

AIAM 2016 CATALOG ADDENDUM

Effective April 11, 2016

P. 125 Faculty Bios

Updates to the following:

Judy Fasone, RN, BSN, CTP, INC-BC, MSN-ED

(Certified Trager® Practitioner, Integrative Nurse Coach–Board Certified)

Judy has been a Registered Nurse in the state of Ohio since 1989. Her 27 years of nursing include 12 years in Psychiatric and Mental Health Nursing with a focus on Addiction/Recovery; 3 years as a Public Health Nurse including School Nursing and Immunization, Flu and Planned Parenthood Clinics; 20 years in Alternative private practice utilizing the Trager Approach; 8 years as a Clinical Instructor in Holistic and Mental Health Nursing, and a and 6 years in the classroom as an instructor. Judy is a member of the American Holistic Nurses Association, Trager® International and the International Nurse Coach Association. She is Owner and Director of AlternativesPlus Integrative Nursing Services established 2001. Judy graduated with her Associate Degree from Marion Technical College in 1989, BSN from Ohio University in 1997, and an MSN-ED from Capital University, 2016.

Peggy Rhodes, BSN RN

Peggy received her undergraduate degree in Nursing from the University of Phoenix and is currently enrolled at Capital University pursuing a MSN-ED, specializing in gerontology, and has an expected graduation date of December 2016. She has over 10 years' experience as a Registered Nurse focusing on holistic patient-centered care. Peggy has worked in a varied of long term care, rehabilitation, and skilled care facilities. Peggy's specialty is in gerontology with a particular interest in the use of music therapy for the treatment of Alzheimer's and Dementia clients.

Add the following:

Mary Shenigo, MD graduated from The Ohio State University College of Medicine and completed her residency in family medicine at Grant hospital in Columbus, Ohio. She has been a board certified family doctor for over 20 years. She has a private medical practice where she combines evidence-based alternative and complementary therapies with her training in traditional Western medicine.

Hannah Webster, BSN, RN graduated with her ADN from Central Ohio Technical College, and earned her BSN from the University of Cincinnati. Hannah has been an RN since 2013, and has experience as a Neuro-medical nurse with Advanced Stroke Life Support certification, and as an allergy, asthma, and immunology nurse.

Esther Bage, BSN, RN, CCNS has been a registered nurse for 14 years. She earned her BSN from the Ohio State University. As an RN, she has held positions in management, administration, and worked as a bedside nurse. Her clinical areas of expertise include oncology, neurovascular medicine, neurosurgery and trauma. Esther is also a Certified Clinical Nurse Specialist who has worked as a nurse educator for the past two years.

Delete Christopher Macatol, MD Bio

P.36 Course Descriptions/Western Massage Therapy

MAT 110 Neuromuscular Therapy Plus I A

Delete Pre-requisite of MAT 105

P.38

MAC 102 Student Clinic I

Delete Pre-requisite of MAT 105 and add Pre-requisite of MAT 106.

P. 111 Change in NCCAOM Pre-graduate Exam Policy

Replace current policy with the following:

Acupuncture students wishing to take the NCCAOM exam prior to graduation must meet the following criteria:

1. Meet the requirements set by NCCAOM;
2. Successfully complete **1600** clock hours with a minimum of **410** clinic hours;
3. Complete end of second-year review with Acupuncture Program Coordinator prior to application.

P.116 School Policies/ 90 Quarter Credit Hour Table

Delete 1 and change to .5 in Row 2 under Column 3 "Suspension if CGPA is Below."

And

Delete 1 and change to .5 in Row 2 under Column 7 "Financial Aid Probation if CGPA is Below."

The following Updated Attendance Policies by Program effective April 11, 2016 replace those noted in the March 18, 2016 Catalog Addendum.

Registered Nursing Program Attendance Policy

In theory courses, students missing more than 20% of total course hours will lose ½ letter grade for each 5% time increment after the 20% and up to but not exceeding 30% of the course hours; **No excused absence will be allowed over 30%, regardless of circumstance and the course will be failed.** All missed class time is part of total percentage – tardiness, leaving class early, leaving class during class and returning, and absences. The Director of Nursing (or Academic Dean for non-nursing courses) may waive grade reduction for time missed between 20% and 30%, in rare extenuating circumstances, but *will not waive course failure for missed time over 30%.*

In hands-on courses, students missing more than 10% of total course hours will lose ½ letter grade for each 5% time increment after the 10% and up to but not exceeding 20% of the course hours; no excused absence will be allowed over 20%, regardless of circumstance and the course will be failed. All missed class time is part of the percentage counted – tardiness, leaving class early, leaving class during class and returning, absences. In Nursing Labs, any time missed over 2 lab sessions will result in failing the lab, regardless of circumstance and will result in corresponding course failure (and clinical, if applicable).

On test days, students arriving later than 10 minutes, regardless if the test has started or not, will not be allowed to sit for the test and will require approval from the Academic Dean (or Director of Nursing for nursing courses) to make-up the test at a later date (**within 2 Testing days as published on the quarterly proctored Testing Schedule**). Only the Academic Dean (or the Director of Nursing for nursing courses) can extend the make-up time in rare and extenuating circumstances). The student may be asked to leave the test situation until the test is over so there is no distraction for other students.

