the original publication of the catalog addenda on January 1, 2024, Institute of Technology has made the following changes:

January 21, 2025

Pages. Cover, 2

Address Changes to:

3993 Fairview Industrial Dr. SE

Salem, OR 97302

February 11, 2025

Pg. 9-10

Update course list table method of instruction for MTH 95 and PSY 201.

April 18, 2025

ADD

IOT has elected early implementation of the final regulations amending CFR 668.22(a)(2)(ii)(A)(6) allowing an exemption from the requirement to perform an R2T4 calculation if:

1. A student is treated as never having begun attendance.
2. The institution returns all title IV, HEA assistance disbursed to the student for that payment period.
3. The institution refunds all institutional charges to the student for that payment period.

AND, the institution writes off or cancels any payment period balance owed by the student to the institution due to the institution's returning of title IV, HEA funds to the Department.

If a student cancels their enrollment, and all the above requirements are met, IOT will not perform an R2T4 calculation for such students. The student will be treated as having no attendance during the cancelled enrollment, regardless of any time they may have attended prior to cancelling the enrollment in accordance with IOT's cancellation policy.

April 18, 2025

- Staff and Faculty Updates

April 21, 2025

Update all reference to program names to include "Diploma".

- Diploma Practical Nursing– IDL
- Diploma Professional Medical Assistant - IDL



NOTES

