



SUMMER
2013

Course Catalog

- ▼ Acupuncture
- ▶ Massage Therapy
- ▲ Medical Assisting
- Nursing

American Institute of
Alternative Medicine

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AIAM
American Institute of
Alternative Medicine



OUR MISSION:

The mission of the American Institute of Alternative Medicine (AIAM) is to thoroughly prepare students for careers in Acupuncture, Nursing, Medical Assisting and Massage Therapy by way of lecture, hands-on laboratory experiences, clinical training and development of business acumen skills. AIAM seeks to nurture professional healing arts practitioners to develop their own individual style, art and energy—while also expanding the understanding and utilization of our therapies in the medical community.

We believe your success is our success.



Welcome



Dear Prospective Student:

Thank you for your interest in the American Institute of Alternative Medicine (AIAM)—a private, higher education institution. At AIAM, we understand the challenge of choosing a school and an educational program designed to help you reach your life goals. Continually working hard to support our students' ambitions and progress, AIAM's cohesive administration is caring, dynamic and professionally experienced—we believe that your success is our success.

Look closely at each of AIAM's program objectives. All are based on feedback from local employers and involve curricula designed to provide the skills necessary for achieving a rewarding profession in Massage Therapy, Acupuncture, Nursing or Medical Assisting. You not only have the opportunity to earn the licenses and certifications necessary for professional practices, but you are also equipped with experiences that focus on developing skills in business, ethics and communications—all essential components for success, yet often overlooked.

Upon graduation, AIAM students value the knowledge gained in the traditional components of their chosen field of study and understand the holistic philosophies of the programs that AIAM offers. Our graduates often realize that their experiences at AIAM have exceeded their expectations as they progress to fulfilling and rewarding careers. On behalf of our entire staff, we are excited to provide a balanced education to help you excel on the path of your choice.

Take the next step—apply today!

In Health,

Diane M. Sater
AIAM Co-owner & CEO
(614) 825-6255



Administration



Diane Sater
B.S., LMT

*Owner,
Chief Executive
Officer*



Mark E. Sullivan
B.S.

*Campus
Director*



Helen Yee
B.A., LMT

*Owner,
Chief Financial
Officer*

Board of Directors

Terri S. Erdman, NNP, MS, RN
Richard Graff
Sumit Gunanukorn, Ph.D.
Diane Sater, *Ex-Officio*
Helen Yee, *Ex-Officio*

AIAM Administration

Linda Fleming-Willis, MSW, LMT, *Director of Student & Graduate Services*
Elaine M. Hiatt, PhD, *Academic Dean*
Angela Brooks, MA *Academic Coordinator*
Duane Landrum, *Director of Admissions*
Melissa Natrop, *Administrative Assistant*
Ray H. Windisch, CPA, *Director of Finance*
Candy-Rose Lucas, BS, LMT, *Massage Clinic Manager*
David Welch, *Medical Assistant Program Coordinator*
Danielle Andrews, M.S., *Registrar*
Ulrike Rosser, MFA, *Financial Aid Officer/VA Certifying Official*
Joyce Poling, BA, *Financial Aid Officer*
Corrine Chinchic, *Admissions Representative*
Jackie Jones, MA, *Admissions Representative*
Kelly Fry, *Admissions/Agency Relations Representative*
Laurel Taylor, BS, MBA, *Clinical and Outside Admissions Coordinator*
Hong Chen, L.Ac., MS, *Acupuncture Clinic Manager*
Stacy Dennis, *Office Manager*
Mia Pickard, MSN, MHA, *Nursing Programs Administrator*

Program Advisory Committee *Acupuncture*

Susan Bowlus, L.Ac, Dipl.AC
Karen Cox, L.Ac.
Polly L. Morgan, L.Ac., *Acupuncture & More, LLC*
Rev. J.R. Schroeder, L. Ac.
Liz Swanger L.Ac., *Acupuncture of New Albany*
Grace Zhang, L.Ac,

Program Advisory Committee

Massage

Wauvette Duncan, LMT
Jayma Temple, LMT
Chad Warner, *Massage Envy*
Andrea F. Wells, LMT, NCTMB

Program Advisory Committee

Nursing

Kristine Brown, RN, BSN, *Instructor*
–*Columbus Public Nursing School*
J. Ryan Parkevich, RN, *Nurse*
–*Ohio State University Medical Center*
Dorothy Crider, MSN, *Nursing Admissions Advisor*
–*Otterbein College*
Karen Pelley, RN, *Director of Healthcare Services*
Ellen Spinner, MSN, CNP, *Executive Director*
–*Gentle Care Health Center*

Program Advisory Committee

Medical Assisting

Michael M. Alexander, MD
TiLynn Johnson
Bev Price, *Office Manager*
Constance Redman, *Practice Manager*
–*Paincare Associates*
Shirley Cordray, *Office Manager*
–*Paincare Associates*
Paulette Hunter, CMA, *Medical Assistant*
–*Children's Hospital*
Lee Perry
–*River's Crossing Home Health Inc.*

Accreditations



AIAM is accredited by the Accrediting Commission of Career Schools and Colleges.

Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
ph: 703.247.4212

Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM)
14502 Greenview Drive, Suite 300B
Laurel, Maryland 20708
ph: 301.313.0855

Additional School Approvals:

- ✓ Registered with the Board of Career Colleges and Schools for the State of Ohio (1489-T)
- ✓ Approved by the State of Ohio Medical Board (*Western and Chinese Massage Therapy programs*)
- ✓ Approved by the Ohio Board of Nursing (*Practical and Registered Nursing programs*)
- ✓ Approved by the National Healthcareer Association (*Medical Assisting program*)
- ✓ Approved for the training of veterans, eligible dependents, reservists and the Ohio National Guard

Program-specific Approvals:

School of Traditional Chinese Medicine 学

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:
14502 Greenview Drive, Suite 300B
Laurel, Maryland 20708
ph: 301.313.0855 / fax: 301.313.0912
www.acaom.org

The Acupuncture program curriculum meets the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) certification examination requirements, the ACAOM requirements along with the educational requirements of the Board of Career Colleges and Schools for the State of Ohio.

School of Massage Therapy

AIAM's Western and Chinese Massage Therapy Programs are approved by:

State Medical Board of Ohio
77 South High Street, 17th Floor
Columbus, Ohio 43266-0315
ph: 614.466.3934

School of Nursing

The AIAM Practical and Registered Nursing programs are both approved by:

Ohio Board of Nursing
17 South High Street, Suite 400
Columbus, Ohio 43215-7410
ph: 614.466.3947
fax: 614.466.0388
www.nursing.ohio.gov

School of Allied Health

AIAM's Medical Assisting Program is approved as a Testing Site by:

**National Healthcareer Association (NHA)
National Headquarters**
7500 West 160th Street
Stilwell, Kansas 66085
ph: 973.605.1881
toll free: 800.499.9092
fax: 913.661.6291

Students may view these credentials, which are on display in the AIAM clinic area during regular business hours. For more details see the Director of Graduate and Student Services.

School History

A Foundation of Excellence

Since 1990, the American Institute of Alternative Medicine (AIAM) has had a proud history of educational contributions to students, professionals and our community. From one program started with 14 students, to now six programs with more than 200 students and 1,500+ alumni practicing across the United States, Virgin Islands, Europe, and Asia—AIAM has evolved. It remains the institute's goal to continuously expand the understanding and utilization of our therapies in our community.

Every year in the United States, millions of people find relief and healing through the natural treatment approaches of alternative medicine. Alternative medicine philosophies originate from centuries of different cultures' history—AIAM embraces this rich diversity of healing modalities.

Considering the many career pathways available for students upon graduation, all of AIAM's programs are designed to provide the skills needed to thrive in a rewarding profession. Whether you join the AIAM family as a massage therapy, acupuncture, nursing or medical assisting student, AIAM believes that your success is our success.

AIAM first started as Massage Away, Inc., established in 1990 as central Ohio's largest therapeutic clinic by co-owners Helen Yee and Diane Sater. The massage clinic's consistent growth, overwhelming customer demand and the challenges of finding quality massage therapists all led to the creation of Massage Away, Inc. School of Therapy in 1994.

Starting with a class of 14, the Western Massage Therapy program is robust and teaches anatomy, physiology, Neuromuscular Therapy (NMT), business and clinical skills. Based on Swedish Massage, there is a heavy clinical focus integrating NMT, postural assessment and myofascial release. In 2000, the Accrediting Commission of Career Schools and Colleges (ACCSC, formerly ACCSCT) granted full institutional accreditation, and the institution was also approved to offer financial aid benefits with the U.S. Department of Education

and for the training of veterans, eligible dependents, reservists, and the Ohio National Guard. ACCSC institutional accreditation and financial aid benefits continue to be maintained.

In 2002, we changed our name to the American Institute of Alternative Medicine as we added two new programs—Chinese Massage Therapy and Acupuncture, to reflect our broader mission. Chinese Massage Therapy and Acupuncture are both central components of Traditional Chinese Medicine. With an emphasis on treating the whole person as an energetic system, Traditional Chinese Medicine is one of the fastest growing and most widely-accepted healthcare professions in the west. These programs teach anatomy, physiology, Western Medical Approaches, Acupuncture or Chinese Massage Therapy and related modalities, business and clinical skills.

In 2004, the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) granted candidacy for the Acupuncture program. This allows Acupuncture graduates to sit for their national certification exam.

Three years later, in 2007, AIAM's Professional Master's Level Acupuncture Program was recognized by ACAOM with full accreditation. Full ACAOM accreditation has been maintained ever since. ACAOM is recognized by the U.S. Department of Education as the accrediting agency for the approval of programs preparing Acupuncture and Oriental medicine practitioners.

2010 saw the inception of three new programs, all developed with a blend of holistic and Western Medical philosophy: Practical Nursing (PN), Registered Nursing (RN) and Medical Assisting (MA).

With regular input from Program Advisory Committee members, alumni, faculty, students and staff, AIAM continues to evolve into an institution of higher education dedicated to the success of its students.





The holistic framework of AIAM's Nursing Programs integrates the rigorous coursework and necessary instruction to best prepare students for their licensure.

AIAM's Medical Assisting Program was proudly initiated to support Ohio employers' need for trained professionals with both front and back office skills, emphasizing the importance of technical and interpersonal skills, strong work ethics and professionalism.

Since 1994, Helen Yee and Diane Sater have proudly offered high quality educational programs enabling graduates to start new careers in healthcare. As entrepreneurs, they have continually worked to enhance students' success, earning accreditations, State of Ohio agency and board approvals, and U.S. Department of Education approvals to offer Federal Financial Aid, evolving and enhancing AIAM to meet student, staff and employer needs.

AIAM's devoted staff creates a supportive community of learning. Many have been part of the AIAM family since its inception. AIAM graduates earn licenses, work and contribute in many communities around the world. AIAM Faculty and Staff are proud of this fact and contribute graduates' success in part to the comprehensive review of course materials received while students. The AIAM Admissions office can share with you completion and placement statistics associated with your program of interest.

AIAM Commitment

AIAM is committed to providing the highest quality of education possible. Each of our four schools value an extensive focus on hands-on clinical approaches throughout all AIAM curricula.

A pioneer in providing an educational environment that integrates the best of both Eastern and Western healing modalities, AIAM's programs in Acupuncture was the first to be established in the state of Ohio. It is the only Acupuncture program offered within an eight-hour drive from Columbus. Graduates from these programs and the Western Massage Therapy program are thoroughly prepared to take the Massage and Bodywork Licensing Examination (MBLEx) and/or the National Certification Commission for Acupuncture and Oriental Medicine's (NCCAOM) Acupuncture or Asian Bodywork Therapy exam. Upon passing, AIAM graduates are enabled to practice Acupuncture, Massage Therapy or bodywork locally or in many states.

AIAM Medical Assisting graduates are considered eligible to apply for the national certification process through the National Healthcareer Association (NHA)—in order to become a nationally Certified Medical Assistant. Graduates of our Nursing School are qualified to take the National Council Licensure Exam (NCLEX-PN or RN) to become certified. Upon passing, licensure is issued by the Ohio Board of Nursing.

Medical Assisting graduates are also qualified to sit for the EKG and Phlebotomy national certification exams. At the heart of all our programs is the desire and commitment to help graduates treat the body, mind and spirit of each client.

Our Nursing programs have a holistic philosophy and prepare graduates for quality whole-patient care.





Our Schools

AIAM is organized into four distinct schools—each program designed to provide all the skills needed for success—including business, ethics and communications.



School of Traditional Chinese Medicine 学

Teaching Acupuncture



School of Massage Therapy

Teaching Western Massage



School of Allied Health

Teaching Medical Assisting



School of Nursing

Teaching Practical Nursing & Registered Nursing

AIAM Facility: The building that houses the American Institute of Alternative Medicine includes several, academically-focused spaces consisting of seven lecture rooms, two computer labs, three conference rooms, nursing and medical assisting labs, two consultation rooms and clinical spaces with twelve treatment rooms. Additionally, a quiet library with computers for student use, student-accessible kitchen (complete with microwaves and refrigerators) and instructor office spaces accompany AIAM's administrative offices and meeting spaces.



Academic Calendar



2013:

Winter Quarter 2013

December 16, 2012 – March 23, 2013

Closed 12/23/2012 – 1/05/2013

Western Massage Therapy, 12-month Program: F, Sat, 8 a.m. – 5 p.m.
Medical Assisting, 9-month Program: M, T, W, Th, F, 4:30 p.m. – 10:30 p.m.
Practical Nursing, 12-month Program: M, T, W, Th, F, 7 a.m. – 4 p.m.
Registered Nursing, 15-month Program: M, T, W, Th, F, 7 a.m. – 4 p.m.

Spring Quarter 2013

April 1, 2013 – June 24, 2013

Closed 5/27/2013

Acupuncture, 27-month Program: M, T, W, 8 a.m. – 5 p.m.
Western Massage Therapy, 12-month Program: F, Sat, 8 a.m. – 5 p.m.
Medical Assisting, 9-month Program: M, T, W, Th, F, 9 a.m. – 3 p.m.
Practical Nursing, 12-month Program: Classes may be scheduled M, T, W, Th, F, Sat, 8 a.m. – 5 p.m.
Registered Nursing, 15-month Program: Classes may be scheduled M, T, W, Th, F, or Sat, 8 a.m. – 5 p.m.

Summer Quarter 2013

June 30, 2013 – September 26, 2013

Closed 7/4/2013, 9/2/2013, 9/22/2013, 9/24/2013, 9/25/2013, 9/27/2013, 9/28/2013

Western Massage Therapy, 12-month Program: M, T, W, Th, 6 p.m. – 10 p.m.
Medical Assisting, 9-month Program: M, T, W, Th, F, 4:30 p.m. – 10:30 p.m.
Registered Nursing (RN), 24-month Program: Classes may be scheduled M, T, W, Th, F, or Sat, 7 a.m. – 5 p.m.
• RN Advanced Placement Option, 15-month Program: Classes may be scheduled M, T, W, Th, F, or Sat, 7 a.m. – 5 p.m.

Fall Quarter 2013

September 29, 2013 – December 22, 2013

Closed 11/28/2013 and 12/23 – 12/31/2013

Acupuncture, 27-month Program: W, Th, F, 8 a.m. – 5 p.m.
Western Massage Therapy, 12-month Program: F, Sat, 8 a.m. – 5 p.m.
Medical Assisting, 9-month Program: M, T, W, Th, F, 9 a.m. – 3 p.m.
Registered Nursing (RN), 24-month Program: Classes may be scheduled M, T, W, Th, F, or Sat, 7 a.m. – 5 p.m.
• RN Advanced Placement Option, 15-month Program: Classes may be scheduled M, T, W, Th, F, or Sat, 7 a.m. – 5 p.m.

Holidays Observed:

New Years Day • Memorial Day
Independence Day • Labor Day
Thanksgiving Day • Christmas Day

- Please contact an Admissions Representative for the most current program offerings, application deadlines, start dates and specific program schedules, which are subject to change.
- There are 12 academic weeks in each quarter. Please refer to the academic calendar.
- Clinic hours are outside of regularly scheduled course hours. Students may be assigned clinical experiences in varying hours of 3 to 12 hours daily.
- Nursing clinical experiences may be scheduled outside of course times—and occasional out-of-town travel—resulting in possible change of days for courses throughout the year.



Acupuncture



Program Introduction

Professional Master's Level Acupuncture Program

AIAM's Acupuncture program is the equivalent of a master's level program. It involves coursework in bio-medical science, clinical training, professional development—including counseling, communications, ethics and practice management—and other related Acupuncture studies. The full-time curriculum takes three academic years (27 months) to complete and consists of nine 12-week quarters, totaling 2230 clock hours.

Students are expected to maintain high academic standards and meet all graduation requirements (as listed in the course catalog). Because of the advanced academic demands of this curriculum, students must have previous educational credits of at least an associate's degree and/or 60-semester or 90-quarter credits at the baccalaureate level. Upon successful completion of the program, graduates receive a diploma and are prepared to be highly qualified practitioners of Acupuncture.

Career Opportunities

With a diploma from AIAM's Acupuncture program, graduates are thoroughly prepared for entry-level careers as an Acupuncturist—a Diplomat of Acupuncture certified by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM). By successfully passing the NCCAOM certification exam, students are eligible to practice Acupuncture in Ohio with the State Medical Board, or in many other states.



Program Objectives



The basic goal of the program is to educate and graduate primary healthcare practitioners based on Traditional Chinese Medicine concepts that employ Acupuncture diagnosis and treatment, as well as adjunctive therapies and diagnostic techniques, for the promotion, maintenance and restoration of health and the prevention of disease.

The educational objectives of the program are measurable traits and qualities we expect our students to obtain—which include:

1. Students will demonstrate competency in making appropriate diagnoses and treatment plans according to the principles of Traditional Chinese Medicine.
2. Students will demonstrate skills in the administration of various Acupuncture, moxibustion and other healing modalities from oriental medicine in the treatment process.
3. Students will have a working knowledge of Bio-Medical Science related material as it applies to Acupuncture diagnosis and treatment.
4. Students will have knowledge about how to access informational resources pertaining to healthcare in general and Acupuncture in particular.
5. Students will know how to communicate in a professional manner with other health care providers for the purposes of referral and consultation.
6. Students will know how to act ethically and appropriately with peers and patients in their practice.
7. Students will know how to establish and manage an Acupuncture practice.
8. Students will be prepared for the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) examination and a career as an acupuncturist.
9. Students will know how to communicate in a professional manner with the public in order to develop and enhance an understanding of Acupuncture therapies.



Overview



Acupuncture Course Options:

1. The 27-month Acupuncture program begins twice each year and is considered a full-time program for financial aid purposes.
2. Acupuncture students in need of a customized schedule must consult with the Academic Dean during the admissions process.
3. Please refer to the Academic Calendar on page 9 for a comprehensive listing of current and future program schedules, start dates and deadlines.

Program Completion Requirements:

1. Complete all required course work and clinic internship with a minimum average of “C” (70%).
2. Attain at least 70% pass grade on the school’s comprehensive exam.
3. Complete at least 250 treatments and 50 different cases using Acupuncture with other modalities of Traditional Chinese Medicine.
4. Meet or exceed attendance requirements.
5. Maintain high standards of conduct and follow the student conduct policy.
6. Payment in full of all tuition and settlement of all financial obligations with the school.
7. Complete the program within the earlier of 1.5 times the length of the program. (162 weeks/13.5 quarters or 257.25 attempted credits)

Total Program Hours:

2230

Total Quarter Credit Hours:

130

CATEGORY	CLOCK HOURS	CREDIT HOURS
Acupuncture and Related Studies	865	51.5
Western Science & Bio-Medical Sciences	525	34.5
Professional Development	90	5.5
Clinical Training	750	38.5

Curriculum



Course order is subject to change. All awarded credit hours at AIAM are quarter credit hours. Course types are designated as follows:

AT = Acupuncture Therapy Related

AW = Acupuncture Western Science and Bio-Medical Sciences

AP = Acupuncture Professional Development

AC = Acupuncture Clinical Training

HT = Herbology Therapy

E = Elective

QUARTER 1

COURSE#	TITLE	CLOCK HOURS	CREDIT HOURS
1102 ATc	Basic Traditional Chinese Medicine Theory	45	3
1105 ATc	Acupoint Location & Energetics I	45	3
1106 ATc	Acupoint Location Practicum I	45	2
1110 ATc	Tai Ji Quan I	15	0.5
1112 AWc	Introduction to Biology	45	3
1108 AWc	Surface Anatomy	30	2
1111 ACc A	Clinical Observation I	30	1.5
TOTAL		255	15

QUARTER 2

COURSE#	TITLE	CLOCK HOURS	CREDIT HOURS
1109 AWc	Western Approaches to Illness & Medical Terminology	30	2
1101 ATc	History of Traditional Chinese Medicine	25	1.5
1111 ACc B	Clinical Observation II	30	1.5
1208 ATc AT	Tai Ji Quan II	15	0.5
1103 ATc	Theory of Meridians	30	2
1104 ATc	Chinese Medicine Etiology & Pathology	15	1
1202 ATc	Acupoint Location & Energetics II	45	3
1203 ATc	Acupoint Location Practicum II	45	2
1107 AWc	Human Anatomy & Physiology I	50	3.5
TOTAL		285	17

QUARTER 3

COURSE#	TITLE	CLOCK HOURS	CREDIT HOURS
1201 ATc	Chinese Medicine Diagnostics/Methodology	45	3
1210 AWc	Western Medicine Diagnostics/ Physical Exam Techniques Practice	10	0.5
1205 AWc	Western Medicine Diagnostics/ Physical Exam Technique	30	2
2107 AWc	Introduction to Psychology	30	2
1204 AWc	Human Anatomy & Physiology II	45	3
1111 AC Cc	Clinical Observation III	30	1.5
3201 AP Ac	Medical Ethics & Professional Issues	20	1
1211 ATc	Chinese Medicine Diagnostics/Methodology Practice	15	0.5
1206 AWc	Microbiology	30	2
TOTAL		255	15.5

QUARTER 4

COURSE#	TITLE	CLOCK HOURS	CREDIT HOURS
1207 AWc	Western Medicine Pathology	45	3
2108 ATc	Acupuncture & Moxibustion Techniques Practice	15	0.5
2106 AWc	Western Medical Diagnostics/Lab Reading	30	2
2103 ATc	Acupuncture & Moxibustion Techniques	45	3
2101 ATc	Chinese Medicine Diagnostics/ Differentiation of Syndromes I	30	2
2104 ATc	Acupuncture & Treatment of Disease I	30	2
1111 AC Dc	Clinical Observation IV	30	1.5
2109 AWc	Clean Needle Technique/OSHA	15	1
TOTAL		240	15

QUARTER 5

COURSE#	TITLE	CLOCK HOURS	CREDIT HOURS
2114 AWc	First Aid & Cardio-Pulmonary Resuscitation	10	0.5
2102 ATc	Chinese Medicine Diagnostics/ Differentiation of Syndromes II	30	2
2113 ATc	Principles of Point Selection & Combination	30	2
1111 ACc E	Clinical Observation V	30	1.5
2105 ATc	Acupuncture & Treatment of Disease II	30	2
2112 ATc	Clinical Preparation	15	1
2204 ATc	Acupuncture & Treatment of Disease III	30	2
2206 AWc	Overview of Western Clinical Practice I	30	2
2210 AWc	Introduction to Medical Imaging	20	1
TOTAL		225	14

QUARTER 6

COURSE#	TITLE	CLOCK HOURS	CREDIT HOURS
2208 ACc	Clinical Internship A	60	3
2209 ACc	Clinical Internship B	60	3
2202 ATc	Micro Acupuncture Therapy	45	3
3104 AWc	Overview of Western Clinical Practice II	30	2
2207 AWc	Western Medicine Pharmacology	45	3
TOTAL		240	14

QUARTER 7

COURSE#	TITLE	CLOCK HOURS	CREDIT HOURS
2201 ATc	Chinese Medicine Diagnostics/Differentiation of Syndromes III	30	2
2205 ATc	Chinese Massage Therapy I	30	1.5
3105 AWc	Overview of Western Clinical Practices III	30	2
3109 ATc	Clinical Experience Forum	30	2
3106 ACc	Clinical Internship C	60	3
3107 ACc	Clinical Internship D	60	3
TOTAL		240	13.5

Curriculum



QUARTER 8

COURSE#	TITLE	CLOCK HOURS	CREDIT HOURS
3108 ACc	Clinical Internship E	60	3
3101 ATc	Chinese Massage Therapy II	30	1.5
3205 ACc	Clinical Internship F or Clinical Externship F in China	60	3
3206 ACc	Clinical Internship G or Clinical Externship G in China	60	3
3203 ATc	Acupuncture Case Study	30	2
TOTAL		240	12.5

QUARTER 9

COURSE#	TITLE	CLOCK HOURS	CREDIT HOURS
3207 ACc	Clinical Internship H or 1/2 Clinical Externship H in China and 1/2 Clinical Internship local	60	3
3208 ACc	Clinical Internship I	60	3
3201 AP Bc	Medical Ethics & Professional Issues	10	0.5
3202 APc	Practice Management	30	2
3103 APc	Counseling	30	2
2110 ATc	Medical Qi Gong I	15	0.5
2203 ATc	Medical Qi Gong II	15	0.5
3204 ATc	Terminal Competencies of Acupuncture	30	2
TOTAL		250	13.5

PROGRAM TOTALS **2230** **130**

ELECTIVE COURSES

COURSE#	TITLE	CLOCK HOURS	CREDIT HOURS
E0002 ATc	Treatment of Addictions & Compulsive Disorders	15	1
E0003 ATc	Introduction to the Diversities of Acupuncture	30	2
E0007 ATc	TCM Dietary Therapy	45	3
E0008 HTc*	Introduction to Chinese Medicine Herbology	30	2
E0009 HTc*	Introduction to Chinese Medicine Prescriptionology	30	2
E0010 HTc*	Introduction to Chinese Patent Medicine	30	2
E3111 ATc	Chinese Massage Therapy IV	30	1.5
E3112 ATc	Chinese Massage Therapy V	30	1.5
E3113 ATc	Chinese Massage Therapy VI	30	1.5
E0014 ATc	Basic Chinese Language and TCM Terminology I	30	2
E0015 ATc	Basic Chinese Language and TCM Terminology II	30	2
E0016 ATc	Basic Chinese Language and TCM Terminology III	30	2

* These courses are herbal electives that do not lead to any certification in herbal studies. AIAM does not offer an herbal program. Chinese Herbology is not available as a license in the state of Ohio.

Elective courses are not covered by financial aid. A minimum of six students must register for an elective course in order for the course to be offered.



ACUPUNCTURE & RELATED COURSES

COURSE#	TITLE	CLOCK HOURS	CREDIT HOURS
1102 ATc	Basic Traditional Chinese Medicine Theory	45	3
1105 ATc	Acupoint Location & Energetics I	45	3
1106 ATc	Acupoint Location Practicum I	45	2
1110 ATc	Tai Ji Quan I	15	0.5
1101 ATc	History of Traditional Chinese Medicine	25	1.5
1208 ATc	Tai Ji Quan II	15	0.5
1103 ATc	Theory of Meridians	30	2
1104 ATc	Chinese Medicine Etiology & Pathology	15	1
1202 ATc	Acupoint Location & Energetics II	45	3
1203 ATc	Acupoint Location Practicum II	45	2
1201 ATc	Chinese Medicine Diagnostics/ Methodology	45	3
1211 ATc	Chinese Medicine Diagnostics/ Methodology Practice	15	0.5
2108 ATc	Acupuncture & Moxibustion Techniques Practice	15	0.5
2103 ATc	Acupuncture and Moxibustion Techniques	45	3
2101 ATc	Chinese Medicine Diagnostics/ Differentiation of Syndromes I	30	2
2104 ATc	Acupuncture and Treatment of Disease I	30	2
2102 ATc	Chinese Medicine Diagnostics/Differentiation of Syndromes II	30	2
2113 ATc	Principles of Point Selection and Combination	30	2
2105 ATc	Acupuncture and Treatment of Disease II	30	2
2112 ATc	Clinical Preparation	15	1
2204 ATc	Acupuncture and Treatment of Disease III	30	2
2202 ATc	Micro Acupuncture Therapy	45	3
2201 ATc	Chinese Medicine Diagnostics/ Differentiation of Syndromes III	30	2
2205 ATc	Chinese Massage Therapy I	30	1.5
3101 ATc	Chinese Massage Therapy II	30	1.5
3203 ATc	Acupuncture Case Study	30	2
2110 ATc	Medical Qi Gong I	15	0.5
2203 ATc	Medical Qi Gong II	15	0.5
3204 ATc	Terminal Competencies of Acupuncture	30	2
TOTAL		865	51.5

PROFESSIONAL DEVELOPMENT COURSES

COURSE#	TITLE	CLOCK HOURS	CREDIT HOURS
3201 APc A	Medical Ethics & Professional Issues	20	1
3201 APc B	Medical Ethics & Professional Issues	10	0.5
3202 APc	Practice Management	30	2
3103 APc	Counseling	30	2
TOTAL		90	5.5

Curriculum



WESTERN SCIENCE & BIOMEDICAL SCIENCES

COURSE#	TITLE	CLOCK HOURS	CREDIT HOURS
1112 AWc	Introduction to Biology	45	3
1108 AWc	Surface Anatomy	30	2
1109 AWc	Western Approaches to Illness & Medical Terminology	30	2
1107 AWc	Human Anatomy & Physiology I	50	3.5
1210 AWc	Western Medicine Diagnostics/ Physical Exam Techniques Practice	10	0.5
1205 AWc	Western Medicine Diagnostics/ Physical Exam Techniques	30	2
2107 AWc	Introduction to Psychology	30	2
1204 AWc	Human Anatomy & Physiology II	45	3
1206 AWc	Microbiology	30	2
1207 AWc	Western Medicine Pathology	45	3
2106 AWc	Western Medical Diagnostics/Lab Reading	30	2
2109 AWc	Clean Needle Technique/OSHA	15	1
2114 AWc	First Aid & Cardio-Pulmonary Resuscitation	10	0.5
2206 AWc	Overview of Western Clinical Practice I	30	2
2210 AWc	Introduction to Medical Imaging	20	1
3104 AWc	Overview of Western Clinical Practice II	30	2
2207 AWc	Western Medicine Pharmacology	45	3
TOTAL		525	34.5

CLINICAL TRAINING COURSES

COURSE#	TITLE	CLOCK HOURS	CREDIT HOURS
1111 ACc A	Clinical Observation I	30	1.5
1111 ACc B	Clinical Observation II	30	1.5
1111 ACc C	Clinical Observation III	30	1.5
1111 ACc D	Clinical Observation IV	30	1.5
1111 ACc E	Clinical Observation V	30	1.5
2208 ACc	Clinical Internship A	60	3
2209 ACc	Clinical Internship B	60	3
3105 AWc	Overview of Western Clinical Practices III	30	2
3109 ATc	Clinical Experience Forum	30	2
3106 ACc	Clinical Internship C	60	3
3107 ACc	Clinical Internship D	60	3
3108 ACc	Clinical Internship E	60	3
3205 ACc	Clinical Internship F or Clinical Externship F in China	60	3
3206 ACc	Clinical Internship G or Clinical Externship G in China	60	3
3207 ACc	Clinical Internship H or 1/2 Clinical Externship H in China and 1/2 Clinical Internship local	60	3
3208 ACc	Clinical Internship I	60	3
TOTAL		750	38.5

Opportunities in China

China Study & Cultural Tours

In conjunction with one of China's best Traditional Chinese Medicine hospitals, AIAM is proud to offer students a unique learning opportunity through the China Study Tour. Students in the Acupuncture and Chinese Massage Therapy programs may choose to satisfy part of the Clinical Coursework requirement by taking advantage of the China Study. Working side-by-side with expert doctors for up to four weeks, students experience intensive clinical training as well as weekly lectures given by renowned practitioners. Students reside near the hospital—immersed in Chinese culture. The optional China cultural tour provides numerous opportunities to explore six UNESCO World Heritage Sites located in three of China's fascinating cities.

Space permitting, guests may also attend the tour—or both the study and tour.

**Call (614) 825.6255
or visit www.AIAM.edu
for more details.**



Admission Essentials



Requirements

Completed Admission Application Form with appropriate application fee

Acupuncture Program: \$100 (Application Fee is waived for AIAM graduates returning to complete another program of study.)

Late registration fee of an additional \$25 is due with applications received 3 weeks prior to course start date.

Official College Transcripts of post secondary schools attended

Official High School Transcript, GED or High School Equivalent (with raised school seal)

Completed Physical Health Examination Form

Completed Reference Contact Information Form

Personal Tour & Interview

A prospective student must tour the facility and look at equipment prior to or at the time of the personal interview.

Process

Complete the application and mail with appropriate application fee to:

**American Institute of Alternative Medicine
Admissions Department
6685 Doubletree Avenue
Columbus, Ohio 43229**

Mail your *Request for College Transcripts* form immediately. These must come directly from your college to American Institute of Alternative Medicine. The forms are in your application packet. Any transcript that is outside of the United States will need to be sent to: ICETS - International Credentials Evaluation and Translation Services (212) 695.7508.

