



January 1, 2021 to December 31, 2021



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

Catalog Addenda

Updated: November 22, 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

Practical Nursing - IDL

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

Assistant Director of Admissions .....	Lindsay Craig, BS   Eastern Oregon University
Admissions Representative .....	Hayley Doyle
Admissions Representative .....	Roberta Rider, AA   Chemeketa Community College

### ALLIED HEALTH

Program Director/Externship Coordinator.....	TBD
Lead Instructor .....	Taunya Hartvedt, NCMA   Everest College
Instructor.....	Cherie Goodpasture   Valley Medical College
Instructor.....	Cynthia Gloss, AAS, NCMA   Pioneer Pacific College
Instructor.....	Morgan Slep, AOS   Pioneer Pacific College

### CAREER SERVICES

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

### FINANCIAL AID

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

### GENERAL EDUCATION

Instructor.....	Valia Kuzmich, MS   Vitsyebsk State University, Belarus
Instructor.....	Dylan Smith, BS, BA   Oregon State / University of Oregon

### LIBRARY SERVICES

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

Nurse Administrator.....	Bonnie Olson, MSN   Walden University
Instructor.....	B. Shawn Boethin, MSN, CHSE   Western Governors 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 .....	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

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

December 6, 2021 .....	January 15, 2023
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### **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
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### **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.

#### ***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

PROGRAM	DAY	NITE
MOABC-IDL	8:30am to 1:30pm	
PN-IDL (12 MO Program)	7:30am to 3:50pm	2:00pm to 10:20pm
PN-IDL (13 MO Program)**	8:30am to 2:30pm	3:00pm to 9:00pm
PMA-IDL	8:30am to 1:30pm	5:30pm to 10:30pm

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

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

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

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

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

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

MONDAY	1st Term	FIRST DAY ONLY; 6 Hours
	2nd Term	6 Hours
	5th Term	1.5 Hours (NCLEX Review Only)
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	\$1,719.00
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>

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

Registration Fee	\$25.00
Background	\$28.00
Technology Fee	\$250.00
Books/Supplies	\$3,510.00
Tuition	\$29,445.00
<b>TOTAL</b>	<b>\$33,258.00</b>

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

Registration Fee	\$25.00
Background	\$28.00
Technology Fee	\$100.00
Books/Supplies	\$1,258.00
Tuition	\$16,528.00
<b>TOTAL</b>	<b>\$17,939.00</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 \$390 per credit.



## 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 AY1	\$21,738.00
Total Tuition AY2	\$7,246.00
<b>Program Cost</b>	<b>\$30,253.00</b>

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

Period	Amount
Registration Fee	\$25.00
Background Fee	\$28.00
Books/Supplies P1	\$1,021.00
Tech Fee P1	\$50.00
Book/Supplies P2	\$530.00
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	\$483.00
Tech Fee P5	\$50.00
Period 1	\$5,460.00
Period 2	\$6,240.00
Period 3	\$6,240.00
Period 4	\$6,630.00
Period 5	\$4,875.00
Total Tuition AY1	\$17,940.00
Total Tuition AY2	\$11,505.00
<b>Program Cost</b>	<b>\$33,258.00</b>





## Enrollment Cost Breakdown (Cont.)

### 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	\$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>\$17,939.00</b>



## Practical Nursing-IDL

### PROGRAM OBJECTIVE

The Practical Nursing-IDL program is 50 academic weeks in length and includes 75.5 credit hours, 1160 clock hours of instruction.

Programmatic instruction includes hybrid, laboratory, and clinical experience in medical, surgical, pediatric, adult, geriatric, community practice, and general education courses.

This program equips the graduate with the skills and knowledge necessary to meet the educational requirements of the Oregon State Board of Nursing to be considered for the NCLEX-PN exam, leading to licensure as a Practical Nurse.