All exam days missed must be approved and/or documented excuses or the exam may not be made up and the student will receive a "0" for that exam. This includes check-off exams in labs.

LAB: The laboratory component of each course is mandatory and excused time missed must be made up **within 7 days** of the absence (any extension beyond 7 days must be approved by the Director of Nursing). An unexcused absence for lab will result in failure of the lab (and corresponding course and clinical, as applicable). **All missed hours in Lab must be made up in Open Lab.**

CLINICAL: For extenuating and excused/approved circumstances approved by the Director of Nursing only, students may miss up to the equivalent of 2 days clinical (which can accumulate from missed time from

tardiness or leaving early). All clinical hours missed must still be made up: the excuse/approval is the permission to make up the time. If the make-up day requires adding an additional clinical date, the student will be charged \$100 clinical make-up fee. **A third missed day for any reason will result in failure of the clinical (and associated course and lab, as applicable). Unexcused absences will result in failure of the clinical.**

Students must contact the instructor at least two hours prior to absence of lab or clinical. A No Call/No Show for Clinical or Lab is automatic course failure.

If a student has not attended classes for 14 consecutive calendar days and has made no previous arrangements to return to class, the student will be administratively withdrawn from the program (See Withdrawal Policy in School Catalog).

Missed Work

It is the student's responsibility to contact the instructor regarding missed course work that was done **in-class** on the date the student was absent. Any such **in-class** work missed must be completed within seven (7) calendar days of absence or the student will receive a zero (0) for the missed in-class course work. Missed quizzes/weekly tests will not be available for make-up due to unexcused tardiness. **Homework and assignments are required to be turned in via Populi on the date due, regardless of absence; late homework or assignments will not be accepted due to absence since these can be uploaded to Populi from any place with internet connection.** Individual instructors may institute an exception to this rule for specific types of homework that are not able to be easily uploaded to Populi. Otherwise, only the Academic Dean (or Director of Nursing for nursing courses) can waive this stipulation due to extenuating circumstances to allow homework to be submitted past the assigned due date.

Only those students with documented absences approved by the faculty will be allowed to make-up exams or quizzes missed (See Exams and Make-up Exams Policy). In rare circumstances, an absence may be excused without documentation at the discretion of the Director of Nursing for nursing courses or Academic Dean for non-nursing courses.

Example of supporting documentation:

- Illness of self or minor child with verifiable doctor's excuse
- Obituary – Death in family
- Court Subpoena

Timely attendance at clinical classes/clinical rotations/clinical shifts is mandatory as these practices while in school develop the professional work ethic desired in the workplace. When an absence is unavoidable, students must notify their instructor at least two hours prior to the start of their clinical class/clinical rotation/clinical shift. All clinical class/clinical rotation/ clinical shift absences **MUST** be made up and will require the payment of a \$100 fee payable by the student directly to AIAM if additional clinical time (outside of the quarter's regularly scheduled student clinic and clinical rotations) needs to be scheduled.

A clinical class/rotation/shift absence without supporting documentation or administrator/manager approval for the emergency will result in course failure. A No Call/No Show for your clinical class/clinical rotation/clinical shift will result in course failure.

Exams & Make Up Exams

Students are required to take all practical and written exams and quizzes at the time that they are scheduled. However, occasionally there are extenuating circumstances that may require other arrangements, which must be approved by the Academic Dean (or the Director of Nursing, for Nursing programs).

- Students who are absent (or tardy) the day of the exam/quiz/test and have an excused absence, approved by the Academic Dean (or the Director of Nursing, for nursing courses), must make up the exam/quiz/test prior to the next class meeting and **within 2 Testing days as published on the**

quarterly proctored Testing Schedule. Only the Academic Dean (or the Director of Nursing for nursing courses) can extend the make-up time in rare and extenuating circumstances.

- Students who are absent (or tardy) the day of the final exam and have an absence approved by the Academic Dean (or the Director of Nursing, for Nursing programs) will have 48 hours to make it up. NOTE: Failure to take the test in this time-frame will result in the student receiving a grade of zero (0) for that exam.
- Make-up exams may be taken during regularly scheduled open testing times or by arrangement with the instructor.

ACU Attendance Policy

In theory (including science) courses, students missing more than 20% of total course hours will lose ½ letter grade for each 5% time increment after the 20% and up to but not exceeding 30% of the course hours; **No excused absence will be allowed over 30%, regardless of circumstance and the course will be failed.** All missed class time is part of total percentage – tardiness, leaving class early, leaving class during class and returning, and absences.

On test days, students arriving later than 10 minutes, regardless if the test has started or not, will not be allowed to sit for the test and will require approval from the Academic Dean to make-up the test at a later date (**within 2 Testing days as published on the quarterly proctored Testing Schedule.** Only the Academic Dean can extend the make-up time in rare and extenuating circumstances). The student may be asked to leave the test situation until the test is over so there is no distraction for other students.

In techniques/hands-on courses, students missing more than 10% of total course hours will lose ½ letter grade for each 5% time increment after the 10% and up to but not exceeding 20% of the course hours; no excused absence will be allowed over 20%, regardless of circumstance and the course will be failed. All missed class time is part of the percentage counted – tardiness, leaving class early, leaving class during class and returning, absences. The Academic Dean may waive grade reduction for time missed in rare extenuating circumstances.