Complete and mail the *Request for High School Transcript* form to your high school immediately. Your high school transcript must be sent directly to:

**American Institute of Alternative Medicine
6685 Doubletree Avenue
Columbus, OH 43229**

Prior to enrollment, students must submit a Physical Health Examination Form from their physician (MD, DO, or Chiropractor). Send the completed form to American Institute of Alternative Medicine. Health forms are good for one year from the date of examination. Acupuncture students will need the Hepatitis B Vaccine, series of 3. Confirmation of first shot/or Hepatitis B Vaccine waiver will need to be turned in with physical form. The 2nd shot is required for course 1106AT and the 3rd shot will be needed for 1203AT.

Fill out the Reference Contact Information Form with contact information of two people AIAM Admissions can contact for references. These contacts should be professional people who know your academic abilities and character. References from family members are not acceptable.

The personal interview is for the student applicant and school to get to know each other better. All applicants meet with an Admissions Representative who interviews them individually to determine personal motivations and goals, potential to benefit from the program, psychological and emotional maturity, physical abilities and financial readiness. If you have not yet seen the facility, a school tour will be conducted at this time.





Requirements

Process

Notification of Acceptance	Once the admission process is completed, the applicant will be notified of their acceptance into the program.
Course Seat Reservation	Upon admission, students receive an electronic welcome packet and are responsible for immediately returning key documents as outlined in the packet.
Student Orientation	Student Orientation is held prior to your first class. Attendance is mandatory.
Transfer Credits NOTE: <i>A minimum of 25% of the credits required must be completed at AIAM. Returning AIAM students will not be charged a transfer fee for courses taken at AIAM or for courses from other schools that were previously approved.</i>	The Institute accepts students in good standing who wish to transfer from another Acupuncture/oriental medicine college or Massage Therapy program. Transfer students must first meet the AIAM admission requirements. Transfer Credit procedures and decisions must be completed by the second week of the first quarter of school.
English Language Competency	If English is not a student's first language and they have not previously attended a U.S. college, AIAM admission guidelines include the TOEFL and English as a spoken language scores. If English is not the primary language, a student must demonstrate English language competency with a TOEFL score of at least 157 (computer), 54 (internet based) or 480 (written).

Felony Conviction Record: *Please note the law regulating the practice of Massage Therapy and Acupuncture states that the State Medical Board of Ohio (SMB) may deny a convicted felon a license or the privilege of sitting for the examination.*

The American Institute of Alternative Medicine must disclose to all students that both the SMB and the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) will investigate a prior conviction and they may determine that some crimes are incompatible with certification as an independent provider of healthcare. Completion of our programs does not in itself entitle a candidate with a prior conviction to national certification or to state of Ohio licensure. Any misrepresentation or omission of facts in the application will justify the refusal of admission consideration, cancellation of admission and/or dismissal from the American Institute of Alternative Medicine.

Tuition & Fees



Students are legally responsible for their educational expenses for the period of enrollment. Students who are current with payments are entitled to all privileges of enrollment. Failure to remain current with payments may result in suspension and possible dismissal.

Tuition & Required Fees

130 Credit Hours of Tuition @ \$335.00 per Credit Hour	\$ 43,550.00
Application Fee (due with application)* ²	\$ 100.00
Approximate Cost of Required Textbooks and Reference Books** ²	\$ 1500.00
Approximate Cost of Supplies** ²	\$ 720.00
Matriculation Fee ¹	\$ 50.00
Uniform (lab coat and name tag)** ¹	\$ 35.00
Student Identification Card ¹	\$ 10.00
NCCAOM Exam application ¹	\$ 475.00
NCCAOM Biomedicine ¹	\$ 300.00
NCCAOM Foundation ¹	\$ 300.00
NCCAOM Acupuncture & Point Location ¹	\$ 300.00
CCAOM Clean Needle Technique ¹	\$ 135.00
CCAOM Clean Needle Exam Results & Transmittal Fee (to NCCAOM and SMB) ¹	\$ 20.00
Total Tuition & Required Fees	\$47,495.00

AIAM Optional Fees (estimated)

Late Application Fee (3 weeks prior to orientation) ¹	\$ 25.00
Late Registration Fee (3 weeks prior to course start) ¹	\$ 25.00
Returned Check Fee (or up to legal limit) ¹	\$ 37.50
Practical, Mid-term or Final Exam Make-up Fee ¹	\$ 50.00
Course 3204 AT Exam Make-up Fee ¹	\$ 150.00
Course Add/Drop Fee ¹	\$ 50.00
Transfer Credit Fee per Course Accepted ¹	\$ 50.00
Cost of Medical Exam** ¹	\$ 30.00
Cost of Hepatitis B vaccinations (series of 3)** ¹	\$ 150.00
Total Optional Fees	\$567.50

(May be greater pending fee frequency)

¹ Non-refundable Fees

² Refundable Fees

Payment of Fees

Immediately following receipt of your Acceptance Letter from AIAM students will receive an electronic welcome package which will outline specific financial obligation. For additional details please refer to *Paying for your Education* in the catalog or contact our Director of Finance at (614) 825.6255.

* Application fee is refundable if cancelled within five calendar days after the date of signing. The school must be notified in writing.

** Approximate total cost through entire program. These figures are estimates and costs may change without notice. Uniform estimate based on size purchased.

Course Descriptions



Acupuncture Studies (AT)

1101 ATc History of Traditional Chinese Medicine

25 hours/1.5 credits

This course examines the historical development of Traditional Chinese Medicine and its thousands of years of written history. It will focus on the history of Acupuncture, including the discussion of different traditions in Acupuncture, history of the development of Acupuncture in the US, and of the development of current professional trends as well as discussion of history and professional trends in Acupuncture outside the U.S. and China. Research in acupuncture is also explored.

1102 ATc Basic Traditional Chinese Medicine Theory

45 hours/3 credits

This course systematically presents the basic theories of Traditional Chinese Medicine. Yin/Yang Theory and Five Element Theory as well as their application, Qi, blood, body fluids, essence and Shen, Zang Fu organs and their physiological and pathological relations are discussed extensively.

1103 ATc Theory of Meridians

30 hours/2 credits

This course is designated to discuss the concepts of meridians and collateral, the formation of the meridian system, the distribution laws of twelve regular meridians, the distribution routes of the twelve regular meridians and eight extraordinary meridians. The twelve divergent meridians, twelve muscular regions, twelve cutaneous regions, fifteen collaterals as well as the physiological functions and pathological manifestations of the meridians and collaterals and the application of the meridian theory will also be covered.

Corequisite: 1102 AT

1104 ATc Chinese Medicine Etiology & Pathology

15 hours/1 credit

This course explores the causes which give rise to the onset of disease, among them are the six exogenous factors, seven emotions, miscellaneous factors, diet, lifestyle, sexual activity, physical activity etc. Pathological mechanisms are discussed in depth. After study with this course, students will know that occurrence of a disease is based on imbalance of Yin and Yang which is determined by prevalence and weakness of Evil Qi (known as pathogenic factors) and Vital Qi (known as body resistance).

Prerequisite: 1102 AT

1105 ATc Acupoint Location & Energetics I

45 hours/3 credits

This course discusses the concepts and classification of the points, the main indications of a group of points and point locating methods, forbidden points, contraindications of points, the System of Nomenclature and Knowledge of Standards of the WHO Scientific Group to Adopt a Standard of International Acupuncture Nomenclature. All the points on the twelve regular meridians and Ren and Du meridians as well as 40–50 extraordinary points will be emphasized. Each point will be discussed including name, code, anatomical location, energetics, indications, contraindications, needling methods and specific point categories. In-depth discussion and summary of the specific points includes the Five Shu, Yuan-primary, Luo-connecting, Xi-Cleft, Front-Mu, Back-Shu, the Eight Influential, Eight Confluent, Crossing points and their clinical applications. Special groupings of Acupuncture points such as Ah Shi, local and distal points, associated effect and alarm points, windows of the sky, thirteen ghost points etc. and their recognized point combinations will be explored too.

NOTE:

All awarded credit hours at AIAM are quarter credit hours

1106 ATc Acupoint Location Practicum I

45 hours/2 credits

This is the hands-on practical portion of 1105 AT. The course will cover all Acupuncture points from the twelve regular meridians and Ren and Du meridians as well as 40-50 extraordinary points. This course focuses on locating Acupuncture points correctly on oneself and others. Students are required to master the methods of locating Acupuncture points, the exact anatomical locations of the points and trace the meridians. During these courses, students should have completed the 2nd and 3rd Hepatitis B series vaccine or have a signed waiver on file.

Corequisite: 1105 AT

1110 ATc Tai Ji Quan I

15 hours/0.5 credit

This course is designed to provide students with the practice of Tai Ji in order to let students gain understanding and perception of the flow of Qi through the body and assist students in supporting their health and as a tool for their patients' well being. The short style of the Chen or Yang style Tai Ji Quan system will be covered.

1201 ATc Chinese Medicine Diagnostics/Methodology

45 hours/3 credits

This course teaches the classical TCM diagnostic methods including inspection, listening and smelling, inquiring, pulse-feeling and palpation. In-depth discussion of commonly seen symptoms or signs of different diseases is included. Tongue diagnosis and pulse diagnosis will also be discussed in detail. After completing this course, students are expected to know how to use these four diagnostic techniques to collect clinical data.

Prerequisite: 1102 AT, 1103 AT, 1104 AT

1211 ATc Chinese Medicine Diagnostics/Methodology Practice

15 hours/0.5 credit

This course is designed to enhance the study of Chinese Medicine Diagnostics/Methodology course and give students an opportunity to practice the TCM four diagnostic methods in the classroom. The focus is on tongue diagnosis and pulse diagnosis. Students work in pairs or in groups and are guided by an instructor who demonstrates the diagnostic methods.

Corequisite: 1201 AT

1202 ATc Acupoint Location & Energetics II

45 hours/3 credits

This is the second part of Acupoint Location and Energetics. It is designed to continue to introduce the Chinese Acupuncture points. The emphasis includes the Chinese Pinyin names, the number system, the location and necessary local anatomy information, the energetics, the indications, the needling method, special contradiction of the points and more.

Prerequisite: 1105 AT, 1106 AT

1203 ATc Acupoint Location Practicum II

45 hours/2 credits

This is a hands-on practical course covering all Acupuncture points from the meridians of pericardium, San Jiao, gallbladder, liver, Ren and Du, as well as extra points.

Corequisite: 1202 AT / *Prerequisite:* 1105 AT, 1106 AT

1208 ATc Tai Ji Quan II

15 hours/0.5 credit

This course will focus more on the practice of Tai Ji. The students will learn the practice of the 24 Basic Style.

Prerequisite: 1110 AT

2101 ATc Chinese Medicine Diagnosis/Differentiation of Syndromes I **30 hours/2 credits**

This course teaches the three differentiation systems by which TCM differentiates syndromes. These three systems include Eight Principles Differentiation, Etiological Differentiation, and Qi, Blood and Body Fluid Differentiation. Students are expected to demonstrate a good understanding of each syndrome type including its name, main manifestations, pathogenesis and differential diagnoses among comparable syndrome types.

Prerequisite: 1201 AT, 1211 AT



2102 ATc Chinese Medicine Diagnosis/Differentiation of Syndromes II 30 hours/2 credits

This course teaches the two differentiation systems by which TCM differentiates syndromes. These two systems include Zang-Fu Differentiation, and Meridian and Collateral Differentiation. Students are expected to demonstrate a good understanding of each syndrome type including its name, main manifestations, pathogenesis and differential diagnoses among comparable syndrome types.

Prerequisite: 2101 AT

2201 ATc Chinese Medicine Diagnosis/Differentiation of Syndromes III 30 hours/2 credits

This course teaches the three differentiation systems by which TCM differentiates syndromes. These three systems include Six Channels Differentiation, Wei, Qi, Ying and Blood Four Phases Differentiation and San Jiao Differentiation. Students are expected to demonstrate a good understanding of each syndrome type including its name, main manifestations, pathogenesis and differential diagnoses among comparable syndrome types.

Prerequisite: 2102 AT

2103 ATc Acupuncture & Moxibustion Techniques 45 hours/3 credits

This course discusses various Acupuncture and moxibustion techniques in detail. The emphasis is on manipulations of filiform needle in Acupuncture therapy including reinforcing and reducing manipulations and manipulations of retaining and withdrawing the needle, methods and application of moxibustion. Preparation of needles and moxa, angle, direction and depth of needle insertion, common procedure of Acupuncture and moxibustion therapy, prevention and management of possible accidents, precautions, practicing methods of needling skills, contraindications of treatment, safety, sterilization, hygiene are examined. Other related techniques—such as electro-Acupuncture, cupping, guasha, seven-star and bleeding—are covered. Upon completion of this course, students are expected to demonstrate mastery of needling and moxibustion techniques and related skills including appropriate safety precautions.

Prerequisite: 1104 AT, 1202 AT, 1203 AT

2108 ATc Acupuncture & Moxibustion Techniques Practice 15 hours/0.5 credit

This course is the practice part of Acupuncture & Moxibustion Techniques. An instructor guides students to practice and experience different kinds of techniques of Acupuncture and moxibustion. Students work on themselves first and then each other.

Corequisite: 2103 AT

2104 ATc Acupuncture & Treatment of Diseases I 30 hours/2 credits

This course is designated to present Acupuncture treatments for internal diseases. In-depth discussion of etiology, pathogenesis, differentiation of syndromes, diagnosis and treatment principles as well as therapeutic methods and prognosis for each single disease are included. The situations where the patient requires emergency or additional care or care by practitioners of other healthcare (or medical) modalities are explored. Students are required to demonstrate mastery of diagnosis, treatment principles and applications of Acupuncture, and making appropriate referrals for the diseases covered.

Prerequisite: 1202 AT, 2103 AT, 2102 AT

2105 ATc Acupuncture and Treatment of Diseases II 30 hours/2 credits

This course is designated to present Acupuncture treatments for internal diseases. In-depth discussion of etiology, pathogenesis, differentiation of syndromes, diagnosis and treatment principles as well as therapeutic methods and prognosis for each single disease are included. The situations where the patient requires emergency or additional care by practitioners of other healthcare (or medical) modalities are explored. Students are required to demonstrate mastery of diagnosis, treatment principles and applications of Acupuncture, and making appropriate referrals for the diseases covered.

Prerequisite: 2104 AT, 2108 AT

2204 ATc Acupuncture and Treatment of Diseases III

30 hours/2 credits

This course is designated to present Acupuncture treatments for internal, external, traumatological, gynecological, pediatric diseases and diseases of the five sense organs. In-depth discussion of etiology, pathogenesis, differentiation of syndromes, diagnosis and treatment principles as well as therapeutic methods and prognosis for each single disease are included. The situations where the patient requires emergency or additional care or care by practitioners of other healthcare (or medical) modalities are explored. Students are required to demonstrate mastery of diagnosis, treatment principles and applications of Acupuncture and making appropriate referrals for the diseases covered.

Prerequisite: 2105 AT

2110 ATc Medical Qi Gong I

15 hours/0.5 credit

Qi Gong is the ancient Chinese method of cultivating and using vital energy in the body. Medical Qi Gong is the one which is used for healing and illness prevention. These courses focus on the medical Qi Gong starting with a general survey of several traditional Qi Gong systems practiced today and basic theory of Qi Gong. The courses consist of three components: lecture/instruction, Qi Gong exercises and meditation.

2203 ATc Medical Qi Gong II

15 hours/0.5 credit

This course consists of a series of slow movements through traditional methods of promoting internal awareness that direct energy throughout the body by focusing controlled movements of chi in relation to Acupuncture meridians and points, improving health and wellness through breathing and movement exercises. In addition, it will provide an understanding of chi as it travels through the meridian pathways and familiarize the students to internal and external connections and major points on the meridians.

Prerequisite: 2110 AT

2112 ATc Clinical Preparation

15 hours/1 credit

This course teaches students about the Acupuncture clinic setting, the procedures of the Acupuncture diagnosis and treatment, the requirements of working in the clinic and basic skills of managing the clinic and patients. Case records are discussed in detail. The practice of case writing and medical records is included. Pre-clinic comprehensive exam is given at the conclusion of the course.

Corequisite: 1111 AC E / *Prerequisite:* 2104 AT, 2105 AT

2113 ATc Principles of Point Selection & Combination

30 hours/2 credits

This course shows the principles of point selection and combination in clinical practice. The principles of prescribing points and applications of specific points will be thoroughly discussed. Traditional rules and contemporary methods are also covered. "Four Needle Techniques" is also included. Students are required to know how to pick up points for their clinical practice correctly and effectively.

Prerequisite: 1105 AT, 1202 AT, 2101 AT, 2102 AT

2202 ATc Micro-Acupuncture Therapy

45 hours/3 credits

This course presents a series of Microsystems of Acupuncture including auricular Acupuncture, scalp Acupuncture, facial and nasal Acupuncture, ocular Acupuncture, wrist and ankle Acupuncture, hand and foot Acupuncture as well as Acupuncture on the radial aspect of the second metacarpal bone. Emphasis is placed on auricular Acupuncture and scalp Acupuncture. The coursework consists of both didactic and practicum. It deals with the anatomy, theory and techniques of these micro-systems of Acupuncture. Upon completion of this course, students are expected to demonstrate mastery of the efficacy and use of these micro-systems of Acupuncture in theory and practical application.

Prerequisite: 1202 AT, 1203 AT

2205 ATc Chinese Massage Therapy I

30 hours/1.5 credits

This course will cover the fundamental theory of Chinese Massage, including the concept, history, schools, effects, physical exercises, some manipulations and the method for manipulation practice.

Prerequisite: 1103 AT, 1202 AT



3101 ATc Chinese Massage Therapy II

30 hours/1.5 credits

This course covers Chinese massage manipulation techniques, clinic knowledge for adult and pediatric massage and treatment for commonly encountered soft tissue disorders. The manipulation techniques introduce details of force giving region, force giving method, manipulation styles, effects, operating structure, manipulation essentials and clinical applications. The clinic knowledge will cover the information regarding how to prevent injury to the practitioner as well as patient. The treatment of soft tissue injury will introduce the manifestations, diagnosis and manipulations for the specific disorder.

Prerequisite: 2205 AT

3203 ATc Acupuncture Case Study

30 hours/2 credits

This course presents and discusses case studies. Each student is required to bring in one written case history for discussion; this provides students with an opportunity to integrate their TCM knowledge and abilities through the case analysis, discussion and review. The case history, tongue and pulse reading, diagnosis, treatment plan and Acupuncture treatment as well as other related modalities would be evaluated, critiqued and adjusted by the teacher. Cases can also be from the experiences of long-term practitioners or selected readings with analysis of treatment plans and principles.

Prerequisite: 2204 AT, 2208 AC

3204 ATc Terminal Competencies of Acupuncture

30 hours/2 credits

This course entails a comprehensive review of the studies of Acupuncture theories, techniques and applications as well as other related basic theories. Students are required to pass all course exams in order to be eligible for graduation from the program.

Prerequisite: 2201 AT, 2202 AT, 2204 AT



Western & Biomedical Sciences (AW)

1107 AWc Human Anatomy & Physiology I

50 hours/3.5 credits

This courses presents a systematic approach to human anatomy (skeletal, muscular, integumentary, digestive, respiratory, cardiovascular, genital, urinary, endocrine, lymphatic and nervous systems) and the normal functioning of the human body based on fundamental biophysical principles. In-depth discussions on cells, tissues, skin, bones, skeleton, joints and muscles are included.

Corequisite: 1112 AW

1204 AWc Human Anatomy & Physiology II

45 hours/3 credits

This course presents a systematic approach to human anatomy including: skeletal, muscular, integumentary, digestive, respiratory, cardiovascular, genital, urinary, endocrine, lymphatic and nervous system.

Prerequisite: 1107 AW

1108 AWc Surface Anatomy

30 hours/2 credits

This course provides beginning students with a solid basis for the eventual study of Acupuncture points—with an emphasis on learning the superficial anatomical landmarks of the human body. Basic anatomy of the musculoskeletal system will be considered as students work to improve palpatory skills in identifying bony landmarks, muscles, ligaments, joints, lymph nodes, glands, blood vessels and nerves. Students will be expected to dress appropriately to allow for palpation.

1109 AWc Western Approaches to Illness & Medical Terminology

30 hours/2 credits

This course provides a brief, basic survey of western medical history and healthcare practices. It familiarizes beginning students with the theoretical foundations underlying medical treatment provided by western medical doctors. A wide variety of specialties, modalities of western medicine are discussed. Recognition of symptoms requiring referral, infectious diseases and other medical emergencies. Effects of drugs and other medications will also be covered. Additionally, the course introduces the etymology and technical language used in western biomedicine.

1112 AWc Introduction to Biology

45 hours/3 credits

A general biology course which explores the basic principles of the characteristics of life, biological chemistry, eukaryotic and prokaryotic cell structure, cell metabolism, cell reproduction, genetics and an overview of human biology.

1205 AWc Western Medicine Diagnostics/Physical Exam Techniques 30 hours/2 credits

Students will learn the didactic portion of a complete western medical history and physical focusing on those skills needed for eliciting both a proficient and efficient history and physical examination used in western medicine to collect clinical data and diagnose patients. Students will also learn the significance of both normal and abnormal findings they encounter in a traditional western examination. Through lectures and practicum experiences, students will be expected to know how to perform a physical examination, collect relevant information and identify situations that require a referral to a western practitioner.

Prerequisite: 1109 AW, 1204 AW

1210 AWc Western Medicine Diagnostics/Physical Exam Tech. Practice 10 hours/0.5 credit

This course focuses on the basic skills of history taking and physical examination used in western medicine to collect clinical data and diagnose patients as well as an overall somatic inspection. Students will also learn how to measure and record vital signs (i.e. respiratory rate, pulse rate, temperature and blood pressure), neurologic and mental exam, cardiac and respiratory exam, HEENT exam, breast and dermatologic exam. Through lectures and practicum experiences, students are expected to know how to perform a physical examination, collect relevant information and identify situations that require a referral.

Corequisite: 1205 AW

1206 AWc Microbiology

30 hours/2 credits

This course introduces the student to bacterial morphology and physiology, genetics, virology, microorganisms, pathophysiology and epidemiology of infectious disease. It provides students with important basic knowledge for the protection of the patient and the practitioner in the clinical setting.

Prerequisite: 1109 AW

1207 AWc Western Medicine Pathology

45 hours/3 credits

This course is a clinical approach to an understanding of basic mechanisms of disease. The pathologic basis of some major diseases will be discussed, including cell injury, inflammation, genetic disorders, immunology, neoplasia and pathology of the digestive, respiratory, urinary, musculoskeletal, nervous and endocrine systems.

Prerequisite: 1107 AW, 1204 AW

2106 AWc Western Medicine Diagnostics/Lab Data Reading

30 hours/2 credits

This course introduces the common laboratory tests used in western medical practice for diagnosing diseases and making medical decisions. Students learn to recognize the utility of a particular laboratory test, based on its sensitivity, specificity and predictive value, learn which tests are indicated in a given clinical setting and learn how to interpret pertinent lab results

Prerequisite: 1204 AW, 1206 AW, 1207 AW

2107 AWc Introduction to Psychology

30 hours/2 credits

This course examines the fundamentals of personality theory, developmental psychology and psychopathology. Specific skills and techniques are discussed for managing some of the most common and difficult issues which are likely to arise when one is actively involved as an Acupuncture practitioner. Upon completion, students are expected to demonstrate mastery of the basic theories and their applications to medical psychology and should be skillful in handling common clinical psychological issues.

2109 AWc Clean Needle Technique/OSHA

15 hours/1 credit

This course teaches the students appropriate knowledge of sterilization and sanitation procedures as they apply to the practice of Acupuncture in order to enable the students to meet the requirements of work in the Acupuncture clinical environment. Occupational Safety and Health Administration (OSHA) shows their regulations as applied at city, state and federal levels.

Prerequisite: 1206 AW



2114 AWc First Aid & Cardio-Pulmonary Resuscitation

10 hours/0.5 credit

This course presents the basic emergency procedures used in first aid situations and the basic techniques used in cardio-pulmonary resuscitation. Upon completion of this course, students are expected to demonstrate the proper techniques used in an emergency situation.

2206 AWc Overview of Western Clinical Practices I

30 hours/2 credits

This is the first of a three-course sequence presenting a review of major disease processes, their clinical manifestations, diagnoses and preferred treatment modalities according to the science and philosophy of western medicine and from the perspective of the major medical and surgical subspecialties. Applications of previous and current pathology and diagnostics courses will be incorporated into clinical case studies involving fictitious patients. There will be a correlation between occidental approaches and traditional Chinese medicine.

Prerequisite: 1205 AW, 1210 AW, 2106 AW and 2207 AW

3104 AWc Overview of Western Clinical Practices II

30 hours/2 credits

This is the second of a three-course sequence presenting a review of major disease processes, their clinical manifestations, diagnoses and preferred treatment modalities according to the science and philosophy of western medicine. Exploration of the major medical and surgical subspecialties will be continued, utilizing case-based problem solving. There will be a correlation between occidental approaches and traditional Chinese medicine. Analytical methods for evidence-based medicine will be introduced.

Prerequisite: 2206 AW

2207 AWc Western Medicine Pharmacology

45 hours/3 credits

This course surveys western pharmacology. The emphasis is placed on major groups of medications prescribed today including their classifications, common prescription names, their indications and therapeutic uses, side effects, interactions with other medications, the risks associated with each medication and potential complications when used with herbal therapy.

Prerequisite: 1206 AW, 1207 AW

2210 AWc Introduction to Medical Imaging

20 hours/1 credit

This course focuses on the basic skills of interpreting various types of direct and indirect imaging studies used in western medicine to collect clinical data and diagnose patients. Through lectures, demonstrations and hands and eyes-on problem-solving sessions, students are expected to acquire a basic literacy of imaging techniques and learn to recognize normal images and commonly encountered abnormalities.

Prerequisite: 1207 AW



Clinical Training (AC/AT/AW)

NOTE: During the China Study Tour, students may take a maximum of 60 clinical observation hours and/or 150 clinical internship hours.

3105 AWc Overview of Western Clinical Practices III

30 hours/2 credits

This is the culmination of a three-course sequence presenting a review of major disease processes, their clinical manifestations, diagnoses and preferred treatment modalities according to the science and philosophy of western medicine. Exploration of the major medical and surgical subspecialties will be continued, utilizing case-based problem solving and critical analysis of contemporary western medical journal literature.

Prerequisite: 3104 AW

1111 ACc A Clinical Observation I

30 hours/1.5 credits

This course is designed to allow students to learn the role of an acupuncturist in an actual clinical setting. Students learn basic principles of diagnosis and treatment through observing treatments performed by AIAM faculty and upper level students in the Faculty and Intern Clinics. Students keep a clinical record of treatments observed and are expected to learn the basic principles and practices that are involved in maintaining the Acupuncture clinic. Treatment room set-up, patient scheduling, steps of patient care, AIAM clinic policies and introductions to the Clean Needle Technique are emphasized.

1111 ACc B Clinical Observation II

30 hours/1.5 credits

This course is a continuation of the Clinical Observation course series. The expectations and learning objectives of this course build on those from 1111 AC A. In addition to continued learning of the basic clinic rules, regulations and practices in the AIAM clinics, students also learn to apply information from courses as they pertain to the clinical setting. Patient confidentiality, ethics and communications are some of the skills taught.

Prerequisite: 1111 AC A

1111 ACc C Clinical Observation III

30 hours/1.5 credits

This course is a continuation of the Clinical Observation course series. The expectations and learning objectives of this course build on those from 1111 AC B. In addition to continued learning of the basic clinic rules, regulations and practices in the AIAM clinics, students also learn to apply information from prior courses as they pertain to the clinical setting. Recognition of acupoints, basic TCM diagnostic skills, basic biomedical principles and opening and closing duties of the clinic are some of the skills emphasized.

Prerequisite: 1111 AC B

1111 ACc D Clinical Observation IV

30 hours/1.5 credits

This course is a continuation of the Clinical Observation course series. The expectations and learning objectives of this course build on those from 1111 AC C. In addition to continued learning of the basic clinic rules, regulations and practices in the AIAM clinics, students also learn to apply information from courses as they pertain to the clinical setting. Understanding basic TCM principles used in patient assessment, acupoint selection, basic biomedical principles, basic OSHA/CNT guidelines and understanding the methods used to gather patient information for case presentation are all emphasized.

Prerequisite: 1111 AC C

1111 ACc E Clinical Observation V

30 hours/1.5 credits

This course is a continuation of the Clinical Observation course series. The expectations and learning objectives build on those from 1111 AC D. In addition to continued learning of the basic clinic rules, regulations and practices in the AIAM clinics, students also learn to apply information from courses as they pertain to the clinical setting. Identification of adjunct clinical techniques, use of basic reference materials for clinic and patient information gathering are all emphasized.

Prerequisite: 1111 AC D

2208 ACc Clinical Internship A

60 hours/3 credits

This course provides students with the opportunity to do internships in a professional Acupuncture clinic. Under the supervision of licensed practitioners, student interns handle all phases of clinic organization and operation, differentiation of symptoms and treating patients with Acupuncture, moxibustion and other TCM healing modalities. The student intern is responsible for the safe and appropriate provision of Acupuncture, which includes all aspects of the case: the initial patient visit, diagnosis, record keeping and case management. Communication of CNT/OSHA regulations, AIAM clinic policies and procedures, basic practice management and introductory level skills of TCM principles and practices applied in the clinical setting are all emphasized.

Prerequisite: 1111 AC A through E, 2112 AT, 2113 AT, 2109 AW, 2114 AW A, 2114 AW B, 2202 AT, 1205 AW, 1210 AW



2209 ACc Clinical Internship B

60 hours/3 credits

This course is a continuation of the clinical internship series. As the student intern progresses through the series, increased levels of skills and responsibilities are expected. Communication of CNT/OSHA regulations, AIAM clinic policies and procedures, basic practice management, use of basic reference materials and introductory level skills of TCM principles and practices applied in the clinical setting are all emphasized.

Prerequisite: 2208 AC

3109 ATc Clinical Experience Forum

30 hours/2 credits

This course discusses clinic experiences for the treatment of diseases with Traditional Chinese Medicine. The instructors are invited to talk about their clinic practice and share clinic experiences with our students.

Prerequisite: 2204 AT, 2208 AC

3106 ACc Clinical Internship C

60 hours/3 credits

This course is a continuation of the clinical internship series. As the student intern progresses through the series, increased levels of skills and responsibilities are expected. Patient information gathering, case writing and presentation, basic needling and correct acu-point location, practice management and basic adjunct modalities are all emphasized.

Prerequisite: 2209 AC

3107 ACc Clinical Internship D

60 hours/3 credits

This course is a continuation of the clinical internship series. As the student intern progresses through the series, increased levels of skills and responsibilities are expected. Patient information gathering, case writing and presentation, basic needling and correct acu-point location, practice management and basic adjunct modalities are all emphasized.

Prerequisite: 3106 AC

3108 ACc Clinical Internship E

60 hours/3 credits

This course is a continuation of the clinical internship series. As the student intern progresses through the series, increased levels of skills and responsibilities are expected. Patient information gathering, case writing and presentation, basic needling and correct acu-point location, practice management and basic adjunct modalities are all emphasized.

Prerequisite: 3107 AC

3205 ACc Clinical Internship F

60 hours/3 credits

This course is a continuation of the clinical internship series. As the student intern progresses through the series, increased levels of skills and responsibilities are expected. Increased accuracy of acu-point location, proper needling, proper adjunct modalities, case writing and presentation, and involvement in practice building are all emphasized. Student interns at this level are also expected to show increased level of independence in forming the assessment, treatment principle and treatment plan

Prerequisite: 3108 AC

3206 ACc Clinical Internship G

60 hours/3 credits

This course is a continuation of the clinical internship series. As the student intern progresses through the series, increased levels of skills and responsibilities are expected. Increased accuracy of acu-point location, proper needling, proper adjunct modalities, case writing and presentation, and involvement in practice building are all emphasized. Student interns at this level are also expected to show increased level of independence in forming the assessment, treatment principle and treatment plan

Prerequisite: 3205 AC

3207 ACc Clinical Internship H

60 hours/3 credits

This course is a continuation of the clinical internship series. As the student intern progresses through the series, increased levels of skills and responsibilities are expected. Increased accuracy of acu-point location, proper needling, proper adjunct modalities, case writing and presentation and involvement in practice building are all emphasized. Student interns at this level are also expected to show increased level of independence in forming the assessment, treatment principle and treatment plan

Prerequisite: 3206 AC

3208 ACc Clinical Internship I

60 hours/3 credits

This course is a continuation of the clinical internship series. As the student intern progresses through the series, increased levels of skills and responsibilities are expected. Increased accuracy of acu-point location, proper needling, proper adjunct modalities, case writing and presentation, and involvement in practice building are all emphasized. Student interns at this level are also expected to show increased level of independence in forming the assessment, treatment principle and treatment plan

Prerequisite: 3207 AC



Professional Development (AP)

3103 APc Counseling

30 hours/2 credits

This Course presents methods to assist students in developing the communications and counseling skills used in daily practice by health care providers. Techniques for establishing rapport with patients are one major focus. Effective listening/communication skills are also emphasized. This course will be primarily experiential in format. Research in acupuncture applicable to course topic is also explored.

Prerequisite: 2107 AW

3201 APc A Medical Ethics & Professional Issues

20 hours/1 credit

This course is the first of a two-part discussion on the standards of professional behavior and conduct, as well as appropriate interpersonal behavior, and examines legal compliance, laws and regulations governing the practice of Acupuncture in the U.S. with special emphasis on Ohio. HIPAA (Health Insurance Portability and Accountability Act) is included. Patient confidentiality and cultural differences, as well as potential offenses to patients are also covered. The first part of these discussions will be focused on preparation for clinical studies.