### CAREER PATHS/JOB TITLES

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

### STUDENT SUPPLIES

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

### HOURS OF INSTRUCTION/PROGRAM LENGTH

50 Academic Weeks

1160 Clock Hours / 75.5 Credit Hours

420 Lecture Hours / 740 Lab/Clinical Hours

This is a hybrid program. Classes are conducted on-campus and online. On-campus attendance is required in all lab/clinical courses and as scheduled for midterms and finals during each academic week (Monday through Sunday). The 50-week program also includes 210-hours of off site Practical Nursing Clinical Practicum. Please note that Practical Nursing Clinical Practicum hours may vary and/or may be different than scheduled on-campus days and times.

Please refer to the Admissions Department for available sessions, starts, dates, class times, and scheduled on-

campus days.

### ADMISSIONS PROCESS

Students interested in attending the Practical Nursing-IDL program must be a minimum of 18 years of age (verified through a government ID) and possess one of the following:

- High school diploma or equivalent, including modified diplomas if received in Oregon after 2009 (documented through the presentation of a high school diploma, a transcript provided by the high school, or an official statement from the high school showing verification of high school completion/graduation signed by an authorized school official); or
- Valid government issued or state issued GED; or
- Successful completion of an officially recognized and accredited home-school program.

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

Students without a standard high school diploma or GED, who qualify to enter or re-enter the college may be eligible to attend under the Ability to Benefit (ATB) provision. Please see the College Catalog for additional details.

### Entrance Assessment Admissions Requirements

Evaluation Used: Wonderlic SLE

- Applicants taking the 12-minute Scholastic Level Exam (Wonderlic SLE) for admission to the Practical Nursing-IDL program will be required to pass with a minimum score of 20 to continue with the application process.
- Applicants taking the 8-minute Scholastic Level Exam (Wonderlic SLE-Q) for admission into the Practical Nursing-IDL program will be required to obtain a “passing” score to continue with the application process. This assessment is conducted virtually and is pass/fail.



## Practical Nursing-IDL

### APPLICATION PROCESS AND REQUIREMENTS

#### Practical Nursing-IDL Application

Due to limited enrollment all Practical Nursing-IDL prospective students are required to complete an application packet for consideration into the program. Incomplete packets will not be scored. Students who are accepted into the program will be notified of the a date/time to complete the enrollment process and will be required to attend a mandatory orientation. Notification is made within the time identified within the applicable application packet by phone, text, and/or email. Denied students can apply for the following term.

The College rubric (scoring process) typically includes a review of the applicants Wonderlic SLE or SLE-Q score, previously completed college coursework, work history, and essay responses. Please note, the College reserves the right to change the rubric scoring used for each new enrollment period.

#### Background Check Requirements

All applicants must also submit to a criminal background check. Applicants/students are encouraged to review both the Department of Human Services (DHS) and Oregon State Board of Nursing's (OSBN) criminal history requirements for state licensure and employment.

Should any applicant OR student be convicted of a crime listed within the OARs, they run the risk of not being able to participate in clinical and/or sit for the state licensure exam.

If there are any questions regarding an applicant or student background, individuals are strongly encouraged to meet with the Director of Admissions and the Nurse Administrator to discuss the feasibility of being able to enter or complete the PN-IDL program.

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

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

#### 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 a hybrid program 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 the student an Microsoft Surface Pro and Keyboard prior to class/program commencement; per the Supply Fee Disclosure discussed/reviewed during the enrollment/re-enrollment process (as students can opt-out of purchasing all supplies listed from the College).

With or without the Microsoft Surface Pro, the minimum technology specifications for each hybrid program include:

- PC, laptop, and/or tablet with the capacity to create documents through Microsoft, or Google Docs.
- Ability to participate in Zoom or Microsoft Teams meetings or calls; speakers and microphones are required.
- Continuous and reliable internet connectivity (Wi-Fi and internet access is only provided by IOT when students are on-campus).

### SPECIAL CONSIDERATIONS

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

### PROGRAMMATIC INFORMATION

All courses in the Practical Nursing-IDL program will be taught in the appropriate term order (first, second, third, etc.). No class/term will be taught out of sequence without approval from the Nurse Administrator.