Regardless if absence is excused, all time missed over 10% (cumulative) in each course must be made up using the Make-Up Hours Log and procedure. All time must be made up within 14 calendar days of the missed time, OR by the last day of the quarter if class time is missed in the last 2 weeks of the quarter. Failure to make up the time required will result in course failure.

If a student has not attended classes for 14 consecutive calendar days and has made no previous arrangements to return to class, the student will be administratively withdrawn from the program (See Withdrawal Policy).

Missed Work

It is the student's responsibility to contact the instructor regarding missed course work that was done **in-class** on the date the student was absent. Any such **in-class** work missed must be completed within seven (7) calendar days of absence or the student will receive a zero (0) for the missed in-class course work. Missed quizzes/weekly tests will not be available for make-up due to unexcused tardiness. **Homework and assignments are required to be turned in via Populi on the date due, regardless of absence; late homework or assignments will not be accepted due to absence since these can be uploaded to Populi from any place with internet connection.** Individual instructors may institute an exception to this rule for specific types of homework that are not able to be easily uploaded to Populi. Otherwise, only the Academic Dean can waive this stipulation due to extenuating circumstances to allow homework to be submitted past the assigned due date.

Only those students with documented absences approved by the faculty will be allowed to make-up exams or quizzes missed (See Exams and Make-up Exams Policy). In rare circumstances, an absence may be excused without documentation at the discretion of the Academic Dean.

Example of supporting documentation:

1. Illness of self or minor child with verifiable doctor's excuse
2. Obituary – Death in family
3. Court Subpoena

Timely attendance at clinical classes/clinical rotations/clinical shifts is mandatory as these practices while in school develop the professional work ethic desired in the workplace. When an absence is unavoidable, students must notify their instructor at least two hours prior to the start of their clinical class/clinical rotation/clinical shift. All clinical class/clinical rotation/ clinical shift absences **MUST** be made up and will require the payment of a \$100 fee payable by the student directly to AIAM if additional clinical time (outside of the quarter's regularly scheduled student clinic and clinical rotations) needs to be scheduled. A clinical class/rotation/shift absence without supporting documentation or administrator/manager approval for the emergency will result in course failure. A No Call/No Show for your clinical class/clinical rotation/clinical shift will result in course failure.

Exams & Make Up Exams

Students are required to take all practical and written exams and quizzes at the time that they are scheduled. However, occasionally there are extenuating circumstances that may require other arrangements, which must be approved by the Academic Dean.

- Students who are absent (or tardy) the day of the exam/quiz/test and have an excused absence, approved by the Academic Dean, must make up the exam/quiz/test prior to the next class meeting and **within 2 Testing days as published on the quarterly proctored Testing Schedule**. Only the Academic Dean can extend the make-up time in rare and extenuating circumstances.
- Students who are absent (or tardy) the day of the final exam and have an absence approved by the Academic Dean will have 48 hours to make it up. NOTE: Failure to take the test in this time-frame will result in the student receiving a grade of zero (0) for that exam.
- Make-up exams may be taken during regularly scheduled open testing times or by arrangement with the instructor.
- A failed Acupuncture terminal competency exam may be retaken one time within two weeks from the date of the original test. The retake fee for this exam is \$150. Students who are unable to achieve a passing grade must repeat the course. Students should refer to their respective program tuition and fees pages in the catalog for a complete listing of additional fees.
- Regardless of the reason, if a scheduled Acupuncture practical exam is missed, students will be assessed a \$50 fee for rescheduling the practical and their grade may be reduced by 10 percent. If the student calls the Academic Dean prior to the practical exam with extenuating circumstances (medical problems, death, etc.) and leaves a message, with documentation upon return, then the 10 percent reduction in grade will be waived. However, the \$50 rescheduling fee will still apply.

WMT Attendance Policy

In theory (including science) courses, students missing more than 20% of total course hours will lose ½ letter grade for each 5% time increment after the 20% and up to but not exceeding 30% of the course hours; **No excused absence will be allowed over 30%, regardless of circumstance and the course will be failed**. All missed class time is part of total percentage – tardiness, leaving class early, leaving class during class and returning, and absences.

On test days, students arriving later than 10 minutes, regardless if the test has started or not, will not be allowed to sit for the test and will require approval from the Academic Dean to make-up the test at a later date (**within 2 Testing days as published on the quarterly proctored Testing Schedule**. Only the Academic Dean can extend the make-up time in rare and extenuating circumstances). The student may be asked to leave the test situation until the test is over so there is no distraction for other students.

In techniques/hands-on courses, students missing more than 10% of total course hours will lose ½ letter grade for each 5% time increment after the 10% and up to but not exceeding 20% of the course hours; no excused absence will be allowed over 20%, regardless of circumstance and the course will be failed. All missed class time is part of the percentage counted – tardiness, leaving class early, leaving class during class and returning, absences. The Academic Dean may waive grade reduction for time missed in rare extenuating circumstances.

Regardless if absence is excused, all time missed over 10% (cumulative) in each course must be made up using the Make-Up Hours Log and procedure. All time must be made up within 14 calendar days of the missed time, OR by the last day of the quarter if class time is missed in the last 2 weeks of the quarter. Failure to make up the time required will result in course failure.

