Effective July 6, 2014

Pg. 20  Acupuncture Course Descriptions
AT 106 Theory of Meridians
Delete Corequisite AT 100

Pg. 81 Pursing Policies-Progression, Readmission & Advanced Placement for the Nursing Programs
Readmission
Delete in 5. The student must have a minimum GPA of 2.5 to apply for readmission.
Replace with the following:  The student must have a minimum GPA of 2.0 to apply for readmission.

Pg. 113 Satisfactory Academic Progress (Clock Hour)
Delete the following in 1. Qualitative – Grade Point Average:
Clock Hour students must maintain a CGPA of at least 2.5 each academic quarter. For financial aid purposes, students must maintain a CPGA of 2.5 at the end of each payment period.
Replace with:  Clock Hour students must maintain a CGPA of at least 2.0 each academic quarter. For financial aid purposes, students must maintain a CPGA of 2.0 at the end of each payment period.

Pg. 115 Satisfactory Academic Progress (Credit Hour)
Delete the following in 1. Qualitative Grade Point Average (CGPA):
Undergraduate credit hour students must maintain a GPA of at least 2.5 each academic quarter. For financial aid purposes students must maintain a CPGA of 2.5 at the end of each payment period.
Replace with:  Undergraduate credit hour students must maintain a CGPA of at least 2.0 each academic quarter. For financial aid purposes, students must maintain a CGPA of 2.0 at the end of each payment period.

Delete the following in 2. Quantitative – Rate of Progress (ROP):
All students must successfully complete at least 66.67% of their cumulative attempted credit hours to stay on pace with ROP requirements.
Replace with:  All students must successfully complete at least 66.66% of their cumulative attempted credit hours to stay on pace with ROP requirements.

Pg.114 School Policies
48 Week CLOCK Hour Program (with Letter Grades)
Delete chart and replace with the following revised chart:
### 48 week Clock Hour Program (with Letter Grades)

Total quarters that may be attempted: 72 weeks or 6 quarters (150% of 48 weeks/4 quarters)

<table>
<thead>
<tr>
<th>Total Quarters Attempted</th>
<th>Probation if CGPA is below</th>
<th>Suspension if CGPA is below</th>
<th>Probation if Rate of Progress is Below</th>
<th>Suspension if Rate of Progress is Below</th>
<th>Financial Aid Warning if CGPA is below</th>
<th>Financial Aid Probation if CGPA is below</th>
<th>Financial Aid Warning if Rate of Progress is Below</th>
<th>Financial Aid Probation if Rate of Progress is Below</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2.0</td>
<td>N/A</td>
<td>66.66%</td>
<td>N/A</td>
<td>2.0</td>
<td>N/A</td>
<td>66.66%</td>
<td>N/A</td>
</tr>
<tr>
<td>2</td>
<td>2.0</td>
<td>1</td>
<td>66.66%</td>
<td>40%</td>
<td>2.0</td>
<td>1</td>
<td>66.66%</td>
<td>40%</td>
</tr>
<tr>
<td>3</td>
<td>2.0</td>
<td>1.25</td>
<td>66.66%</td>
<td>50%</td>
<td>2.0</td>
<td>1.25</td>
<td>66.66%</td>
<td>N/A</td>
</tr>
<tr>
<td>4</td>
<td>2.0</td>
<td>1.5</td>
<td>66.66%</td>
<td>50%</td>
<td>2.0</td>
<td>1.5</td>
<td>66.66%</td>
<td>50%</td>
</tr>
<tr>
<td>5</td>
<td>2.0</td>
<td>1.75</td>
<td>66.66%</td>
<td>60%</td>
<td>2.0</td>
<td>1.75</td>
<td>66.66%</td>
<td>N/A</td>
</tr>
<tr>
<td>6</td>
<td>N/A</td>
<td>2.0</td>
<td>N/A</td>
<td>66.66%</td>
<td>2.0</td>
<td>2.0</td>
<td>N/A</td>
<td>66.66%</td>
</tr>
</tbody>
</table>
Delete chart and replace with the following revised chart:

<table>
<thead>
<tr>
<th>Total Credits Attempted</th>
<th>Probation if CGPA is below</th>
<th>Dismissal if CGPA is below</th>
<th>Probation if ROP is Below</th>
<th>Dismissal if ROP is Below</th>
<th>Financial Aid Warning if CGPA is below</th>
<th>Financial Aid Probation if CGPA is below</th>
<th>Financial Aid Warning if ROP is Below</th>
<th>Financial Aid Probation if ROP is Below</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-16</td>
<td>2.0</td>
<td>N/A</td>
<td>66.66%</td>
<td>N/A</td>
<td>2.0</td>
<td>N/A</td>
<td>66.66%</td>
<td>N/A</td>
</tr>
<tr>
<td>17-32</td>
<td>2.0</td>
<td>0.5</td>
<td>66.66%</td>
<td>25%</td>
<td>2.0</td>
<td>0.5</td>
<td>66.66%</td>
<td>25%</td>
</tr>
<tr>
<td>33-46</td>
<td>2.0</td>
<td>0.75</td>
<td>66.66%</td>
<td>40%</td>
<td>2.0</td>
<td>0.75</td>
<td>66.66%</td>
<td>40%</td>
</tr>
<tr>
<td>47-59</td>
<td>2.0</td>
<td>1</td>
<td>66.66%</td>
<td>50%</td>
<td>2.0</td>
<td>1</td>
<td>66.66%</td>
<td>50%</td>
</tr>
<tr>
<td>60-72</td>
<td>2.0</td>
<td>1.25</td>
<td>66.66%</td>
<td>55%</td>
<td>2.0</td>
<td>1.25</td>
<td>66.66%</td>
<td>55%</td>
</tr>
<tr>
<td>73-86</td>
<td>2.0</td>
<td>1.5</td>
<td>66.66%</td>
<td>60%</td>
<td>2.0</td>
<td>1.5</td>
<td>66.66%</td>
<td>60%</td>
</tr>
<tr>
<td>87-96</td>
<td>2.0</td>
<td>1.8</td>
<td>66.66%</td>
<td>63%</td>
<td>2.0</td>
<td>1.8</td>
<td>66.66%</td>
<td>63%</td>
</tr>
<tr>
<td>97-110</td>
<td>2.0</td>
<td>2.0</td>
<td>66.66%</td>
<td>66.66%</td>
<td>2.0</td>
<td>2.0</td>
<td>66.66%</td>
<td>66.66%</td>
</tr>
<tr>
<td>111-129</td>
<td>2.0</td>
<td>2.0</td>
<td>66.66%</td>
<td>66.66%</td>
<td>2.0</td>
<td>2.0</td>
<td>66.66%</td>
<td>66.66%</td>
</tr>
<tr>
<td>130-148</td>
<td>2.0</td>
<td>2.0</td>
<td>66.66%</td>
<td>66.66%</td>
<td>2.0</td>
<td>2.0</td>
<td>66.66%</td>
<td>66.66%</td>
</tr>
<tr>
<td>149-164.25</td>
<td>N/A</td>
<td>2.0</td>
<td>N/A</td>
<td>66.66%</td>
<td>N/A</td>
<td>2.0</td>
<td>N/A</td>
<td>66.66%</td>
</tr>
</tbody>
</table>
Delete chart and replace with the following revised chart:

<table>
<thead>
<tr>
<th>Total Credits Attempted</th>
<th>Probation if CGPA is below</th>
<th>Suspension if CGPA is below</th>
<th>Probation if ROP is Below</th>
<th>Suspension if ROP is Below</th>
<th>Financial Aid Warning if CGPA is below</th>
<th>Financial Aid Probation if ROP is Below</th>
<th>Financial Aid Warning if ROP is Below</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2.0</td>
<td>N/A</td>
<td>66.66%</td>
<td>N/A</td>
<td>2.0</td>
<td>N/A</td>
<td>66.66%</td>
</tr>
<tr>
<td>19-36</td>
<td>2.0</td>
<td>1</td>
<td>66.66%</td>
<td>30%</td>
<td>2.0</td>
<td>1</td>
<td>66.66%</td>
</tr>
<tr>
<td>37-56</td>
<td>2.0</td>
<td>1</td>
<td>66.66%</td>
<td>40%</td>
<td>2.0</td>
<td>1</td>
<td>66.66%</td>
</tr>
<tr>
<td>57-74</td>
<td>2.0</td>
<td>1.25</td>
<td>66.66%</td>
<td>50%</td>
<td>2.0</td>
<td>1.25</td>
<td>66.66%</td>
</tr>
<tr>
<td>75-90</td>
<td>2.0</td>
<td>1.5</td>
<td>66.66%</td>
<td>55%</td>
<td>2.0</td>
<td>1.5</td>
<td>66.66%</td>
</tr>
<tr>
<td>91-105</td>
<td>2.0</td>
<td>1.75</td>
<td>66.66%</td>
<td>60%</td>
<td>2.0</td>
<td>1.75</td>
<td>66.66%</td>
</tr>
<tr>
<td>106-120</td>
<td>2.0</td>
<td>1.8</td>
<td>66.66%</td>
<td>63%</td>
<td>2.0</td>
<td>1.8</td>
<td>66.66%</td>
</tr>
<tr>
<td>121-135</td>
<td>N/A</td>
<td>2.0</td>
<td>N/A</td>
<td>66.66%</td>
<td>N/A</td>
<td>2.0</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Pg. 125 Faculty Bios