## Practical Nursing-IDL

### FIRST TERM CLASSES

#### **BIO 101 • Anatomy & Physiology I**

4 Credits

Hours: 30 Lecture / 20 Lab

This course introduces anatomy and physiology, providing the student an understanding of anatomical fundamentals and universal concepts, including associated medical terminology. Initial emphasis is on levels of organization from the cellular level, tissues, organs, organ systems, and finally, organisms. Studies, including the lab component, also become specific to the body systems and associated diseases, including integumentary, skeletal, muscular, respiratory, urinary, sensory, and digestive systems.

#### **MTH 95 • Intermediate Math**

4 Credits

Hours: 40 Lecture

This course is a college-level mathematics course covering basic geometric, algebraic, and mathematical concepts and their applications, focusing on fundamental operations on real numbers, linear equations, function models, quadratic equations, rational expressions, and square root equations.

#### **MT 101 • Medical Terminology**

2 Credits

Hours: 20 Lecture

This course introduces the most commonly used Greek and Latin elements and roots of the medical vocabulary. Content and review provide the student an understanding of medical word elements and the rules for combining them to form medical words. Recognition of word roots, prefixes, suffixes, and combining forms are also explored.

#### **WR121 • Introduction to College Writing**

4 Credits

Hours: 40 Lecture

This course emphasizes focused and detailed expository

writing, critical and organized thinking, and perceptive and active reading. Students evaluate complex ideas and different points of view in their writing, other student's writing, and college-level texts - to read critically as a component of the writing process. In addition, students will review career readiness strategies and learn to utilize research tools to effectively incorporate ideas of others in support of their ideas.

### SECOND TERM CLASSES

#### **BIO 201 • Anatomy & Physiology II**

4 Credits

Hours: 30 Lecture / 20 Lab

Pre-Requisite Course(s): BIO 101

As a continuation of Anatomy & Physiology I (BIO 101), this course provides the student an understanding of anatomical fundamentals and universal concepts, including associated medical terminology. Initial emphasis is on levels of organization from the cellular level, tissues, organs, organ systems, and finally, organisms. Studies, including the lab component, then become specific to the body systems and associated diseases, including the lymphatic system, the blood, immunity, the endocrine system, bodily fluids, the heart, blood vessels, and the nervous system.

#### **NUR 101 • Fundamentals of Nursing I**

5 Credits

Hours: 10 Lecture / 80 Lab

Co-Requisite Course(s): NUR 111

This course supplements the Clinical Practicum I (NUR 111) course and introduces the student to basic nursing theory, fundamentals of the practical nurses role within the healthcare system, and nutrition principles.

#### **NUR 111 • Clinical Practicum I**

3 Credits

Hours: 60 Lab (Clinical)

Co-Requisite Course(s): NUR 101

This course is the first of four (4) clinically related courses



## Practical Nursing-IDL

es. As aligned with Fundamentals of Nursing I, this course introduces the student to the fundamentals of clinical practice and nursing interventions.

### **ALT 101 • Alternative Nursing Methods**

2 Credits

Hours: 20 Lecture

Prevalent today in modern medical practice and allopathic medicine is complementary and alternative medicine (CAM). This course presents the student nurse with material covering how holistic healing methods via CAM can treat children, adolescents, and adults through the stages of life. In addition, this course considers other cultures while at the same time looking at the scientific basis through research for the use of therapies and best practices related to CAM.

### **PHA 101 • Pharmacology I**

2 Credits

Hours: 20 Lecture

This course introduces the student to the principles and practices of clinical pharmacology by integrating principles into nursing practice. Students will study drugs from multiple perspectives, including drug classifications, indications, contraindications, precautions, and potential adverse effects. Discussions will focus on therapeutic value, dosage calculations, and safe administration.

Additionally, in this course, body system emphasis is on medications for the hematological, endocrine, immune, cardio, and nervous systems as they apply to nurse practice.

## **THIRD TERM CLASSES**

### **BIO 301 • Anatomy & Physiology III**

4 Credits

Hours: 30 Lecture / 20 Lab

Pre-Requisite Course(s): BIO 101, BIO 201

This course continues the examination of anatomy and physiology, including associated medical terminology with an emphasis on the male and female reproductive

systems, prenatal development through birth. Studies, including the lab component, will also include disease-producing organisms, metabolism, nutrition, body temperature, and a systematic review of acid/base and fluid balance, respiratory, cardiovascular systems, neurological and endocrine systems.