3201 APc B Medical Ethics & Professional Issues

10 hours/0.5 credit

This course is the second part of a two-part discussion on the standards of professional behavior and conduct, as well as appropriate interpersonal behavior, and examines legal compliance, laws and regulations governing the practice of Acupuncture in the U.S. with special emphasis on Ohio. HIPAA (Health Insurance Portability and Accountability Act) is included. Patient confidentiality, cultural differences and potential offenses to patients are also covered. The second part of this discussion focuses primarily on application of ethical behaviors in private practice.

Prerequisite: 3201 AP A

3202 APc Practice Management

30 hours/2 credits

This course familiarizes the students with the process of opening and managing a successful healthcare practice, including formulating an effective business proposal, developing office policies and procedures, patient and financial record keeping, informed consent, patient expectations, patient contracts, professional liability, insurance and billing procedures, advertising and marketing. Upon completion of this course, students are expected to have a firm grounding in these business skills and be able to apply them in a private practice.



Electives

E0002 ATc Treatment of Addictions & Compulsive Disorders

15 hours/1 credit

This course introduces the history of TCM for addictions and compulsive disorders. The specific TCM therapeutic techniques for commonly seen problems such as quitting drugs, stopping smoking and alcohol, and relieving compulsive disorders are presented in detail. Upon completion of this course, students are expected to demonstrate the ability to treat addictions and compulsive disorders with TCM.



Prerequisite: 1201 AT, 2102 AT, 2202 AT

E0003 ATc Introduction to the Diversities of Acupuncture **30 hours/2 credits**

This course explores the diversities of Acupuncture with the emphasis on Japanese and Korean Acupuncture. Dong's (Tong's) Acupuncture, Tan's Acupuncture and Yamamoto New Scalp Acupuncture are introduced.

Prerequisite: 2103 AT

E0007 ATc TCM Dietary Therapy **45 hours/3 credits**

This course is designed to examine the Traditional Chinese Medicine nutritional principles to teach students the roles of food as therapeutic supplements in health maintenance and the use of food as medicine. This course covers the categorization of common foods. Each food will be discussed in terms of its properties, flavor, functions, indications and contraindications. Dietary regimens for various health conditions, the preparation of common foods, a variety of techniques for assessing a patient's dietary intake and nutritional imbalances will be covered.

Prerequisite: 1102 AT, 1201 AT, 2101 AT

E0008 HTc* Introduction to Chinese Medicine Herbology **30 hours/2 credits**

This course gives students an introductory overview of Chinese medicine herbs including herb properties, tastes, methods of preparation and their clinical applications as well as their classification. Some of the most commonly used herbs in clinical treatment will be introduced in terms of classification, flavor, properties, entering meridians, functions, indications, contraindications, recommended dosages and relevant research describing action, important biochemical components and preparation. Upon completion of this course, students are expected to have a basic picture of Chinese herbal medicine

Prerequisite: 1102 AT, 1103 AT, 1104 AT

E0009 HTc* Introduction to Chinese Medicine Prescriptionology **30 hours/2 credits**

This course covers general knowledge of Chinese herbal formulas and prescriptions. Some commonly used traditional Chinese herbal formulas and modifications are presented in terms of the meaning of their names, composition, major functions and indications, contraindications, usual methods of preparation and modification. Western scientific research with respect to the herbs and formulas are discussed.

Prerequisite: E0008 HT

E0010 HTc* Introduction to Chinese Patent Medicine **30 hours/2 credits**

This course introduces Chinese prepared medicines, which are widely prescribed both in China and the United States. All of the patent forms—such as pills, salves, powders, tinctures and external preparations, and classification—are discussed. Some commonly used herbal patents are introduced. Specifically covered for each patent include name (including its meaning), formula, therapeutic functions, indications and dosage. The selection of appropriate formulas will be emphasized. Attention is given to the verification of their efficacy by western medical research. Upon completion of this course, students are expected to have basic knowledge about Chinese patent medicine and know how to use the patents covered effectively.

Prerequisite: E0008 HT, E0009 HT

E3111 ATc Chinese Massage Therapy IV **30 hours/1.5 credits**

These courses continue to discuss the appropriate application of Chinese Massage Therapy to the disorders of internal medicine and the musculo-skeletal system, as well as gynecological and pediatric diseases. The principles of manipulations and application of special local techniques are covered. Lecture, demonstration and supervised classroom practice are included.

E3112 ATc Chinese Massage Therapy V **30 hours/1.5 credits**

This course continues to discuss the appropriate application of Chinese Massage and the disorders of internal medicine. The principles of manipulations and application of special local techniques are covered. Lecture demonstrations and supervised classroom practice are included.

Prerequisite: E3111 AT

E3113 ATc Chinese Massage Therapy VI

30 hours/1.5 credits

This course continues to discuss the appropriate application of Chinese Massage and the disorder of internal medicine and the musculoskeletal system, as well as gynecological and pediatric diseases. The principles of manipulations and application of special local techniques are covered. Lecture, demonstrations and supervised classroom practice are included.

Prerequisite: E3112 AT

E0014 ATc Basic Chinese Language and TCM Terminology I

30 hours/2 credits

This course teaches the Chinese Pin Yin System, commonly used TCM terms. Pin Yin system will cover the pronunciations of 14 initials, 37 finals and the tones. The pronunciation of commonly used TCM terms will be emphasized. Student will expose useful words to reinforce their Pin Yin pronunciations and application.

E0015 ATc Basic Chinese Language and TCM Terminology II

30 hours/2 credits

This course teaches pronunciation of more useful words used in daily activities and TCM terms with Pin Yin, short dialogs and basic strokes for Chinese calligraphy. The phrases relating to greeting, date, numbers, colors, emotions, directions and body conditions will be emphasized.

Prerequisite: E0014 AT

E0016 ATc Basic Chinese Language and TCM Terminology III

30 hours/2 credits

This is a continuation the previous Chinese language courses. Students are expected to know how to use the Chinese Pin Yin system to learn Chinese and pronounce the commonly used TCM terms correctly. The basic conversational Chinese including greetings, directions, shopping phrases, dates, numbers, colors and daily activities are covered.

Prerequisite: E0015 AT

**** These courses are herbal electives that do not lead to any certification in herbal studies. AIAM does not offer an herbal program. Chinese Herbology is not available as a license in the state of Ohio.***





Massage



Program Introduction

Western Massage Therapy Program

Western Massage involves a curriculum including Swedish Massage Therapy and related studies, bio-medical science material, clinical training, essential training for certification in Neuromuscular Therapy and other related studies. The State Medical Board of Ohio governs the scope of practice and licensing components of the program. The required 750 clock hours can be completed in one academic year (9 months) for students on the accelerated, full-time schedule. Or, students can elect to complete the program in 12 months. A minimum 2.5 or 2.0 GPA, respectively, are recommended for this program's completion options—both curricula are the same. Students are prepared for entry-level careers in therapeutic massage as a Licensed Massage Therapist (LMT) and are expected to meet all graduation requirements (as listed in the course catalog.) Upon successful completion of the program, graduates receive a diploma and are prepared to take the Massage and Bodywork Licensing Examination (MBLEx).

Career Opportunities

With a diploma from AIAM's Western Massage Therapy program, graduates are permitted to take the Massage & Bodywork Licensing Examination (MBLEx). Students passing this exam are granted an Ohio State Medical Board Limited Practitioner's Certificate that enables them to apply for entry-level career positions in therapeutic massage practices and treatment as Licensed Massage Therapist (LMT). Passing this exam also allows them to practice in other states.



Program Objectives



The basic goal of the program is to educate and graduate students competent in the delivery of therapeutic and Swedish massage to their clients.

The educational objectives of the program are measurable traits and qualities we expect our students to obtain—which include:

1. Students will be prepared to pass the appropriate licensure or certification examination required by the state where they can practice.
2. Students will demonstrate anatomy and physiology as applied to Massage Therapy.
3. Students will complete Neuromuscular Therapy training prior to graduation.
4. Students will demonstrate confidence, knowledge and skills in massage theory and techniques.
5. Students will demonstrate efficient body mechanics supportive of their individual style that is both safe and efficient.
6. Students will be able to share concepts of wellness.
7. Students will demonstrate an awareness of interpersonal interactions, client/therapist relations and ethics.
8. Students will demonstrate the ability to communicate in a professional manner with other healthcare providers for the purpose of referral and consultation.
9. Students will know how to develop a business plan in order to establish and manage a Massage Therapy practice.
10. Students will communicate with the public to raise awareness and will seek to promote the value of bodywork in untapped markets.

Western Massage Overview



Western Massage Therapy Course Options:

1. The Western Massage Therapy program begins four times a year. The 9-month and 12-month programs are considered full-time programs for financial aid purposes.
2. Please refer to the Academic Calendar on page 9 for a comprehensive listing of current and future program schedules, start dates and deadlines.

Program Completion Requirements:

1. Complete all course work with a minimum average of 70% on all class, lab and student clinic work.
2. Meet or exceed attendance requirements.
3. Maintain high standards of conduct and follow the student conduct policy.
4. Experience two full-body massages from State Medical Board of Ohio Licensed Massage Therapists.
5. Payment in full of all tuition and settlement of all financial obligations with the school.
6. Complete the program within the earlier of 1.5 times the length of the program.
(the lesser of 72 weeks/6 quarters or 1125 attempted hours)

Total Program Hours:

750

CATEGORY	CLOCK HOURS
Western Massage Therapy & Related Studies	331
Bio-Medical Sciences	333
Clinical Training	86



Curriculum 9-month Program



Course order is subject to change. All awarded credit hours at AIAM are quarter credit hours. Course types are designated as follows:

MW = Massage Related Western Bio-Medical Science

MC = Massage Clinical Training

MT = Massage Therapy Training

Full time program for three 12-week quarters, for 9 months.

QUARTER 1

COURSE#	TITLE	CLOCK HOURS
1106 MT	Professional Development and Ethics	36
1104 MT	Swedish Massage Therapy Techniques	60
1112 MW	Musculoskeletal Anatomy	50
1116 MC A	Student Clinic I	16
1115 MC A	Introduction to Massage Therapy Clinic	12
1111 MT A	Professional Practice and Business	38
1108 MW A	Anatomy and Physiology I	38
TOTAL		250

QUARTER 2

COURSE#	TITLE	CLOCK HOURS
1108 MT	Swedish Massage Therapy Theory	30
1109 MW C	Anatomy and Physiology II	48
1202 MT	Neuromuscular Therapy Plus I	100
1203 MW C	Anatomical Kinesiology	36
1208 MC A	Student Clinic II (30 clinic)	30
TOTAL		244

QUARTER 3

COURSE#	TITLE	CLOCK HOURS
1107 AT	Asian Bodywork – Basic Theory	30
1209 MW A	Anatomy and Physiology III	48
1210 MW	Anatomy and Physiology IV	30
1212 MW	Pathology for Massage Therapists	35
1211 MW	Anatomy and Physiology Review	48
1208 MC C	Student Clinic II	28
1201 MT A	MBLEx Review	16
1111 MT E	Professional Practice and Business	21
TOTAL		256



Course order is subject to change. All awarded credit hours at AIAM are quarter credit hours. Part-time program for four 12-week quarters, for 12 months.

QUARTER 1

COURSE#	TITLE	CLOCK HOURS
1106 MT A	Professional Development and Ethics	36
1104 MT	Swedish Massage Therapy Techniques	60
1112 MW	Musculoskeletal Anatomy	50
1115 MC A	Introduction to Massage Therapy Clinic	12
1108 MW A	Anatomy and Physiology I	38
TOTAL		196

QUARTER 2

COURSE#	TITLE	CLOCK HOURS
1108 MT	Swedish Massage Therapy Theory	30
1109 MW C	Anatomy and Physiology II	48
1111 MT A	Professional Practice and Business	38
1203 MW C	Anatomical Kinesiology	36
1116 MC A	Student Clinic I	16
1208 MC AA	Student Clinic II	15
TOTAL		183

QUARTER 3

COURSE#	TITLE	CLOCK HOURS
1107 AT	Asian Bodywork – Basic Theory	30
1209 MW A	Anatomy and Physiology III	48
1208 MC AB	Student Clinic II	15
1202 MT A	Neuromuscular Therapy Plus I	92.5
TOTAL		185.5

QUARTER 4

COURSE#	TITLE	CLOCK HOURS
1210 MW	Anatomy and Physiology IV	30
1212 MW	Pathology for Massage Therapists	35
1211 MW	Anatomy and Physiology Review	48
1208 MC C	Student Clinic II	28
1201 MT A	MBLEx Review	16
1111 MT E	Professional Practice and Business	21
1202 MT B	Neuromuscular Therapy Putting it All Together	7.5
TOTAL		185.5



12-month Program

WESTERN MASSAGE THERAPY & RELATED STUDIES COURSES

COURSE#	TITLE	CLOCK HOURS
1106 MT A	Professional Development and Ethics	36
1104 MT	Swedish Massage Therapy Techniques	60
1111 MT A	Professional Practice and Business	38
1111 MT E	Professional Practice and Business	21
1201 MT A	MBLEx Review	16
1202 MT A	Neuromuscular Therapy Plus I (21 lecture, 71.5 lab)	92.5
1202 MT B	Neuromuscular Therapy, Putting It All Together (3 lecture, 4.5 lab)	7.5
1108 MT	Swedish Massage Therapy Theory	30
1107 AT	Asian Bodywork – Basic Theory	30
TOTAL		331

BIOMEDICAL SCIENCE COURSES

COURSE#	TITLE	CLOCK HOURS
1112 MW	Musculoskeletal Anatomy	50
1108 MW A	Anatomy and Physiology I	38
1109 MW	Anatomy and Physiology II	48
1209 MW A	Anatomy and Physiology III	48
1210 MW	Anatomy and Physiology IV	30
1212 MW	Pathology for Massage Therapists	35
1203 MW	Anatomical Kinesiology	36
1211 MW	Anatomy and Physiology Review	48
TOTAL		333

CLINICAL TRAINING COURSES

COURSE#	TITLE	CLOCK HOURS
1116 MC A	Student Clinic I	16
1115 MC A	Introduction to Massage Therapy Clinic (9 lecture, 3 clinic)	12
1208 MC AA	Student Clinic II (30 clinic)	15
1208 MC AB	Student Clinic II	15
1208 MC C	Student Clinic II	28
TOTAL		86

Tuition & Fees



Students are legally responsible for their educational expenses for the period of enrollment. Students who are current with payments are entitled to all privileges of enrollment. Failure to remain current with payments may result in suspension and possible dismissal.

Tuition & Required Fees

750 clock hours of Tuition @ \$17.75 per Clock Hour	\$ 13,312.50
Application Fee (due with application)* ²	\$ 75.00
Approximate Cost of Required Textbooks** ²	\$ 637.30
Approximate Cost of Supplies (massage lotions/creams)** ²	\$ 60.00
Linens ²	\$ 40.00
Matriculation Fee ¹	\$ 50.00
Uniform (Khaki pants and AIAM T-shirt) ¹	\$ 35.00
Student Identification Card ¹	\$ 10.00
Massage & Bodywork Licensing Examination (MBLEx) ¹	\$ 195.00
Cost of Medical Exam ¹	\$ 30.00
Cost of 2 Professional Massages** ¹	\$ 120.00
Ohio State Medical Board Licensing Fee (fees for other states may vary) ¹	\$ 150.00
Total Tuition & Required Fees	\$14,714.80

AIAM Optional Fees (estimated)

Late Application Fee (3 weeks prior to orientation) ¹	\$ 25.00
Late Registration Fee (3 weeks prior to class start) ¹	\$ 25.00
Approximate Cost of Massage Table (Optional) ¹	\$ 650.00
Returned Check Fee (or up to legal limit) ¹	\$ 37.50
Practical, Mid-term or Final Exam Make-up Fee ¹	\$ 50.00
Course Add/Drop Fee ¹	\$ 50.00
Transfer Credit Fee per Course Accepted ¹	\$ 50.00
Cost of Liability Insurance** ¹	\$ 168.00
Total Optional Fees	\$1,055.50

(May be greater pending fee frequency)

¹ **Non-refundable Fees**

² **Refundable Fees**

Payment of Fees

Immediately following receipt of your Acceptance Letter from AIAM, students will receive an electronic welcome package, which will outline specific financial obligation. For additional details please contact our Director of Finance at (614) 825.6255.

* *Application fee is refundable if cancelled within five calendar days after the date of signing. The school must be notified in writing.*

** *Approximate total cost throughout entire program. These figures are estimates and costs may change without notice.*





Biomedical Sciences

1112 MW Musculoskeletal Anatomy

50 hours

Course Description: This course will begin with a discussion of basic anatomical and physiological concepts with an introduction to the various organ systems. Students will gain an understanding of the structure of the body with an emphasis on the skeletal system, joints, and muscles. Students will also start to build a working vocabulary of anatomical terms.

1108 MW A Anatomy and Physiology I

38 hours

Course Description: This course will serve as an introduction to the study skills and basic principles of human structure and function and includes chemical organization, cell anatomy & physiology, histology with additional emphasis on bone tissue, and the integumentary system.

1109 MW C Anatomy and Physiology II

48 hours

Course Description: The principles of human structure and function will continue to be explored in this course with special emphasis on muscle tissue, and the central and peripheral nervous systems. Topics will include spinal cord & spinal nerves, brain & cranial nerves, sensory & motor tracts, and the autonomic nervous system.

1209 MW A Anatomy and Physiology III

48 hours

Course Description: This course will begin with a study of the special senses and endocrine system. The remainder of the course will be a focused study of the cardiovascular system, consisting of the heart, blood vessels, and blood.

Prerequisite: 1108 MW, 1109 MW

1210 MW Anatomy and Physiology IV

30 hours

Course Description: The final course of this series will explore the structures and functions of the lymphatic system, reproductive system, respiratory system, digestive system, and urinary system. An emphasis on the interrelationship between these systems and the others will also be examined.

Prerequisite: 1209 MW

1211 MW Anatomy & Physiology Review

48 hours

Course Description: This course will provide students with a review of the principles of the structure and function of the human body. Each of the major body systems will also be reviewed in preparation for a final anatomy & physiology exam and for state licensure.

Prerequisite: 1112 MW, 1108 MW, 1109 MW, 1209 MW, 1210 MW

1203 MW C Anatomical Kinesiology

36 hours

Course Description: This practical “hands-on” course is a continuation of 1112 MW. Basic anatomy of the skeletal and muscular systems will be reviewed and the students will work to improve their palpatory skills in identifying bony landmarks, connective tissue, and muscular structures. This knowledge will allow the students to relate to human movement in “real life” and have the ability to analyze this movement. In the final part of this course, ROM assessments and different types of stretches will be considered.

Prerequisite: 1112 MW

1212 MW Pathology for Massage Therapists

35 hours

Course Description: 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: 1112 MW



Western Massage Studies (MT/AT)

1106 MT Professional Development and Ethics

36 hours

Course Description: A licensed massage therapist needs to demonstrate professionalism on many levels—appropriate code of conduct, knowledge of and practice of all elements of the Code of Ethics, using appropriate sanitation and hygiene practices, and practicing healthy wellness principles. This course will review all aspects of professionalism in a lecture, discussion group and role-playing format. The students will be presented with real life scenarios to analyze appropriate actions; will learn about the physical, intellectual, emotional and spiritual dimensions of wellness; and will practice their communications skills by presenting a topic of their choice that relates to their Professional Development. Guest speakers will supplement the discussion to provide information on resources available to the practicing therapist.

1104 MT Swedish Massage Therapy Technique

60 hours

Course Description: Students will practice the basic procedures of Swedish massage, then begin to put them together into protocols for the various parts of the body. Students will learn didactic protocols for a general therapeutic Swedish massage and will develop their own approach for a general full body therapeutic massage. Communications and tableside manner will be equally important in their success with their massage.

1108 MT Swedish Massage Therapy Theory, Law, and History

30 hours

Course Description: The scientific theory of therapeutic Swedish massage will be covered, including physiological effects, common pathologies, benefits, and contraindications. Current massage laws and regulations will be surveyed, as well as hydrotherapy, massage history and culture, and modern research. Aspects of the MBLEx (Massage and Body Work Licensing Examination) will be introduced.

1111 MT A Professional Practice and Business

38 hours

Course Description: This course will provide students an opportunity to explore career and life goals as well as hone communication skills. Students will assess types of massage business and marketing approaches. This course also includes practical development of marketing tools, massage-related business card and brochure. Students will learn important aspects of planning and organizing a massage business—including business structure, finances and taxes.

1111 MT E Professional Practice and Business

21 hours

Course Description: This course prepares students to develop an effective business plan. Students will review key business, finance, law and marketing concepts as part of their business plan development.

Prerequisite: 1111 MT A

1201 MT A MBLEx Review

16 hours

Course Description: The practical aspects of applying for candidacy for the Massage and Bodywork Licensing Examination (MBLEx) will be delineated. Reviewed will be the specific theory of therapeutic Swedish massage, including techniques, physiological effects, common pathologies, benefits, and contraindications. Sanitation, safety, hydrotherapy, ethics, law, massage history, massage for special populations and guidelines for professional practice will be considered.

Prerequisite: 1106 MT, 1108 MT

1202 MT Neuromuscular Therapy Plus

100 hours

Course Description: 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: 1112 MW

1202 MT A Neuromuscular Therapy Plus

92.5 hours

Course Description: This class begins with postural assessment techniques and research on working effectively with muscle, connective tissue and joint play. Techniques include neuromuscular massage, positional release, and myofascial release.

Prerequisite: 1112 MW



1202 MT B NMT Plus - Putting it all together

7.5 hours

Course Description: This class continues with working effectively with muscle, connective tissue, and joint play. 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: 1202 MT A

1107 AT Asian Bodywork – Basic Theory

30 hours

Course Description: This course systematically presents the basic theories of Traditional Chinese Medicine. Yin/Yang Theory and Five Element Theory as well as their application, Qi, blood, body fluids, essence and Shen, Zang Fu organs and their physiological and pathological relations are discussed. An introduction of other Asian Theories will also be presented.



Clinical Training (MC)

1115 MC A Introduction to Massage Therapy Clinic

12 hours

Course Description: This class orients the Massage Therapy student to the Student Clinic. Through hands-on experience, the student will learn the day-to-day operation of the clinic and gain important information on the essentials needed to running an office. (9 in-class hours and 3 in-clinic hours)

1116 MC A Student Clinic I

16 hours

Course Description: 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: 1115 MC A

1208 MC A Student Clinic II

30 hours

Course Description: The clinical experience focuses on performing Massage Therapy to treat disorders, dysfunction, or pain those clients present. The specialized techniques that students learn in other classes are utilized under the supervision of the clinic instructors.

Prerequisite: 1116 MC A

1208 MC C Student Clinic II

28 hours

Course Description: The clinical experience focuses on doing Massage Therapy to treat disorders, dysfunction, or pain those clients present. The specialized techniques that students learn in other classes are utilized under the supervision of the clinic instructors.

Prerequisite: 1208 MC A for full-time and 1208 MC AB for part-time

1208 MC AA Student Clinic II

15 hours

Course Description: The clinical experience focuses on doing Massage Therapy to treat disorders, dysfunction, or pain those clients present. The specialized techniques that students learn in other classes are utilized under the supervision of the clinic instructors.

Prerequisite: 1116 MC A

For the part-time Western Massage program students, the Student Clinic II content is divided into three courses, 1208 MC AA, 1208 MC AB, and 1208 MC C with separate grades for each course.

1208 MC AB Student Clinic II

15 hours

Course Description: The clinical experience focuses on doing Massage Therapy to treat disorders, dysfunction, or pain those clients present. The specialized techniques that students learn in other classes are utilized under the supervision of the clinic instructors.

Prerequisite: 1208 MC AA

Admission Essentials



Requirements

Completed Application Form with appropriate application fee

Western Massage Program: \$75

Chinese Massage Program: \$90

(Application Fee is waived for AIAM graduates returning to complete another program of study.)

Late registration fee of an additional \$25 is due with applications received 3 weeks prior to class start date.

At or before the time of admission, the student must have attained high school graduation or its equivalent. Official High School Transcript, GED or High School Equivalent (with raised school seal)

Completed Physical Health Examination Form

1. GPA of 2.5 is recommended for admission to the 9-month Western Massage Therapy Program
2. A GPA of 2.0 is recommended for admission to the 12-month Western Massage Therapy Program
3. A GED average score above 50 is required for 9-month program

Completed Reference Contact Information Form

Process

Complete the application and mail with appropriate application fee to:

**American Institute of Alternative Medicine
Admissions Department
6685 Doubletree Avenue
Columbus, Ohio 43229**

Complete and mail the Request for High School Transcript form to your high school immediately. Your high school transcript must be sent directly to:

**American Institute of Alternative Medicine
6685 Doubletree Avenue
Columbus, Ohio 43229**

Prior to enrollment, students must submit a Physical Health Examination Form from their physician (MD, DO, or Chiropractor). Send the completed form to American Institute of Alternative Medicine. Health forms are good for one year from the date of examination.

Fill out the Reference Contact Information Form with contact information of two people AIAM Admissions can contact for references. These contacts should be professional people who have known your academic abilities and character. References from family members are not acceptable.





Requirements

Process

Personal Tour & Interview

A prospective student must tour the facility and look at equipment prior to or at the time of the personal interview.

The personal interview is for the student applicant and school to get to know each other better. All applicants meet with an Admissions Representative who interviews them individually to determine personal motivations and goals, potential to benefit from the program, psychological and emotional maturity, physical abilities and financial readiness. If applicant has not seen the facility, a school tour will be conducted at this time.

Notification of Acceptance

Once the admission process is completed, the applicant will be notified of the decision.

Class Seat Reservation

Upon admission, students receive an electronic welcome packet and are responsible for immediately returning key documents as outlined in the packet. Unless enrollment contract is signed and returned a student may not start class.

Student Orientation

Student Orientation is held prior to your first class. Attendance is mandatory.

Transfer Credits

NOTE:

Courses eligible for transfer must have been taken within the last five years.

A minimum of 25% of the credits required must be completed at AIAM.

The Institute accepts students in good standing who wish to transfer from another Acupuncture/oriental medicine college or Massage Therapy program.

Transfer students must first meet the AIAM admission requirements. Transfer Credit procedures and decisions must be completed by the second week of the first quarter of school.

Notice: Arrests, charges, or convictions of criminal offenses may be cause to deny or limit licensure or employment opportunities in specific careers and occupations and may limit the student's ability to obtain federal, state, and other financial aid. Please review OAC 4731-4-02(D) below for factors the board may consider when reviewing the results of a criminal records check: (D) In reviewing the results of criminal records checks to determine whether the applicant should be granted an initial or restored certificate to practice, the board may consider all of the following:

- (1) The nature and seriousness of the crime;
- (2) The extent of the applicant's past criminal activity;
- (3) The age of the applicant when the crime was committed;
- (4) The amount of time that has elapsed since the applicant's last criminal activity;
- (5) The conduct and work activity of the applicant before and after the criminal activity;
- (6) Whether the applicant has completed the terms of any probation or deferred adjudication;
- (7) Evidence of the applicant's rehabilitation;
- (8) Whether the applicant fully disclosed the arrest or conviction to the board; and
- (9) Any other factors the board considers relevant.

Students are encouraged to investigate these possibilities and may read the rule in full on the Ohio Medical Board website: <http://codes.ohio.gov/oac/4731-4>



Medical Assisting



Program Introduction

Medical Assisting Program

AIAM's Medical Assisting curriculum offers a 900-hour (50 quarter credit hours) 9-month, full-time program or a 12-month part-time program. Preparing students for a variety of medical experiences—ranging from a single-provider office to a multidisciplinary healthcare clinic or hospital—the program's coursework includes an overview of complementary and holistic methods, as well as current healthcare trends. Students also learn clinical procedures, pharmacology, business, computer operations and the crucial communication skills needed for career success. The curriculum also involves externship experiences to provide real-life practice under the direct supervision of a physician or medical office manager.

A diploma is awarded upon successful completion of the program. AIAM Medical Assisting graduates are prepared to successfully meet the eligibility criteria to apply for the national certification process through the National Healthcareer Association (NHA). Graduates are also qualified to sit for the EKG and Phlebotomy national certification exams—designed to provide graduates with the skills necessary to obtain entry-level employment in a variety of multidisciplinary clinical and/or administrative healthcare settings.

Career Opportunities

Medical Assisting program graduates do not require a state license or any additional certification to become employed. Although, having an NHA certification demonstrates that you are proficient, gives a competitive edge to job seekers and is often the deciding factor in obtaining employment or promotion.

Medical Assistants have a diverse range of job opportunities, including both clinical and administrative duties. Clinical job responsibilities include taking vital signs and medical histories, preparing patients and rooms for examinations and treatments, sterilizing instruments, performing basic laboratory procedures and assisting physicians with examinations. Administrative job responsibilities include assuming responsibility for the office's daily business, including scheduling and receiving patients, obtaining patient data, establishing and maintaining confidential medical records, billing and coding, handling telephone calls, preparing correspondence and reports, purchasing supplies and maintaining equipment.



Program Objectives



The basic goal of the program is to educate and graduate Medical Assistants with a unique and complete understanding of the Complementary and Alternative Medicine (CAM) practices being utilized by an expanding number of healthcare consumers in the United States.

The educational objectives of the program are measurable traits and qualities we expect our students to obtain—which include:

1. Graduates will be prepared to obtain employment in a variety of healthcare settings.
2. Graduates will display professionalism in their appearance, job performance, and ability to work as team members.
3. Graduates will be able to communicate effectively with a wide variety of patients from different age groups and cultures.
4. Graduates will develop an awareness of interpersonal interactions, patient relations and ethics.
5. Graduates will be prepared to perform administrative duties related to scheduling, billing, coding and practice finances and information management in the healthcare setting.
6. Graduates will understand the processes and perform the duties for clinical support.
7. Graduates will be able to apply legal concepts, including HIPPA and OSHA regulations, within the scope of practice for Medical Assisting and healthcare in general.
8. Graduates will be prepared to manage the office and ambulatory care environment.
9. Graduates will be prepared to provide patient education and current community resource information.
10. Graduates will acquire knowledge of fundamental concepts of wellness.
11. Graduates will be prepared to take the National Healthcareer Association (NHA) examination for national certification.



Overview



Program Completion Requirements:

1. Complete all coursework with a minimum of 70% on all class, lab, and externship work.
2. Meet or exceed attendance requirements.
3. Maintain high standards of conduct and follow the student conduct policy
4. Payment in full of all tuition and settlement of all financial obligations with the school.
5. Complete the program within the earlier of 1.5 times the length of the program.
(9-month program: 4.5 quarters/42 weeks or 75 credits attempted,
12-month program: 6 quarters/72 weeks or 75 credits attempted)

Total Program Hours:

900

Total Quarter Credit Hours:

50

NOTE:

Externship experiences may require off-schedule times.



Course order is subject to change.

All awarded credit hours at AIAM are quarter credit hours.

QUARTER 1

COURSE#	TITLE	LECTURE HOURS	LAB HOURS	EXTERNSHIP HOURS	TOTAL HOURS	TOTAL CREDITS
1001 ALH	Medical Terminology	17	12	0	29	1.5
1002 ALH MA	Healthcare Informatics	10	10	0	20	1
1000 BIO	Anatomy & Physiology I	36	12	0	48	3
1000 MA	Professionalism in Healthcare	10	0	0	10	0.5
1001 MA	Introduction to Medical Assisting	18	0	0	18	1
1001 COM MA	Communications in Healthcare	30	0	0	30	2
2001 MA	Medical Records	24	24	0	48	3
1000 PSY	Psychology	30	0	0	30	2
1000 ALH MA	Study Skills	10	0	0	10	0.5
1000 INT	Integrative Medicine Modalities: An Overview	9	0	0	9	0.5
1003 ALH	Computer Applications	36	12	0	48	3
TOTAL		230	70	0	300	18

QUARTER 2

COURSE#	TITLE	LECTURE HOURS	LAB HOURS	EXTERNSHIP HOURS	TOTAL HOURS	TOTAL CREDITS
2001 ALH	Pharmacology	48	12	0	60	4
2007 MA	Laboratory Procedures	24	24	0	48	3
1003 MA	Law and Ethics	10	0	0	10	0.5
1005 BIO	Anatomy & Physiology II	36	12	0	48	3
1004 BIO	Pathology	36	12	0	48	3
1004 MA	Basic Clinical Procedures	20	20	0	40	2.5
1005 MA	Medical Office Administration	24	24	0	48	3
TOTAL		198	104	0	302	19

QUARTER 3

COURSE#	TITLE	LECTURE HOURS	LAB HOURS	EXTERNSHIP HOURS	TOTAL HOURS	TOTAL CREDITS
2002 MA	Billing & Coding	12	24	0	36	2
1102 MA	Health Information Management	24	24	0	48	3
2009 MA	Phlebotomy	10	20	0	30	1.5
2008 MA	Medical Assisting Seminar	24	0	0	24	1.5
2100 MA	Medical Assisting Directed Practice	0	0	160	160	5
TOTAL		70	68	160	298	13

PROGRAM TOTALS **498** **242** **160** **900** **50**





Course order is subject to change.

All awarded credit hours at AIAM are quarter credit hours.