If a student has not attended classes for 14 consecutive calendar days and has made no previous arrangements to return to class, the student will be administratively withdrawn from the program (See Withdrawal Policy).

Missed Work

It is the student's responsibility to contact the instructor regarding missed course work that was done **in-class** on the date the student was absent. Any such **in-class** work missed must be completed within seven (7) calendar days of absence or the student will receive a zero (0) for the missed in-class course work. Missed quizzes/weekly tests will not be available for make-up due to unexcused tardiness. **Homework and assignments are required to be turned in via Populi on the date due, regardless of absence; late homework or assignments will not be accepted due to absence since these can be uploaded to Populi from any place with internet connection.** Individual instructors may institute an exception to this rule for specific types of homework that are not able to be easily uploaded to Populi. Otherwise, only the Academic Dean can waive this stipulation due to extenuating circumstances to allow homework to be submitted past the assigned due date.

Only those students with documented absences approved by the faculty will be allowed to make-up exams or quizzes missed (See Exams and Make-up Exams Policy). In rare circumstances, an absence may be excused without documentation at the discretion of the Academic Dean.

Example of supporting documentation:

- Illness of self or minor child with verifiable doctor's excuse
- Obituary – Death in family
- Court Subpoena

Timely attendance at clinical classes/clinical rotations/clinical shifts is mandatory as these practices while in school develop the professional work ethic desired in the workplace. When an absence is unavoidable, students must notify their instructor at least two hours prior to the start of their clinical class/clinical rotation/clinical shift. All clinical class/clinical rotation/ clinical shift absences **MUST** be made up and will require the payment of a \$100 fee payable by the student directly to AIAM if additional clinical time (outside of the quarter's regularly scheduled student clinic and clinical rotations) needs to be scheduled.

A clinical class/rotation/shift absence without supporting documentation or administrator/manager approval for the emergency will result in course failure. A No Call/No Show for your clinical class/clinical rotation/clinical shift will result in course failure.

Exams & Make Up Exams

Students are required to take all practical and written exams and quizzes at the time that they are scheduled. However, occasionally there are extenuating circumstances that may require other arrangements, which must be approved by the Academic Dean (or the Director of Nursing, for Nursing programs).

- Students who are absent (or tardy) the day of the exam/quiz/test and have an excused absence, approved by the Academic Dean, must make up the exam/quiz/test prior to the next class meeting and **within 2 Testing days as published on the quarterly proctored Testing Schedule**. Only the Academic Dean (or the Director of Nursing for nursing courses) can extend the make-up time in rare and extenuating circumstances.
- Students who are absent (or tardy) the day of the final exam and have an absence approved by the Academic Dean will have 48 hours to make it up. NOTE: Failure to take the test in this time-frame will result in the student receiving a grade of zero (0) for that exam.
- Make-up exams may be taken during regularly scheduled open testing times or by arrangement with the instructor.
- An AP Review comprehensive exam in the WMT program may be retaken one time within 48 hours from the date of the original test. The retake fee for this exam is \$150. Students who are unable to achieve a passing grade must repeat the course. Students should refer to their respective program tuition and fees pages in the catalog for a complete listing of additional fees.
- Regardless of the reason, if a scheduled Western Massage practical exam is missed, students will be assessed a \$50 fee for rescheduling the practical and their grade may be reduced by 10 percent. If the student calls the Academic Dean prior to the practical exam with extenuating circumstances (medical problems, death, etc.) and leaves a message, with documentation upon return, then the 10 percent reduction in grade will be waived. However, the \$50 rescheduling fee will still apply.

Effective March 18, 2016

P. 125 Faculty Bios

Add the following:

Christopher Taylor, MS, BSN, RN has a Bachelor of Science in Nursing from Kent State University, a Master of Science in Public Health Nursing from the Ohio State University, and a Master of Theology degree from Dallas Theological Seminary. Christopher has extensive experience in bedside nursing, specifically in ICU, organ transplant, and neurosurgery/neurology. He has also taught at three institutions in BSN, ADN, and PN programs, teaching didactic courses in introductory nursing, med-surg, cardiac nursing, e-concepts, and philosophy of nursing. He has specific interest in holism/holistic approaches to health care, integrating spiritual aspects and patient-centered approaches.

Replace the following:

Kelly Payton, RN, BSN graduated from Youngstown State University. She has been a nurse since 2010, and has over 6 years of med-surg experience including on an ortho-trauma unit and a stepdown unit.

Brenda Refice, RN, BSN, MS-Ed, LSW

Brenda received her BA in Psychology from OSU and license in Social Work from the State of Ohio in 1990. She obtained a Master of Science in Education from The University of Dayton in 1995. She obtained her ADN from Columbus State Community College in 2003 and then her BSN from Ohio University, where she graduated Summa Cum Laude. Brenda is a member of Sigma Theta Tau International: The Honor Society of Nursing. Her work experience includes 13+ years' experience as an LSW and 13 years' experience of nursing, including work as: school nurse, clinical research nurse

coordinator, Urgent Care, Primary Care Nurse and PACU for the Department of Veterans Affairs, Cardiovascular Surgical Registered Nurse for the Ohio State University Ross Heart Center, Oncology/Hematology Clinic Nurse at Wexner Medical Center/The James/Martha Morehouse, and a clinic nurse.

