

AIAM Spring 2015 Catalog Addendum

Effective September 30, 2015

Pg. 10 Admission Requirements, Nursing Program (PN and RN) Admission Requires:

Replace 4, second sentence with the following:

Students with prior associate's degree or higher **or who have a certificate validating successful completion of the Ohio Transfer Module** from an accredited college are exempt from this requirement.

Pg. 14-16 Acupuncture Curriculum

Move AW 214 from 5th quarter to 6th quarter

Move AW 216 from 5th quarter to 6th quarter

Move AP 309 from 9th quarter to 5th quarter

Pg. 19-28 Course Descriptions Acupuncture

Pg. 19 Add the following:

AT 100 Prerequisite: Admission to Program

AT 101 Corequisite: AT 102

AT 103 Prerequisite: Admission to Program

AT 104 Prerequisite: Admission to Program

Pg. 20 Change the following:

AT 106 Corequisite to Prerequisite

Pg. 20 Add the following:

AT 110 Corequisite: AT 111

AT 111 Prerequisite: AT 100, AT 106, AT 107

AT 200 Prerequisite: AT 107, AT 108, AT 109

Pg. 21 Add the following:

AT 201 Corequisite: AT 200

AT 203 AT 109 to Prerequisites; **add** Prerequisite or Corequisite: AT 201, AT 202; **remove** AT 201 and AT 204 from Prerequisites

AT 206 AT 201 to Prerequisites

Pg. 22 Change the following:

AT 207 Corequisite to Corequisite or Prerequisite: AC 126, AT 206, AT 208; **remove** AT 206 from Prerequisites

AT 208 Prerequisite to Corequisite or Prerequisite

Pg. 22 Add the following:

AT 209 AW 113, AW 115 to Prerequisites
AT 210 AT 204 to Prerequisites
AT 300 AT 109 to Prerequisites

Pg. 23 Add the following:

AT 303 Prerequisite: AT 100, AT 106

Pg. 24 Change the following:

AW 119 Prerequisite: 1107 AW to Prerequisite: AW 115

Pg. 25 Change the following:

AW 211 Prerequisite to Corequisite or Prerequisite
AW 212 Prerequisite to Corequisite or Prerequisite
AW 214 **Remove** AW 217 from Prerequisites, and add Corequisite or Prerequisite: AW 217

Pg. 26 Add the following:

AC 122 Corequisite or Prerequisite: AT 100, AT 101, AT 102

Change the following:

AC 123, AC 124, & AC 125 Prerequisite to Corequisite or Prerequisite

Pg. 27 Change the following:

AC 126 Prerequisite to Corequisite or Prerequisite
AC 219 **Remove** from prerequisites – AC 122, AC 123, AC 124, AC 125, AT 209, AW 116; **add** Corequisite or Prerequisite: AT 209, AW 116
AC 220, AC 310, AC 311, AC 312, AC 313 **Change** Prerequisite to Corequisite or Prerequisite

Pg. 28 Change the following:

AC 314, AC 315, AC 316 Prerequisite to Corequisite or Prerequisite

Pg. 59 Registered Nursing Curriculum

Lab hour/clinical hour changes in the Registered Nursing Program
(both DE – p. 59 and AP – p. 61, 61 tracks):

NRS 202 Adult nursing lab: Moved 12 hours from lab to clinical

Lab hours were 48 now they are 36, added the 12 hours to clinical, clinical increase from 60 to 72 (9 weeks at 8 hours week)

NRS 203 Family Nursing lab: moved 10 hours from lab to clinical

Lab hours were 40 now they are 30; Added the 10 hours to clinical, clinical increase from 42 to 52

NRS 205 Advanced Nursing lab: moved 12 hours lab to clinical; Lab hours were 48 now they are 36

Added 12 hours to clinical, clinical increase from 64 to 76 (9 weeks at 8.5 hours week)

Pg. 80 Nursing Policies

Registered Nursing Program Attendance Policies

Delete the following:

The following schedule by course length is the maximum days that may be missed without approved and/or documented excuse in classroom and lab, only:

1. Courses meeting 10 to 12 times per quarter: 2 classes/labs* may be missed without approved excuses. All work must still be made up within 7 days of missed class/lab.
2. Courses meeting 7-9 times per quarter: 1 class/lab may be missed* without approved excuse. All work must still be made up within 7 days of missed class/lab.
3. Courses meeting 5-6 times per quarter: no classes/labs may be missed* without approved excuse, given at the discretion of the Director of Nursing in rare, extenuating circumstances only. All work must still be made up within 7 days of missed class/lab.
4. Courses meeting 1-4 times per quarter: no classes/labs may be missed*, even with documentation. The course must be repeated if a class is missed for any reason.