QUARTER 1

COURSE#	TITLE	LECTURE HOURS	LAB HOURS	EXTERNSHIP HOURS	TOTAL HOURS	TOTAL CREDITS
1001 ALH	Medical Terminology	17	12	0	29	1.5
1002 ALH MA	Healthcare Informatics	10	10	0	20	1
1000 BIO	Anatomy & Physiology I	36	12	0	48	3
1000 MA	Professionalism in Healthcare	10	0	0	10	0.5
1001 MA	Introduction to Medical Assisting	18	0	0	18	1
1001 COM MA	Communications in Healthcare	30	0	0	30	2
2001 MA	Medical Records	24	24	0	48	3
1000 PSY	Psychology	30	0	0	30	2
1000 ALH MA	Study Skills	10	0	0	10	0.5
TOTAL		185	58	0	243	14.5

QUARTER 2

COURSE#	TITLE	LECTURE HOURS	LAB HOURS	EXTERNSHIP HOURS	TOTAL HOURS	TOTAL CREDITS
1003 MA	Law and Ethics	10	0	0	10	0.5
1003 ALH	Computer Applications	36	12	0	48	3
1005 BIO	Anatomy & Physiology II	36	12	0	48	3
1004 BIO	Pathology	36	12	0	48	3
1004 MA	Basic Clinical Procedures	20	20	0	40	2.5
1005 MA	Medical Office Administration	24	24	0	48	3
TOTAL		162	80	0	242	15

QUARTER 3

COURSE#	TITLE	LECTURE HOURS	LAB HOURS	EXTERNSHIP HOURS	TOTAL HOURS	TOTAL CREDITS
1000 INT	Integrative Medicine Modalities: An Overview	9	0	0	9	0.5
2002 MA	Billing & Coding	12	24	0	36	2
2007 MA	Laboratory Procedures	24	24	0	48	3
1102 MA	Health Information Management	24	24	0	48	3
2009 MA	Phlebotomy	10	20	0	30	1.5
2001 ALH	Pharmacology	48	12	0	60	4
TOTAL		127	104	0	231	14

(Quarter 4 continued on next page)

QUARTER 4

COURSE#	TITLE	LECTURE HOURS	LAB HOURS	EXTERNSHIP HOURS	TOTAL HOURS	TOTAL CREDITS
2008 MA	Medical Assisting Seminar	24	0	0	24	1.5
2100 MA	Medical Assisting Directed Practice	0	0	160	160	5
TOTAL		24	0	160	184	6.5
PROGRAM TOTALS		498	242	160	900	50

Course order is subject to change.

All awarded credit hours at AIAM are quarter credit hours.

NOTE:

Externship experiences may require off-schedule times.



Tuition & Fees



Students are legally responsible for their educational expenses for the period of enrollment. Students who are current with payments are entitled to all privileges of enrollment. Failure to remain current with payments may result in suspension and possible dismissal.

Tuition & Required Fees

50 Credit Hours of Tuition @ \$260.34 per Credit Hour **\$ 13,017.00**

(You may also purchase this program with the above tuition and books included: \$14,050.00)

Application Fee (due with application) * ²	\$ 50.00
Approximate Cost of Required Textbooks ²	\$ 1,033.00
Approximate Cost of Supplies (BP cuff, stethoscope) ²	\$ 45.00
Matriculation Fee ¹	\$ 50.00
Lab Fee (\$80 per quarter for first 3 quarters) ¹	\$ 240.00
Student Identification Card ¹	\$ 10.00
Uniform (2 sets scrubs)** ¹	\$ 80.00
Total Tuition & Required Fees	\$14,525.00

AIAM Optional Fees (estimated)

Late Application Fee (3 weeks prior to orientation) ¹	\$ 25.00
Late Registration Fee (3 weeks prior to registration) ¹	\$ 25.00
Returned Check Fee (or up to legal limit) ¹	\$ 37.50
Exam Make-up Fee ¹	\$ 50.00
Course Add/Drop Fee ¹	\$ 50.00
Transfer Credit Fee per Course Accepted ¹	\$ 50.00
Approximate Cost of Medical Exam ** ¹	\$ 30.00
Approximate Cost of TB Test ** ¹	\$ 25.00
Approximate Cost of Liability Insurance ** ¹	\$ 75.00
Cost of Hepatitis B vaccinations (series of 3)** ¹	\$ 150.00
Total Optional Fees	\$517.50

(May be greater pending fee frequency)

¹ **Non-refundable Fees**

² **Refundable Fees**

Payment of Fees

Immediately following receipt of your Acceptance Letter from AIAM students will receive an electronic welcome package, which will outline specific financial obligation. For additional details please contact our Director of Finance at (614) 825.6255.

* *Application fee is refundable if cancelled within five calendar days after the date of signing. The school must be notified in writing.*

** *Approximate total cost throughout entire program. These figures are estimates and costs may change without notice.*

Admission Essentials



Requirements

Completed Application Form with appropriate application fee

Medical Assisting: \$50 (Application Fee is waived for AIAM graduates returning to complete another program of study.)

Late registration fee of an additional \$25 is due with applications received 3 weeks prior to class start date

Official High School Transcript or GED or Equivalent (with raised school seal)

Completed Physical Health Examination Form

Two-step Mantoux Test

Vaccinations/Immunizations/Hepatitis B (Students must keep these up to date and renewal documentation must be on file with the Allied Health Department during full enrollment period or they will be administratively withdrawn.)

Process

Complete the application and mail with appropriate application fee to:

**American Institute of Alternative Medicine
Admissions Department
6685 Doubletree Avenue
Columbus, Ohio 43229**

Complete and mail the Request for High School Transcript Form to your high school immediately. Your high school transcript must be sent directly from your high school to:

**American Institute of Alternative Medicine
Admissions Department
6685 Doubletree Avenue
Columbus, OH 43229**

Professional judgments on admissions decisions may be made for students with GED or Equivalent.

Prior to enrollment, students must submit a Physical Health Examination Form from their physician (MD, DO, or Chiropractor). Send the completed form to:

**American Institute of Alternative Medicine
Admissions Department
6685 Doubletree Avenue
Columbus, OH 43229**

Prior to enrollment, students must submit proof of a negative two-step Mantoux (TB) Test (or negative result from X-ray for persons unable to have the Mantoux). One-step may be accepted for documented recipients of previous two-step.

Prior to enrollment, students must submit proof of up-to-date vaccinations, including MMR, Tetanus and Hepatitis B (Series of 3 may be in progress.)





Requirements

Process

<p>Completed Reference Contact Form</p>	<p>Fill out the Reference Contact Information Form with contact information of two people that AIAM Admissions can contact for references. These contacts should be professional people who know your academic abilities and character. References from family members are not acceptable.</p>
<p>Personal tour and interview A prospective student must tour the facility and look at equipment prior to or at the time of the personal interview.</p>	<p>All applicants must meet with an admissions representative. Upon receipt of everything listed above (admission application and fee, high school or college transcript(s), TEAS testing where appropriate, reference contact form, physical health examination form, TB test results, vaccination verification), students will be contacted to schedule a personal interview with the Admissions Representative. All applicants are interviewed individually to determine personal motivations, goals, potential to benefit from the program, psychological and emotional maturity, physical abilities, and academic and financial readiness. If applicant has not seen the facility, a tour will be conducted at this time.</p>
<p>Notification of Acceptance</p>	<p>Once the admissions process is complete, the applicant will be notified of the decision.</p>
<p>Class Seat Reservation</p>	<p>Upon admission, student receive an electronic welcome packet and are responsible for immediately returning key documents as outlined in the packet.</p>
<p>Student Orientation</p>	<p>Student Orientation is held prior to the first class. Attendance is mandatory.</p>
<p>Transfer Credits NOTE: <i>Courses eligible for transfer must have been taken within the last five years.</i> <i>A minimum of 25% of the credits required must be completed at AIAM.</i></p>	<p>The Institute accepts students in good standing who wish to transfer from another college or program to AIAM. Transfer students must first meet the AIAM admission requirements. Transfer Credit procedures and decisions must be completed by the second week of the first quarter of school.</p>



Allied Health (ALH)

1000 ALH MA Study Skills

10 hours/.5 credit

Course Description: This course helps prepare the incoming student for the challenges of being a student through the introduction of basic study skills, test taking strategies, and time management skills. Outside work is required in this course in the form of creating a time management plan.

1001 ALH Medical Terminology

29 hours/1.5 credits

Course Description: The student will be introduced to basic prefixes, roots and suffixes, as well as disease terminology including anatomic, diagnostic, symptomatic, eponymic terms and standard abbreviations of the basic body systems. Additional outside of class required for classroom portion of course consisting of reading and associated homework defining terminology.

1002 ALH MA Healthcare Informatics

20 hours/1 credit

Course Description: Orientation to the use of technology in the health care delivery system including: hardware, software, user interfaces, telecommunications and networks, and Health Management Information Systems (HIMS). Outside work is required in this course in the form of reading, answering questions in the text associated with readings, and computer project for the lab portion of the course.

1003 ALH Computer Applications

48 hours/3 credits

Course Description: This course provides the student with entry-level skills for computer-based management of a medical office emphasizing software for patient records, billing and collections, daily financial transactions, insurance processing, and the production of routine reports and summaries. Outside work is required in this course in the form of reading, answering questions in the text associated with readings in the class portion, and outside work for the lab portion consisting of practice projects of computer applications.

Prerequisite: 1002 ALH MA (may be taken concurrently)

2001 ALH Pharmacology

60 hours/4 credits

Course Description: This course provides students an overview of the conventional drug classes presenting only the more commonly prescribed preparations primarily emphasizing common effects and indications for use. In addition, students prepare and administer medications via several routes including oral, parenteral (excluding intravenous), transdermal, and inhalation. Emphasis is placed on safe and accurate administration. Outside work is required in the class portion of this course including reading and answering questions in text associated with each reading, and in the lab portion consisting of definitions for related terminology/drugs in preparation for each lab.

Prerequisite: 1001 ALH, 1000 BIO (may be taken concurrently)

NOTE:

All awarded credit hours at AIAM are quarter credit hours.



Biosciences (BIO)

1000 BIO Anatomy & Physiology I

48 hours/3 credits

Course Description: This class introduces students to the fundamentals of structure and function of the human body based on the basic body systems. Outside work is required in the class portion of this course including reading and answering questions in text associated with each reading, and in the lab portion consisting of definitions for related terminology, as well as an anatomy project.

Prerequisite: 1001 ALH (can be taken concurrently)

1004 BIO Pathology

48 hours/3 credits

Course Description: This course presents pathological changes associated with the most commonly occurring diseases of each body system. Correlates changes with patient's response, diagnostic studies, and treatment modalities. Outside work is required in the class portion of this course including reading and answering questions in text associated with each reading, an outside paper on holistic view of pathology, and in the lab portion consisting of definitions for related terminology.

Prerequisite: 1001 ALH, 1000 BIO

1005 BIO Anatomy & Physiology II

48 hours/3 credits

Course Description: This class builds on 1000 BIO A & P I in the structure and function of the human body based on the basic body systems. Outside work is required in the class portion of this course including reading and answering questions in text associated with each reading, and in the lab portion consisting of definitions for related terminology.

Prerequisite: 1001 ALH, 1000 BIO



Communications (COM)

1001 COM MA Communications in Healthcare

30 hours/2 credits

Course Description: Integrated beginning communication course to outline the key components and approaches to effective communication with clients, peers and other health care providers. Students will participate in a simulated learning experience to practice learned techniques in a controlled environment. Outside work is required in the class portion of this course including reading and answering questions associated with each reading, and preparing a presentation.



Psychology (PSY)

1000 PSY Psychology

30 hours/2 credits

Course Description: This course introduces concepts of psychology as they relate to communication to coworkers and patients. Students will explore how heredity and social factors influence who we are, as well as various psychological diseases and processes. Maslow's Hierarchy of Needs and how it relates to patients will also be discussed. Verbal and nonverbal communication will be discussed. Erikson's Eight Steps of Human Growth and Development will be presented. Motivational concepts, memory processes, perceptual aspects, and various learning styles will be introduced. Stages of dying and the responsibility of the healthcare worker in assisting patients with end-of-life decisions will be examined. Outside work is required in the form of reading and answering associated questions and two projects.



Integrative Medicine (INT)

1000 INT Integrative Medicine Modalities: Overview

9 hours/.5 credit

Course Description: This course prepares the student in basic concepts of integrative medicine. Outside work is required in this course in the form of a paper on one of the covered integrative modalities.



Medical Assisting (MA)

1000 MA Professionalism in Healthcare

10 hours/.5 credit

Course Description: This course provides an overview of the medical assisting profession, introducing the student to the history of medicine. Emphasis is placed on professionalism and communication. Outside work is required in the form of preparing a case study demonstrating use of professionalism.

1001 MA Introduction to Medical Assisting

18 hours/1 credit

Course Description: This course presents an overview of the health care industry, including organization of ambulatory care practice groups, solo practice offices, hospitals, professional organizations, and federal health care programs; health care delivery trends and issues; role of the medical assistant in different work environments. Outside work is required in this course in the form of reading, answering questions in the text associated with readings, and a research project.

1003 MA Law and Ethics

10 hours/.5 credit

Course Description: This course teaches students the fundamentals of medical ethics and law in the medical office setting with special emphasis on patient confidentiality; physician-patient relationship; implied, verbal and written consent; professional liability; malpractice, contracts, statutory reports, medical legal issues; ethical issues of modern health care. Outside work is required in this course as a paper on ethics.

Prerequisite: 1001 MA (may be taken concurrently)

1004 MA Basic Clinical Assisting Procedures

40 hours/2.5 credits

Course Description: This course provides an introduction to clinical assisting procedures in the medical office emphasizing patient preparation, medical history interviews, vital signs, positioning and draping, medical asepsis, assisting with physical exams, eye and ear assessment and procedures. Outside work is required in this course in the form of reading, answering questions in the text associated with readings, and in the lab in the form of definitions for related terminology and practicing taking vital signs on 10 persons (documented).

Prerequisite: 1001 ALH, 1001 MA

1005 MA Medical Office Administration

48 hours/3 credits

Course Description: In this course students explore administrative duties in a physician's office, including scheduling, monitoring patient appointments, outpatient procedures, hospital admissions, medical and office equipment maintenance, storing supplies and pharmaceuticals, hiring, evaluating and managing office personnel. Outside work is required in this course in the form of reading, answering questions in the text associated with readings, and a medical office design project, and in the lab defining and describing equipment and supplies and systems to be used in the lab experience.



1102 MA Health Information Management

48 hours/3 credits

Course Description: Participants will learn basic rules, regulations and principles for assigning ICD-9-CM codes to patient encounters for billing physician services. Additional out-of-class assignments are required for the class portion through reading assignments and answering associated questions, and in the lab in listing and describing the guidelines for linking ICD-9-CM codes prior to each associated lab, as well as listing the basic rules and principles, to ensure lab preparedness.

Prerequisite: 1005 MA (may be taken concurrently)

2001 MA Medical Records

48 hours/3 credits

Course Description: Participants will learn fundamentals of private and public insurance programs, Workers' Compensation claims, Medicaid and Medicare claims. Focus is also placed on medical records administration, including creating, maintaining, protecting and preserving records. Outside work is required in this course in the form of reading, answering questions in the text associated with readings, and a paper on the increased use of electronic medical records, and in the lab outside work is required in (graded) practice of creating records.

Prerequisite: 1001 ALH, 1102 MA (1102 MA may be taken concurrently)

2007 MA Laboratory Procedures

48 hours/3 credits

Course Description: In this course participants learn techniques required to perform laboratory procedures in a medical office, including collection of specimens for testing/transport, venipuncture, urinalysis, cultures, quality control, and laboratory safety. Outside work is required in this course in the form of reading, answering questions in the text associated with readings, and in the lab in the form of definitions and descriptions of related tests and terminology to prepare for lab experience.

Prerequisite: 1004 MA

2008 MA Medical Assisting Seminar

24 hours/1.5 credits

Course Description: This seminar involves discussion of directed practice experiences and prepares the student for the National Healthcareer Association (NHA) National Certification Examination through student presentations and topics relative to the medical assisting profession. Outside work is required in this course in the form of preparation of a presentation, as well as a paper on one a topic relative to the medical assisting profession.

Prerequisite: All courses except 2100 MA (2002 MA, 1102 MA, 2009 MA may be taken concurrently)

2009 MA Phebotomy

30 hours/1.5 credits

Course Description: This course will focus on skill development in the performance of a variety of blood collection methods using proper techniques and universal precautions. Includes vacuum collection devices, syringes, capillary skinning puncture, butterfly needles and blood culture, and specimen collection on adults, children and infants. Emphasis on infection prevention, proper patient identification, labeling of specimen and quality assurance, specimen handling, processing, and accessioning. Topics include professionalism, ethics, and medical terminology.

Prerequisite: 2007 MA

2100 MA Medical Assisting Directed Practice

160 hours/5 credits

Course Description: This course is the externship experience, providing the student real-world experience in the healthcare setting involving structured observations and participation in the administrative and clinical aspects of patient care under the supervision of a licensed physician or certified medical assistant.

Prerequisite: All courses (2002 MA, 1102 MA, 2009 MA, 2008 MA may be taken concurrently)



Nursing



Nursing Overview



Nursing Mission

The mission of the AIAM Department of Nursing is to provide quality nursing education based in holistic nursing philosophy in Central Ohio and to facilitate the provision of exceptional health care in the region. The American Institute of Alternative Medicine offers an integrative approach to nursing education that includes a traditional and scientific foundation combined with an understanding of alternative therapeutic modalities and approaches to promote health (healing) at Associate Degree level. We believe the core concepts of holistic practice (client focused, whole person care, and therapeutic use of nurse, health education, science and intuition) are synonymous or similar to traditional nursing practices and generalizable enough to support the entry levels of both diploma and associate of applied science levels of nursing. In addition, Standards of Holistic Nursing Practice are developed at the diploma through doctorate levels (Frisch, 2003).

The program encompasses the spirit of the holistic conceptual frame-work and not serving or purporting to prescribe or endorse the exclusive use of Complementary or Alternative Therapies, there is no preclusion from a legal perspective. The students of AIAM nursing programs do not learn any alternative therapies for the purpose of practice. Massage for nurses, which is within scope of practice, is the only complementary or alternative therapy taught from a practice perspective. All other instruction on Complementary or Alternative Medicine (CAM)

or Integrative Medicine is from a theoretical perspective to expose and educate the nurse to the many health practices their clients may also be utilizing.

Program Structure

The RN Program incorporates and requires the use of Assessment Technologies Institute (ATI) exam modules, for all students. ATI Testing serves as a learning resource for nursing students, and as an additional means of identifying student strengths and weaknesses to meet their academic needs. Applicants to the Direct Entry RN Program must take the Test of Essential Academic Skills (TEAS) and meet the expected minimum cut score of the 45th Percentile Individual Adjusted Reading score and 30th Percentile Individual Adjusted math score.

The non-AIAM PN graduate applying for the Advanced Placement Option in the Registered Nursing Program must take the Fundamentals of Nursing entrance test and meet the proposed minimum cut score of 54.5 percent Individual Adjusted Overall score. Applicants who have earned a degree (Associate or higher) are exempt from taking the TEAS or the STEP. The school reserves the right to review and revise these requirements to ensure student and school success.

Nursing Overview



Philosophy

The faculty of the American Institute of Alternative Medicine (AIAM) Nursing Education Programs supports the mission and goals of the Institute to provide outcome based education. AIAM promotes an integrative healthcare philosophy, and this is reflected in its nursing program that integrates concepts from complementary nursing theorists.

The faculty believes that each person is a unitary energy field with a unique pattern existing within an energy field in mutual process with the human being (Rogers, 1988). This energy manifests as a client system composed of physiological, psychological, sociocultural, developmental, and spiritual variables in interaction with the internal and external environments (Neuman, 2002). These environments are the manifestation of the energy fields in mutual process with the client (Rogers, 1988) which provides a protective, coping shield developed unconsciously by the client (Neuman, 2002).

Health is a state of optimal wellness and functioning that operates on a continuum and is dynamic in nature, indicating that all system needs are being met (Neuman, 2002). The AIAM Nursing Curriculum places emphasis on promoting self care (Orem, 1995), access to community resources, while recognizing cultural values and beliefs.

Nursing is a caring relationship with the client and family to promote human health and well-being (Rogers, 1988) by helping clients meet their self-care needs (Orem, 1995), and to attain, retain or maintain optimal system

stability (Neuman, 2002) through managing and providing care. Nursing responds to the interaction between the person and the environment to facilitate a state of dynamic equilibrium or change in the level of health at any point along the wellness-illness continuum. Nursing is directed toward reducing stress factors that influence or could influence the attainment of an optimum level of wellness by an individual, family, or community.

This goal is achieved through the nursing process, a systematic, problem-solving technique used for implementing independent, interdependent, and dependent nursing actions. This process consists of assessing the person's actual and/or potential health problems, constructing a diagnostic statement, formulating goals and objectives with expected outcomes, implementing therapeutic interventions, and evaluating the effectiveness of these interventions/preventions. This philosophy is actualized through the integrative application of the Neuman Systems Model, Orem's Self-Care Deficit Theory, and Roger's Science of Unitary Human Beings.

Nursing is advancing into a new era of expanding roles, responsibilities and functions in primary, secondary, and tertiary preventions and institutions. Faculty are responsible for the preparation of professional nurses who can assume current nursing roles and adapt to future health needs and evolving health care requirements. Thus, professional nursing education requires a flexible outcome—directed



Nursing Overview



curriculum that emphasizes a whole person approach and is based on evolving nursing theory and knowledge from the sciences and other related disciplines.

The faculty believes that learning is a process that influences and promotes changes in behavior. Learning is viewed as a life-long process involving the continuing development of personal, intellectual, and professional growth. Learning is facilitated by professional role modeling and an educational environment conducive to the exchange of ideas, critical thinking, decision-making, creativity, experimentation and innovation. Inherent in the teaching/learning process is the reciprocal responsibility of faculty and learners in influencing the process of learning outcomes. In this relationship, faculty serve as role models and valuable resources.

The faculty recognizes diversity in the community including cultural and ethnic backgrounds, language, beliefs, values, learning styles, and support systems. This diversity is viewed as an asset that is incorporated into curriculum development, implementation, and evaluation. The learner is expected to exhibit self-direction, and a sense of responsibility and accountability in mastery of knowledge and skills consistent with professional practice.

As both nurses and citizens, faculty accept the responsibility for the development of the profession and improvement of health care through continuing practice and study. The faculty believes that well developed leadership

abilities are essential in professional practice. The faculty is committed to an educational process that prepares Practical Nurses and Registered Nurses for entry level positions in nursing.

Conceptual Framework

Incorporating this philosophical interpretation of the Neuman Systems Model, Orem's Self-Care Deficit Theory, and Roger's Science of Unitary Human Beings with the American Holistic Nurses' Association (AHNA) core values (AHNA, 2004), we believe the presence of self-defined health (healing) exists when there is perceived harmony and balance within the Biological, Sociocultural, Psychological and Spiritual domains. The scientific nursing process of assessment, problem identification, planning, intervention and evaluation is simultaneously combined with the art form of therapeutic nurse presence and guidance to promote or restore the dynamic perception of health (healing) within the nurse healer, individual and community.

These domains interact with the nurse and environment. These domains represents the key components of the traditional nursing meta-paradigm with the respective postulates of Rogerian, Neuman, and Orem Theories and Holistic Nursing Core Values. Brief interpretive definitions of traditional meta-paradigm concepts: health, human, environment and nursing are provided. Associated key terms as well as Rogerian, Neuman, and Orem, as well as holistic sub-concepts within the meta-paradigm will follow.

Nursing Overview



Health- Is defined as a fluid, individual-defined term for a behavioral or physical state of being. The perception of a “healthy (healing) state” is promoted by nursing through exploration with the client into the Spiritual, Biological, Psychological and Sociocultural domains. Health patterning describes a process of facilitating unitary well-being by assisting clients with their knowing participation in change. Holistic Nursing Practice systematically reviews and promotes client specific health (healing) via the human functioning patterns of communicating, valuing, relating, knowing, feeling, moving, perceiving, choosing and exchanging.

Spiritual Domain- gives life meaning and purpose and therefore power. Spirituality is not synonymous with Religion but a manifestation of homeodynamic principals including: Integrity—interconnectedness of individuals and/or communities that provide a process for change, helicy—nature of change, and resonancy—how change takes place (valuing and relating patterns).

Biological Domain- the physical or bodily functions of life including patterns of human functioning (fluid/gas exchange, movement, communicating and knowing patterns).

Psychological Domain- includes the mental and emotional components of life and change (perceiving, choosing, feeling, relating patterns).

Sociocultural Domain- includes aspects of the human, environmental and cultural domains that have direct or indirect effects on health (healing) and/or change within an individual.

Human- Is defined as four-dimensional energy fields (spiritual, biological, psychological and sociocultural domains) identified by pattern and manifesting characteristics and behaviors that are different from those parts and which can not be predicted from knowledge of the parts. The integration of physiological, psychological, sociocultural, and spiritual life components are inherent in the concept of Human as a holistic being. The development that occurs in these components over the lifespan from conception through death influences the Human’s health care behaviors and guides the management of nursing care.

Environment- Consists of all that is external to the human individual. The concept of Environment provides the structure for understanding those elements external to the person which affect health seeking behaviors. Individual and family relationships, the values and beliefs of one’s culture, and the resources available within the home and community encompass the person’s environment. Following the Rogerian principles of homeodynamics (change is ever persistent and present), we believe that life and health/healing perceptions are fluid and ever changing within the context of the environment. The nurse assists and empowers the client to adapt to the changing



Nursing Overview



environment in an effort to maintain perceived balance of the mind-body-spirit-social connection. Respect is essential to therapeutic nurse-client relationship and incorporates notions of cultural diversity, harmonious dwelling and self-actualization.

Nurse- Is defined as a facilitator of healing energy delivered to the client via nursing interventions of patterning (assisting clients to recognize one's own power related to health, wellness, disease, or illness which may or may not facilitate well-being), presence (therapeutic use of self in being with or in collaboration with rather than doing for the client) and exploration (creative or scientific testing) of imbalance. Nursing is a nurturing, interpersonal, caring relationship that focuses on the person and the environment in the promotion, maintenance and restoration of health or provision of support through the dying process.

Summary of AHNA Core Values

American Holistic Nurses Association
(AHNA), 2004

The following core values and standards of care are overarching for all levels of nursing practice. Whereas, not all standards are appropriate for entry level practice as proposed within our diploma and Associate programs of study, the trajectory of the conceptual framework is helpful to clarify the purpose and beginning aspects of what it means to practice holistically.

AHNA

CORE VALUE

Description

VALUE 1:

Holistic Philosophy, Theories and Ethics

Holistic nursing practice is based on the philosophical and theory of holism and the foundation of ethical practice.

- 1.1 Holistic Philosophy. Holistic nurses develop and expand their conceptual framework and overall philosophy in the art and science of holistic nursing to effectively model, practice, teach, and conduct research.
- 1.2 Holistic Theories. Nursing theories that are holistic, and other relevant theories, provide the framework for all aspects of holistic nursing practice and leadership.
- 1.3 Holistic Ethics. Holistic nurses hold to a professional ethic of caring and healing that seeks to preserve wholeness and dignity of themselves and all persons/families/communities in all practice settings.

VALUE 2:

Holistic Education and Research

Holistic Nursing practice is guided by and developed through, holistic education and research.

- 2.1 Holistic Education. Holistic nurses acquire and maintain current knowledge and competency in holistic nursing practice.
- 2.2 Holistic Research. Holistic nurses provide care and guidance to persons through nursing interventions and holistic therapies consistent with research findings and other sound evidence.

VALUE 3:

Holistic Nurse Self-Care

Holistic nursing practice requires the integration of self-care and personal development activities into one's life.

- 3.1 Holistic Nurse Self-Care. Holistic nurses engage in holistic self-assessment, self care, and personal development, aware of being instruments of healing to better serve self and others.

VALUE 4:

Holistic Communication, Therapeutic Environment, and Cultural Diversity

Holistic nursing practice honors and includes holistic communication, therapeutic environment, and cultural diversity as foundational concepts.

- 4.1 Holistic Communication. Holistic nurses engage in holistic communication to ensure that each person experiences the presence of the nurse as authentic and sincere; there is an atmosphere of shared humanness that includes a sense of connectedness and attention reflecting the individual's uniqueness.
- 4.2 Therapeutic Environment. Holistic nurses recognize that each person's environment includes everything within and surrounding the individual, as well as patterns not yet understood.
- 4.3 Cultural Diversity. Holistic nurses recognize each person as a whole body-mind-emotion-spirit being and mutually create a plan of care consistent with cultural background, health beliefs and practices, sexual orientation, values and preferences.

VALUE 5:

Holistic Caring Process

Holistic nursing practice is guided by the holistic caring process, whether used with individuals, families, population groups, or communities. This circular process involves the following six steps, which may occur simultaneously.

- 5.1 Assessment. Holistic nurses assess each person holistically using appropriate conventional and holistic methods while the uniqueness of the person is honored.
- 5.2 Patterns/Challenges/Needs. Holistic nurses identify and prioritize each person's actual and potential patterns/challenges/needs and life processes related to health, wellness, disease, or illness, which may or may not facilitate well-being.
- 5.3 Outcomes. Holistic nurses specify appropriate outcomes for each person's actual or potential patterns/challenges/needs.
- 5.4 Therapeutic Care Plans. Holistic nurses engage each person to mutually create an appropriate plan of care that focuses on health promotion, recovery, restoration, or peaceful dying so that the person is as independent as possible.
- 5.5 Implementation. Holistic nurses prioritize each person's plan of care, and holistic nursing interventions are implemented accordingly.
- 5.6 Evaluation. Holistic nurses evaluate each person's response to holistic care regularly and systematically and the continuing holistic nature of the healing process is recognized and honored.



Process & Framework



The Holistic Nursing Process

This the method used to form an organizational framework for providing and managing care incorporating the five AHNA Core Values as appropriate.

In the role of nurse, the Diploma Practical Nurse promotes self-care behaviors. In the role of manager of care, the Associate Degree Nurse promotes self-care behaviors. Self-care is the practice of activities that persons perform on their own behalf to maintain life, health, and well-being.

Communication is a dynamic interpersonal process utilizing verbal and nonverbal skills

to share information. The nurse uses the communication skills of interviewing, listening, counseling, negotiating, delegating, collaborating, documenting, and teaching in professional practice.

Critical thinking is a framework for problem solving by which a person can identify and analyze the assumptions underlying the actions, decisions, values and judgment of themselves and others. As the student progresses through the nursing curriculum, critical thinking skills are developed to enhance logical reasoning in the application of biological, psychological and sociocultural sciences.

Conceptual Framework

MAJOR CONCEPTS:

	HUMAN	ENVIRONMENT	HEALTH	NURSE
SUB-CONCEPTS	Physiological	Family	Promotion	Relationships
	Psychological	Cultural Diversity	Maintenance	Roles
	Sociological	Community	Restoration	
	Spiritual			
	Lifespan Development			

THREADS	Holistic Nursing Process
	Self-Care
	Communication
	Critical Thinking
	AHNA Core Values

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Program Introduction

Registered Nursing Program (RN)

The AIAM Registered Nursing (RN) Program is a full-time, 24-month, direct entry (requiring no previous nursing education) program that prepares the graduate to provide direct care to clients with common health problems in a variety of settings. An advanced placement option is available for graduates of an approved Practical Nursing program, transferring in the equivalent of 19.5 quarter credit hours. The program prepares the graduate for entry-level employment in professional Nursing. The program is grounded in a holistic nursing philosophy that incorporates knowledge from nursing, humanities and sciences along with a strong emphasis on psychomotor skills. The curriculum includes an emphasis on critical thinking, decision making, delegation and care management skills in the acute, intermediate, chronic and community care areas. Upon successful completion of the program, students are awarded an Associate of Applied Science Degree in Nursing and are eligible to take the NCLEX-RN exam. Graduates must pass the NCLEX-RN exam to practice as an RN.

Career Opportunities

Upon passing NCLEX testing, graduates are licensed for entry-level employment in professional Nursing. RNs treat patients, educate patients and the public about various medical conditions and provide advice and emotional support to patients and family members. RNs work as members of the health care team, record patients' medical histories and symptoms, help perform diagnostic tests and analyze results, operate medical machinery, administer treatment and medications, and help with patient follow-up and rehabilitation. Approximately 60 percent of RN jobs are within hospitals. Other roles are within nursing homes, home care clinics and rehabilitation settings, among others.

Please Note:

Limited availability of specialty clinical experiences for students may require schedule of weekend, evening, night, 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.

NOTES:

Program Quarter Credit Hours
with Advanced Placement Option taken at AIAM:
90 quarter credits

Program Clock Hours
with Advanced Placement Option taken at AIAM:
1226 hours

Total Program Quarter Credit Hours
for Completion of ADNR:
109.5 quarter credits

Total Program Clock Hours
for Completion of ADNR:
1485 hours

Program Objectives



Upon completion of the AIAM Registered Nurse Program, the graduate will be prepared to:

1. Utilize the holistic care process to assess, plan, and evaluate Nursing care interventions that honor the uniqueness of individuals, families and communities.
2. Plan care for persons of all ages using the Nursing process.
3. Demonstrate safe, competent, nurturing care in the practice of Nursing.
4. Communicate effectively, including the use of teaching and counseling techniques, in the promotion, maintenance, and restoration of health.
5. Manage Nursing care for a diverse population of clients in a variety of practice settings.
6. Synthesize knowledge from Nursing and related disciplines using critical thinking skills.
7. Analyze legal, ethical, and economic concepts that influence Nursing practice.
8. Recognize the need for lifelong learning, service and commitment to self care to develop personal awareness of being an instrument of healing to better care for the client's biological, psychological, spiritual and sociocultural needs.
9. Complete requirements for application for licensure by the Ohio Board of Nursing and/or other appropriate certifying entity including successful demonstration of readiness for NCLEX testing.