### **NUR 201 • Fundamentals of Nursing II**

5 Credits

Hours: 10 Lecture / 80 Lab

Pre-Requisite Course(s): NUR 101, NUR 111

Co-Requisite Course(s): NUR 112

This course supplements the Clinical Practicum II (NUR 112) course, focusing on applying the nurse process with an emphasis on acute and chronic disease/disorders of the adult population.

### **NUR 112 • Clinical Practicum II**

3 Credits

Hours: 60 Lab (Clinical)

Pre-Requisite Course(s): NUR 111

Co-Requisite Course(s): NUR 201

This course is a continuation of Clinical Practicum I (NUR 111). As aligned with NUR 201, it introduces the student to intermediate and selected advanced nursing skills emphasizing the current standards of practice.

### **NUR 105 • Mother/Baby and Pediatrics in Nursing**

2 Credits

Hours: 20 Lecture

This course focuses on applying the nursing process in maternal, newborn, and pediatric clients. Students will understand the nature of pregnancy, the fundamental principles of labor and delivery, and the nursing care of the mother and newborn. In addition, common illnesses and disorders of the newborn and child will be discussed.

### **PHA 201 • Pharmacology II**

2 Credits



## Practical Nursing-IDL

Hours: 20 Lecture

Pre-Requisite Course(s): PHA 101

This course is a continuation of Pharmacology I (PHA 101) and continues the discussion regarding the principles and practices of pharmacology by integrating principles into nursing practice. The application of the nursing process, patient teaching, and pharmacologic management of the pediatric, adolescent, and adult patient with an emphasis on the physiological health of the patient, medication classification and mechanism of actions, application, and preparation and dosage calculations. Systems covered in discussions include reproductive, gastrointestinal, respiratory, skeletal, and nervous system.

### **FOURTH TERM CLASSES**

#### **PSY 201 • Life Span & Development**

Hours: 40 Lecture

4 Credits

With a fundamental understanding of human growth and development at each stage of life, the student nurse will have a valuable tool when working with patients and implementing health care plans and education. This course looks at the entire human lifespan and incorporates theories that occur in various stages of life, allowing the student, as a healthcare professional, to associate and integrate these theories into practice.

#### **NCX 101 • NCLEX Review Course I**

2 Credits

Hours: 20 Lecture

This course focuses on utilizing the students clinical judgement and critical thinking skills while advancing the students familiarity by taking examinations that simulate the NCLEX-PN.

#### **NUR 106 • Nursing Leadership and Ethics**

3 Credits

Hours: 30 Lecture

This course examines the description and scope of ethics related to healthcare and the nursing profession. Included

is the study of the comparison and differences among morals, ethics, values, the cost of healthcare today, and various ethical and legal responsibilities in 21st century America.

Additionally, this courses continues topics covered in NUR 101, 201 and 301 focusing on the nursing process emphasizing community health, pre and post-operative care, pain management and leadership and management in nursing.

#### **NUR 301 • Fundamentals of Nursing III**

5 Credits

Hours: 10 Lecture / 80 Lab

Pre-Requisite Course(s): NUR 101, NUR 201

Co-Requisite Course(s): NUR 113

This course supplements the Clinical Practicum III (NUR 113) course, focusing on applying the nurse process emphasizing acute and chronic disease/disorders of the adult population.

#### **NUR 113 • Clinical Practicum III**

3 Credits

Hours: 60 Lab (Clinical)

Pre-Requisite Course(s): NUR 111, NUR 112

Co-Requisite Course(s): NUR 301

This course is a continuation of Clinical Practicum II (NUR 112). As aligned with NUR 301, it introduces the student to intermediate and select advanced nursing skills emphasizing the current standards of practice.

