

## **FA24 Addendum**

Paul Fraizer hired as Nursing Programs Manager and nursing faculty.

Remove Melissa Fischer, Assistant Director of Education/Student Services.

Add Dr. Geoffrey Gould as Director of Student Services, email [ggould@aiam.edu](mailto:ggould@aiam.edu)

Add Angela Falasca as Title IX Coordinator, email [afalasca@aiam.edu](mailto:afalasca@aiam.edu)

Paul W. Frazier, MSN, BSN, BSBA, RN – Paul earned his Associate of Science in Nursing from Columbus State Community College in 2014. He earned his Bachelor of Science in Business Administration from Trident University International in 2008. He earned his Bachelor of Science in Nursing from Ohio University in 2021. Paul received his Master of Science in Nursing from Aspen University in 2023. He was the Chief and Nurse Manager in telehealth for four years. He was a Surgery Assistant Nurse Manager and Staff Nurse for six years. Paul is the Nursing Programs Manager and teaches in the Nursing Programs.

Gretchen Fabian, MSN, RN, LSN – Gretchen received her bachelor's degree (2011) and master's degree (2016) in Nursing from Capital University. Her master's degree has a focus in nursing education. Gretchen also received her certification to be a Licensed School Nurse from Ashland University in 2021. She has been a Registered Nurse since 2011. She was a pediatric nurse for five years. She has three years of experience as a nurse educator. She was a school nurse for five years. As a Nurse Educator, Gretchen taught Employee Wellness at Nationwide Children's Hospital, which included diabetes education, mindfulness, self-care, and resilience training. She also did continuing education course planning, taught chronic disease self-management programs, and biometric education related to metabolic-syndrome prevention and behavior change, and health coaching. She is a member of Sigma Theta Tau, and the National Association of School Nurses. Gretchen teaches in the Nursing programs.

Kayla Flohre, LMT – Kayla received her diploma in Medical Massage Therapy from the Dayton School of Medical Massage in 2011. She has been a Licensed Massage Therapist since 2012. She has been an LMT at Elements since 2014 and earned Elite and Master Level Therapist through them. Kayla teaches in the Medical Massage Therapy program.

## **10/30/24**

**Effective December 2, 2025:** *LEAVE OF ABSENCE POLICY As of December 2, 2024, no new Leave of Absence requests will be considered. Students should refer to the Medical Leave Policy or the Withdrawal Policy*

### **Medical Leave Policy:**

The Medical Leave (ML) is a temporary interruption in a student's program of study and refers to the specific period during a program when a student is not in attendance.

American Institute of Alternative Medicine provides students who encounter significant medical situations a pathway to a Medical Leave (ML). ML allows students the ability to have an interruption in their enrollment without withdrawing or being administratively withdrawn from the College. The ML may be granted for the following reasons:

- A physical illness or injury that is expected to incapacitate the student for an extended amount of time or that incapacitates a member of the student's documentable immediate family (limited to parents, spouse, and children).
- Mental Illness – a diagnosable mental, behavioral, or emotional disorder affecting the student, or immediate family member (limited to parents, spouse, and children).

Students will be required to submit third party documentation supporting their significant medical situation requiring the ML. The student should submit the ML request on or before the requested ML start date (see below) by completing the "Medical Leave" request form, which is available upon request from the Director of Student Services. The form must be completed in its entirety, signed and dated.

aIAM acknowledges that there may be unforeseen circumstances that prevent a student from requesting prior approval for an ML; in such cases, aIAM may submit the ML request on the student's behalf, and if granted, proper submission of the ML Request Form and documentation will be required at a later date.

The Academic Dean will review submitted requests and may require additional information or documentation from the student. The Director of Student Services will issue an ML approval or denial letter to the student. The letter of approval will indicate the student's last day of attendance (LDA); approved ML start date; and ML end date (scheduled date of return) (see below).

The ML may be approved only if the requesting student demonstrates an intention and ability to return to aIAM. Upon return, the student must resume training at the same point, term, in the academic program that the ML began. A student's ML must not exceed a total of 180 days in a 12-month period, either alone or in combination with other approved MLs.

### **Medical Leave Request**

MLs requested while course (s) are in progress must be submitted prior to an attendance violation occurring and/or prior to completing final exams.

- The ML start date is the day following the student's last day of attendance (LDA). The student's LDA, ML start date, and the ML end date will be reflected on the ML approval letter. When determining the length of a student's ML, aIAM includes all periods of nonattendance, including weekends, holidays, and scheduled breaks. As noted above, a student's ML may not exceed a total of 180 days in a 12-month period, either alone or in combination with other approved ML's.
- Students who are placed on a Medical Leave are treated as a withdrawal for program academics and Financial Aid purposes. This may result in a debt owed to the college from charges no longer covered by aid. The student will not be eligible for additional Title IV federal financial aid for the returning quarter because of an ML.
- Students approved for an ML must return by the date on their official approval letter or they will be administratively withdrawn.
- Students denied medical leave will be processed as a withdrawal, according to the Withdrawal Policy.

### **Failure to Return**

If you do not return from your ML, you will be considered withdrawn on the last date of attendance. ML. **This may have consequences regarding your loans.** If a student fails to return from ML, aIAM must

report that your enrollment status changed as of the day you withdrew (i.e., the last date of attendance). One possible consequence of not returning from ML might be that your grace period regarding your loans may be exhausted and you will immediately be responsible for repayment of your loans. You will also be responsible for completing Exit Counseling for your loans. You may be able to apply for deferment or forbearance if this occurs.