Licensure

Licensure for Registered Nursing is required in the state of Ohio. This program will meet the educational requirements set forth by the Ohio Board of Nursing (OBN), must graduate with a minimum of 70 percent (C) average, pass several benchmark examinations throughout the program, satisfactorily complete all clinical hours and meet attendance requirements. The Nursing Program Administrator then forwards a document to the OBN certifying all requirements have been met and the student is then notified by the OBN they may sit for the NCLEX RN. Upon passing, licensure is issued by the OBN.

Clinical Experiences

There are significant clinical experiences required in this program. AIAM has multiple clinical sites offering diverse experiences to Nursing students. Clinical hours must meet the needs of the clinical sites and may have hours differing from the student's normal schedule.



Registered Nursing Overview



Registered Nursing Program Admissions Requirements:

1. Official High School Transcript or equivalent
2. Practical Nursing School Transcript (for Advanced Placement Option)
3. Completed application form with \$100 application fee
4. Completed entrance test (TEAS) with minimum identified standard met or exceeded for consideration. OR for Advanced Placement Option, the Registered Nurse Fundamentals entrance test (STEP) (AIAM PN graduates and those with prior associate degree or higher from accredited college are exempt). Minimum identified standard must be met or exceeded for consideration.
5. Completed Physical Health Exam Form
6. Two-Step Mantoux Test (or negative result from X-ray for persons unable to have the Mantoux) OR a T-Spot for TB. One-step may be accepted for documented recipients of previous Two-Step.
7. Vaccinations/Immunizations/Hepatitis B (Hep B may be in progress; must be completed by the end of the second quarter of program.)
8. Clean Background checks—BCI and FBI
9. Two letters of reference
10. Write a 250-word essay on Integrity
11. Personal tour and interview

Program Completion Requirements:

1. Complete all coursework with a minimum of 70 percent on all class, lab and clinical work.
2. Meet or exceed attendance requirements.
3. Meet or exceed the identified minimum standard on the ATI Comprehensive Predictor on the first attempt, or if the minimum standard is not met, the student must complete the Virtual ATI review.
4. Payment in full of all tuition and settlement of all financial obligations with the school.
5. Complete the program within the earlier of 1.5 times the attempted published clock or credit hours. (144 weeks/12 quarter or 164.25 attempted credits for Direct Entry Option, OR 90 weeks/7.5 quarters or 135 attempted credits at AIAM for Advanced Placement Option)

Program Quarter Credit Hours with Advanced Placement Option taken at AIAM: 90
Program Clock Hours with Advanced Placement Option taken at AIAM: 1226

Total Program Clock Hours: 1485
Total Quarter Credit Hours: 109.5

Please Note:

Limited availability of specialty clinical experiences for students may require schedule of weekend, evening, night, 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.

Curriculum



Direct Entry RN Program of Study

Course order is subject to change. All awarded credit hours are quarter credit hours.

QUARTER 1

COURSE#	COURSE TITLE	DIDACTIC HOURS	NURSING LAB	COURSE LAB	CLINIC HOURS	TOTAL CLOCK HOURS	CREDIT HOURS
2000 NRSc	E-Nursing Concepts	20.00	0.00	0.00	0.00	20.00	1.50
1100 NRS	Intro to Nursing Concepts	24.00	18.00	0.00	0.00	42.00	3.00
1101 BIO	Anatomy & Physiology	45.00	0.00	0.00	0.00	45.00	4.50
1101 MATd	College Math	30.00	0.00	0.00	0.00	30.00	3.00
1100 PSY	Growth & Development	30.00	0.00	0.00	0.00	30.00	3.00
1100 COL	College Success Skills	5.00	0.00	5.00	0.00	10.00	0.50
QUARTER TOTALS						177	15.5

QUARTER 2

COURSE#	COURSE TITLE	DIDACTIC HOURS	NURSING LAB	COURSE LAB	CLINIC HOURS	TOTAL CLOCK HOURS	CREDIT HOURS
1200 NRS	Foundations of Nursing	42.00	18.00	0.00	0.00	60.00	4.00
1003 BIOc	Pathophysiology	50.00	0.00	0.00	0.00	50.00	5.00
1102 MATd	Introduction to Algebra	30.00	0.00	0.00	0.00	30.00	3.00
1001 ENGD	Basic Composition	30.00	0.00	0.00	0.00	30.00	3.00
QUARTER TOTALS						170	15.0

QUARTER 3

COURSE#	COURSE TITLE	DIDACTIC HOURS	NURSING LAB	COURSE LAB	CLINIC HOURS	TOTAL CLOCK HOURS	CREDIT HOURS
1201 NRS	Integrative Nursing	42.00	18.00	0.00	64.00	124.00	7.50
1103 BIO	Nutrition	35.00	0.00	0.00	0.00	35.00	3.50
2101 NRSc	Pharmacology	35.00	18.00	0.00	0.00	53.00	3.50
QUARTER TOTALS						212	14.5

QUARTER 4

COURSE#	COURSE TITLE	DIDACTIC HOURS	NURSING LAB	COURSE LAB	CLINIC HOURS	TOTAL CLOCK HOURS	CREDIT HOURS
1002 PSYd	Introduction to Psychology	30.00	0.00	0.00	0.00	30.00	3.00
2001 NRSd	Promoting Psychological Health, Maintenance & Restoration	35.00	0.00	0.00	64.00	99.00	6.00
2007 BIOc	Microbiology	45.00	0.00	12.00	0.00	57.00	5.00
QUARTER TOTALS						186	14.0



Direct Entry RN Curriculum continued:

QUARTER 5

COURSE#	COURSE TITLE	DIDACTIC HOURS	NURSING LAB	COURSE LAB	CLINIC HOURS	TOTAL CLOCK HOURS	CREDIT HOURS
2002 NRSd	Adult Nursing	48.00	24.00	0.00	84.00	156.00	9.00
2103 NRS	Holistic Nursing Concepts	33.00	0.00	0.00	0.00	33.00	2.50
1001 INTd	Massage	10.00	0.00	10.00	0.00	20.00	1.00
QUARTER TOTALS						209	12.5

QUARTER 6

COURSE#	COURSE TITLE	DIDACTIC HOURS	NURSING LAB	COURSE LAB	CLINIC HOURS	TOTAL CLOCK HOURS	CREDIT HOURS
2003 NRSc	Family Nursing	45.00	18.00	0.00	64.00	127.00	8.00
1001 SOCd	Cultural Diversity Awareness	30.00	0.00	0.00	0.00	30.00	3.00
1002 COM	Effective Communications	30.00	0.00	0.00	0.00	30.00	3.00
QUARTER TOTALS						187	14.0

QUARTER 7

COURSE#	COURSE TITLE	DIDACTIC HOURS	NURSING LAB	COURSE LAB	CLINIC HOURS	TOTAL CLOCK HOURS	CREDIT HOURS
2004 NRSc	Community Nursing	36.00	0.00	0.00	40.00	76.00	4.50
1002 ENGd	Essay and Research	30.00	0.00	0.00	0.00	30.00	3.00
1100 HUMd	Ethics:Humanities	30.00	0.00	0.00	0.00	30.00	3.00
QUARTER TOTALS						136	10.5

QUARTER 8

COURSE#	COURSE TITLE	DIDACTIC HOURS	NURSING LAB	COURSE LAB	CLINIC HOURS	TOTAL CLOCK HOURS	CREDIT HOURS
2005 NRSc	Advanced Care Nursing	48.00	24.00	0.00	88.00	160.00	9.00
2102 NRSc	Professional Transitions	18.00	0.00	0.00	0.00	18.00	1.50
1003 COM	Business Communications	30.00	0.00	0.00	0.00	30.00	3.00
QUARTER TOTALS						208	13.5

Curriculum



Advanced Placement RN Program of Study

Course order is subject to change. All awarded credit hours are quarter credit hours.

QUARTER 1

COURSE#	COURSE TITLE	DIDACTIC HOURS	NURSING LAB	COURSE LAB	CLINIC HOURS	TOTAL CLOCK HOURS	CREDIT HOURS
1002 PSYd	Introduction to Psychology	30.00	0.00	0.00	0.00	30.00	3.00
2001 NRSc	Promoting Psychological Health, Maintenance & Restoration	35.00	0.00	0.00	64.00	99.00	6.00
2000 NRSc	E-Nursing Concepts	20.00	0.00	0.00	0.00	20.00	1.50
1101 MATd	College Math	30.00	0.00	0.00	0.00	30.00	3.00
1100 COL	College Success Skills	5.00	0.00	5.00	0.00	10.00	0.50
1001 INTd	Massage	10.00	0.00	10.00	0.00	20.00	1.00
2100 NRSc	PN-RN Transitions	24.00	18.00	0.00	0.00	42.00	2.50
QUARTER TOTALS						251	17.5

QUARTER 2

COURSE#	COURSE TITLE	DIDACTIC HOURS	NURSING LAB	COURSE LAB	CLINIC HOURS	TOTAL CLOCK HOURS	CREDIT HOURS
2002 NRSc	Adult Nursing	48.00	24.00	0.00	84.00	156.00	9.00
2101 NRSc	Pharmacology	35.00	18.00	0.00	0.00	53.00	3.50
1102 MATd	Introduction to Algebra	30.00	0.00	0.00	0.00	30.00	3.00
1001 ENGd	Basic Composition	30.00	0.00	0.00	0.00	30.00	3.00
QUARTER TOTALS						269	18.5

QUARTER 3

COURSE#	COURSE TITLE	DIDACTIC HOURS	NURSING LAB	COURSE LAB	CLINIC HOURS	TOTAL CLOCK HOURS	CREDIT HOURS
2003 NRSc	Family Nursing	45.00	18.00	0.00	64.00	127.00	8.00
1002 ENGd	Essay and Research	30.00	0.00	0.00	0.00	30.00	3.00
1103 BIO	Nutrition	35.00	0.00	0.00	0.00	35.00	3.50
1003 BIOd	Pathophysiology	50.00	0.00	0.00	0.00	50.00	5.00
QUARTER TOTALS						242	19.5

QUARTER 4

COURSE#	COURSE TITLE	DIDACTIC HOURS	NURSING LAB	COURSE LAB	CLINIC HOURS	TOTAL CLOCK HOURS	CREDIT HOURS
2004 NRSc	Community Nursing	36.00	0.00	0.00	40.00	76.00	4.50
1001 SOCd	Cultural Diversity Awareness	30.00	0.00	0.00	0.00	30.00	3.00
1002 COM	Effective Communications	30.00	0.00	0.00	0.00	30.00	3.00
2103 NRS	Holistic Nursing Concepts	33.00	0.00	0.00	0.00	33.00	2.50
2007 BIOc	Microbiology	45.00	0.00	12.00	0.00	57.00	5.00
QUARTER TOTALS						226	18.0

QUARTER 5

COURSE#	COURSE TITLE	DIDACTIC HOURS	NURSING LAB	COURSE LAB	CLINIC HOURS	TOTAL CLOCK HOURS	CREDIT HOURS
2005 NRSc	Advanced Care Nursing	48.00	24.00	0.00	88.00	160.00	9.00
2102 NRSc	Professional Transitions	18.00	0.00	0.00	0.00	18.00	1.50
1100 HUMd	Ethics:Humanities	30.00	0.00	0.00	0.00	30.00	3.00
1003 COM	Business Communications	30.00	0.00	0.00	0.00	30.00	3.00
QUARTER TOTALS						238	16.5

Tuition & Fees



Students are legally responsible for educational expenses during enrollment. When current with payments, students are entitled to all privileges of enrollment. Failure to remain current with payments may result in suspension and possible dismissal.

Direct Entry Option Tuition & Required Fees

109.5 Credit Hours of Tuition @ \$280 per Credit Hour	\$ 30,660.00
Application Fee (due with application) * ²	\$ 100.00
Approximate Cost of Required Textbooks** ²	\$ 1,972.35
Nursing Supply Bag ¹	\$ 80.00
Matriculation Fee ¹	\$ 50.00
Lab Fee (\$150 per quarter) ¹	\$ 1,200.00
Student Identification Card ¹	\$ 10.00
Uniform (2 sets scrubs) ¹	\$ 80.00
Technology Fee (\$225 per quarter) ¹	\$ 1,800.00
Total Tuition & Required Fees	\$ 35,952.35

Advanced Placement Option Tuition & Required Fees

90 Credit Hours of Tuition @ \$280 per Credit Hour	\$ 25,200.00
Application Fee (due with application) * ²	\$ 100.00
Approximate Cost of Required Textbooks** ²	\$ 1,481.91
Nursing Supply Bag ¹	\$ 80.00
Matriculation Fee ¹	\$ 50.00
Lab Fee (\$150 per quarter) ¹	\$ 750.00
Student Identification Card ¹	\$ 10.00
Uniform (2 sets scrubs) ¹	\$ 80.00
Technology Fee (\$350 per quarter) ¹	\$ 1,750.00
Total Tuition & Required Fees	\$ 29,501.91

AIAM Optional Fees (estimated)

TEAS or STEP (Entrance Exam) ¹	\$ 55.00
Late Application Fee (3 weeks prior to orientation) ¹	\$ 25.00
Late Registration Fee (3 weeks prior to registration) ¹	\$ 25.00
Returned Check Fee (or up to legal limit) ¹	\$ 37.50
Clinical Make-up Fee ¹	\$ 100.00
Course Add/Drop Fee ¹	\$ 50.00
Transfer Credit Fee per Course Accepted ¹	\$ 50.00
Approximate Cost of Medical Exam** ¹	\$ 30.00
Approximate Cost of TB test** ¹	\$ 25.00
NCLEX Examination Fee** ¹	\$ 200.00
Hepatitis B Vaccinations (series of 3)** ¹	\$ 150.00
Background Check ¹	\$ 65.00
Total Optional Fees	\$ 812.50

(May be greater pending fee frequency)

¹ Non-refundable Fees ² Refundable Fees

Payment of Fees

Immediately following receipt of your Acceptance Letter from AIAM students will receive an electronic welcome package which will outline specific financial obligation. For additional details please refer to *Paying for your Education* in the catalog or contact our Director of Finance at (614) 825.6255.

* Application fee is refundable if cancelled within five calendar days after the date of signing. The school must be notified in writing.

** Approximate total cost through entire program. These figures are estimates and costs may change without notice. Uniform estimate based on size purchased.

Admission Essentials



NOTE: AIAM Practical Nursing students who desire to continue their education and pursue an Associate of Applied Science degree in Registered Nursing applicants must submit a written letter of intent to continue into the RN program and demonstrate proof of continued compliance with Student Health policies at least 60 days prior to the start of the next RN program cohort in lieu of an application.

Requirements

Official High School Transcript or GED or Equivalent (with raised school seal)

Practical Nursing School Transcript (for non-AIAM PN graduates) for application for the Advanced Placement Option

Practical Nurse graduates from other schools may make application to the Advanced Placement Option to continue their Nursing education after successful validation of prior learning through completion of a Registered Nurse Fundamentals entrance test.

Completed Application Form with appropriate application fee (Transfer applicants to the RN program must have completed the entrance test.)

Registered Nursing \$100 (AIAM PN graduates exempt)
Late registration fee of an additional \$25 is due with applications received 3 weeks prior to class start date.

Direct Entry applicants are required to take the TEAS, except applicants who have earned an associate degree (or higher).

Advanced Placement applicants are required to take the STEP, except applicants who graduated from the AIAM PN Program or applicants who have earned an associate degree (or higher).

Transfer Credits
A minimum of 25% of the credits required must be completed at AIAM.

Two-step Mantoux Test OR T-Spot for TB

A 250-word essay on Integrity

Process

Complete and immediately mail the appropriate transcript request forms to your high school and nursing program if applicable. Your transcripts must be sent directly from your school to:
**American Institute of Alternative Medicine
Admissions Department
6685 Doubletree Avenue • Columbus, OH 43229**
Professional judgments on admissions decisions may be made for students with GED or Equivalent.

The non-refundable fee for the entrance test is \$55.00.

Complete the application and mail with appropriate application fee to:
**American Institute of Alternative Medicine
Admissions Department
6685 Doubletree Avenue
Columbus, Ohio 43229**

Register, pay for and attend designated date/time for the TEAS or STEP at AIAM.
(**\$55 Test fee, includes study guide.**)
Minimum Adjusted Individual Reading Score of 45% and Minimum Adjusted Individual Math Score of 30% required on TEAS required for admission into Direct Entry RN Program.
Minimum Adjusted Individual Total Score of 54.5% is required for admission on STEP for Advanced Placement applicants.
The Entrance Test may be retaken for an additional fee of \$55.00 each time. TEAS or STEP may be taken 3 times within a 12 -month timeframe, at least 2 days apart.

Transfer students must first meet the AIAM admission requirements. Transfer Credit procedures and decisions must be completed by the second week of the first quarter of school.

Students must submit proof of a negative two step Mantoux (TB) Test (or negative result from X-ray for persons unable to have the Mantoux) OR a T-Spot for TB. One-step may be accepted for documented recipients of previous Two-Step.

(Instructions given during admissions process.)



Requirements

Process

<p>Completed Physical Health Exam Form</p>	<p>Students must submit a Physical Health Examination Form from their physician (MD, DO, or Chiropractor). Send the completed form to: <i>American Institute of Alternative Medicine Admissions Department 6685 Doubletree Avenue Columbus, Ohio 43229</i></p>
<p>Vaccinations/Immunizations/Hepatitis B (Students must keep these up to date and renewal documentation must be on file with the Nursing Department during full enrollment period or they will be administratively withdrawn.)</p>	<p>Students must submit proof of up-to-date vaccinations, including MMR, Tetanus and Hepatitis B (series of 3, may be in progress; must be completed by start of clinicals</p>
<p>Background Check NOTE: <i>Students convicted of crimes identified in ORC sections 2903-2925 and 3716 are ineligible to participate in the RN Program since they will not be permitted to participate in clinical experiences nor take the National Certification Licensing Exam for Practical Nurses (NCLEX-RN) upon successful completion of the program. AIAM will not be responsible for making restitution of any tuition or associated program fees should it be determined that the student is found ineligible for continued participation and/or NCLEX testing during background checks.</i></p>	<p>Students must undergo a BCI and FBI background check. Results must be sent from the OBN approved facility directly to AIAM (approved facilities on OBN website): <i>American Institute of Alternative Medicine Admissions Department 6685 Doubletree Avenue Columbus, Ohio 43229</i></p>
<p>Two Reference Letters</p>	<p>Supply two letters of reference. These contacts should be professional people who have known your academic abilities and character. References from family members are not acceptable.</p>
<p>Personal tour and interview - A prospective student must tour the facility and look at equipment prior to or at the time of the personal interview.</p>	<p>The personal interview is for the student applicant and school to get to know each other better. All applicants meet with an Admissions Representative who interviews them individually to determine personal motivations and goals, potential to benefit from the program, psychological and emotional maturity, physical abilities and financial readiness. If you have not seen the facility, a school tour will be conducted at this time.</p>
<p>Notification of Acceptance NOTE: <i>Students that qualify for admission, but are not selected, will be placed on a waiting list for the next cohort. Ranking on the waiting list will be based upon the Registered Nursing Fundamentals entrance examination (ATI testing) scores, letters of recommendation and previous course completion at AIAM. The TEAS/STEP examination may be retaken for an additional fee of \$55.00.</i></p>	<p>Once the admissions process is complete, the applicant will be notified of the decision.</p>
<p>Class Seat Reservation</p>	<p>Upon admission, students receive an electronic Welcome Packet and are responsible for immediately returning key documents as outlined in the packet.</p>
<p>Student Orientation</p>	<p>A mandatory Student Orientation is held prior to your first class.</p>

Notice: Arrests, charges, or convictions of criminal offenses may cause to deny or limit licensure or employment opportunities in specific careers and occupations and may limit the student's ability to obtain federal, state, and other financial aid.

For license application for nursing, from the Ohio Administrative Code 4723.Nurses: 4723.09 License Application:
(A)(2)(b) For an applicant who entered a prelicensure nursing education program on or after June 1, 2003, the criminal records check of the applicant that is completed by the bureau of criminal identification and investigation and includes a check of federal bureau of investigation records and that the bureau submits to the board indicates that the applicant has not been convicted of, has not pleaded guilty to, and has not had a judicial finding of guilt for violating section 2903.01, 2903.02, 2903.03, 2903.11, 2905.01, 2907.02, 2907.03, 2907.05, 2909.02, 2911.01, or 2911.11 of the Revised Code or a substantially similar law of another state, the United States, or another country. Students are encouraged to investigate these possibilities and may read the rule in full on the Ohio Board of Nursing website: <http://codes.ohio.gov/oac/4723-7-09>



Basic (COL)

1100 COL College Success Skills

10 hours: (5 Theory & 5 Lab) / **.5 credits**

Course Description: College Success Skills 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 and creating a time management plan.



English (ENG)

1001 ENGc Basic Composition

30 hours / 3 credits

Course Description: Review of basic components of the English language. Introduces students to how to use the library and internet for research, basic writing skills, types of essays, practice writing basic essay compositions, and utilizing the writing process. Outside work is required in this class in writing papers.

1002 ENGd Essay and Research

30 hours / 3 credits

Course Description: Composition of research papers based on the study of logic and current library research. Writings will stress APA organization, the logic of argument, referencing techniques and use of standard English. Outside work is required in this class in writing papers.

Prerequisite: 1001 ENGc



Humanities (HUM)

1100 HUMc Ethics:Humanities

30 hours / 3 credits

Course Description: This course introduces the study of ethics. Students examine of the nature of value judgments—their historical origins and philosophical assumptions—and exploration of the application of value distinctions to contemporary issues. Outside work is required in this class in reading and writing assignments.

Prerequisite: 1002 ENGd



Mathematics (MAT)

1101 MATd College Math

30 hours / 3 credits

Course Description: This course is designed to provide students with the mathematical skills and strategies required for success as a college student and is a prerequisite for 1102 MATd Intro to College Algebra. Topics include: fractions, order of operations, decimals, conversion of units, word problems, and topics from Geometry. Outside work is required in this course in practicing and solving math equations.



Note: All awarded credit hours at AIAM are quarter credit hours

1102 MATd Intro to College Algebra

30 hours / 3 credits

Course Description: This course presents topics in algebra including variation, systems of equations and inequalities, nonlinear inequalities, functions and their graphs, lines, quadratic equations and functions, complex numbers, polynomials, exponential and logarithmic functions, the algebra of functions, an introduction to plane analytic geometry and applications related to these topics.

Prerequisite: 1101 MATd



Communications (COM)

1002 COM Effective Communication

30 hours / 3 credits

Course Description: This course provides an introduction to principles and skills of effective communication between individuals. Study of verbal and non-verbal channels, person perception, conflict resolution, listening and communication barriers. Individual and small group activities. Outside work is required in this course in reading and writing assignments.

1003 COM Business Communications

30 hours / 3 credits

Course Description: This course covers principles of and practice in effective written and oral communication in the business context. Plan, edit, and revise using appropriate formats for internal, external, and job search communications. Outside work is required in this course in reading and writing assignments.

Prerequisite: 1001 ENGD



Sociology (SOC)

1001 SOCd Cultural Diversity Awareness

30 hours / 3 credits

Course Description: This course is designed to enable the student to gain an empathetic understanding of ways of being in the world that are different than that of their own socio-culture. Students will gain insight to understanding beliefs and values that are essential in the delivery of holistic healthcare. Outside work is required in this class in writing assignments.



Psychology (PSY)

1100 PSY Growth and Development

30 hours / 3 credits

Course Description: Theoretical course to assist the student in differentiating normal and abnormal behaviors and adaptation patterns across the lifespan. The generally recognized growth and development theories will be explored through practical application to teaching-learning scenarios. Holistic approaches of theory application in the healthcare environment will be reviewed. Outside work is required in this course in readings and workbook assignments.

Psych (continued)

1002 PSYd Intro to Psychology

30 hours / 3 credits

Course Description: A theoretical approach to psychological issues pertinent to the holistic model. Course will cover history and methods, learning and memory, consciousness theories, personality theories, stress management, gender perspectives and theories of transpersonal psychology. Outside work is required in this class in reading and writing assignments.

Prerequisite: 1100 PSY OR Advanced Placement Standing



Biosciences (BIO)

1101 BIO Anatomy and Physiology

45 hours / 4.5 credits

Course Description: This course introduces students to the fundamentals of structure and function based on the basic body systems. Topics to be explored include foundations of environmental science, chemistry and cellular biology. Outside work is required including reading and answering questions in text associated with each reading, as well as an anatomy project.

1003 BIOD Pathophysiology

50 hours / 5 credits

Course Description: This course presents pathological changes associated with the most commonly occurring diseases of each body system by integrating the aspects of the human body from a total function whole. Correlates changes with patient's response, diagnostic studies, and treatment modalities and integrates the developmental and preventative aspects of health. Also covers components of the biological, physiological and cultural domains that impact the human perception of balance of health. Topics to be explored include foundations of environmental science, chemistry and cellular biology. Outside work is required in this class in reading assignments and questions based on readings.

Prerequisite: 1002 BIOD

1103 BIO Nutrition

35 hours / 3.5 credits

Course Description: A study of nutrient and food energy needs of humans throughout the life cycle with consideration of socio-psychological factors. Content includes processes, chemistry, digestion, absorption, metabolism, and utilization of nutrients. Outside work is included in this course in reading, ATI modules and practice tests.

Prerequisite: 1002 BIOD

2007 BIOc Microbiology

57 hours: (45 Theory & 12 Lab) / 5 credits

This course introduces the student to the fundamentals of microbiology with an emphasis on human disease. Virtual laboratory experience to help students visualize and apply the concepts taught in theory. Outside work is required for class and lab in readings and assignments.

Prerequisite: 1003 BIOD.





Integrative Medicine (INT)

1001 INTd Massage

20 hours: (10 Theory & 10 Lab) / **1 credits**

Course Description: This course provides the Nursing student with basic massage skills. There is no outside work in this class. will be covered in the classroom lectures. Outside work is required in this class.



Nursing (NRS)

1100 NRS Introduction to Nursing Concepts **42 hours:** (24 Theory & 18 Lab) / **3 credits**

Course Description: This course includes the beginning knowledge and skills that serve as a foundation for a career in Nursing. The student will be introduced to and explore concepts in nursing, processes in nursing care, and select topics related to promotion of health. Nursing concepts include health and wellness, the health care delivery system, community-based nursing practice, legal principles in nursing, ethics, and evidence-based practice. Introduction to the nursing lab and basic nursing skills are covered in the lab portion of the course. Outside work is required in this course in readings, completing questions based on the readings, key term definitions in preparation for labs, and ATI modules.

2000 NRSc E-Nursing Concepts

20 hours / 1.5 credits

Course Description: This course orients the student to the use of technology in the healthcare delivery system. Emerging legal and ethical issues are reviewed in light of the purported advanced medical outcomes. Outside work is required in this class in reading and computer projects.

1200 NRS Foundations of Nursing

60 hours: (42 Theory & 18 Lab) / **4 credits**

Course Description: This course covers processes in nursing care that encompass critical thinking, nursing process, informatics and documentation, communication, patient education, and managing patient care. Caring in nursing practice, cultural diversity, and spiritual health will be examined as each relates to promotion of health. The holistic human functioning patterns are introduced to organize the student's learning of Nursing problems and traditional interventions. The students will continue to build upon the patient care skills learned as a patient care assistant in the laboratory environment. Outside work is required in this course in readings, completing questions based on the readings, Study Guide assignments, and ATI skills modules for labs and ATI practice tests.

Prerequisite: 1100 NRS

1201 NRS Integrative Nursing

60 hours: (42 Theory, 18 Lab, 64 clinical) / **4 credits**

Course Description: Clinical experience course designed for exploration of common health alterations in the adult and senior adult population. Students will begin to actively practice and enhance the skills learned in previous Nursing courses with an emphasis on promoting cultural diversity and client self-care measures. Outside work is required in this course in readings, completing questions based on the readings, Study Guide assignments, case study, and ATI skills modules for lab.

Prerequisite: 1200 NRS

Nursing (continued)

2101 NRSc Pharmacology

53 hours: (35 Theory & 18 Lab) / **3.5 credits**

Course Description: This course focuses on the nurse's role in the safe administration of medications to persons of all ages. Drug classifications and their relationship to promotion, maintenance, and restoration of health will be presented. Outside work is required in this class in reading, homework assignments, ATI practice tests, and ATI skills modules for lab.

2001 NRSD Promoting Psychological Health, Maintenance & Restoration

99 hours: (35 Theory & 64 Clinical) / **6 credits**

Course Description: Theory and clinical course designed to focus on holistic nursing assessment and intervention for clients and families experiencing alterations specific to the human psychological domain. Students will also explore assessment and intervention of the environmental (social) domain to advance nursing management competencies. Outside work is required in this class in readings, writing assignments, and ATI assignments.

Prerequisite: 1201 NRS (or Advanced Placement Standing)

2002 NRSD Adult Nursing

156 hours: (48 Theory, 24 Lab, 84 Clinical) / **9 credits**

Course Description: Focused theory and clinical course addressing biological, psychological, spiritual and sociocultural needs of the adult human from young adulthood to the older adult. Common alterations to adaptation in the course of aging will be reviewed to support holistic nursing interventions. Students will have opportunity to participate in general adult and geriatric population clinical care arenas. Outside work is required in this class in readings, case studies, ATI modules and practice tests, and ATI skills modules for lab.

Prerequisite: 2001 NRSD, and for Advanced Placement Track (only): 2100 NRSc

2103 NRS Holistic Nursing Concepts

33 hours / 2.5 credits

Course Description: This course explores holistic nursing concepts based on the Core Values in Holistic Nursing endorsed by the American Holistic Nurses Association. Labs will present guided, hands-on self-care practices and interactive explorations between class members. Self-care, scope and standards of practice, evidence based practice, and current trends will be covered in the classroom lectures. Outside work is required in this class in reading and writing assignments.

2003 NRSD Family Nursing

127 hours (45 Theory, 18 Lab, 64 Clinical) / **8 credits**

Course Description: Focused theory and clinical course addressing biological, psychological, spiritual and sociocultural needs of the human from conception through young adulthood. Common alterations to adaptation in pregnancy, birthing, and childhood will be reviewed to support holistic nursing interventions. Students will have opportunity to participate in family planning, prenatal, labor and delivery, newborn nursery and general pediatric population clinical care arenas and service learning. Outside work is required in this class in readings, ATI modules and practice tests, and ATI skills modules for lab.

Prerequisite: 2002 NRSD



2004 NRSd Community Nursing

76 hours: (36 Theory & 40 Clinical) / 4.5 credits

Course Description: Overview course to introduce holistic nursing practice in a non-traditional environment including out patient clinics, health departments, community agencies and home visits. This course presents foundational concepts pivotal to delivering nursing care in the community setting, with specific attention to the NLN competencies for community-based nursing care. It examines the variety of settings and situations in which the community-based nurse provides care, highlighting cultural diversities in the patient populations, and emphasizing interactions between the individual and the family. Outside work is required in this class in reading, writing assignments, and ATI modules and practice tests.

Prerequisite: 2002 NRSd

2005 NRSd Advanced Care Nursing 160 hours: (48 Theory, 24 Lab, 88 Clinical) / 9 credits

Course Description: Clinical and theory course to synthesis the major constructs of providing safe, competent holistic nursing care. Each of the health functioning patterns will be reviewed, as well as commonly diagnosed alterations and needed client restoration measures. The student will engage in extensive clinical time in high acuity health care arenas to practice skills, correlate theory, prioritize and manage care flow processes including delegation. Outside work is required in this class in reading, homework assignments, ATI practice tests, and ATI skills modules for lab.

Prerequisite: 2003 NRSd, 2004 NRSd

2102 NRSd Professional Transitions

18 hours / 1.5 credits

Course Description: Study module to assist the student to prepare for the NCLEX-RN. The course will consist of tailored theory instruction based upon practice NCLEX exam outcomes and study skill preferences. Students must achieve the minimal passing percentile to graduate and attain authorization to take the state licensure exam. Outside work is required in this class in ATI assignments and practice tests.

Prerequisite: 2003 NRSd, 2004 NRSd

Corequisite: 2005 NRSd

For Students in Advanced Placement Track:

2100 NRSc PN – RN Role Transitions

42 hours: (24 Theory & 18 Lab) / 2.5 credits

This course is designed to guide the Advanced Placement student in planning and initiating personal and professional growth towards future role as a registered nurse. The student will explore Ohio Scope of Practice, clinical environment and routine daily activities differences between the LPN and RN. Lab is part of this course and students must pass lab check-offs to progress. Outside work is required in this class in reading, case studies, ATI assignments and ATI skills modules for lab.