### **FIFTH TERM CLASSES**

#### **NCX 102 • NCLEX Review Course II**

2 Credits

Hours: 20 Lecture

Pre-Requisite Course(s): NCX 101

This course continues the NCLEX Review Course I (NCX 101) emphasizing the utilization of the students critical judgement and critical thinking skills while ad-



## Practical Nursing-IDL

vancing the student nurses familiarity by taking examinations that simulate the NCLEX-PN.

### **NUR 401 • Fundamentals of Nursing IV**

3.5 Credits

Hours: 10 Lecture / 50 Lab

Pre-Requisite Course(s): NUR 101, NUR 201, NUR 301

Co-Requisite Course(s): NUR 114

This course continues NUR 101, 201, and 301 focusing on the nursing process, emphasizing community health, pre and post-operative care, pain management, and leadership and management in nursing.

### **NUR 114 • Practical Nursing Clinical Practicum**

7 Credits

Hours: 210 Lab (Clinical Practicum Hours)

Pre-Requisite Course(s): NUR 111, NUR 112, NUR 113

Co-Requisite Course(s): NUR 401

This course focuses on skills acquired during previous clinical courses, such as using nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, and advocacy, professional development, evolving technology, and changing health care delivery systems.

In this advanced clinical practicum for the practical nursing program, students are introduced to the clinical setting under a nurse preceptor and an assigned clinical instructor.

### **CERTIFICATIONS OR LICENSURE**

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

Licensure fees (including fingerprinting, background,

passport photo, application, and testing) will be covered by the Institute of Technology (upfront or through reimbursement) but only if the licensure exam is scheduled/attempted within three (3) months of a graduates date of program completion.

### **DISCLOSURES FOR PROGRAMS LEADING TO PROFESSIONAL LICENSURE**

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

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

### **GRADUATION REQUIREMENTS**

Institute of Technology will grant a Diploma to students who successfully complete a term program of study.

To graduate from the Practical Nursing-IDL filed of study a student must have:

- Completed all coursework of instruction with a minimum passing score of 75% or better.
- Have a record of having attended a minimum of 80% of clock hours of their program.
- Completed 100% of clinical, lab, and practicum hours.



## Practical Nursing-IDL Catalog Addendum

### **COLLEGE POLICIES AND INFORMATION AS IT RELATES TO THE PRACTICAL NURSING-IDL PROGRAM**

All policies and/or catalog information pertinent to the Practical Nursing OR Hybrid (IDL) programs are applicable to the Practical Nursing-IDL program unless otherwise delineated within this addendum.

Some policies have been modified and can be located below or beginning on page 20.

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

In a hybrid environment, skills assessments take place on-campus one day during the academic week (Monday through Sunday); in the PN-IDL program, assessments will take place during lab/clinical days. Skills assessments are imperative to a student's success in their program. Therefore, a student is only allowed to miss one (1) skills assessment per module or two (2) skills assessments per term.

At the discretion of the Program Director or Nurse Administrator, students who miss more than one (1) skills assessment in a module program or two (2) skills assessments in a term program (on-campus or lab/clinical days) may be dismissed from the module/term/program. Upon dismissal, a student can submit an appeal to make-up the missed time or to continue with the module/term/program.

### **Attendance - Practical Nursing Clinical Practicum**

Regular and punctual attendance during the Practical Nursing Clinical Practicum is expected of all nursing students. Students will must complete a total of 210 hours and adhere to the E.F.A.A. guidelines throughout the rotation.

Clinical Practicum attendance is tracked through the use of signed timesheets turned in weekly via Canvas submission. This data is recorded by the Registrar. Students who are unable to complete 210 hours will fail the term and will NOT be eligible for graduation.

Students who are unable to attend their scheduled Clinical Practicum time are required to contact the Clinical Instructor, Clinical Coordinator, Nurse Administrator,

and the Clinical site. All missed hours must be made up and make-up time will be arranged at the discretion of the Nurse Administrator and will be subject to staff and preceptor availability.

- At the discretion of the Nurse Administrator, students who arrive 30 minutes past the scheduled start time for the Clinical Practicum rotation may be sent home for the day (unless prior arrangements have been made).
- At the discretion of the Nurse Administrator, students who miss 16+ Clinical Practicum hours may be required to appeal and/or may be dismissed from the Clinical Practicum portion of the term/program.
- Failure to contact the College will result in a "no call, no show" and may result in the dismissal from the program. Dismissal is at the discretion of the Nurse Administrator, Director of Education and/or Campus President.