Delete this phrase and paragraph:

This does not apply on exam days—

Any additional absences must be approved at the discretion of the Director of Nursing. Additional absences not approved by the Director of Nursing will result in failure of the course, which includes all three components of class/lab/clinical, as applicable.

Add the following:

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%. All missed class time is part of the initial 20% – tardiness, leaving class early, leaving class during class and returning, 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 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.

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. An unexcused absence for lab will result in failure of the lab (and corresponding course and clinical, as applicable).

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.

- 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).
- It is the student's responsibility to contact the instructor regarding missed course work. All make-up course work must be completed within seven (7) calendar days of absence or the student will receive a zero (0) for the missed course work. Missed quizzes/weekly tests will not be available for make-up due to unexcused tardiness.
- 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.

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

Pg. 80 Additional Missed Class Time Policy for Practical and Registered Nursing Students:

Delete the following:

Students are expected to arrive and be ready to start all scheduled classes, labs, and clinicals prior to the posted start time. Students who are late more than 5 minutes (unexcused) 3 times in a quarter will result in failure of class/lab/clinical. This includes returning late from break/lunch and leaving during clinical, class, or lab (unapproved).

Pg. 80 Nursing Policies Registered Nursing Program Attendance Policies/Practical and Reregistered Nursing

Add the following highlighted language:

All approved absences from clinical or lab must be made up. Lab hours must be made up during Open Lab or by appointment with a lab instructor **within 7 days of the missed lab.**

Pg. 99 School Policies Attendance Policy

Add the following after *Western Massage Therapy, Acupuncture, and Practical Nursing Programs*

PN - Attendance Policy

In theory classes, students missing more than 10% of the total course hours will lose ½ letter grade for each 5% time increment after the initial 10%. 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. All missed class time is part of the initial 10% – class time is all inclusive – tardiness, leaving class early, leaving class during class and returning, absences. If missed time is not made up, the student will fail the associated course.

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 classes 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.

WMT – Attendance Policy

In theory courses, students missing more than 10% of total course hours will lose ½ letter grade for each 5% time increment after the initial 10%. All time missed over one hour (cumulative) 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. All missed class time is part of the initial 10% - class time is all inclusive - tardiness, leaving class early, leaving class during class and returning, absences. If missed time is not made up, the student will fail the associated course.

In hands-on courses, students missing more than 20% of total course hours will lose ½ letter grade for each 5% time increment after the initial 20%. All time missed over one hour (cumulative) 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. All missed class time is part of the initial 20% - tardiness, leaving class early, leaving class during class and returning, absences. If missed time is not made up, the student will fail the associated course.

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. The student may be asked to leave the test situation until the test is over so there is no distraction for other students.

**Pg. 99 Delete Attendance policy -Registered Nursing Program section
Replace with the following:**

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%. All missed class time is part of the initial 20% – tardiness, leaving class early, leaving class during class and returning, 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 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.

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. An unexcused absence for lab will result in failure of the lab (and corresponding course and clinical, as applicable).

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.***

P. 108 School Policies Exams & Make Up Exams

Amend this paragraph with highlighted sentence:

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. **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.

Pg. 125-127 Faculty Bios

Change initials:

Pg. 125 Kyung Chai, MS, L.O.M., L.Ac.

Hong Chen, MS, L.O.M., L.Ac.

Pg. 127 – Stacey Kent, L.O.M., LMT

Yan Liao, PhD, L.O.M., L.Ac.