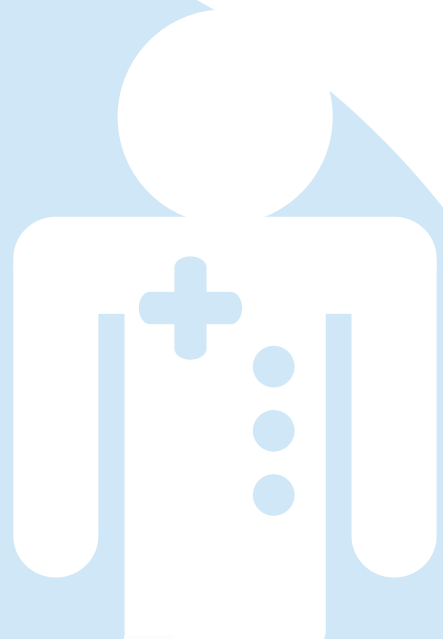
Prerequisite: Admission to Advanced Placement Option



Nursing Policies

*For information contact Linda Fleming-Willis
ph: (614) 825.6255 email: lfleming-willis@aiam.edu*

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Program Policies

Change of Policy Notification

Students will receive notice of a policy change 30 days prior to date of implementation via email and AIAM student mailboxes. The school will not implement changes to policies for student progression, or requirements for completion of the program, regarding students enrolled in the program at the time the changes are adopted. All other policies may be changed at any time.

Mandated Student Conduct

(Compliance with Ohio Administrative Code 4723-5-12)

The following student conduct behaviors are mandated by the OAC 4723-5-12, as such, violation of any section may result in immediate dismissal from the Nursing Program.

1. A student shall report and document nursing assessments or observations, the care provided by the student for the client, and the client's response to that care;
2. A student shall accurately and timely report to the appropriate practitioner errors in or deviations from the current valid order;
3. A student shall not falsify any client record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice; This includes, but is not limited to, case management documents or reports or time records, and other documents related to billing for nursing services.
4. A student shall implement measures to promote a safe environment for each client;
5. A student shall delineate, establish, and maintain professional boundaries with each client;
6. At all times when a student is providing direct nursing care to a client the student shall:
 - (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
 - (b) Treat each client with courtesy, respect, and with full recognition of dignity and individuality;
7. A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the revised code for a registered nurse and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse.
8. A student shall use universal blood and body fluid precautions established by Chapter 4723-20 of the Administrative Code.
9. A student shall not:
 - (a) Engage in behavior that causes or may cause physical, verbal, mental or emotional abuse to a client; or
 - (b) Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental or emotional abuse;
10. A student shall not misappropriate a client's property or:
 - (a) Engage in behavior to seek or obtain personal gain at the client's expense;
 - (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client's expense;
 - (c) Engage in behavior that constitutes inappropriate involvement in the client's personal relationships; or
 - (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client's personal relationships;

For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.
11. A student shall not:
 - (a) Engage in sexual conduct with a client;
 - (b) Engage in conduct that may reasonably be interpreted as sexual;
 - (c) Engage in any verbal behavior that is seductive or sexually demeaning to a client; or
 - (d) Engage in verbal behavior that may reasonably be interpreted as seductive or sexually demeaning to a client;

For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

Program Policies

12. A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
 - (a) Sexual contact as defined in section 2907.01 of the Revised Code;
 - (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
13. A student shall not self administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student.
14. A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
15. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice.
16. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of physical or mental disability.
17. A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance;
18. A student shall not obtain or attempt to obtain money or anything of value by intentional misrepresentation or material deception in the course of practice;
19. A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
20. A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
21. A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.
22. A student shall not assist suicide as defined in section 3795.01 of the Revised Code.
23. A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its faculty or preceptors, or to the board.

Professional Student Code

The appearance and demeanor of the student in any professional or social setting conveys a message about the student, the school and nursing as a profession. Therefore, students are expected to abide by the following guidelines while on school property, utilizing components of the electronic communication system (ie: email and web-based learning) and/or participating in a professional/clinical setting.

1. Students are expected to arrive and be ready to start all scheduled classes and clinicals prior to the posted start time. If the student must be absent from the clinical setting, the instructor must be contacted at least 2 hours before the start of the clinical. The student is responsible for making arrangements to make up all missed class work, assignments and/or clinical time.
2. Students are expected to conduct themselves like adults in the learning environment, which means students should be prepared for class/clinical, ask questions appropriate to the current topic and be respectful of others by not talking when the instructor is teaching or demonstrating a procedure. Students will be asked to leave the classroom or clinical area due to disrespectful behavior.
3. Students are expected to submit required class/clinical assignments by the stated due date and time. Late assignments will receive a 10 percent reduction in grade unless student has a documented or approved excused absence by the Nursing Program Administrator or designee according to the attendance policy in the nursing program. Assignments not submitted within 7 days after the due date will receive a grade of zero (0). Repeated failure to do so may place the student in jeopardy of dismissal. If there is a possibility that your work may be late, you must communicate this with the instructor before the assignment is due.

4. In the classroom setting, students must dress in scrubs of their choice.
5. In the professional/clinical environment, all students must abide by the AIAM uniform policy as outlined in the professional dress code policy.
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, it must be in the off/silent vibrate position.
If the student's cell phone rings or otherwise disrupts the class/clinical, the student may be sent home for the day. Repeat offenders are subject to dismissal from the program.
7. While tattoos and body piercing are common in today's social culture, they are viewed as potentially offensive and infectious in the professional clinical setting. Therefore, no student may participate in clinicals with any visible tattoos or body piercing other than ONE pair of small stud earrings in the lower ear area.
8. Smoking or chewing tobacco is not permitted while participating in any clinical experience.
9. There is a clear expectation that all students will perform assignments with honor and integrity.
(See Academic Integrity and Plagiarism Policy in Institute Policies.)

Dress Code Policy

1. All nursing program students must wear a clean, pressed and well fitting uniform in the AIAM designated style when learning in the clinical/professional environment. The only exception to this policy will be made by the Nursing Education Program Administrator for participation in clinical environments in which AIAM uniforms are not appropriate (for example: surgery and/or newborn nurseries).
2. The current AIAM Nursing uniform consists of royal blue RN scrubs with AIAM insignia. The student must purchase the uniform from the designated uniform store.
3. Students must wear scrubs of the students' choice in the classroom/lab setting except for any approved/designated days by the Program Administrator.
4. Comfortable, well-fitting all white or all black uniform shoes must be purchased for use in the clinical environment only. Shoes must be kept clean and polished. Shoes must be closed toe and closed heel for safety reasons. No flip flops allowed in the classroom or laboratory environment.
5. Appropriate undergarments must be worn and remain non-visible through the uniform at all times.
6. The student may wear a scrub-style lab coat of the same color as the scrubs, bearing the AIAM school insignia, on top of the uniform- climate permitting. Students may elect to wear additional articles of clothing under the uniform for warmth, but they must not be visible to keep the uniform and student looking consistent and professional.
7. Jewelry must be kept to a minimum to reduce the risk of injury and spread of infectious agents. Students are permitted to wear a plain wedding band, but no other rings, bracelets or visible necklaces. One watch appropriate for the clinical setting (washable and has a second hand) may be worn on the wrist. One pair of small stud earrings may be worn on the lower ear lobe.
8. Hair must be kept off the collar and away from the face. Men may wear a mustache or beard provided that it is kept short and well-groomed. Please note that some clinical environments (Oncology) will not permit students to have excessive facial hair for the safety of the patients served.
9. Perfume and colognes may cause an allergic reaction, aggravate asthmatic patients or stimulate the vomit center in ill clients. Therefore, students may not wear perfume or cologne in clinical settings.
10. Nails must be kept short and clean. No artificial nails are permitted due to the potential of infection transmission.
Clear nail polish only.
11. In the clinical setting, visible tattoos must be covered.
12. Name Badges must be worn while participating in clinical activities and in class.

Progression, Readmission & Advanced Placement for the Registered Nursing and Practical Nursing Education Programs

(Compliance with Ohio Administrative Code 4723-5-12)

The American Institute of Alternative Medicine Nursing Program progression, readmission and advanced placement requirements are as follows:

Program Policies

I. Satisfactory Academic Progression

1. The student must progress through the curriculum as laid out by the Program of Study in which the student is admitted under.
2. The student must complete each course with a minimum of a C (70 percent) to pass. All clinical experiences must be successfully completed in order to advance to the next nursing course.
3. In the event a student's final course grade does not meet the minimal standard of a C or 70 percent, the student has the option to repeat a non-nursing course no more than once, on a space available basis, and at their additional expense.
4. The maximum number of nursing courses that can be repeated for progression within either Nursing Education Program is one. If any two nursing courses are failed, the student will be academically dismissed from the program. Granting of any readmission to the nursing program is conditional upon approval from the Nursing Program Administrator, space available and good standing within AIAM.
5. Students must be physically present and meet the identified attendance standard (see attendance policy) of the scheduled class theory, lab sessions and of the clinical regardless of the achieved course grade. Students failing to meet the identified attendance standard (see attendance policy), the course sessions and submit all of the course assignments may not progress to the next course level or quarter of classes.
6. Students must "make up" clinical time that was missed during the quarter or within two weeks immediately following the end of the current term. If the time is made up in the two weeks following the end of the term, there WILL BE an additional fee associated with make-up clinical time to cover AIAM fees to secure instructors.
7. If a student needs to take a leave of absence due to unforeseen circumstances, the student must re-enter in the program within 180 calendar days on a space available basis.
8. All health requirements, CPR, attendance standards and financial requirements must be met to progress to the next quarter of classes.

II. Readmission

1. A student must apply for readmission to either Registered Nursing Program if they have been withdrawn from the program for any reason, or it has been 12 months since they last attended courses. Students withdrawn from AIAM with extenuating circumstances may be reinstated as "ACTIVE" into their program of study without going through the readmission process only with approval from the Director of Student and Graduate Services, the Academic Dean, and the Nursing Program Administrator.
2. A new background check is required for readmission. A new physical is required if the previous physical exam on file is over six months old. CPR, TB Vaccinations and Hepatitis B series must be current and not expire by the start date of the quarter for which the student is reapplying. If these will expire by the start date of the quarter for which the student is reapplying, these must be renewed for application for readmission.
3. The readmission subcommittee of the Nursing Circle of Excellence and Nursing Program Administrator will evaluate readmission applications, the circumstances surrounding the lack of success and make a decision to readmit or deny admission.
4. The student may not repeat any nursing course more than once. Further, no more than one nursing course can be repeated within the current course of study.
5. The student must have a minimum GPA of 2.0 to apply for readmission.
6. The readmitted student must meet the current admission guidelines.
7. The readmitted student must meet the curriculum requirements effective at the time of readmission.
8. The student must be in good financial standing with AIAM.
9. The Nursing Circle of Excellence and Nursing Program Administrator will have the final decision to admit or deny readmission due to academic circumstances, failure to meet course objectives, failure to follow school and/or nursing policy and procedures including time and attendance and professional ethical issues.

III. Advanced Placement

RN Program

In the Advanced Placement Option, all Practical Nursing Courses taken in an Ohio Board of Nursing approved school are recognized, and select courses are chosen to meet curriculum requirements for Advanced Placement. Additional coursework from other college training may be eligible to transfer in General Education (i.e., general psychology, algebra, sociology, English, etc.) upon review and approval from the Academic Dean. No credit for registered nursing courses taken at another institution will be considered for transfer.

Mandated Roles of Faculty & Clinical Faculty

(Compliance with Ohio Administrative Code 4723-5-12 and 4723-20, revised and implemented February 2007)

The following represent the minimum mandated guidelines for Nursing Program Faculty and Clinical Instructors in terms of student supervision.

1. A faculty member of a nursing education program is responsible for planning the student's clinical experience and for evaluating the student's performance. Clinical nursing experiences are assigned by faculty based on course objectives and student learning needs. Faculty or instructional personnel shall supervise student practice by providing guidance, direction, and support appropriate to the clinical situation.
2. Supervision of a nursing student shall be provided for each clinical experience involving the delivery of nursing care to an individual or group of individuals. This supervision shall be provided only by a faculty member, teaching assistant, or preceptor that meets the qualifications set forth in rule 4723-5-10 of the OAC for an RN program.
3. All experiences for a nursing student in a clinical setting involving the delivery of nursing care to an individual or group of individuals shall be performed under the direction of a faculty member who functions only as a faculty member during the nursing student's clinical experience. The faculty member providing direction shall:
 - a. Establish clinical objectives or outcomes within the framework of the course in which the student is enrolled;
 - b. Communicate clinical objectives or outcomes to:
 - i. the student
 - ii. the teaching assistant and preceptor, if utilized and
 - iii. the staff at the clinical site
 - c. Provide orientation to each student to the clinical site, including introduction to staff;
 - d. Make assignments, in conjunction with the teaching assistant or preceptor, if utilized, for the student's experience, consistent with the specific objectives or outcomes of the course in which the student is enrolled;
 - e. Provide supervision of each student.
 - f. Evaluate the student's experience, achievement, and progress in relation to the clinical objectives or outcomes, with input from the teaching assistant or preceptor if utilized.
4. The faculty member may assign an observational experience as appropriate to meet course objectives.
5. The faculty or teaching assistant to student ratio for direct patient care experiences shall be no greater than ten students to one faculty or teaching assistant, or a smaller ratio in clinical settings where necessary to ensure the safe delivery of nursing care.
6. The preceptor providing supervision of a nursing student shall at least:
 - a. Have competence in the area of clinical practice in which he/she is providing supervision to a student.
 - b. Design, at the direction of a Faculty member, the student's clinical experience to achieve the stated objectives or outcomes of the nursing course in which the student is enrolled.
 - c. Clarify with the faculty member:
 - i. the role of the preceptor
 - ii. the responsibilities of the faculty member
 - iii. the course and clinical objectives or outcomes
 - iv. the clinical evaluation tool and
 - v. contribute to the evaluation of the student's performance by providing information to the faculty member and the student regarding the student's achievement of established objectives or outcomes.
7. Preceptors shall not provide supervision to more than two nursing students at any one time, provided the circumstances are such that the preceptor can adequately supervise the practice of both students.

Periodic Performance Evaluation for Theory & Clinical Courses

All students matriculated into the required nursing curriculum courses will receive an official final grade for each course from the AIAM registrar office within two weeks of the student's completion of the course. In addition, students will receive verbal feedback and interim written scores from the respective instructors during the course of the quarter. Students are welcome and encouraged to review and keep personal records of scores on homework quizzes, class projects and exams.

In the event a student's final course grade does not meet the minimal standard of a C or 70 percent, the student has the option to repeat a non-nursing course no more than once on a space available basis and at their additional expense. The maximum number of nursing courses that can be repeated for progression is one. (For example, two failed nursing courses will result in academic withdrawal from the nursing program.) Granting of any readmission to the nursing program is conditional upon approval from the Nursing Program Administrator, if there is space available and the student is in good standing

Program Policies

with AIAM (see Readmission Policy). All students will participate in assigned clinical experiences without regard to clinical physical location, responsible clinical instructor or student preferences. An evaluation will be completed at midterm and at the conclusion of each of the nursing courses. All clinical evaluations will become part of the student's academic record.

Nursing Program Grading Scale

Student must achieve at least a C (70 percent) average to successfully complete all required curriculum courses. Grades will not be rounded.

Percent	GPA	Letter
95 – 100	4.0	A
90 – 94	3.7	A-
87 – 89	3.5	B+
83 – 86	3.0	B
80 – 82	2.7	B-
77 – 79	2.3	C+
70 – 76	2.0	C
0 – 69	0	F
Incomplete		I

Attendance for Nursing Education Programs

1. Students failing to meet the attendance requirement detailed below will be required to retake the course(s) for which attendance and participation requirements were not accomplished. A student will be placed on probation for at least one quarter if they do not successfully complete any of the required courses due to attendance, attainment of a C (70 percent) average, or for failure to meet clinical objectives. They must apply for readmission if they fail a second nursing course, fail to meet the requirements of the probation, or it has been 12 months since they last attended courses.
2. Incomplete grades are not given for students who fail to meet the attendance requirements. Incomplete grades are given only in documentable, extreme circumstances and via the Appeals process. The student will be charged the full course fee for any course repeated due to failure/withdrawn/dropped. A course may be repeated only once. Failure two times in a row in the same course will result in academic withdrawal from the program. Failure in any two nursing courses in the RN programs (for example, they do not have to be the same NRS course failed twice) will result in academic withdrawal from the program. If a student is administratively withdrawn for any reason, he or she may submit a written appeal to the Director of Student and Graduate Services (see Appeal process policy). Students who are withdrawn will receive any refund owed in accordance with the Refund Policy (see Refund Policy).
3. Students who withdraw from the program prior to the published Withdraw deadline dates will receive a refund according to the Refund Policy. Students are encouraged to talk with an advisor prior to the withdraw deadlines if they are having difficulty academically or personally to avoid total loss of tuition dollars. The student will be charged the full course fee for any course repeated due to failure/withdrawn/dropped if approved for readmission via the appeals process.
4. Students are responsible for notifying the faculty in advance if absence is necessary. The school may request a statement from the student's physician at any time. It is the student's responsibility to contact the instructor regarding missed work. Make-up work must be completed within 7 days of the class(es) missed.
5. Tardiness Policy: A student is counted tardy from fifteen (15) minutes forward. Forty-five (45) minutes tardy shall count as one (1) clock hour absence. Tardiness is cumulative over the length of the course. For example, if a student is 15 minutes late to the first class of the first week, then late 15 minutes the second day of the second week, and 15 minutes late to the first day of class on the third week of the course, the student will be charged with one (1) clock hour of absence.
6. Students sleeping in class will be counted as absent. Any late arrivals or early leaves will be counted as absent hours. These are non-approved absences. Students are responsible for all of the information and skills covered in any class or portion of a class missed and should consult with their instructor on missed course materials.
7. Only those with documented/approved excuse will be allowed to make-up exams or quizzes missed. In rare circumstances, an absence may be excused without documentation at the discretion of the Nursing Program Administrator or Academic Dean. AIAM recognizes there are situations that arise and the following schedule by course length are the maximum days that may be missed in classroom and lab:

- Courses/labs meeting 8 to 12 times per quarter: 2 classes/labs may be missed. All work must still be made up. 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 grade of zero (0) for that exam.
 - Courses/labs meeting 4 to 7 times per quarter: 1 class/lab may be missed. All work must still be made up. All exam days missed must be approved and/or documented excuses or the exam may not be made up.
 - Courses/labs meeting 3 or fewer times per quarter: no class/lab may be missed.
8. All work must be made up within 7 days of the missed class. It is the student's responsibility to contact the instructor regarding missed work. Any student missing scheduled lab time or didactic class time beyond the allowable limit (as listed above) will have their grade lowered by one letter grade for each additional lab/time or class missed.
 9. Students failing to meet the attendance requirements of the course/lab sessions and submit all of the course assignments may not progress to the next course level or quarter of classes. Students failing to meet the attendance requirement will receive a failing grade and be required to retake the course(s) for which attendance and participation requirements were not accomplished. A student will receive a failing grade and must repeat any course if they do not successfully complete any of the required courses due to attendance, attainment of a C average (70 percent)
 10. Documentation is required for approved absences for missing exams (i.e., doctor's excuse, obituary or other documents, etc.) or special dispensation from the Nursing Program Administrator or Academic Dean in rare cases.

Examples of excused absences:

- Illness of self or child, with doctor's excuse
- Death in family (see above details)
- Court subpoena

Nursing students in clinical experiences will be allowed the following number of absences:

- Clinical courses that are 9 – 12 weeks in length, two absences.
- Clinical courses that are 4-8 weeks in length, one absence.
- Clinical courses that are 1-3 weeks in length, no absences are permitted.

Students must "make up" any missed clinical time within 2 weeks of the absence or at the discretion of the instructor. When absence is unavoidable, students must call at least two hours prior to the clinical rotation their clinical instructor. *No call/no show will be considered an unexcused absence!

NO CALL NO SHOW WILL RESULT IN COURSE FAILURE.

Any make-up clinical experience (except those due to weather cancellations) will require the payment of a \$100 fee to AIAM if additional clinical time is scheduled.

Only those with approved and/or documented excuses will be allowed to make up exams or quizzes missed. Students will present their documents for the absence during an exam to the Course Instructor upon return for adding to the student file. Students should retain a copy of all documented excuses.

11. In the event of the school's cancellation of a clinical day due to weather related events, the student will not be required to "make-up" the first day, but any additional weather related cancellations will require "make-up" assignments as required by the lead theory instructor for the course. There will be no make-up clinical fee for weather related clinical cancellations.
12. If a student is administratively withdrawn for any reason, he or she may submit a written appeal to the Director of Student and Graduate Services.
13. If a student has not attended classes for 14 consecutive calendar days and has made no previous arrangements for a leave of absence, the student will be administratively withdrawn from the current program and must complete a new Enrollment Agreement and reapply to the program. Current programmatic, financial and admission requirements will prevail. If a student is administratively withdrawn for any reason, he or she may submit an appeal.

ATI Testing Policy for RN Nursing Students

ATI learning materials complement didactic and clinical experiences in the Nursing Program. In course syllabi, the AIAM Nursing Faculty specify the ATI benchmark examinations required and the grade value for the testing and focused review exercises assigned. Time frames for completion of each benchmark examination will be stipulated in individual nursing course syllabi. Students are permitted a maximum of two attempts on each benchmark exam.

In their last quarter, all students are required to take the ATI Comprehensive Predictor Test which identifies strengths and weaknesses in knowledge and readiness for the N-CLEX exam. If the minimum score is not met, the student will be required to complete the Virtual ATI Review to fulfill completion requirements. The required outcomes are posted in the computer labs.

Program Policies

RN Clinical Performance Evaluations

All students will participate in assigned clinical experiences without regard to clinical physical location, responsible clinical instructor or student preferences. An evaluation will be completed at midterm and at the conclusion of each of the nursing courses. All clinical evaluations will become part of the student's academic record.

Please reference access to RN Clinical Evaluation Forms, starting after this Policies section.

RN program outcomes

Upon completion of the AIAM Registered Nurse Program, the graduate will be prepared to:

1. Utilize the holistic care process to assess, plan, and evaluate Nursing care interventions that honor the uniqueness of individuals, families and communities.
2. Plan care for persons of all ages using the Nursing process.
3. Demonstrate safe, competent, nurturing care in the practice of Nursing.
4. Communicate effectively, including the use of teaching and counseling techniques, in the promotion, maintenance, and restoration of health.
5. Manage Nursing care for a diverse population of clients in a variety of practice settings.
6. Synthesize knowledge from Nursing and related disciplines using critical thinking skills.
7. Analyze legal, ethical, and economic concepts that influence Nursing practice.
8. Recognize the need for lifelong learning, service and commitment to self care to develop personal awareness of being an instrument of healing to better care for the client's biological, psychological, spiritual and sociocultural needs.
9. Complete requirements for application for licensure by the Ohio Board of Nursing and/or other appropriate certifying entity including successful demonstration of readiness for NCLEX testing.

RN Program Completion

(Compliance with Ohio Administrative Code 4723-5-12)

The American Institute of Alternative Medicine Registered Nursing Program completion requirements are as follows:

1. Complete all coursework with a minimum of 70 percent on all class, lab, and clinical work.
2. Meet or exceed attendance requirements.
3. Meet or exceed the identified minimum standard on the ATI Comprehensive Predictor in the first attempt, or if the minimum standard is not met, the student must complete the Virtual ATI.
4. Maintain high standards of conduct and follow the student conduct policy, including complying with all clinical agency policies.
5. Payment in full of all tuition and settlement of all financial obligations with the school.
6. Complete the program within the earlier of 1.5 times the attempted published clock or credit hours. (90 weeks/7.5 quarters or 135 attempted credits)

Student Health Services

The American Institute of Alternative Medicine Nursing Education Program Student Health Services Policy is as follows:

1. Students are encouraged to maintain a healthy lifestyle including adequate nutritional intake, sleep, stress management and participation in healthy relationships. These behaviors are key to success in the selected Program of Study.
2. Students are required to provide documentation of a physician statement finding the student free of communicable disease and capable of participating in classroom and clinical learning prior to clinical participation.
3. Prior to clinical participation, the student must submit documentation of negative Tuberculosis screening (two step mantoux) OR a T-Spot for TB or chest X-ray documented within the last year and receipt of the following immunizations: Tetanus, Diphtheria, Measles, Mumps, Rubella. Students failing to maintain current documentation of personal health status will be excluded from clinical participation.
4. Prior to clinical experience, the student must submit to a drug test via the stipulated procedures at AIAM. Failure to submit will result in exclusion from clinical and a fee for any make up. Students may be called for subsequent tests and must complete in accord, with the procedure.
5. Given the risk of Blood Borne Pathogen exposure, all nursing students are required to complete a Hepatitis B vaccination series. Documentation of Hepatitis B vaccination series completion, progress thereof is required prior to participation in clinical activities.

6. All students must follow the established post-exposure Blood Borne Pathogen Policy should an exposure occur in the course of school activity or clinical learning.
7. In the event of contagious illness on a clinical day, follow the student policy to notify the appropriate clinical instructor/facility in advance of your absence, as well as the Nursing Office as soon as possible. In addition, you must also submit a doctor's or nurse practitioner's note for the absence to be counted as excused. All absences greater than two days in length require a doctor's or nurse practitioner's note to return to the school.
8. In the event of student illness in the classroom or clinical site, the student should report illness immediately to the instructor at hand. If the illness is too severe to allow the student to transport himself/herself home, the instructor will notify the school administration and the administration will facilitate transportation by contacting student's documented emergency contact person.

Exposure Control Policy for Blood Borne Pathogens

OCCUPATIONAL EXPOSURE TO BLOOD BORNE PATHOGENS:

Avoiding blood exposures is the primary way to prevent transmission of hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV) in health-care settings. AIAM is committed to providing a safe and healthful clinical environment for our students. In pursuit of this endeavor, what follows is an exposure control plan (ECP) for blood borne pathogens in accordance with OSHA standards. This plan includes: determination of exposure; implementation of various methods of exposure control, including universal precautions; Hepatitis B vaccination, post-exposure evaluation and follow-up, communication of hazards; record keeping and procedures for evaluating circumstances surrounding an exposure incident.

Procedure & Plan Administration:

The faculty member in charge of the course in which a student is enrolled is responsible for the implementation of the ECP. The Nursing Program Administrator will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures.

Exposure Determination:

All students in clinical rotations are considered at risk for exposure. An exposure is defined as a percutaneous injury (e.g., a needle stick or cut with a sharp object) or contact of mucous membrane or non-intact skin (e.g., exposed skin that is chapped, abraded, or afflicted with dermatitis) with blood tissue, or other body fluids that are potentially infectious. In addition to blood and body fluids containing visible blood, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, and amniotic fluid also are considered potentially infectious. Feces, nasal secretions, saliva, sputum, sweat, tears, urine and vomitus are not considered potentially infectious for blood borne pathogens unless they contain blood.

Methods of Implementation and Control:

All students are taught universal precautions in the programs that require clinical/laboratory learning. Training in use of personal protective equipment (PPE) is provided in the clinical programs. Personal protective equipment is provided in laboratory settings and in clinical sites. The types of PPE will be based on the clinical laboratory setting. In the event of exposure to blood borne pathogens, first aid and follow-up care is vital. The process outline describing essential first aid measures to be taken and follow-up care is reviewed with all students during orientation to the clinical program and in the student handbook.

(See description at end of policy.)

All students in clinical/laboratory settings must observe the following precautions:

- Wash hands immediately or as soon as feasible after removal of gloves or other PPE.
- Remove PPE after it becomes contaminated, and before leaving the work area.
- Dispose of used PPE in appropriate containers designated by the clinical/laboratory setting.
- Wear appropriate gloves when it can be reasonably anticipated that there may be hand contact with blood or blood pathogens, when handling or touching contaminated items or surfaces; replace gloves if torn, punctured, contaminated, or if their ability to function as a barrier is compromised.
- Never wash or decontaminate disposable gloves for reuse.
- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or blood borne pathogen fluids pose a hazard to the eye, nose, or mouth.
- Wear gowns when there is a risk of blood contamination to clothing.
- Remove immediately or as soon as feasible any garment contaminated by blood or blood borne pathogen fluid, in such a way as to avoid contact with the outer surface.

Program Policies

All students who are at risk of exposure receive training on the epidemiology, symptoms, and transmission of blood borne pathogen disease. In addition the training program covers, at a minimum, the following elements:

- An explanation of the OSHA blood borne pathogens standard.
- A copy of the ECP in student handbook.
- An explanation of methods to recognize tasks and other activities that may involve exposure to blood and blood borne pathogen fluids, including what constitutes an exposure incident.
- An explanation of the use and limitations of PPE.
- An explanation of the basis for PPE selection.
- Information on the appropriate actions to take and persons to contact in an emergency involving blood borne pathogen exposure.
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
- Information on the post-exposure evaluation and follow-up that AIAM requires to provide for the student following an exposure incident.
- Orientation to new clinical/laboratory experiences.
- An opportunity for interactive questions and answers with the person conducting the training session.

Yearly educational review of blood borne pathogens is mandatory for all students in clinical programs.

Hepatitis B Vaccination

All students are required to submit current documentation of completed or in progress the Hepatitis B vaccination series prior to entry into clinical experiences.

Post-Exposure Evaluation and Follow-Up:

Should an exposure incident occur, the student must promptly contact the clinical faculty in charge of the clinical/laboratory setting following the initial first aid (clean the wound, flush eyes or other mucous membrane, etc). The exposed AIAM student should be managed initially according to the occupational blood borne exposure policy of the institution where the exposure occurred. The blood borne pathogen disease status (e.g. HIV, Hepatitis B and/or C) of the source patient involved in the exposure may provide valuable information for appropriate follow-up care of the exposed student. The student must make formal written request of the clinical agency in order for source patient testing to occur and for disclosure of the test results.

Students receiving an exposure to blood borne pathogens while on clinical rotations should go immediately, or as soon as possible, to the nearest health care facility for treatment. NOTE: It is recommended that post-exposure evaluation and follow-up care be initiated within two hours following the exposure.

Administration of Post-Exposure Evaluation and Follow-Up:

The clinical/laboratory faculty is responsible for notifying the Nursing Program Administrator as soon as possible, but not later than 96 hours following the initial evaluation. Copies of all records are confidentially transmitted (should not be e-mailed or faxed) as soon as possible. Students are strongly encouraged to follow up with their private physician within 96 hours of the exposure for educational and medical support. The emergency evaluation and subsequent treatment is the financial responsibility of the student.

Procedures for Evaluating the Circumstances Surrounding an Exposure Incident:

The Nursing Program Administrator will review the circumstances of all reported exposure incidents to determine need for follow-up and evaluate the need for changes in policy, practice or education. The Nursing Program Administrator will record all percutaneous injuries from contaminated sharps in a sharps injury log, which is kept in the locked office. The Program Administrator reviews this log periodically as part of the annual evaluation of the program; the log is maintained for at least five years following the end of the calendar year in which the exposure occurred. Information from the log that is used for reporting to other individuals must have any personal identifiers removed from the report. Changes in the policy and procedure of the ECP may be made based the evaluation of each exposure incident.

Responsibilities for Exposure Follow-Up:

The student will:

1. Institute first aid measures immediately following exposure.
 - a. Wounds and skin sites that have been in contact with blood or body fluids should be washed with soap and water.
 - b. Eyes and other mucous membranes should be flushed with water.
 - c. Use of antiseptics for wound care is not contraindicated.
 - d. Application of caustic agents (e.g., bleach) or the injection of antiseptics or disinfectants into the wound is not recommended.

2. Notify responsible person at the clinical agency. (i.e. preceptor, supervisor, infection control specialist, etc.)
 - a. Contact the clinical faculty in charge of the clinical setting.
 - b. Follow institutional protocol for post-exposure evaluation and follow-up care. If institutional protocol is unknown, student should go immediately to nearest health care facility for treatment. (Post-exposure evaluation and follow-up care should be initiated within two hours following the exposure.)
 - c. If desired, make formal written request of clinical agency in order for source patient testing to occur and to receive disclosure of test results.
 - d. Maintain contact with clinical facility and/or AIAM clinical faculty through final resolution of exposure incident.

The clinical faculty will:

1. Ensure appropriate orientation to new clinical/laboratory experiences.
2. Educate/review with students regarding exposure control plan, including
 - a. Universal precautions and OSHA blood borne pathogens standard;
 - b. Selection, use and limits of personal protective equipment;
 - c. Immediate follow-up actions and contacts to be made in the event of exposure.
3. Make follow-up contact with clinical agency and Nursing Program Administrator regarding appropriate follow-up measures.

The Nursing Program Administrator will:

1. Interpret ECP to faculty and/or students, as requested.
2. Update programs/clinical coordinators of exposure to blood borne pathogens policy.
3. Review exposure incidents to determine need for follow-up.
4. Maintain sharps injury log.
5. Evaluate need for changes in policy, practice or education, as warranted.
6. Draft policy updates.
7. Trouble-shoot individual situations, as needed.

Counseling and Guidance

(Compliance with Ohio Administrative Code 4723-5-12)

Purpose: Ensuring students have an academic plan for efficient & timely completion

1. The AIAM Nursing Program Administrator assists students in developing and following an academic plan that will provide for the most timely and efficient completion of his/her program of study.
2. The Nursing Program Administrator or qualified designee assumes responsibility for admitted nursing program students in order to expedite nursing program related program of study or related concerns.
3. All academic advising interactions will be noted in the student's advising folder and updated to the individual student's tracking sheet either by hardcopy or through electronic programming.
4. Students are encouraged to contact either the Academic Dean or Nursing Program Administrator on a consistent basis to ensure satisfactory academic progress is achieved.
5. The Nursing Program Administrator is responsible for overseeing the timely completion of student progress through quarterly updates to the individual student tracking sheets.