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





## 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 (12-Month)

	DECEMBER 2021	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/HOLIDAY</b>	12/18/2020 - 01/03/2021 01/18/2021	N/A	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



## Calendar - Practical Nursing-IDL (5 Terms / 13-Months)

	DECEMBER 2021	MARCH 2022	MAY 2022	AUGUST 2022
<b>TERM START DATE</b>	12/06/2021	03/07/2022	05/23/2022	08/08/2022
<b>TERM END DATE</b>	02/27/2021	05/15/2022	07/31/2022	10/16/2022
<b>BREAK/HOLIDAY</b>	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
<b>TERM START DATE</b>	10/24/2022	01/23/2023	04/10/2023	06/26/2023
<b>TERM END DATE</b>	01/15/2023	04/02/2023	06/18/2023	09/03/2023
<b>BREAK/HOLIDAY</b>	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
<b>TERM START DATE</b>	09/11/2023
<b>TERM END DATE</b>	11/19/2023
<b>BREAK/HOLIDAY</b>	N/A



### 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



## Updated Catalog Policies and/or Information

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.

### COLLEGE RULES AND GENERAL INFORMATION - Page 53

#### Calculation of Attendance

In an 11-week term program, a student will take from six (6) to seven (7) classes. The total hours of all classes taken in a term will be used to calculate the term attendance

(i.e. attendance will *not* be calculated for each separate class in the term). 11-week term programs at Institute of Technology are:

- Practical Nursing

In a 10-week term program, a student will take from four (4) to six (6) classes. The total number of tasks and/or lab/clinical hours in each term will be used to calculate the term attendance (i.e. attendance will *not* be calculated for each separate class in the term). 10-week term programs at Institute of Technology are:

- Practical Nursing - IDL

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

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

### COLLEGE RULES AND GENERAL INFORMATION - Page 55

#### Attendance Dismissals

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

1. Not achieving the 80% cumulative attendance after being placed on an Attendance Probation Plan (APP) and/or a Final Attendance Probation Plan (FAPP).
2. Being absent for more than one (1) on-campus day in a Hybrid (IDL) module program OR being absent for more than two (2) on-campus days in a Hybrid (IDL) term program.
3. Being absent for eight (8) consecutive class days in a non-IDL term program.
4. Being absent for seven (7) consecutive calendar days in a module program.
5. Being absent for seven (7) consecutive calendar days in a Hybrid (IDL) program; includes on-campus and active engagement online.
6. Attaining a cumulative attendance percentage at the end of a any term/module so far below the 80% cu-



## Updated Catalog Policies and/or Information

mulative attendance requirement that even three term/module APP, the student would not be able to achieve an 80% cumulative attendance.

7. Attaining a cumulative attendance percentage during a term/module that is so far below the 80% cumulative attendance requirement that the student would not be able to achieve the specified attendance percentage of his/her APP or FAPP..
8. Being absent 14 consecutive calendar days from their last day or attendance within a term/class or not turning in time sheets weekly to document their clinical or externship hours.
9. Not achieving 100% attendance during lab/clinical, Clinical Practicum or Externship.

### COLLEGE RULES AND GENERAL INFORMATION - Page 58

#### Definition of Credits Earned - Term Programs

##### *Practical Nursing (PN)*

For the Practical Nursing term program, total clock hours include theory, laboratory, and/or clinical classes. For calculating programmatic credits, a quarter credit is defined as 20-hours for theory, and 30-hours for laboratory or clinical.

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

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

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

For the Practical Nursing-IDL term program, total clock hours include theory, laboratory, and/or clinical practicum (externship). For calculating programmatic credits, a quarter credit is defined as 10-hours for theory, 20-hours for lab, and 30-hours for clinical practicum (externship).

A clock hour is defined as a 60-minute span of time with no less than 50-minutes of actual class instruction. Students must be given breaks which represent sound educa-

tion practices. No more than one (1) clock hour can be assigned to any discrete 60-minute period.