Yan Liao, L.Ac., LOM received her undergraduate degree from Shanxi University of Traditional Chinese Medicine, her graduate degree and her Oriental Medicine and license from Guangzhou University of TCM, and her Doctorate degree from Beijing University of TCM. She is a Licensed Acupuncturist (L.Ac.) and Licensed in Oriental Medicine (L.O.M.) in Ohio. She brings acupuncture experience from her time as an Oriental Medicine practitioner in Beijing and Acupuncturist in Beijing Royal Hospital. Yan has 10 years of teaching experience in both Acupuncture and Chinese Medicine. She has been published in *Beijinger's Health Guide of Traditional Chinese Medicine*, and *Chinese Medicine Preventative Treatments Interpretation*. yliao@aiam.edu

Change in Course Numbers and Titles, and Course Description:

Starting in Spring Quarter 2016, the following changes will go into effect:

PNRS 100 Nursing Success Skills PN will change to:

CSS 100 College Success Skills

This course emphasizes skills and resources necessary for students to be successful in their personal, academic and career-related pursuits. Outside work is required in this class in ATI assignments, homework assignments, presentation preparation, and in creating a time management plan.

NRS 100 Nursing Success Skills will change to CSS 101 College Success Skills

Effective March 10, 2016

P. 125 Faculty Bios

Add the following:

Mary Shenigo, M.D. graduated from The Ohio State University College of Medicine and completed her residency in family medicine at Grant hospital in Columbus, Ohio. She has been a board certified family doctor for over 20 years. She has a private medical practice where she combines evidence-based alternative and complementary therapies with her training in traditional Western medicine.

Kelly Payton, RN, BSN graduated from Youngstown State University. She has been a nurse since 2010, and has 6 years of med-surg experience including on an ortho-trauma unit and a stepdown unit.

Brenda Refice, RN, BSN, MS-Ed, LSW received her BA from OSU in 1990 with a study focus in psychology. She received her license in Social Work in the State of Ohio in 1990. Brenda worked as a social worker for 13 years prior to obtaining her nursing degree. During this time, she obtained a Master of Science in Education from The University of Dayton in 1995. She has continued to maintain her license in social work. She became a registered nurse in State of Ohio in 2003 and has been working as a registered nurse for 13 years. She obtained her ADN from Columbus State Community College and then her BSN from Ohio University, where she graduated Summa Cum Laude. Brenda is a member of Sigma Theta Tau International: The Honor Society of Nursing. Her nursing experience includes being a school nurse, a clinical research nurse coordinator, Urgent Care, Primary Care Nurse and PACU for the Department of Veterans Affairs, a Cardiovascular Surgical Registered Nurse for the Ohio State University Ross Heart Center, a Oncology/Hematology Clinic Nurse at Wexner Medical The James/Martha Morehouse, and a clinic nurse.

Effective Feb 17, 2016

Pg. 5 About AIAM/School History Timeline/2000 Key Accreditations & Financial Aid

Approvals Replace with the following:

2000 Key Accreditation & Financial Aid Milestones

The Accrediting Commission of Career Schools & Colleges (ACCSC) granted full institutional accreditation. The school also became eligible to offer financial aid benefits and to participate in military and veteran programs.

Pg. 99 Attendance Policies/All Programs-Effective March

17, 2016 Insert after last paragraph this

updated/clarifying language:

On test days, students arriving later than 10 minutes, regardless if the test has started or not, will not be allowed

to sit for the test and will require approval from the Academic Dean or Director of Nursing for nursing courses to make-up the test at a later date. The student may be asked to leave the test situation until the test is over so there is no distraction for other students. Only those with approved excuses (by the Academic Dean or Director of Nursing for nursing courses) for the tardy will be allowed to make up the quiz/test. **All quizzes/tests missed due to an excused/approved tardy must be made up within two business days (Monday through Friday).**

All exam days missed must be approved and/or documented excuses or the exam may not be made up and the student will receive a "0" for that exam. This includes check-off exams in labs. These must be made up

within 7 calendar days of the (approved/excused) absence. For the PN, WMT, and ACU programs, the approved excuse gives permission to make up the exam; time missed over 10% per course in these programs must still be made up whether excused or unexcused.

Three unexcused tardies of 5 minutes or more in lab or clinical or Student Clinic will result in failing the lab/clinical/clinic. Only the Director of Nursing for nursing courses or Clinic Manager for Acupuncture and Western Massage Therapy courses can excuse missed time in lab/clinical/clinic. If the student knows s/he will be tardy ahead of time, the appeal for the approval/excuse should be made ahead of time with the Director of Nursing/Clinic Manager; if not known in advance, students should attend the remaining time in the lab/clinical/clinic on the third tardy and appeal to the Director of Nursing/Clinic Manager for excused lateness as soon as possible.

Pg 107 Exams & Make-Up Exams

Replace the first point item with the following clarifying language:

- Students who are absent the day of the exam/quiz/test and have an excused absence, approved by the Academic Dean (or the Director of Nursing, for Nursing programs), must make up the exam/quiz/test prior to the next class meeting and within 7 days.

Pg. 123 Withdrawal

Replace current text with the following:

Students wishing to officially withdraw should contact the Academic Dean or the Financial Aid Office to state intent of withdrawal. This will begin the official withdrawal process (official notification). If students cease attendance for 14 consecutive days, they will be administratively withdrawn for non-attendance (unofficial notification).