Insert the following Nursing Bios:

Janice C Smith RN, BSN received her Bachelor of Science degree in Nursing from Indiana University of Pennsylvania. She has over 35 years of professional nursing experience, 25 years in emergency medicine, and 5 years of Oncology surgery. Janice was previously a Flu and Pneumonia Immunization nurse, as well as the Ohio State Fair First Aid Nurse. She is a Certified Emergency Nurse (CEN) 1985 and The Ohio State University Magnet Facility Certified Nurse All-star. Nurse for the Resident MD Orientation Program. Preceptor for nursing students for the Ohio State University College of Nursing.

Kandi Betts, MSN, RN Kandi received her Bachelor of Science in Nursing from the University of Nevada, Las Vegas in 1997 and her Master of Science in Nursing with a specialization in Community Mental Health Nursing and Nursing Education from the University of South Alabama in 2001. She built her nursing career in medical-surgical, home health and hospice, Mental Health and Addictions, and geropsychiatric, and correctional nursing. She has also been a travel nurse. She has provided both clinical and didactic instruction in both Associate degree and Practical Nursing programs. She has also provided simulation and laboratory instruction. Kandi has provided clinical instruction since 2011.

Effective June 30, 2015

Pg. 36-38 Course Descriptions Western Massage Therapy

Noted changes highlighted below:

MS 111 Anatomy and Physiology II  48 Hours
Prerequisite: MS 110

MS 114 Pathology for Massage Therapists 35 hours
Pathology is the study of the cause and nature of disease as related to the structure and function of the body. This course will help familiarize students with the various pathologies that they might encounter in student clinic and their massage practice. A basic understanding of these pathologies are essential for the therapist to determine when massage treatment is indicated or contraindicated and to be able to knowledgeably choose effective massage techniques.
Prerequisite: MS 109, MS 110, MS 111, MS 112

MT 105 Neuromuscular Therapy Plus I 96 hours
This class begins with research on working effectively with muscle, connective tissue, and joint play. Postural assessment techniques and how to release and restore full range of motion to every muscle in the body are covered. Techniques include neuromuscular massage, positional release, and myofascial release.
Prerequisite: MS 109, MS 110, MS 111, MS 115

MC 118 Student Clinic I 16 hours
This class is designed to help the students learn how to properly assess and design a massage treatment to specifically meet the needs of the individual client. The students will also learn how to document their treatment by using the SOAP method of charting. Proper medical terminology and abbreviations to be used in charting will be taught for more professional documentation. This knowledge will allow the students to function more confidently in the student clinic.
Prerequisite: MC 117
Pg. 39 Course Descriptions Western Massage Therapy
Insert the following at the end of this section:
Note: In WMT Program, all previous cohort classes must be passed to advance to next quarter clinic course.

Page 59 and 61 Registered Nursing Curriculum
Replace NRS 202 Adult Nursing hours as follows:

<table>
<thead>
<tr>
<th>Didactic Hours</th>
<th>Nursing Lab</th>
<th>Course Lab</th>
<th>Clinic Hours</th>
<th>Clock Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRS 202</td>
<td>48</td>
<td>48</td>
<td>0</td>
<td>60</td>
<td>156</td>
</tr>
</tbody>
</table>

Also
Clinical Specialties
Replace on both pages with the following:
NRS 203: Peds Clinical (17 hours) OB/GYN clinicals (25 hours)

Page 67 Course Descriptions
NRS 200 Holistic Nursing Concepts, change as follows:
COURSE PRE or COREQUISITE(S): INT 103

Page 68 Course Descriptions
Replace NRS 202 Adult Nursing with the following:
NRS 202 Adult Nursing 156 hours (48 Theory, 48 Lab, 60 Clinical)/9 credits

Page 74 Nursing Policies
Grading Scale
Delete Grading Scale from this page. Move the following to the end of page 78 after Periodic Performance Evaluation for Theory & Clinical Courses

Grading Scale (Nursing Programs)
Students must achieve at least a C (75 percent) average to successfully complete all required curriculum courses.

A 95-100.... ....4.0 A- 90-94.........3.7
B+ 87-89........3.5 B 83-86.... ....3.0
B- 80-82........ ....2.7 C+ 78-79.........2.3
C 75-77...... ....2.0 F 74 or below.....0
I Incomplete
Page 78 Periodic Performance Evaluation for Theory & Clinical Courses

Insert the following at the end of this section:

Students who have failed a nursing course will be required to extend completion by one quarter and must follow nursing course sequencing as in the published program of study, regardless of prior approved exception schedules.