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

### COLLEGE RULES AND GENERAL INFORMATION - Page 52

#### On-Campus Late Arrivals and Early Departures

Institute of Technology expects students to be in class on time and in school as required by their program.

If you arrive 30+ minutes late for class or clinical, your Instructor will record a **absence** and/or no clinical time. If you leave up to 30 minutes before the Instructor dismisses class or clinical, the Instructor will also record an **absence** and/or no clinical time.

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

### COLLEGE RULES AND GENERAL INFORMATION - Page 58

#### Transferability of Credits (All Programs)

An institution may accept transfer credits earned at another institution only if that institution is accredited by an agency recognized by either the U.S. Department of Education and/or the Council for Higher Education Accreditation, unless the institution can demonstrate compelling reason to ACCET, such as the fact that although the institution is not accredited, its programs align and are consistent with established industry standards

An institution may not use accreditation as the sole factor in determining the acceptability of the credits for transfer from the institution at which they are earned.

Institute of Technology accepts prior coursework completed at other accredited colleges or universities for course or courses required for diploma and/or certificate programs. The transferability of credit or credits is entirely at the discretion of the Institute of Technology and subject to evaluation by the Director of Education prior to the conclusion of the students first week in their term or module.



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Acceptable quarter credit hours may be transferred in and applied to certificate and/or diploma programs. Challenge examination credit as an actual component of any degree program may be awarded only for successful performance on a final course examination, or on a similar test covering all course content, given by the school in lieu of requiring class attendance. Each acceptable form of transfer of credit, for all programs, are subject to program minimums. However, please note that the maximum transfer credit rules identified in this policy do not apply to recipients of Veteran benefits.

The transferring of credit or credits can have an impact on a student's Federal Financial Aid eligibility. In addition, students transferring credit or credits into a fulltime program will reduce the student's class load to less than fulltime. Therefore, all students seeking transfer credit or credits are advised to speak with Financial Aid prior to transferring in a credit or credits.

The following terms and conditions apply:

1. You must request the transfer of previous credit earned and/or the desire to take a challenge examination (for degree programs only) by notifying the Admissions Department upon enrollment - but no later than the end of the first week of your term or module.
2. You must provide official transcripts (course descriptions and/or syllabi, if requested) from the college/university where the previous training occurred by the end of the first week of your term or module. Unofficial transcripts may be evaluated for potential transfer credit; however, students must sit in all classes for the program until the college receives the official transcripts and processes/awards transfer credit.
3. Official transcripts received after the first week of the first term or module will only be evaluated for subsequent terms or modules (excluding those receiving Veterans benefits). Those wishing to take a challenge examination (for degree programs only) after the first week of the first term will only be evaluated for subsequent terms.
4. Official transcripts received after the fifth week of the first term or module will not be considered for transfer credit. Challenge examinations requested after the fifth week of the first term/semester will not be considered (for degree programs only).
5. Credits transferred in to fulfill course requirements must be graded at 2.0 (C) or higher.
6. Credits transferred in to fulfill course requirements must be no more than seven (7) years old (excluding those receiving Veterans benefits); unless otherwise approved by the Director of Education.
7. Transfer credit maximums apply as follows:
  - 25% for non-degree term programs
  - 30% for module programs

Tuition credit of academic units/modules transferred from a prior college will be calculated as follows:

### ***Module Programs***

TOTAL TUITION COST OF PROGRAM ÷ NUMBER OF MODULES IN PROGRAM = TUITION CREDIT PER MODULE IN PROGRAM

### ***Term Programs***

For term based programs, the tuition credit of academic units/courses transferred from a prior college will be calculated at \$390 per credit.

## **COLLEGE RULES AND GENERAL INFORMATION - Page 60**

### ***Articulation Agreements***

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

#### ***Articulation Agreements***

- No active agreements at this time.

#### ***Additional Articulated Course by Course Agreements***

- Bushnell University

#### ***Letter of Understanding***

- No active agreements at this time.

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





### ***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, 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**, Interim 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

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.

### 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

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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