Grievance Policy

Every effort is made to maintain open communication between all persons associated with the school. Students are encouraged to follow the chain of command, beginning with the individual responsible for the concern. The first step in resolving grievances is to go directly to the individual responsible for the concern and then to their manager. If the initial unresolved concern is with a staff member at the Director or Program Administrator level, then the student may contact their manager. Most situations can be resolved at these levels. If not, the next step is to arrange a meeting with the Director of Student and Graduate Services. The request must be submitted in writing, signed and dated, and provide details surrounding the concern and recommendations for resolution. The Director of Student and Graduate Services will investigate with the appropriate parties and respond within five business days of completing the investigation. The decisions rendered by the Director of Student and Graduate Services shall be final in all cases where review is requested.

Program Policies

Students enrolled the American Institute of Alternative Medicine's Nursing programs may also direct their concerns to:

Executive Director
State Board of Career Colleges and Schools
35 E. Gay Street, Suite 403
Columbus, Ohio 43215
614-466-2752 OR Toll Free 877-275-4219

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Director of Student and Graduate Services.

Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd./Suite 302
Arlington, VA 22201
(703) 247-4212

Students enrolled in a nursing program may also direct their concerns to:

Ohio Board of Nursing
17 South High Street, Suite 400
Columbus, OH 43215 (614) 466-3947

Appeals Process

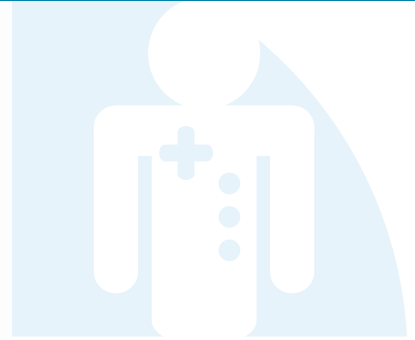
Any student who feels they have unusual or extenuating circumstances for not maintaining satisfactory progress may appeal their termination from enrollment or loss of financial aid eligibility. In extreme cases of hardship, the student may be given alternative opportunities to regain satisfactory progress. Student appeals must be submitted in writing to the Director of Student and Graduate Services within ten days from the date of dismissal. The student will receive a letter advising of AIAM's decision.





Paying for Your Education

American Institute of Alternative Medicine reserves the right to make changes and designate the effective date of changes in financial aid programs, policies, and procedures as necessary.



Financial Aid



An Investment in Yourself

At the American Institute of Alternative Medicine, your financial needs get our personal attention. Our staff is here to help you obtain the financial assistance for which you qualify. We encourage you to begin the process **AS SOON AS POSSIBLE**. Meeting deadlines and filling out forms completely will help ensure that the process will run smoothly.

We recognize that education costs and finances are important factors and play an important role in your decision to attend AIAM. You and your family have the primary responsibility of funding your education. Financial Aid is available through the U.S Department of Education for those who qualify, and may help to bridge the gap between the costs of attendance and your family's resources.

Financial aid is money to help you and your family fund educational expenses. It is intended to supplement, not replace, the amount you and your family can afford to pay toward the cost of attendance. The American Institute of Alternative Medicine seeks to help students find ways to finance their education. There are several financing opportunities students can explore. These include PNC private education loans, Universal Group, and AIAM's interest free monthly tuition payment plan. Financial Aid is also available for those who qualify (completion of a FAFSA must be completed prior to any ability to receive Federal Financial Aid). Financial aid includes Pell Grants, Stafford and PLUS loans. In addition to offering Financial Aid, for eligible students, AIAM also works with VA benefits, WIA, BVR, and NEALP loans (RNs only).

The Institute also accepts VISA, MasterCard, Discover, and American Express. During the registration period for each quarter, students receive a statement of tuition and fees.

AIAM Online Payments

AIAM students may pay tuition and other fees online. The entire process is quick and easy. Go to www.aiam.edu and click on "MAKE A PAYMENT;" find the appropriate amount and "Add to Cart." We accept Visa, MasterCard, Discover, and American Express. The Finance Office will complete the payment process for you.

AIAM Monthly Payment Plan

Three equal installment payments will be done across the quarter and are due on the 15th of each month. With the monthly payment plan, a student may elect to make a monthly payment greater than the required amount. If you have any questions or need further information, please contact the Director of Finance.

Financial Aid

Financial Aid Opportunities

Education is an investment in yourself. We recognize that costs and finances are important factors that play an important role in your decision to attend AIAM—we look forward to assisting you with this process. Financial aid may help to bridge the gap between the cost of attendance and your family's resources. It is intended to supplement, not replace, the amount you and your family can afford toward the cost of attendance. For most students, the aid packages offered will consist of “self-help” assistance (loans), with some receiving “gift aid” awards (grants and scholarships).

AIAM Financial Aid Options

AIAM offers financial aid through the Department of Education in the form of Federal Pell Grants and Federal Direct Stafford Loans. *Completion of a FAFSA (Free Application for Federal Student Aid) is necessary for application. Depending on the length of your program and time entering the program, it is likely that completion of more than one FAFSA will be necessary during the time you are in school.* VA Programs, BVR, WIA, and NEALP loans are also administered and accepted by the school as payment for eligible students. *Please visit www.aiam.edu or contact the Financial Aid Office at (614) 825-6255 ext. 223 for further details.*

Receiving Financial Aid:

To qualify you must:

- Complete a FAFSA and be an eligible student. For grant and subsidized lending, this is determined by the Expected Family Contribution (EFC) awarded via the FAFSA. **NOTE: This can vary by award year. Eligibility may change between award years.**
- Not be in default on a federal student loan or in overpayment status (as determined via the National Student Loan Data System).
- Not have exceeded Lifetime Eligibility of Pell grant funding (as determined by the National Student Loan Data System).
- For loan recipients, not to have met aggregate loans limits (as determined by the National Student Loan Data System). Students close to their aggregate may have limited borrowing available to keep from exceeding levels.
- All students who have completed a Bachelors degree are no longer eligible for Pell grant funding. Students enrolled in graduate level coursework, such as our Professional Masters Level Acupuncture students, are also ineligible for grant funding or subsidized lending
- Be a citizen or eligible non-citizen.
- Be enrolled at least half-time for loan recipients, and at least less than half-time for grant recipients.

- Title IV Loan Recipients must complete Direct Loan Entrance and Exit Counseling as a requirement of receiving Title IV loans. They must also have a completed Master Promissory Note, which can be completed at www.studentloans.gov. Financial Aid staff can be contacted via email and/or appointment to ensure that any questions that arise from completing Direct Loan Entrance Counseling can be answered quickly.
- Meet all requirements to receive financial aid, such as resolution of verification, registration with Selective Service, verification of citizenship status, and any other items requested by Financial Aid Office.
- Be making Satisfactory Academic Progress (SAP) for financial eligibility (see SAP policy). Failure to maintain a 2.0 average at the end of each quarter, as well as failure to complete all classes on track to maintain completion of program within 150 percent of required timeframe will result in Unsatisfactory Academic Progress. *See Financial Aid Warning and Probation details in the Student Policy section of catalog.*
- Be on track to complete program within 1.5 times published length. Failure to stay on track to complete within 150 percent published length both via classes attempted and total time in the program will result in total loss of Financial Aid eligibility with no ability to regain. **NOTE: A federal or state drug conviction can disqualify a student for FSA funds if an offense occurs during a period of enrollment for which the student was receiving Federal Student Aid. AIAM will provide each student who becomes ineligible for FSA funds due to a drug conviction a clear and conspicuous written notice of loss of eligibility and the methods whereby eligibility can be regained. Students are asked to certify this information on the appropriate FAFSA question.**

Pell Grant:

This is a grant, or “gift aid.” Eligibility is determined by EFC via student FAFSA.

Federal Direct Stafford Loan Options:

Federal Subsidized Stafford Loan program provides subsidized, low-interest loans. Subsidized loans are need-based aid and eligibility is awarded based off of Cost of Attendance (COA) minus EFC (Total need must not be met). Interest is paid by the Federal government while the student is in school.

Unsubsidized Stafford Loan is non-need based aid. The federal government charges interest from the time the first disbursement is made until the loan is paid in full.

Financial Aid

Parent Direct PLUS Loan program allows parents to borrow on behalf of their dependent undergraduate children. Parents may borrow up to the amount of the Cost of Attendance, minus any other financial aid or other aid sources being received. This is non-need based aid, and interest accumulates from date of first disbursement.

Graduate Plus Direct Loan program allows graduate level students to borrow additional funds up to the cost of education (after subtracting out other sources of aid, such as Title IV or scholarship aid, etc.). This loan is credit-based and requires approval. See the Financial Aid Office or visit www.studentloans.gov for more information.

NOTE: *All student are not required to borrow loans, or do not have to borrow total eligibility. Discussion with Financial Aid Office is strongly encouraged. Information published by the U.S. Department of Education is available during normal working hours to students. An appointment is desired so that Financial Aid has the ability to discuss any questions. The publications include information about rights and responsibilities of students and schools under the Title IV, HEA loan programs. The loan(s) requested and originated for each and every student will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system.*

Financial Aid Quick Guide

Our staff is here to help you obtain the financial assistance you may qualify for. We encourage you to begin the process as soon as possible. Meeting all deadlines and properly completing all required documents will assist the financial aid process.



FAFSA Procedure:

1. Register for your PIN at www.pin.ed.gov
2. After receiving your PIN, electronically complete your FAFSA application at www.fafsa.ed.gov
3. To send your information to AIAM, add the school code: 035344
4. Receive SAR, review, PRINT and resubmit if needed
5. Follow the instructions to complete the AIAM Virtual Financial Aid Office (VFAO) Interview (*see VFAO setup*)

FASFA Verification:

After completion of FAFSA, you may be selected for verification. You must supply the Financial Aid Office with all requested documentation in order to receive funds. Interim disbursements will not be issued. Failure to complete verification prior to completion of the earlier of 1) your academic year, 2) the processing deadlines issued by award year, such as the end of the prior award year, or 3) completion or withdrawal of your program will lead to total aid ineligibility.

VFAO Registration Setup:

NOTE: *If you have not completed your FAFSA you will not be able to apply for Financial Aid.*

1. Go to <https://aiam.vfao.com>
2. Register on the site to complete the student interview by creating a username, password and security question.
3. Click the Start Interview button to complete the interview. You must have your EFC from your completed FAFSA.
4. You will be shown an estimated amount for Financial Aid at the end of the interview. This is an estimate that includes institutional charges, such as tuition and fees, as well as non-institutional charges included in factoring Cost of Attendance, such as transportation, room and board, cost of supplies, and other factors. It is crucial you schedule an appointment with the Financial Aid Office in order to determine an estimate on your remaining responsibility, if any, after financial aid requested is applied to institutional charges.
5. Complete the Master Promissory Note (MPN) prior to starting the program.
6. Complete Entrance Counseling as part of completing the VFAO interview.
7. You will receive a confirmation notification letting you know your interview has been received.

Student Rights

- Information given to the Financial Aid Office will be treated confidentially and within FERPA guidelines.
- Please check with the Financial Aid Office for the deadline that corresponds with the quarter you are applying.

Things to Remember

- Family circumstances and aid requirements may change from year to year. Therefore, you will be required to reapply for federal financial aid each year you desire financial aid.

- There is no guarantee that you will receive any aid in any given year or that you will receive the same amount of aid in subsequent years. We will try to provide resources to help you find the funding necessary to complete your educational objectives. It is each student's responsibility to be aware of when estimated funding changes due to an increase or decrease in eligibility between award years, and to make an appointment with Financial Aid to discuss what it will mean.
- Additional assistance (scholarships or outside grants) that you receive after you have been awarded federal financial aid may reduce or eliminate certain need-based awards you were previously offered or given. In some cases, federal aid awards may need to be refunded to the federal government.
- Eligibility for financial aid is determined by the difference between the cost of attendance at AIAM and the calculated family contribution determined by the Department of Education.

(Cost of Attendance – Family contribution = Need)

Departments of Veterans Affairs & Defense Educational Benefit Programs

If you served on Active Duty, you might be eligible for education benefits offered by the Department of Veterans Affairs. For example, the Post-9/11 GI Bill provides financial support for educational and housing expenses to individuals with at least 90 days of aggregate service after September 10, 2011, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill.

If you are currently serving in the military, you may be eligible for funding offered through the Department of Defense Tuition Assistance program. Check your eligibility status and the amount for which you qualify with your Service prior to enrolling.

If you are the spouse or child of a service member who is serving on active duty Title 10 orders in the pay grades of E1-E5, O1-O2, or W1-W2, you may be eligible for financial assistance from the Department of Defense for education, training, and/or the occupational license and credentials necessary for a portable career.

If you are the spouse or child of a service member, you may be eligible for transfer of the service member's Post-9/11 GI Bill benefits to you.

Bureau of Vocational Rehabilitation (BVR)

BVR provides grant programs for undergraduate students with disabilities. The Rehabilitation Services Commission in the student's state of residence determines a student's eligibility. Students with disabilities who are interested in applying can go online and check the web at www.state.oh.us/rsc for more information.

The PNC Solution

The PNC Solution Loan is available. Students at AIAM are asked to exhaust all Title IV resources prior to applying for a Private Education Loan. Private Education Lending can be a tool to bridge the gap between the maximum Title IV aid for which a student is eligible, and remaining need. Please note that AIAM recommends certain lenders solely in an effort to assist students and their parents to sort through the numerous lending options that exist. Students have the right and ability to select the education loan provider of their choice, are not required to use any of the lenders on AIAM's recommended lender list, and will not be penalized for choosing a lender that is not on AIAM's recommended lender list. AIAM also is proud to adhere to a Code of Conduct in regards to recommended lenders, which can be found online at www.aiam.edu under Financial Aid >Additional Loan Options. All private loans require certification by the school prior to disbursal. PNC will notify the FA Office to certify any private loans issued by them.

For more information, call 1-800-762-1001 or visit the PNC Bank website at www.pnconcampus.com. (Interest rates are variable.)

Alternative Financing Solutions

AIAM is now able to offer additional solutions through The Universal Group:

- build your credit or help repair credit
- 90 days same as cash
- easy to manage monthly payment plans
- variety of financing terms
- AIAM calculates monthly payments on the spot
- no early payoff penalties

Financial Aid

Ohio's One-Stop System & Local Workforce Development Areas

The One-Stop System is the method of delivering employment and training services to businesses, job seekers, and youth. It was established by the Workforce Investment Act of 1998. The One-Stop System consists of numerous partner agencies that deliver a variety of employment and training services to a universal population through a “no wrong door” setting. In Ohio, there are 31 comprehensive, fullservice One-Stop sites and 59 satellite sites throughout 20 local workforce development areas, with at least one site in every Ohio county. The local workforce development areas, which are formed based on population, economic development, educational resources, and labor markets, allow the One-Stop to tailor their services to meet local customer needs.

Visit: <http://jfs.ohio.gov/workforce/jobseekers/onestopmap.stm> to determine the location for the One-Stop office servicing your county. Allow ample time for processing.

Financial Aid & Academic Load

The estimated amounts for loans, scholarships, and grants that are paid per quarter will be adjusted to the actual number of hours enrolled at registration. Awards offered in set amounts may be pro-rated for enrollment less than full-time. Students attending full-time will be awarded aid based on full-time enrollment. If the student drops, or withdraws from any classes ceasing to be enrolled full-time, the Office of Financial Aid reserves the right to reduce the student's aid based upon this change in enrollment. This will also depend on the eligibility requirements for each individual award, or as required by federal, state, and institutional policy.

The Office of Financial Aid attempts to award the student using the most current information available related to the expected enrollment level. However, students are cautioned that dropping classes after being awarded on a full-time basis may affect their eligibility for certain types of aid.

IMPORTANT NOTE: EXIT COUNSELING and HALF TIME ENROLLMENT: Federal regulations require all student loan borrowers to complete exit counseling and to provide updated information at the time a borrower ceases at least half-time enrollment.

Disbursements

These are made each quarter as long as student remains eligible. For WMT students disbursements are made each 375 hours per payment period. Disbursements are applied to student accounts to apply towards institutional charges. Students will receive first an award letter with general notification of what they can expect to receive. Notification of when disbursements are posted to a student's account card is placed in a sealed envelope in student mailboxes. Students have the right to then cancel all or a portion of the grant or loans received by the school. If a student affirms that they want to do this, this must be done by the later of the first day of a payment period or 14 days after the date the school notifies the student or parent of his or her right to cancel all or a portion of a loan or grant; or if the school does not obtain affirmative confirmation from the student, within 30 days of the date the school notifies the student or parent of his or her right to cancel all or a portion of a loan. If AIAM receives a borrower's request for cancellation outside of the period during which the borrower is required to cancel the loan, grant, or loan or grant disbursement, the school has the option of canceling the loan or directing the borrower to contact the appropriate service. AIAM must inform the student or parent in writing of the outcome of the request.

Student Credit Balance Check

Students who have incoming assistance/aid funds over the cost of institutional charges on their account will then receive a credit balance check for the (negative) balance they have on their account. Credit balance checks will be mailed to students within 14 days of date funds are received. Authorizations should be signed by students asking to purchase their program with books and by students wishing to voucher books via the school voucher program. Students asking that funds over the cost of tuition and fees be applied to subsequent terms/payment periods must also sign an authorization. These authorizations are available for signature during Orientation, and also students may see Finance or Financial Aid Office to obtain these forms. Students are also to submit all address changes to the school to ensure the check is mailed to the appropriate address. Notification that disbursements have been posted to student accounts are placed in student mailboxes. Students wishing to return all or a portion of funds received are to read the notification and contact the Business Office or Financial Aid Office within the timeframe specified on the notification. Students have 30 days from the disbursement date to make the return.



Voucher Program

AIAM offers a voucher program to students, and allows students a way to obtain or purchase required books and supplies. This includes grant eligible students who will have a credit balance with the school. Vouchers are not mandatory, and must be requested. Not requesting a voucher from the school is considered opting out for grant eligible students who will have a credit balance with the school. Students are encouraged to make sure they track the amount they voucher with the school for books and supplies, and are reminded that they must sign an authorization if they want financial aid applied to books and supplies when possible.

Treatment of Title IV Aid When a Student Withdraws

If a student provides official notification (such as written or stated intent to withdraw) or is withdrawn by AIAM due to ceasing attendance, a return of unearned Financial Aid funds may be necessary. Upon determining student withdrawal date and student's last date of attendance at an academically-related activity, the Financial Aid Office will apply applicable Federal policies. If a student has attended more than 60 percent of the quarter or payment period, all aid for which the student has received or is eligible will be considered earned. If student is calculated to have attended/earned less than 60 percent, the student will not be eligible to receive/retain the full amount of aid. The calculation of percentage for quarter-based students involves the amount of calendar days in the quarter (minus scheduled breaks of 5 days or more) the student has been attendance, divided by total calendar days. For WMT students, the calculation of percentage is the hours the student was scheduled to complete as of the last date of attendance divided by the total hours in the payment period—which is 375 hours.

If the student does not earn all the funds received (or parent funds received on the student's behalf) and there are Title IV program funds that must be returned, AIAM must return the lesser of:

1. Institutional charges (tuition and fees) multiplied by the unearned percentage of your funds, or
2. The entire amount of Title IV funds received minus the earned portion, which is the unearned portion.

Aid calculated into the amount the student has earned must be aid for which the student was otherwise eligible. If the student has been disbursed all aid for which they are eligible in a payment period that earns less than 60 percent, they will have funds returned. If the student has not yet had aid disbursed for which they are eligible, the percentage for which they are eligible will be available in the form of a post-withdrawal

of funds. Any post-withdrawal of grant funds does not require student permission to apply to their account. Post-withdrawal of loan funds will be offered to the student (and parent if applicable) within 30 days of the date of withdrawal. Confirmation of this request is required in a timely manner. Type and amount of the Title IV loan funds that will make up the Post-withdrawal disbursement not credited to student's account will be identified. A student or parent may accept all or part of the disbursement. The student or parent is advised that no Post-withdrawal disbursement of Title IV loan funds will be made unless the school receives a response within the timeframe established by the school, which needs to be as soon as possible, but no later than 180 days.

AIAM may automatically use all or a portion of a post-withdrawal disbursement (including loan funds, if you accept them) for institutional charges. For all other school charges, AIAM needs the student's or parent's permission to use the post-withdrawal disbursement. AIAM must return any amount considered unearned. Any loan funds that the student returns must also still be repaid in accordance with the terms of the promissory note. Loan funds must be repaid via scheduled payments to the holder of the loan over a period of time. It is possible that student may have received an overpayment, as unearned Pell grant funds that are received in excess of a 50 percent protection are considered an overpayment. The amount of a grant overpayment that is a debt then owed to the Department of Education. You must make arrangements with AIAM or the Department of Education to return the unearned grant funds over 2 years. Overpayment status will result in a loss of financial aid eligibility.

Students are responsible for any Title IV program funds that AIAM is required to return. A copy of the AIAM school refund policy is published in the AIAM catalog.

Students wishing to officially withdraw will need to contact the Academic Dean or the Financial Aid Office to state their intent of withdrawal. This will begin the official withdrawal process (for official notification). Withdrawal process for students terminated by the school will begin on the day the student is terminated (for other reasons than non-attendance) and at 14 days of students last date of attendance for students who cease to attend and do not provide notification.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1.800.4.FEDAID (1.800.433.3243). TTY users may call 1.800.730.8913. Information is also available on Student Aid on the web at www.studentaid.ed.gov.

Financial Aid and the Leave of Absence

A leave of absence (LOA) is a temporary interruption in a student's program of study. The student must follow the school's policy in requesting the LOA. There must be a reasonable expectation that the student will return from the LOA, and AIAM must approve the student's request for an LOA in accordance with the school's policy. AIAM will not assess the student any additional institutional charges; therefore, the student is not eligible for any additional Federal Student Aid until successfully returning and completing the payment period/term. A LOA, together with any additional leaves of absence, must not exceed a total of 180 days in any 12-month period. Except in the WMT program, a student returning from an LOA must resume training at the same point in the academic program that he or she began the LOA with the exact same schedule the student left. AIAM will not grant a student a LOA merely to delay the return of unearned Title IV funds, nor to help a student avoid a punitive grade.

Student failure to return from an LOA may have negative consequences on the student's loan repayment terms, including the expiration of the student's grace period. Please note that failure to return from LOA will report last date of attendance to loan holders as the beginning of 6 month grace period. This can lead to immediate repayment at the end of a 180 day LOA.

Also see LOA policies under Academics. LOA policies and procedures are to be requested from the Academic Dean. Questions on Financial Aid impact are to be directed to the Financial Aid Office.

For Each Program of Study

Acupuncture:

Students are considered graduate level for budgeting and awarding purposes and must be enrolled in at least 224 clock hours during the quarter to be considered full-time students. Acupuncture Students taking 150 – 224 clock hours are considered to be attending three-quarter time during a quarter, and those taking 149 – 75 clock hours are considered to be attending half-time during a quarter. Those taking less than 75 clock hours are considered to be attending less than half-time during a quarter.

Registered Nursing:

Students are considered undergraduate credit hour students for Financial Aid budgeting and awarding purposes and must be enrolled in at least 12 credit hours during the quarter to be considered full-time students. Registered Nursing students taking 9 – 11 credit hours are considered to be attending three-quarter time during a quarter, and those taking 6 – 8 credit hours are considered to be attending half-time during a quarter. Those taking 5 or less credit hours are considered to be attending less than half-time during a quarter.

Massage Therapy:

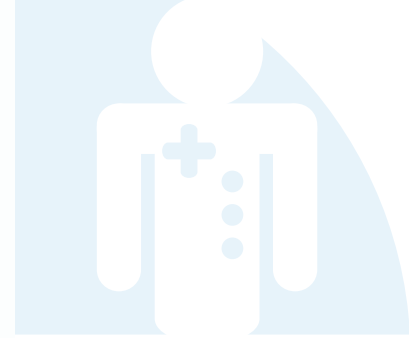
Students are considered undergraduate full-time clock hour students for Financial Aid budgeting and awarding purposes. However, students in the 12 month program do attend less than 18 hours a week on average, for which they considered $\frac{3}{4}$ time for reporting purposes to loan servicers and for VA reporting and certification.

Medical Assisting:

Students are considered credit-hour students; however, the amount of clock hours students take each quarter are used for Financial Aid budgeting and awarding purposes and must be enrolled in at least 240 clock hours during the quarter to be considered full-time students for. Medical Assisting Students taking 180 – 239 clock hours are considered to be attending three-quarter time during a quarter, and those taking 120 – 179 clock hours are considered to be attending half-time during a quarter. Those taking less than 119 clock hours are considered to be attending less than half-time during a quarter.

* Admissions is available during normal work hours to provide hard copies of any of the information contained herein.





Faculty

Continually working hard to support our students' ambitions and progress, AIAM's cohesive administration is caring, well-educated, dynamic and professionally experienced—we believe that your success is our success. Instructors in hands-on classroom and lab environments are practitioners of what they teach and facilitate. Our classrooms are equipped with personal computers, projectors and numerous media and books are available for instructional use.

All instructors are available for personal assistance by appointment or by email at their aiam.edu accounts. Collectively, the faculty has more than 50 years of massage practice experience, more than 98 years of Acupuncture experience, over 30 years of Medical Assisting experience and over 125 collective years of Nursing experience. These qualified instructors join together in a spirit of cooperation, sharing their knowledge and experience while creating an open, creative atmosphere for learning.

AIAM personnel emails:
initial of first name, last name@aiam.edu
(example: Duane Landrum would be dlandrum@aiam.edu)

Faculty



General Education Faculty

Angela Brooks, MA received her degree in Depth Psychology with Somatic Studies Focus from Pacifica Graduate Institute, and her BA in Somatics from Ohio State University. Angela also has certifications in Hypnotherapy, Reiki (Master level), Non-Directive Guided Imagery, and training in Emotional Freedom Technique (EFT) and Access Consciousness. Angela has teaching experience in Registered Nursing, Practical Nursing and Medical Assisting programs, as well as holistic health programs. Angela also has a private practice as a Conscious Life Coach at Awareness Arising bringing together the body/mind connection in assisting others in choosing and living excellence in all areas of life.

Jayne Culloo, BS, MS, LPN., LMT holds a Bachelor of Science degree in Education from the University of Dayton. In 2011, she earned a Master of Science degree in Human Movement from A.T. Still University. Jayne is a Licensed Practical Nurse, a Licensed Massage Therapist and has earned her National Certification through MBLEx. In addition, Jayne has training in Craniosacral Therapy, Sports Massage, and NMT. She has more than 25 years of teaching experience with the last 14 years at massage schools in both Ohio and Texas. While in private practice as a massage therapist, her clients included Ballet Met dancers, Columbus Symphony musicians and various touring performers in both the theatre and arts. At AIAM, Jayne teaches courses in Anatomy & Physiology, Musculoskeletal Anatomy, Pathology, and Anatomical Kinesiology. Jayne likes to incorporate real world experiences in massage therapy and humor into her teaching to make learning more interesting and enjoyable.

Joe Galusick, MD, MPH Dr. Galusick spent the first half of his adult life traveling throughout West Africa, the islands of the Scottish North Sea—and places in between—where he earned an appreciation for indigenous traditions and practices. He then pursued a more traditional education. He earned an AAS in Medical Laboratory Technology from Columbus Technical Institute, BA in Biology from the Ohio State University, Doctor of Medicine from Wright State University and Master of Public Health from Cleveland State University. Since 1992, he has taught anatomy, physiology, pathology, microbiology, pharmacology and related subjects to health professionals in training at Columbus State Community College, Otterbein College and Capital University.

Joyce E. Jadwin, Psy.D has spent a majority of her working life with college students, either teaching, providing counseling or managing administrative resources and services. Initially, she was interested in working in the business sector, and she completed a bachelor's degree in Business Administration from Otterbein University. Following this, she pursued a Master's degree from The Ohio State University in Educational Policy and Leadership/Student Affairs, which afforded her the opportunity to enjoy many years working in a university setting. More recently, she earned her Doctoral degree in Clinical Psychology at the School of Professional Psychology at Wright State University. Her dissertation research highlighted the challenges experienced by incarcerated women with physical disabilities. Clinically, Dr. Jadwin has trained and worked in a variety of settings including a women's prison, university counseling centers, community mental health and state psychiatric hospital, where she has served patients with a variety of mental health issues and life challenges. Throughout her life, teaching and learning have been constant. At AIAM, Dr. Jadwin addresses mental health issues, basic interviewing skills and psychology from a variety of perspectives.

Sandra (Sandy) Neds, MS, LMT graduated from Wittenberg University in 1978 with a BA in Business Administration and minor in Physical Education and graduated in 1986 from the University of Dayton with an MS in Education. In 1980 Sandy became a paramedic. She has worked as an Accountant, Paramedic, School Director, teaching at high school level and teaching Anatomy and Physiology, Massage, Medical Terminology, Nutrition and Math for both Nursing and massage programs. Sandy has also taught Basic First Aid and CPR, Basic and Advanced Emergency Medicine, Advanced Cardiac Life Support and Basic Trauma Life Support. She currently owns and operates her own massage clinic. She continued her training in several different areas such as Reiki, Healing Touch, Sport Massage and Lymphatic Drainage. Sandy teaches sciences and math in the PN, RN and Western Massage Therapy programs at AIAM.

Sara Sadowski, M.Ed. attended The Ohio State University from 2003-2007 and graduated with a Bachelor of Arts degree in English Literature, and then attended The University of Toledo from 2009-2010 where she graduated with a Master of Education, focusing on secondary English education. Sara also has an Ohio Teaching License in Integrated Language Arts 7-12. Sara spent seven months as a permanent substitute teacher at Franklin Heights High School in Southwestern City Schools teaching English II and English IV. She also continues to substitute teach in Columbus City Schools in the 2012-2013 school year.



Acupuncture Program Faculty

Kyung Chai, MS, L.Ac. is an acupuncturist who works as clinic supervisor at the intern clinic of AIAM. She studied at the Midwest College of Oriental Medicine, one of the oldest schools for Chinese medicine in the United States. There, she received her Master of Science in Oriental Medicine as well her Acupuncture Degree. In China, she earned a Certificate of Advanced Training in Acupuncture and Tuina at Guangzhou. She is board certified and licensed in acupuncture through the NCCAOM and State of Ohio as well as a Certified Pharmacy Technician through the PTCB. She has more than ten years of experience in the Acupuncture field, including meridian massage, cupping, gusha, moxa, cosmetic acupuncture and ear acupuncture.

As an acupuncturist and Chinese herbalist, Kyung believes in the healing touch along with natural therapy. Using these methods, prevention has become her priority. Growing up in Korea, natural therapy and healing touch were a major influence. As a child her parents cultivated Chinese herbs and decoctions and in her study of martial art (2nd degree black belt in the Tae Kwon Do), she learned spiritual healing touch of the mind and body. Kyung received a BA in science and studied nutrition in Korea. She was also a licensed and certified clinical Lab technician in Korea. In Japan, she did microbiology research at the Nagoya Medical University along with teaching the Korean language in Nunoike cultural center. During her years living in Chicago, she worked as a Research specialist at the Department of Pharmacognosy in the college of Pharmacy at the University of Illinois at Chicago. She has spent her life in the study and healing of human body and uses this dedication in her everyday practice.

Hong Chen, MS, L.Ac. received her Master of Science at Texas A&M University in the US. She received a Master of Medicine from Institute of Chinese Materia Medica, China Academy of Traditional Chinese Medicine in 1996. She earned her Bachelor of Medicine in Beijing University of Traditional Chinese Medicine (TCM) in 1990. She has worked as a physician in the Department of Internal Medicine at Guanganmen Hospital in Beijing, China. In her more than eight years of practicing TCM—especially Acupuncture and Herbology—she specializes in pain management, internal conditions, gynecology diseases, insomnia and anxiety. She is an Ohio licensed acupuncturist and has national certification (NCCAOM) in both Acupuncture and Herbology.

Mary F. Dinneen, MS, BS, L.Ac., LMT has been a faculty member since 1996. She has a Bachelor of Science degree from The Ohio State University in Family Life Education and a Master of Science in Oriental Medicine from the International Institute of Chinese Medicine. She has national certification (NCCAOM) in both Acupuncture and Herbology. Currently she is the clinical instructor for the Chinese Massage Therapy Program as well as classroom instructor for Acupuncture, Chinese Massage Therapy and Western Science courses. Mary has a private practice in northwest Columbus.

Zui Fang, MM, L.Ac. earned his Masters in Medicine in China. He received his Bachelor of Medicine from Jiangxi College of TCM in 1986, and received his Master of Medicine at the China Academy of TCM in 1991. He taught, conducted medical research and practiced clinically as a chief-physician and an associate professor in Zhuhai Hospital of TCM affiliated with Guangzhou University of TCM. He supervised many international students from the Sydney Institute of TCM, Australia and numerous students from Hong Kong, Macao and other parts of China. Zui Fang has published many articles on TCM and received a number of scientific medical research awards. He is a member of the Second Health Preservation and Rehabilitation Committee of the China Association of Integrated Chinese and Western Medicine.

Rita Ghodsizadeh, BA, L.Ac. is a Summa Cum Laude graduate of the Professional Master's Level Acupuncture Program of American Institute of Alternative Medicine. Rita joins the professional team of licensed Acupuncturists working in the school's professional clinic and as an adjunct faculty member. Rita received her B.A. in Math from McGill University in Montreal, Canada.