Effective February 9, 2016

Pg.48-49- PN Curriculum – Replace existing section with the new pages that follow:

Practical Nursing Curriculum

5 Quarters · 15 months · Clinical Requirements

Quarter 1

Course#	Title	Didactic Hours	Nursing Lab	Course Lab	Clinic Hours	Clock Hours	Credits
ALH 100	Professionalism in Healthcare	10	0	0	0	10	0.5
BIO 100	Anatomy & Physiology	48	0	0	0	48	3.5
PNRS 101	Nursing Foundations	48	22	0	0	74	5
MAT 100	Basic Math	30	0	0	0	30	2
ALH 102	Healthcare Informatics	10	0	10	0	20	1
ALH 103	Medical Terminology	10	0	0	0	10	0.5
PNRS 100	Nursing Success Skills PN	5	0	5	0	10	0.5
TOTALS						188	13.0

Quarter 2

Course#	Title	Didactic Hours	Nursing Lab	Course Lab	Clinic Hours	Clock Hours	Credits
PNRS 103	Ethical Practice	15	0	0	0	15	1
COM 100	Communications	23	0	0	0	23	1.5
PNRS 102A	Integrative Nursing I A	20	26	0	32	78	4
PNRS 108A	Lifespan Nursing I	30	0	0	0	30	2
INT 100	Introduction to Holistic Concepts	10	0	0	0	10	0.5
BIO 101	Biology	48	0	0	0	48	3.5
TOTALS						204	12.5

Quarter 3

Course#	Title	Didactic Hours	Nursing Lab	Course Lab	Clinic Hours	Clock Hours	Credits
PNRS 102B	Integrative Nursing I B	20	18	0	40	78	4
PNRS 104	Pharmacology I	24	18	0	0	42	3
PSY 100	Psychology of Growth & Development	30	0	0	0	30	2
INT 102	Massage	10	0	12	0	22	1
INT 101	Holistic Concepts II	10	0	0	0	10	0.5
PNRS 106A	Integrative Nursing II A	6	8	0	0	14	1
TOTALS						196	11.5

Quarter 4

Course#	Title	Didactic Hours	Nursing Lab	Course Lab	Clinic Hours	Clock Hours	Credits
PNRS 106B	Integrative Nursing II B	30	40	0	70	138	8
PNRS 105	Pharmacology II	24	0	0	0	24	2
PNRS 107	IV Therapy	12	8	0	0	20	1
TOTALS						194	11

Quarter 5

Course#	Title	Didactic Hours	Nursing Lab	Course Lab	Clinic Hours	Clock Hours	Credits
PNRS 108B	Lifespan Nursing II	48	36	0	64	148	9
PNRS 109	Practice Transitions	30	0	0	0	30	2
TOTALS						178	11.0

PN Clinical Specialties

PNRS 108-B:

Peds clinical
(16 hours)
OB/GYN
clinicals (16
hours)

PNRS 102-A:

Mental Health clinicals (32 hours)

Pg 57-58- Registered Nursing Curriculum - Replace existing section with the new pages that follow:



Registered Nursing Curriculum

Total Program Hours: 1485 · Total Quarter Credit Hours:
109.5 8 Quarters · 24 months · Clinical Requirements

Quarter 1

Course#	Title	Didactic Hours	Nursing Lab	Course Lab	Clinic Hours	Clock Hours	Credits
NRS 111	Intro to Nursing Concepts	24	18	0	0	42	3
BIO 102	Anatomy & Physiology	45	0	0	0	45	4.5
MAT 101	College Math	30	0	0	0	30	3
ENG 101	Basic Composition	30	0	0	0	30	3
NRS 100	Nursing Success Skills RN	5	0	5	0	10	0.5
TOTALS						157	14.0

Quarter 2

Course#	Title	Didactic Hours	Nursing Lab	Course Lab	Clinic Hours	Clock Hours	Credits
NRS 113	Foundations of Nursing	42	18	0	0	60	4.5
ENG 102	Essay and Research	30	0	0	0	30	3
MAT 102	Introduction to Algebra	30	0	0	0	30	3
BIOL 103	Microbiology	30	0	12	0	42	3.5
TOTALS						162	14

Quarter 3

Course#	Title	Didactic Hours	Nursing Lab	Course Lab	Clinic Hours	Clock Hours	Credits
NRS 114	Integrative Nursing	42	24	0	58	124	7.5
BIOL 104	Nutrition	30	0	0	0	30	3
PSY 101	Growth & Development	30	0	0	0	30	3
NRS 115 A	Pharmacology	11	8	0	0	19	1
TOTALS						203	14.5

Quarter 4

Course#	Title	Didactic Hours	Nursing Lab	Course Lab	Clinic Hours	Clock Hours	Credits
PSY 102	Introduction to Psychology	30	0	0	0	30	3
NRS 201	Promoting Psychological Health, Maintenance & Restoration	35	0	0	64	99	6
NRS 115B	Pharmacology B	24	16	0	0	40	2.5
NRS 112	E-Nursing Concepts	20	0	0	0	20	1.5
CHEM 101	Chemistry	30	0	0	0	30	3
TOTALS						219	16