Page 94 Student Services

Replace with the following which corrects the spelling of appropriate:

AIAM students seeking personal counseling should contact the Academic Dean or Director of Student and Graduate Services, who can direct students to appropriate external community resources. Additional information can be found in the Information Center.

Page 98 School Policies

Plagiarism Policy

Insert the following:

Students who are found guilty of plagiarism shall receive the following consequences:

1. For a first offense, the student will receive a “0” for the associated paper/test and be placed on Behavioral Probation,
2. For a second offense, the student will fail the course in which the second offense occurred,
3. For a third offense, the student will be dismissed from the program.

Page 110 School Policies

Grading Scale

Replace PRx Profiticiency Grade with the following:

PR..Proficiency Credit

Late Assignments

Replace with the following:

Students are expected to submit required class/clinical assignments by the stated due date and time. Late submission of assignments unrelated to absences will be penalized by dropping one half letter grade (5%) per each day past the due date, up to 7 days after the due date. After 7 days from the due date, no submissions will be accepted and the student will receive a 0 for that assignment. If there is a possibility that your work may be late, you should communicate this with the instructor before the assignment is due. There will be no exceptions unless there is an extenuating circumstance, which has to be granted by the Academic Dean.

Page 125 Faculty Bios:  Insert the following  Nursing Faculty Bios:

Kandi Betts, MSN RN received her BSN from the University of Nevada, Las Vegas and her MSN from the University of South Alabama. Kandi has close to 5 years’ experience in mental health, chemical dependency- detox, as well as med-surge since 2007, and hospice. Kandi has two years previous experience as a nursing instructor.

Insert the following General Education Faculty Bio:
Dr. M. Christopher Macatol, M.D. completed his undergraduate B.S. in Biology at Ohio Northern University. He completed Medical School at St. George’s University School of Medicine in 1998 and subsequently completed his Residency Training at Drexel University School of Medicine in Philadelphia, where he served as Chief Resident and was a member of the graduate medical education committee. Dr. Macatol did an Abdominal Imaging fellowship at University of Wisconsin, Madison in 2003-4 and has been in private practice for more than 10 years.

Effective June 12, 2015

Globally, change
Nursing Education Program Administrator and Program Administrator to Director of Nursing

Pg. 70 – Nursing Policies-Dress Code Policy
Replace 2 with the following:

2. The current AIAM Nursing uniform consists of navy blue scrubs for RN students and teal scrubs for PN students with AIAM insignia. The student must purchase the uniform from the designated uniform store.

P. 79
Under Professional Student Code
3. Students are expected to submit required class/clinical assignments by the stated due date and time. Late submission of assignments will be penalized by dropping one half full letter grade per each day past the due date. If there is a possibility that your work may be late, you should communicate this with the instructor before the assignment is due.

Pg. 117 – School Policies: Replace 130-quarter Credit Hour, Quarter –Based Program Chart with the following:

(see chart on the next page)
130 Quarter Credit Hour Quarter-Based Program.
Effective June 6, 2015

Pg. 10-Nursing Program (PN & RN) Requires:

Replace item 4 with the following highlighted data below:

4. Completed entrance test with minimum identified standard met or exceeded for consideration. Students with prior associate’s degree or higher from an accredited college are exempt from this requirement. The test scores\* required are:

<table>
<thead>
<tr>
<th>Total Credits Attempted</th>
<th>Financial Aid Warning if CGPA is below</th>
<th>Financial Aid Probation if CGPA is below</th>
<th>Financial Aid Warning if ROP is below</th>
<th>Financial Aid Probation if ROP is below</th>
<th>Total Credits Attempted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>195 (150% of 130).</td>
</tr>
<tr>
<td>1--15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16-32</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>33-48</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>49-63</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>64-77</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>78-91</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>92-104</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>105-117</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>118-130</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>131-143</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>144-156</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>157-169</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>170-182</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>183-195</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PN: Adjusted Individual Total Score of 41.3% on the TEAS test

RN: Adjusted Individual Total Score of 49.3% on the TEAS test
Effective April 8, 2015

Pg. 3 – AIAM Administration:

Remove:  Merri Collins

Add:

Stacey Kent, Oriental Medicine Practitioner
Director of Clinic Services
Jayne Culloo, BS, MS, LPN, LMT
Western Massage Therapy Program Coordinator
Hope Brinkmeier, MBA
Admissions Rep

Change titles as follows:

Hong Chen:  Acupuncture Clinic Manager/Program Coordinator
Barry Cook:  Controller
Pam Frost:  Director of Nursing

Pg. 4 – Program Approvals:

Remove:  Acupuncture

Replace with the following:

Acupuncture

The Professional Master’s Level Acupuncture Program of the American Institute of Alternative Medicine is accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the recognized accrediting agency for programs preparing acupuncture and Oriental medicine practitioners. ACAOM is located at:

8941 Aztec Drive, Suite 2
55347
Eden Prairie, MN
ph: 952-212-2434

Page 51 – Practical Nursing Tuition & Fees

Tuition & Required Fees

Remove:  Nursing Supply Bag $80       Total Tuition & Required Fees $19,875.00

Replace with the following:  Nursing Supply Bag $100       Total Tuition & Required Fees $19,895.00

Page 58 – Registered Nursing Curriculum

Quarter 3 Curriculum:
Change hours as noted below:
NRS 114 Integrative Nursing – nursing lab hours should be 24 instead of 18 and clinic hours should be 58 instead of 64
RS 115 A Pharmacology Nursing – nursing lab hours should be 8 instead of 14

Page 59 – Change hours as noted below:
Quarter 5 Curriculum:
NRS 202 Adult Nursing - nursing lab hours should be 44 instead of 24 and clinic hours should be 64 instead of 84

Quarter 6 Curriculum:
NRS 203 Family Nursing – nursing lab hours should be 40 instead of 18 and clinic hours should be 42 instead of 64

Clinical Specialties
Change hours as noted below:
NRS 203
Peds Clinical hours should be 16.5 instead of 16
OB Clinical hours should be shown separately as 9
GYN Clinical hours should be 16.5

Page 60 – Registered Nursing Tuition & Fees
Tuition & Required Fees:
Remove: Nursing Supply Bag $80  Total Tuition & Required Fees $35,367.50
Replace with the following: Nursing Supply Bag $100  Total Tuition & Required Fees $35,387.50

Page 61 – Registered Nursing Advanced Placement Curriculum
Quarter 2 Curriculum:
Change hours as noted below:
NRS 202 Adult Nursing - nursing lab hours should be 44 instead of 24 and clinic hours should be 64 instead of 84

Page 62 –
Quarter 3 Curriculum:
Change hours as noted below:
NRS 203 Family Nursing - nursing lab hours should be 40 instead of 18 and clinic hours should be 42 instead of 64

Clinical Specialties
Change hours as noted below:
NRS 203:
Peds Clinical hours should be 16.5 instead of 16
OB Clinical hours should be shown separately as 9
GYN Clinical hours should be 16.5

Page 63 – Registered Nursing Advanced Placement Tuition & Fees
Tuition & Required Fees:
Remove: Nursing Supply Bag $80  Total Tuition & Required Fees $29,210.00
Replace with the following: Nursing Supply Bag $100  Total Tuition & Required Fees $29,230.00

P.79 Nursing Policies-Professional Student Code
Remove: Point 6. Replace with the following:

6. The use of cell phones is disruptive to the learning and clinical environments. Therefore, no cell phones are permitted to be used in the classroom or clinical site. If the student chooses to carry the cell phone in the classroom, it must be in the off/silent vibrate position. If the student’s cell phone rings or otherwise disrupts the class/lab, the student may be sent home for the day. A second violation will result in behavioral probation. A third violation may result in dismissal from the program.

Cell phones are not allowed to be used or even carried by students in the clinical setting. This is a normal clinical floor rule, as these phones can too easily be used to violate HIPAA. If a student violates this policy, she/he will be placed on behavioral probation and fail the clinical. (Note that when a class, lab, or clinical is failed, all three components are then failed and must be repeated together.) If a clinical site is lost due to a student with a cell phone (or any behavior), the student will be dismissed immediately from AIAM.

Add: New Point 9 as follows and current Point 9 becomes Point 10:

9. If a clinical site is lost due to any student-related behavior/issue, the student will be dismissed immediately from AIAM.

Page 80 – Nursing Policies
Registered Nursing Program Attendance Policy:
Remove: For items 1-4 the verbiage “/lab” and “/labs” should be deleted
Add: Following item 4, insert an * in front of the next sentence (ie. * This does not apply on exam days....)

Page 99 – School Policies
Attendance Policy/Registered Nursing Program
Remove: For items 1-6 the verbiage “/lab” and “/labs” should be deleted
Add: Remove the asterisks (*) from items 1-6

Page 110 – School Policies
Grading Scale
Remove: “x” from PRx...Proficiency Grade

Page 126 Faculty BIOs
Remove: Glenda Hugley, RN, BSN