Pg 126-127 Replace Judy Fasone and Tracie Jebour bios with the following:

Judy Fasone BSN, RN, NC-BC, CTP

Certified Trager® Practitioner, Integrative Nurse Coach has been a Registered Nurse in the state of Ohio since 1989, and in Private Holistic Practice since 2001. Judy previously worked for 12 years in Mental Health and Addictions both in inpatient and outpatient, in Union County 1988-1999. She graduated from Marion Technical College, A.D., R.N., 1989; Ohio University completed a BSN, 1997; and will complete her MSN in Nursing Education Spring 2016 at Capital University. Judy has 12 years’ experience in Psych and Mental Health with a focus on Addiction/Recovery; 3 years in Public Health, served as Community Health and School Nurse in Union County and participated in Immunization, Well

Baby, Flu and Planned Parenthood Clinics. Judy has been a Nursing Clinical instructor since 2008, and a Classroom instructor since 2010. Judy is a member of the American Holistic Nurses Association, Trager® International and the International Nurse Coach Association. She is the Owner and Director of Alternatives Plus Integrative Nursing Services since 2001, offering Home Care, individual sessions utilizing the Trager Approach, Pilates Core strengthening and Reiki and Health Coaching (called BioDance) in Grandview, Ohio.

Tracie Jebour RN, MSN CCM: Tracie earned her Associates in Nursing at Columbus State Community College in 1999; moved on to receive her BSN at The Ohio State University in 2009, and MSN in Nursing Education at Western Governors University in 2012. She is currently enrolled at the University of South Alabama and will complete her DNP as an FNP in 2019. She has been an RN since 2000 and has taught didactic nursing labs and clinicals since 2011. She has over 5 years' experience in acute care as a medical and surgical and intermediate care nurse and over 5 years' experience as a case manager.

Pg. 128 Faculty Bios: Insert Sandra Muncy.

Sandra Muncy, BSN, RN – Sandra received her Associate Degree in Nursing from Central Ohio Technical College and her Bachelor of Science in Nursing from The Ohio State University. She has more than ten years' experience in Medical/Surgical nursing with a focus on Oncology and Cardiac patients. Sandra has previous experience as a clinical instructor.

Page 95 Library

Delete current paragraph and insert the following:

The AIAM library stocks over 800 reference books, magazines, DVDs, CDs and videos of various topics including Anatomy, Physiology, Massage, Acupuncture and Nursing. Students may use these resources as well as a computer with instructional software while in the library. The circulating collection of AIAM Library resources may be checked out for a 2-week period. Please bring AIAM Library RETURN materials directly to the Library Manager or to the AIAM Front Desk. If the item(s) are not returned within two weeks, a daily fee of \$1.00 per item will be assessed. After 30 days, if the item is not returned, the student will be fined \$50 or the replacement cost of the item, whichever is greater.

The AIAM Library copies of most current classroom textbooks (the Reserves Collection) are non-circulating and they are not to leave the building. These textbooks only get checked out for 4 hours at a time as they are in high demand.

AIAM has also established a borrowing relationship for AIAM students through The Ohio State University Health and Sciences Library. To use the OSU library, AIAM students must present valid identification including your AIAM student ID. Please see librarian for more details.

Effective July 6, 2014

Pg. 20 Acupuncture Course Descriptions

AT 106 Theory of Meridians

Delete Corequisite AT 100

Pg. 81 Pursuing 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 CPGA 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)								
Total Quarters Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below	Financial Aid Warning if CGPA is below	Financial Aid Probation if CGPA is below	Financial Aid Warning if Rate of Progress is Below	Financial Aid Probation if Rate of Progress is Below
1	2.0	N/A	66.66%	N/A	2.0	N/A	66.66%	N/A
2	2.0	1	66.66%	40%	2.0	1	66.66%	40%
3	2.0	1.25	66.66%	50%	2.0	1.25	66.66%	N/A
4	2.0	1.5	66.66%	50%	2.0	1.5	66.66%	50%
5	2.0	1.75	66.66%	60%	2.0	1.75	66.66%	N/A
6	N/A	2.0	N/A	66.66%	2.0	2.0	N/A	66.66%

109.5-quarter Credit Hour, Quarter-Based Program

Delete chart and replace with the following revised chart:

109.5 Quarter Credit Hour Quarter-Based Program.								
Total credits that may be attempted: 164.25 (150% of 109.5).								
Total Credits Attempted	Probation if CGPA is below	Dismissal if CGPA is below	Probation if ROP is Below	Dismissal if ROP is Below	Financial Aid Warning if CGPA is below	Financial Aid Probation if CGPA is below	Financial Aid Warning if ROP is Below	Financial Aid Probation if ROP is Below
1-16	2.0	N/A	66.66%	N/A	2.0	N/A	66.66%	N/A
17-32	2.0	0.5	66.66%	25%	2.0	0.5	66.66%	25%
33-46	2.0	0.75	66.66%	40%	2.0	0.75	66.66%	40%
47-59	2.0	1	66.66%	50%	2.0	1	66.66%	50%
60-72	2.0	1.25	66.66%	55%	2.0	1.25	66.66%	55%
73-86	2.0	1.5	66.66%	60%	2.0	1.5	66.66%	60%
87-96	2.0	1.8	66.66%	63%	2.0	1.8	66.66%	63%
97-110	2.0	2.0	66.66%	66.66%	2.0	2.0	66.66%	66.66%
111-129	2.0	2.0	66.66%	66.66%	2.0	2.0	66.66%	66.66%
130-148	2.0	2.0	66.66%	66.66%	2.0	2.0	66.66%	66.66%
149-164.25	N/A	2.0	N/A	66.66%	N/A	2.0	N/A	66.66%

Pg. 117 90 Quarter Credit Hour, Quarter-Based Program

Delete chart and replace with the following revised chart:

90 Quarter Credit Hour Quarter-Based Program.								
Total credits that may be attempted: 135 (150% of 90).								
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if ROP is Below	Suspension if ROP is Below	Financial Aid Warning if CGPA is below	Financial Aid Probation if CGPA is below	Financial Aid Warning if ROP is Below	Financial Aid Probation if ROP is Below
1--18	2.0	N/A	66.66%	N/A	2.0	N/A	66.66%	N/A
19-36	2.0	1	66.66%	30%	2.0	1	66.66%	30%
37-56	2.0	1	66.66%	40%	2.0	1	66.66%	40%
57-74	2.0	1.25	66.66%	50%	2.0	1.25	66.66%	50%
75-90	2.0	1.5	66.66%	55%	2.0	1.5	66.66%	55%
91-105	2.0	1.75	66.66%	60%	2.0	1.75	66.66%	60%
106-120	2.0	1.8	66.66%	63%	2.0	1.8	66.66%	63%
121-135	N/A	2.0	N/A	66.66%	N/A	2.0	N/A	66.66%

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 gero-psychiatric, 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.**

Replace NRS 202 Adult Nursing hours as follows:

	Didactic Hours	Nursing Lab	Course Lab	Clinic Hours	Clock Hours	Credits
NRS 202	48	48	0	60	156	9

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 Proficiency 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)

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

130 Quarter Credit Hour Quarter-Based Program.								
Total credits that may be attempted: 195 (150% of 130).								
Total Credits Attempted	Probation if CGPA is below	Dismissal if CGPA is below	Probation if ROP is Below	Dismissal if ROP is Below	Financial Aid Warning if CGPA is below	Financial Aid Probation if CGPA is below	Financial Aid Warning if ROP is Below	Financial Aid Probation if ROP is Below
1--15	3.0	N/A	66.66%	N/A	3.0	N/A	66.66%	N/A
16-32	3.0	N/A	66.66%	20%	3.0	N/A	66.66%	20%
33-48	3.0	1.5	66.66%	25%	3.0	1.5	66.66%	25%
49-63	3.0	1.75	66.66%	33%	3.0	1.75	66.66%	33%
64-77	3.0	2.0	66.66%	40%	3.0	2.	66.66%	40%
78-91	3.0	2.25	66.66%	50%	3.0	2.25	66.66%	50%
92-104	3.0	2.5	66.66%	55%	3.0	2.5	66.66%	55%
105-117	3.0	2.8	66.66%	60.00%	3.0	2.8	66.66%	60.00%
118-130	3.0	3.0	66.66%	63.00%	3.0	3.0	66.66%	63.00%
131-143	3.0	3.0	66.66%	66.66%	3.0	3.0	66.66%	66.66%
144-156	3.0	3.0	66.66%	66.66%	3.0	3.0	66.66%	66.66%
157-169	3.0	3.0	66.66%	66.66%	3.0	3.0	66.66%	66.66%
170-182	3.0	3.0	66.66%	66.66%	3.0	3.0	66.66%	66.66%
183-195	N/A	3.0	N/A	66.66%	N/A	3.0	N/A	66.66%

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:

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:

NRS203 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 BIODs

Remove: Glenda Hugley, RN, BSN