Quarter 5

			Didactic Hours	Nursing Lab	Course Lab	Clinic Hours	Clock Hours	Credits
NRS	203	Family Nursing	45	24	0	52	121	7.5
NRS	200	Holistic Nursing Concepts	24	0	0	9	33	2.0
INT	103	Massage	10	0	10	0	20	1
NRS	204	Community	24	0	0	16	40	2
TOTALS							214	12.5

Quarter 6

Course#	Title	Didactic Hours	Nursing Lab	Course Lab	Clinic Hours	Clock Hours	Credits	
NRS 202A	Adult Nursing I	30	24	0	42	96	6	
SOC 101	Cultural Diversity Awareness	30	0	0	0	30	3	
BIOL 105	Pathophysiology	40	0	0	0	40	4	
TOTALS							166	13

Quarter 7

Course#	Title	Didactic Hours	Nursing Lab	Course Lab	Clinic Hours	Clock Hours	Credits	
NRS 202B	Adult Nursing II	30	24	0	42	96	6	
COM 101	Effective Communications	30	0	0	0	30	3	
HUM 101	Ethics: Humanities	30	0	0	0	30	3	
TOTALS							156	12

Quarter 8

Course#	Title	Didactic Hours	Nursing Lab	Course Lab	Clinic Hours	Clock Hours	Credits	
NRS 205	Advanced Care Nursing	48	36	0	76	160	9	
NRS 206	Professional Transitions	18	0	0	0	18	1.5	
COM 102	Business Communications	30	0	0	0	30	3	
TOTALS							208	13.5

Clinical Specialties

NRS 203:

Peds Clinical
(16.5 hours) OB
Clinical (9 hours)

GYN Clinical
(16.5 hours)

Pg 60-61- Registered Nursing Advanced Placement Curriculum - Replace existing section with the new pages that follow:

Registered Nursing Advanced Placement Curriculum

Total Program Hours: 1226 · Total Quarter Credit Hours: 90

Five 12-week Quarters · 15 months · Clinical



Quarter 1

Course#	Title	Didactic Hours	Nursing Lab 0	Course Lab	Clinic Hours	Clock Hours	Credits
PSY 102	Introduction to Psychology	30		0	0	30	3
NRS 201	Promoting Psychological Health, Maintenance & Restoration	35	0	0	64	99	6
MAT 101	College Math	30	0	0	0	30	3
NRS 100	Nursing Success Skills RN	5	0	5	0	10	0.5
ENG 101	Basic Composition	30	0	0	0	30	3
NRS 116	PN-RN Transitions	24	18	0	0	42	2.5
TOTALS						241	18.0

Quarter 2

Course#	Title	Didactic Hours	Nursing Lab	Course Lab	Clinic Hours	Clock Hours	Credits
NRS 203	Family Nursing	45	24	0	52	121	7.5
NRS 204	Community Nursing	24		0	16	40	2
ENG 102	Essay and Research	30	0	0	0	30	3
MAT 102	Introduction to Algebra	30	0	0	0	30	3
INT 103	Massage	10	0	10	0	20	1
BIOL 105	Pathophysiology	40	0	0	0	0	4
TOTALS						251	20.5

Quarter 3

Course#	Title	Didactic Hours	Nursing Lab	Course Lab	Clinic Hours	Clock Hours	Credits
NRS 202A	Adult Nursing I	30	24	0	42	96	6
NRS 115	Pharmacology	35	24	0	0	59	3.5
NRS 200	Holistic Nursing Concepts	24	0	0	9	33	2.5
BIO 104	Nutrition	30	0	0	0	30	3
CHE 101	Chemistry	30	0	0	0	30	3
TOTALS						248	18

Quarter 4

Course#	Title	Didactic Hours	Nursing Lab	Course Lab	Clinic Hours	Clock Hours	Credits
NRS 202B	Adult Nursing II	30	24	0	42	96	6
SOC 101	Cultural Diversity Awareness	30	0	0	0	30	3
COM 101	Effective Communications	30	0	0	0	30	3
BIOL 103	Microbiology	30	0	12	0	42	3.5
NRS 112	E-Nursing Concepts	20	0	0	0	20	1.5
TOTALS						218	17

Quarter 5

Course#	Title	Didactic Hours	Nursing Lab	Course Lab	Clinic Hours	Clock Hours	Credits
NRS 205	Advanced Care Nursing	48	36	0	76	160	9
NRS 206	Professional Transitions	18	0	0	0	18	1.5
HUM 101	Ethics: Humanities	30	0	0	0	30	3
COM 102	Business Communications	30	0	0	0	30	3
TOTALS						238	16.5

Clinical Specialties

NRS 203:

Peds Clinical (16.5 hours)

OB Clinical (9 hours)

GYN Clinical (16.5 hours)

Clinical Experiences

There are significant clinical experiences required in this program. AIAM has multiple clinical sites offering diverse experiences to Nursing students. Clinical hours are set to meet the needs of the clinical sites and may require clinicals to be scheduled on evenings, nights, weekends, and/or out-of-town experiences outside of regular class days/times. Such assignment may not be adjusted; failure to meet the assigned schedule will result in course failure.

Effective January 18, 2016

Pg.10 Admission Requirements/ Nursing Program (PN & RN)

Delete the following:

8. Meet with Nursing Selection Committee for final acceptance.

Pg.16 Acupuncture Curriculum

Add the following after Quarter 9/TOTALS:

Clinical Experiences - Acupuncture

There are significant clinical experiences required in this program. AIAM has multiple clinic days offering the required experiences to Acupuncture students. Clinic hours are set to meet the needs of the clinic and will require clinic hours to be scheduled on evenings, nights, and weekends outside of regular class days/times. Such assignment may not be adjusted; failure to meet the assigned schedule will result in course failure.

Pg. 33 Western Massage Therapy 12 month Program

Add the following:

Clinical Experiences - Massage Therapy

There are significant clinical experiences required in this program. AIAM has multiple clinic days offering the required experiences to massage therapy students. Clinic hours are set to meet the needs of the clinic and will require clinic hours to be scheduled on evenings, nights, and weekends outside of regular class days/times. Such assignment may not be adjusted; failure to meet the assigned schedule will result in course failure.

Pg. 35-38 Course Descriptions/Western Massage Therapy

Corrections on Corequisites and Prerequisites in Western Massage Program Course Descriptions:

MAT 114 MBLEX Review:

Prerequisites: MAT 105, MAT 106, MAT 107, MAT 109, MAT 112,

Prerequisite or Corequisite: MAT 113

MAS 103 Anatomy & Physiology II:

Prerequisite: MAS 101

MAS 107 Pathology for MT:

Prerequisite: MAS 101, MAS 103, MAS 105

MAS 108 Anatomy & Physiology Review:

Prerequisite: MAS 101, MAS 102, MAS 103, MAS 104, MAS 105

Corequisite: MAS 106

MAC 102 Student Clinic I:

Prerequisites: MAT 103, MAT 105, MAT 106, MAS 101 and

Prerequisite or Corequisite: MAT 109

MAT 110 NMT Plus 1A:

Prerequisites: MAS 101, MAS 102, MAT 105, MAT 106

MAT 111 NMT Plus IB:

Prerequisites: MAT 110, MAC 103, MAS 102, MAS 103, & MAS 104

MAT 104 Body Integration and Wellness

Prerequisite: MAC 102

Pg. 126-129 Faculty Bios**Delete the following:**

Debra Engelgau, L.Ac, BS, MS

Joseph D. McNamara, MSN, RN

Replace Eileen Sirois' bio with the following:

Eileen M. Sirois, CNM, MS, RN –received her BSN from the Ohio State University in 1981 and her Master of Science, Nurse-midwifery in 1990 from the University of Utah. She is a veteran, having retired from the US Navy in 2012 after a total of 20 years of military service. She trained in the Third Trimester ultrasound course at Johns Hopkins Hospital including a 1 week Advanced Fetal Assessment Practicum, completed the Fertility Care Practitioner/Medical Consultant Program at the Pope Paul VI institute in the Creighton Model Fertility Care System, and completed the Advanced Life Support in Obstetric Instructor Course. Eileen is a life member of the American College of Nurse-midwives, and served one term as Chairman of NW Ohio Chapter, and one term as Legislative liaison for the state of Ohio, and is a member of the Ohio Association of Advanced Practice Nurses and was Co-Chair of Reimbursement Committee for one year, and a member of the Academy of Fertility Care Professionals, serving as VP for Planning and Development. She has presented an education session, “Living in Harmony with Fertility”, Information on the Creighton Model Fertility Care System, and the New Women’s Health care Science of NaproTechnology at the American College of Nurse-midwives Annual Meeting in Washington DC. Eileen is a recipient of the Air Force Commendation Medal, was awarded the Ohio Exemplary Midwife for 2003, received the navy and Marine Corps Achievement Medal in 2004, 2006, and 2012, and in 2006 she facilitated achievement at Naval Hospital Twentynine Palms as the first Naval Hospital to achieve “Baby Friendly” status. Eileen’s volunteer work includes a Medical Mission Trip to rural Venezuela with Helping Hands Medical Missions in 2002, and serving on the Board of Directors for Onslow Pregnancy Resource Center from 2008-2011.

Effective January 11, 2016**Pg. 33 Western Massage Therapy 12 month Program Quarter 1****Replace Course # MAT 118 with the following:**

MAT 106 Introduction to Massage Therapy Clinic I 12

Pg.34 Western Massage Therapy Tuition & Fees**Replace Application Fee with the following:**

Massage Therapy application fee is \$100.

Pg. 111 School Policies

Add the following: Non-Matriculating Students

A non-matriculating student is one who is enrolled on a course-by-course basis and has not been accepted as a regular student pursuing a diploma/degree.

The following rules apply to non-matriculating students at AIAM:

1. A non-matriculating student must earn a high school diploma or general education development [GED] certificate prior to enrolling in any course.
2. A non-matriculating student shall follow all AIAM policies and processes as outlined in the course syllabus and the AIAM School Catalog.
3. A non-matriculating student must be approved for registration by the Campus President. The Application for Registration will include noting the reason for taking the class/description by the applicant on how taking the course will benefit the student.
4. A non-matriculating student may register for courses on a space available basis upon approval from the Campus President.
5. Courses taken in a non-matriculating status will receive a certificate of completion noting the number of hours completed and course title. Courses taken in non-matriculating status will not apply towards any program of study at AIAM.