Robert B. McMullen III, BA, L.Ac. has a Bachelor of Arts from Otterbein College in history, political science and philosophy. He graduated magna cum laude from AIAM's Acupuncture program in June 2008. Outside of AIAM, Bob teaches Tai Chi, Qi Gong and Reiki and has started his own acupuncture practice in Columbus. Bob gained a wealth of knowledge and experience in the business sector prior to attending AIAM and is currently instructing the Profession Practice and Business Class.

Faculty

Acupuncture Faculty continued...

Helen Yee, BA, LMT has a Bachelor of Arts Degree from Ohio Dominican College and is Vice-President, co-founder and co-owner of the American Institute of Alternative Medicine. Licensed since 1990, Helen is certified in Sports Massage, Neuromuscular Therapy, Pain Management, Treatment of Sports Injuries, Craniosacral Massage and Structural Integration. She has more than 25 years experience in various internal and external martial arts. Helen instructs students in Tai Chi Chuan.

Wenxian Zhang, MM, BM, L.Ac. received her Bachelor of Medicine and Master of Medicine after eight years of formal training at Beijing University of Chinese Medicine and Pharmacology and China Academy of Traditional Chinese Medicine. She practiced Acupuncture, Chinese Herbology and Chinese Massage Therapy intensively at affiliated hospitals of China Academy of TCM and in Canada. She has more than 15 years of teaching, researching and clinical experience in Acupuncture, Chinese Herbology and Chinese Massage Therapy. She has published a number of papers and books on Traditional Chinese Medicine. She is a Diplomate of Acupuncture from NCCAOM and a member of China Society of Acupuncture and Moxibustion.



Massage Program Faculty

Susan Kaculis, B.A., LMT is a graduate of Westminster College, Pennsylvania, where she received a bachelor's in Elementary Education. Susan has worked in education for over 25 years teaching ages ranging from kindergarten through adult. A love for massage therapy and helping people led her to the American Institute of Alternative Medicine where she graduated with honors in 2006. Susan has her own practice in Delaware, Ohio, and works in a variety of modalities. She has studied at the Chikly Health Institute and specializes in Lymphatic Drainage Therapy. As an Instructor and Student Clinic Supervisor American Institute of Alternative Medicine is a perfect balance for her love of teaching and using massage to improve people's lives

Scott Orts, BS, LMT has a Bachelor of Science in photography from the Ohio State University. He graduated from the American Institute of Alternative Medicine in 2010. Scott enjoys teaching Professional Practice and Business to new massage therapy students.

Laurie (Lou) Peters, BS, LMT, CNMT has a Bachelor of Science in Natural Resources from The Ohio State University. She graduated from Massage Away, Inc. School of Therapy with the first class in 1995. Lou received her license to practice from the State Medical Board of Ohio and is a Certified Neuromuscular Therapist. She has her own massage clinic in Clintonville and also works at the Jewish Center in Bexley. Lou has been an instructor at the school since 1995. She teaches Neuromuscular Therapy Plus, Swedish Massage Techniques and Introduction to Massage. She has additional training in John Barnes Myofascial Release Techniques, Sports Massage and studied Chinese Massage Therapy at the university of Chengdu, China. Lou loves learning new techniques and her intention is to instill that joy to the students in her courses.

Candy Rose-Lucas, BS, LMT holds a Bachelor of Science degree from the University of Dayton. She received her massage license in 1997. Candy has training in Neuromuscular Therapy, Lymph Drainage, and Hospice—with advanced training in Oncology Massage. She is also a Reiki Master Teacher. Candy teaches Swedish Massage Techniques, Introduction to Massage Therapy Clinic, Student Clinic I, Student Clinic II and Nursing Massage in the PN and RN programs while acting as the Massage Clinic Manager.



Medical Assisting Program Faculty

Lorrie Moerhmann, BSN earned her BSN from the Ohio State University in 1989, and was a practicing RN from 1989-2009. She worked as a med-surg nurse at the OSU Medical Center for 11 years, a nurse manager at Dermatology/Dermatologic Surgery Practice for 5 years. Lorrie's teaching experience includes several years as a clinical preceptor for newly graduated RNs, and a year in a previous Medical Assisting program. Lorrie was a recipient of a Clinical Excellence in Nursing Award during her time at the Ohio State University Medical Center.

David Welch, CMA has been a Certified Medical Assistant since 1992. He attended Kent State and Youngstown State Universities and is currently working on his BS in Health Science at Kaplan University. David has experience as a Medical Assistant and Mod Complex laboratory manager for over five years with an inner city clinic in Youngstown, Ohio. He has worked through various agencies in Allied Health and Medical Assisting positions since 1997 in Columbus, Ohio. David has a total of 11 years of didactic and laboratory teaching in all aspects of Administrative/Clinical Medical Assisting, ECG Technician, Phlebotomy Technician and MBC. In 2003 David was named Master Teacher of the Year.

Tasia White, CMA has been a medical assistant since 1989 and a Prenatal Care Coordinator since 1992. She attended Lawton Technical for her Medical Assisting certification. Tasia has worked as a Medical Assistant at Children's Hospital with Neurology, Pulmonary infectious disease, Gastroenterology, Rheumatology and Endocrinology for four years, Prenatal care for six years at Main Street Family Practice. She also worked for four years in the Neonatal ICU at Riverside Hospital. Tasia has taught in medical assisting programs for four years.



Nursing Program Faculty

Margaret (Peg) Best, RN, BSN received her BSN from University of Western Ontario in 1985. She is also certified in neuroscience nursing from Fanshawe College Advanced Neuroscience Nursing since 1987. Peg has 27 years of experience as a staff RN in Neuro ICU, MICU, Trauma, Dialysis, and Rehabilitation.

Toni L. Brady, RN, BSN received her Bachelor of Science in Nursing from The Ohio State University in 1992. Since then she has had over 20 years of nursing experience in various hospitals throughout the state including The Ohio State University Medical Center. She has experience in several fields of nursing including Primary Patient Care in Acute Rehabilitation, Post Trauma, Medical Surgical, and she specializes in Spinal Cord Injuries, Wound Care and Pain Management. She began her teaching career in 2007 as an STNA Instructor.

Eula A. Doering EMBA, RN received her Bachelor of Arts in Philosophy in 1992 while minoring in Pre-Med. She then went on to obtain her Executive Masters of Business Administration from Benedictine College. Shortly after that she received her education in Practical Nursing from Cass Career Center and then 4 years later she moved on to obtain her Registered Nursing Degree from the Tri-Rivers Career Center. She has 7 years of nursing experience and throughout her nursing career she has specialized in Behavioral Health, Medical/Health and Wellness, Occupational Health, and Pediatric Nursing. She is currently pursuing her Bachelor of Science in Nursing from Ohio University.

Judy Fasone, RN, BSN, 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 attended Marion Technical College, A.D. RN; Ohio University BSN, 1997; and Otterbein 2012, with 2 classes completed toward her MSN. Judy has 12 years experience in Psych and Mental Health with a focus on Addiction/Recovery; 3 years in Public Health, serves as Community Health and School Nurse in Union County; Immunization, 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 International Nurse Coach Association. She is the Owner and Director of Alternatives Plus Integrative Nursing Services since 2001. Judy also currently has a private Integrative Nursing Practice including Home Care in Grandview, Ohio.

Faculty

Nursing Faculty continued...

Esther Flores RN, BSN, MBA earned her BSN from The Ohio State University in 2001 and her MBA from University of Phoenix in 2008. Esther's experience includes being a Pediatric Nurse for six years at Children's Hospital, Geriatric and Med-Surg Nurse for 12 years, serving as a short-term medical missionary internationally for five years, and over ten years volunteering in several free clinics in Columbus, Ohio. Esther has been teaching in a healthcare setting for over seven years and for five years in an academic in both the LPN and RN programs.

Pamela J. Frost, RN, MSN, BSN received her Associate of Applied Science in Nursing from Lima Technical College in 1993 and continued on to receive her Bachelor of Science in Nursing in 2008 and her Master of Science in Nursing from the University of Phoenix in 2010. She has 20 years of nursing experience in several hospitals and healthcare centers throughout the state. Pam has experience in Medical Oncology Nursing and Hospice Nursing. She began her career as a teacher in 2010 and has teaching experience in Mental Health Nursing, Medical Surgical Nursing, Fundamentals of Nursing and Critical Care Nursing. Pam is currently pursuing her doctorate in nursing through the University of Phoenix.

Anita Hammersley RN, BSN received her Practical Nursing education from Adult Education Center. She then moved on to receive her Associate of Science in Nursing and her Bachelor of Science in Nursing from Ohio University. She began her nursing career in 2006 as a Home Health Nurse and in 2007 began working as a Corporate Wellness Nurse. She has been teaching Corporate Wellness for the past 2 years.

Deborah Hayden, RN, MSN earned an ADN from Owens Community College in Toledo, Ohio and her BSN from Mount Carmel College of Nursing. She attained her MSN from Mount Carmel College of Nursing in adult certified nurse specialist. Deborah began her career at the University of Toledo Medical Center, and has also worked for the Mount Carmel Health System. She is a member of Sigma Theta Tau International Honor Society of Nursing, and the Central Ohio Clinical Nurse Specialist Association. Deborah volunteers at the New Life United Methodist Church Health and Wellness Center.

Kimberly S. Hoffman RN, MSN, BSN received her Bachelor of Science in Nursing from Ohio State University, her Masters of Science in Nursing from Walden University. She is currently continuing her education working towards her Doctorate of Nursing Practice. She worked over 20 years in Riverside Methodist Hospital. She has over 4 years of teaching experience in Maternal Nursing and Delivery as well as over a year of teaching leadership and management.

Kathy Jones RN, MSN, FNP received her Bachelor of Science in Nursing from the College of St. Theresa in 1978, and her Master of Science in Nursing from Vanderbilt University in 1983. She has been a nurse for over 35 years working in various hospitals throughout Ohio and Illinois. Kathy brings her many years of experience in nursing and nursing administration to AIAM.

Sara C. Moats, RN, MSN, BSN received her Bachelor of Science in Nursing from the University of Michigan in 1976 then continued on to get her Master of Science in Nursing as a Clinical Nurse Specialist from the University of Illinois in 1983. She has over 35 years of nursing experience in hospitals and care centers throughout Ohio and Illinois. She also has over 25 years in teaching experience in both Ohio and Illinois. Sara has taught Medical Surgical Nursing, Nursing Fundamentals, Growth and Development and Pharmacology.

Victoria McCormick RN, BSN, BA started her career as a social worker in Florida directing and teaching volunteers. Vickie was the program Director for a United Way Program providing funding and liaison with commitment organizations and federal, state and local government. She was also a past consultant to the state of Florida in Pasco County for the child abuse team from all Children's Hospital in St. Petersburg, Florida. After moving north, she continued her education as a nurse in Philadelphia, providing bedside care in specialty critical care units for open-heart, trauma, neurological and burn patients in university hospitals. Vickie came to Ohio in 2005, continuing in critical care at various hospitals including OSU, Cleveland Clinic and Riverside Hospital. Vickie graduated from Rutgers, the state University of New Jersey and the University of South Florida.

Nursing Faculty continued...

Mia Pickard, MSN, MHA has been an RN since 1992 earning her AND from Clark State Community College. Mia attained her BSN in 2001, and earned her Master of Science in Nursing and Masters of Health Administration in 2007, all from the University of Phoenix. Mia was a Nurse Supervisor in corrections institute for eleven years, worked in Home Health for four years, in long term care for six years, and med surge tele and oncology for ten years, as concurrent assignments. Mia's teaching experience includes one year teaching lab and clinical med-surg for RNs and LPNs, four years didactic, clinical and lab in med-surg for RN and LPNs. Mia is a published contributor to the nursing textbook, "Medical Surgical Nursing: Critical Thinking in Nursing Care" 5th ed by Lemone, Burke, and Bauldoff. She is also the AIAM Nursing Programs Administrator.

Jennifer Rowland, RN, BSN has been an RN since 2008, graduating with a BSN from Capital University. Jennifer has been working as an ER nurse for the past three years. Jennifer also recently completed schooling in massage therapy.

Melanie F. Sinclair, RN, BSN, LMT received her Associate Degree in Nursing from North Central Technical College and her Bachelor of Science in Nursing from Ohio University. She has over 20 years in nursing experience specializing in Emergency Nursing. In addition to her experience as a Nurse she also has over 20 years of experience as a Licensed Massage Therapist, owning her own Massage business for over 18 years.

Beverly Supak, RN, BSN joined the AIAM faculty in 2011 after 17 years of nursing experience. She has nearly nine years combined teaching experience in various educational institutions and hospital settings. She has taught computer instructional technology, medical assisting, medical billing and coding, medical terminology, anatomy, soft skills and nursing labs. Most recently, Beverly has served as a preceptor for nursing students for local colleges in addition to being nurse manager at a Women's Clinic in Columbus, Ohio. Beverly graduated Summa Cum Laude from Franklin University where she received a Bachelor of Science degree in Nursing.



Teacher-Student Ratios

Lecture class sizes vary and are conducted by one teacher.

Entry-level Massage Therapy labs and hands-on classes have a teacher/student ratio of 1:14.

Nursing Program's Specific Ratios

The lab teacher/student maximum ratio is 1:16.

The clinical teacher/student maximum ratio is 1:10.

The maximum number of students in RN classes is 36.

Medical Assisting labs have a teacher/student maximum ratio of 1:8.

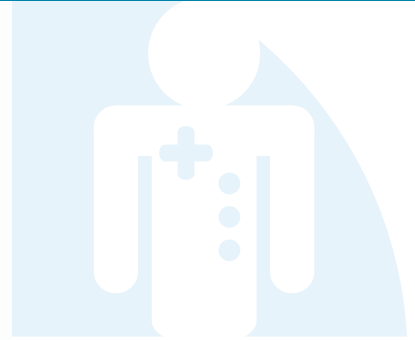


Student Handbook

This catalog is a guide to school policy and requirements, and is not a contract. Admission may be terminated at any time for violation of school rules or policies. Information in this catalog is subject to change without notice. Students and applicants are responsible for reviewing, understanding and complying with rules and policies in effect at the current time. American Institute of Alternative Medicine does not discriminate because of age, race, color, national origin, religion, sex, sexual orientation, political affiliation or belief, or disability with regard to admission, access, treatment or employment.

*For information contact Linda Fleming-Willis
ph: (614) 825.6255 email: lfleming-willis@aiam.edu*

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American Institute of Alternative Medicine

Teaching Acupuncture, Nursing, Medical Assisting and Massage Therapy

**6685 Doubletree Avenue • Columbus, Ohio 43229
(614) 825.6255**

FERPA at AIAM

The American Institute of Alternative Medicine is governed by the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, which is designed to protect the student's rights with regard to educational records maintained by the institution. The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

- The right to inspect and review the student's education records within 45 days after the day the American Institute of Alternative Medicine receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the American Institute of Alternative Medicine in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the American Institute of Alternative Medicine who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the American Institute of Alternative Medicine.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the American Institute of Alternative Medicine to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Students are invited to be active members of the educational community. As with any community, its members serve a vital role in determining acceptable standards of conduct, which include:

- Academic conduct that reflects the highest level of honesty and integrity
- Actions that are civil, courteous and respectful of all members of the campus community, their property and the property of AIAM
- Social behavior that encourages responsibility and discourages the unlawful use of alcohol, illicit drugs and weapons
- Group behavior that promotes mutual respect, equality and safety of its members and opposes those acts that harass, intimidate or haze its members

Statement of Student Rights and Responsibilities

The following Statement of Student Rights and Responsibilities clarifies the rights, freedoms and responsibilities afforded to all students at the American Institute of Alternative Medicine, which include but are not limited to:

- The rights afforded to all AIAM students as described in officially promulgated campus policies and procedures
- The right to be free from sexual harassment, physical threats and discrimination on the basis of race, religion, color, sex, age, disability, marital status, sexual orientation and national origin
- The right to expect that confidential educational records will not be disclosed to others, except as permitted by state and federal law
- The right to due process in disciplinary proceedings
- The right to petition for redress of grievances
- The right to expect professional conduct from faculty in the assignment and evaluation of academic work
- The right to receive assistance and service from members of the AIAM administrative staff
- The right to learn in an academic environment that is free of inappropriate interruption, due to the use of electronic communication devices during class, or other activities that might be considered distracting to others
- The freedom of inquiry, conscience, responsible expression and association
- The responsibility to exercise the above mentioned rights and freedoms in a manner that will not violate AIAM rules and regulations or infringe on the rights of other students, faculty and staff
- The responsibility to treat all members of the campus community with civility, respect and courtesy
- The responsibility to hold others accountable for their actions when they violate AIAM rules and regulations that negatively influences our campus community
- The responsibility to complete, on schedule, the requirements and meeting the standards of any course taken
- The responsibility to become an active learner, fully engaged in both intellectual and human growth
- The responsibility to contribute to the overall welfare and common good of all students, faculty and staff at the American Institute of Alternative Medicine





Student Services

AIAM student and graduate services are available to assist you while completing your training and beyond. During new student orientation, you will become acquainted with the range of services available to AIAM students including ID badges, parking, books, disability services and more. The Academic Dean is familiar with the issues facing incoming students and can be a source of assistance as you complete your program.

Student Council

AIAM Student Council provides a forum for student concerns and recommendations to be shared with school administrators. Each class is encouraged to select a delegate and alternate for Student Council. Names should be forwarded to the Director of Student and Graduate Services. Minutes from the Student Council meetings will be posted on the Student Council bulletin board as well as distributed by email. Student Council meetings are held two times a year.

Student Badges & Uniforms

All students, faculty and staff at the American Institute of Alternative Medicine are issued an Identification (ID) Card which, for safety purposes, should be carried with the person at all times. Lost or expired ID's may be replaced in the Administrative Office for a cost of \$10. Please consult with the clinic supervisor for applicable ID guidelines. Acupuncture students will be required to wear assigned AIAM Acupuncture Clinic nametags. Massage Therapy students working in the Student Clinic, will be required to wear the AIAM issued uniforms (shirts and pants as outlined in specific course of study herein). Medical Assisting and Nursing students will be required to wear scrubs. Nursing students also must wear AIAM ID badges in class and in clinical settings, as well as any respective identification issued by a clinical agency at the clinical site. All AIAM students must carry their ID Card at all times when on campus and should be able to produce their ID Card when requested.

Student E-Mail Addresses

Upon admission, all AIAM students are required to have an active email address on file with the school. Any student needing assistance with setting up an email account can see the Registrar or Administrative Assistant.

Parking

During the day, students may park in the AIAM parking lot and the neighboring Quality® Inn rear parking lot (1001 Schrock Road). Evening parking is permitted in the above-designated areas as well as in any of the ARC Industries parking slots (6633 Doubletree Avenue). Additional parking may be available at other designated off-site locations and will be announced to students as necessary. Illegal parking (any other location not identified herein) will result in a vehicle towing by A&W Towing, 5075 Sinclair Road, Columbus, Ohio, at the offender's expense.

Books

Textbooks are available for purchase at AIAM or from any vendor of your choosing. If you qualify, you may be able to use financial aid for your book purchases from AIAM. Cash and credit cards are also accepted. Program booklists are posted in the bookstore and are available from the librarian.

Liability Insurance

The American Institute of Alternative Medicine provides "Student Blanket Professional Liability Insurance" to all active enrollees. Such coverage is applicable during authorized school activities only. It is highly recommended that all students carry an individual personal liability insurance policy to cover their own practice or related activity during all other outside school activity/off school premises. Information will be provided during class.

Computer Access

AIAM provides computer access in the library and the computer labs for all currently enrolled students. AIAM provides WiFi access in the classroom wing of the building. For access codes, contact the AIAM front desk. Several tutorial software packages have been installed which may prove helpful while in your course of study here at AIAM. Microsoft® Office programs

Student Services

(Word, Excel and PowerPoint) are available on the computers in the library. Each workstation also has Internet Explorer installed to aid students in searching the World Wide Web for information related to coursework at AIAM, related topics and job placement.

Use of Peer-to-Peer (P2P) file sharing applications for the unauthorized acquisition or distribution of copyrighted or licensed material is prohibited on any school computer or network. Further, P2P file sharing applications commonly used for such purposes, may not be installed on any school computer. Any violation of this policy may result in the suspension of access to network resources or other appropriate school discipline, including expulsion and/or termination of employment. Copies of AIAM's P2P File Sharing Policy can be found in the west wing Information Center and in the computer labs.

Use of the workstations is a privilege, and AIAM reserves the right to revoke student access at any time should abuse of this privilege become apparent.

Library

The AIAM library stocks over 800 reference books, magazines, DVDs, CDs and videos of various topics that correlate with guest lecturer topics as well as anatomy, physiology, massage, Chinese Massage Therapy, Acupuncture, Medical Assisting and Nursing. Students may use these resources as well as a computer with instructional software while in the library. The library is located in the administrative wing. Students wishing to check out AIAM library resources must complete the Library sign-out sheet. Library resources may be checked out for a 2-week period through the front desk or the Librarian. 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's credit card or student account will be immediately charged \$50 or the replacement cost of the item, whichever is greater. AIAM also has 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. Every ten weeks AIAM must provide OSU with a list of current students. If your name is not on the list you will not be able to borrow OSU library resources. Once an AIAM student receives their OSU courtesy card, they can use the OHIO Link, which allows students to borrow up to five books from any university library within the state of Ohio.

Academic Advising

The Academic Dean provides academic advising services to students. The Nursing Education Program Administrator provides academic advising to students in AIAM's Nursing program.

Counseling

AIAM students in need of personal counseling should contact the Academic Dean who will refer students to appropriate mental health facilities. Brochures are also available.

Mailboxes

Student mailboxes are located in the school west wing near the copier machine. Students are encouraged to check them regularly.

Job Placement

AIAM regularly receives job-opening notices from diverse businesses seeking massage therapists, acupuncturists, medical assistants and nurses. This information is distributed electronically in a "Job Flash" to current students and AIAM graduates through email addresses every Tuesday. AIAM does not guarantee placement. As part of all programs' curriculum, students learn how to create a professional resume prior to graduation. The Academic Dean is available to assist graduates with resume development and interviewing skills on an on-going basis. An annual job fair is held to assist graduates with job placement.

Table Purchases

Current students receive a discount on massage table purchases through the AIAM store.

Disability Services

AIAM offers a limited range of support services for persons with disabilities who are accepted into the school. Support services are made available to qualified students with a documented disability. Determination of eligibility for support services is based on disability documentation from appropriate medical, educational and psychological sources received by the Admissions Office at the time a student submits an application, or by the Academic Dean at the time the need for support services becomes evident for current students.

These support services include, but are not limited to, adapted testing procedures (longer time, exams read to student, exams



recorded, aid for marking exams, private room for taking exams), materials in alternate media and guidance on securing textbooks on tape.

Students needing supportive services are encouraged to submit a Disability Services Request Form with the requested documentation as early as possible in the application process and no later than 45 days prior to the start of the quarter, so consideration for appropriate accommodations can be arranged. Should a student need supportive services beyond the scope of those provided by AIAM, the student might incur a personal cost for the provision of these services.

For further information or to arrange for support services contact the Admissions Office or the Academic Dean at 614.825.6255.

Lodging

Lodging is available at many nearby hotels and motels. Direct your inquiries to the Admissions Office—where a current housing notebook is kept—to learn about local, recommended accommodations.

Alternative Medicine Services

Current AIAM students may schedule acupuncture and massage treatment in the student and professional clinic. Students receive a 20 percent discount on all scheduled appointments. A 20 percent discount applies to all scheduled acupuncture visits with professional clinic staff.

Transcripts/Diplomas

Upon graduation, students receive a complementary official copy of their transcript. Students may request a transcript at any time. A copy of transcripts or diplomas will be provided to students and graduates for a \$10 charge upon written request and five (5) working days notice to the Registrar. Students owing money to AIAM may receive an unofficial transcript.

Voter Registration Forms

AIAM provides Voter Registration Forms —available in the west wing Information Center. The Administrative Assistant can provide additional forms when needed during normal work hours Monday through Friday.

Compliance with the Federal Departments of Defense, Veterans Affairs & Education's Principles of Excellence

If you are eligible for Federal Military and Veterans Educational Benefits:

- You will receive a personalized and standardized form outlining total cost of your educational program as set forth by the US Secretary of Education.
- You will be informed of potential eligibility for Federal Financial Aid funding.
- You will be treated professionally and in compliance with Department of Education regulations.
- You will be allowed to be readmitted to a program if temporarily unable to attend class or suspend your studies due to service requirements (see Student Handbook: Readmission, Leave of Absence) and short absences due to service obligations will be accommodated if satisfactory academic progress is being made before the absence.
- You will be provided by your School Certifying Official and your school catalog with an educational plan detailing how to fulfill all the requirements necessary to graduate and the expected timeline of completion.
- You will have a designated point of contact for academic and financial advising for assistance in the completion of your studies. This designated point of contact is your School Certifying Official in the Financial Aid/Veterans Affairs Office.
- AIAM's refund policy aligns with Federal Student Aid rules.

Acceptance

Full acceptance into the American Institute of Alternative Medicine is granted to applicants who show a strong potential for success in their selected course of study. This is determined after a thorough review of the interview comments, completed application and its associated documents by the Admissions Team. AIAM will only admit a student to the program to which the student may best benefit and at times this decision may differ from the request made by the student.

The Director of Admissions may recommend against acceptance for students who currently do not show academic capabilities or motivation to perform at a level, which would result in success in the program.

The Nursing Education Program Administrator has the final authority on all admissions into the Nursing program.

Institute Policies



* Admissions is available during normal work hours to provide hard copies of any of the information contained herein.

Class Registration

Program selection options are on the Institute's Application Form. Due to the unknown number of applications for each class, we ask your understanding and cooperation in our class scheduling procedures. Enrollment will be filled to best accommodate all students. Additional classes may be added if demand dictates the need and classes and cohorts may be cancelled if enrollment is not sufficient. You will be notified in writing of your class assignment upon acceptance into the program. However, a student's seat in each quarter's class will not be reserved until his/her enrollment contract has been received. An official registration for each in-coming student will be generated only after receipt of a signed enrollment contract.

Class Seat Reservation

Upon admission, an electronic welcome packet—containing a student waiver form, booklist and change of address form—is sent to admitted students. If a student changes the quarter in which they initially plan to start school, their application will be held for one year. After this time, the student must pay a \$50 reapplication fee and submit a new health form.

Student Conduct

Positive ethical behavior is expected of all students while enrolled in any program. Nursing Programs have additional Student Conduct criteria noted in the supplemental Nursing Student Handbook. Violation of school policies may result in written reprimand, suspension, probation or dismissal. Students must follow all school policies, which include:

1. Appropriate student appearance and personal hygiene: any item of clothing that contains profane messages is deemed inappropriate and the student will be asked to change that article of clothing.
2. Following the attendance policy.
3. Students may not engage in any sexual activity and/or any sexual innuendo or sexual harassment on school premises. Sexual harassment is defined as unwelcome advances, requests for sexual favor, or other verbal, visual, or physical actions of a sexual nature.
4. Working in a professional and responsible manner
5. Respecting personal and school property, students are expected to leave any space they use during the course of instruction neat and clean. Students will be introduced to various lubricants appropriate for Massage Therapy. However, to safeguard the carpets within the classrooms, students may not use massage oil in the building.
6. Academic honesty.
7. Honest representation of yourself as an unlicensed student practitioner and of the therapeutic value of Acupuncture, Chinese or Swedish massage and neuromuscular therapy.
8. No cell phone use in class. Cell phones must be turned off or on vibrate while in class.
9. Students must keep mailing and email addresses current, as well as cell phone and home phone numbers, for communication with the school. The Registrar can assist in setting up an email account, if needed.
10. Students may not be under the influence or in possession of any illegal drugs or alcohol while on school property or at school sponsored activities.

Academic Integrity

Ensuring academic integrity is an educational objective taken very seriously at AIAM. Based on respect for individual academic achievement, each student and faculty member commits to being a part of a community of scholarship that prides itself on honesty and integrity. Students have a responsibility to maintain both the academic and professional integrity of the institute and to meet the highest standards of academic and professional conduct. Students are expected to do their own work on examinations, class preparation and assignments and to conduct themselves professionally when interacting with fellow students, faculty and staff. Students must also make equitable contributions to both the quality and quantity of work performed on group projects.

Academic and/or professional misconduct is subject to disciplinary action, including being placed on probation, failing a graded course component, failing a course, or being dismissed. Student academic misconduct includes, but is not limited to, cheating on examinations, plagiarism, bribery, falsification of student records and improper attempts to influence instructors or School directors/administrators.

The following explanations may be helpful in interpreting what are considered to be violations of academic integrity specifically related to taking examinations, completing course assignments/projects, and writing research reports:

1. Examinations: Using unauthorized notes, looking at another student's test paper, or providing another student with answers during an examination or quiz are violations of the policy.
2. Course Assignments/Projects: Collaborating with another student on assignments intended to be completed independently or submitting another student's work as your own are violations of the policy unless a course assignment is specifically designated as a group/team assignment.
3. Research Reports: Using another person's ideas, words, expressions, or findings in your writing without acknowledging the source is to plagiarize. A writer who does not provide appropriate credit when quoting or paraphrasing another's writing is guilty of plagiarism and in violation of the policy.

Plagiarism Policy: Plagiarism is using the ideas, data, or language of another without specific or proper acknowledgment.

In speaking or in writing, plagiarism is the intentional or unintentional act of representing someone else's work as one's own. In addition, plagiarism is defined as using the essential style and manner of expression of a source as if it were one's own. If there is any doubt, the student should consult his/her instructor or use a "when in doubt, document" philosophy. Also, any statement made without documentation is claimed as your own and therefore subjects you to this plagiarism policy.

Examples of plagiarism include:

1. Student submission of word for word passages of others' work without proper acknowledgment.
2. Paraphrasing others' work, which contains specific information or ideas and which is not properly acknowledged.
3. Two or more submitted papers, lab assignments, computer programs, etc., which contain a resemblance decidedly beyond the bounds of reasonable coincidence
4. A paper, examination or assignment that contains data or conclusion which, upon questioning, the student cannot explain, support or demonstrate coincidence.
5. Computer piracy which includes any act of copyright infringement (protected by federal, state or local law), the use of software which has otherwise been expressly prohibited, copying, duplicating software code and copying of notes, specifications, or technical description of any software code whether copyrighted or not.

Consequences

Students plagiarizing may face either academic or disciplinary consequences. Instructors who determine that a paper includes plagiarized material can take academic measures, such as giving a failing grade for the paper. If the instructor decides that disciplinary measures should be taken, the case will be referred to the Academic Dean or the Nursing Program Administrator. The student may be placed on probation, receive a grade, or be dismissed.

Dismissal

Student dismissal is viewed as the last recourse at AIAM. At the discretion of the Academic Dean and upon recommendation of the Academic Dean or the Nursing Program Administrator, a student may be dismissed from the school for behavior disruptive of AIAM's educational mission, for academic dishonesty, for acts or inattention which violate professional ethics in patient care, and for, but not limited to, the following reasons:

1. Violation of the school rules and policies
2. Recurring attendance problems
3. Failure to fulfill the terms and conditions of the enrollment agreement
4. Poor academic progress
5. Failure to meet program graduation requirements.
6. Illegally bringing or bearing firearms or other lethal weapons on campus.
7. Being under the influence or in possession of any illegal drugs or alcohol while on school property or at school sponsored activities
8. Failure to complete program within 1.5 times the length of the program.
9. Threatening behavior or remarks.

With the exception to numbers 6 and 7 above, a student who receives a notice of dismissal will have ten working days from the date of the dismissal to file a request in writing for a review of the dismissal by a review panel and to show cause as to why the dismissal should not stand and become part of the student's file. The review panel will consist of the Director of Student and Graduate Services, the faculty student council liaison from the student's program, and a third non-AIAM affiliated person appointed by the Director of Student and Graduate Services. This request must be in writing and sent to the school by registered mail or electronic submission with confirmation or proof of delivery. The decision of the review panel shall be final in all cases where a review is requested.

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Student Grievance Procedure (non-dismissal)

Every effort is made to maintain open communication between all persons associated with the school. Students are encouraged to follow the chain of command, beginning with the individual responsible for the concern. The first step in resolving grievances is to go directly to the individual responsible for the concern and then to their manager. If the initial unresolved concern is with a staff member at the Director or Program Administrator level, then the student may contact their manager. Most situations can be resolved at these levels. If not, the next step is to arrange a meeting with the Director of Student and Graduate Services. The request must be submitted in writing, signed and dated, and provide details surrounding the concern and recommendations for resolution. The Director of Student and Graduate Services will investigate with the appropriate parties and respond within five business days of completing the investigation. The decisions rendered by the Director of Student and Graduate Services shall be final in all cases where review is requested.

Students enrolled at the American Institute of Alternative Medicine may also direct their concerns to:

State Board of Career Colleges and Schools

Executive Director

30 E. Broad Street, Suite 2481 • Columbus, Ohio 43215

ph: 614.466.2752 OR Toll Free 877.275.4219

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Academic Dean.

Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges

2101 Wilson Blvd., Suite 302 • Arlington, Virginia 22201

ph: 703.247.4212

Students enrolled in the Acupuncture program may also direct their concerns to:

Accreditation Commission for Acupuncture and Oriental Medicine

14502 Greenview Drive, Suite 300B • Laurel, Maryland 20708

ph: 301.313.0855

Readmission

Students may re-apply for program admission after withdrawal or dismissal from the program. The student must abide by the admissions criteria and curriculum of study in place at the time of application for readmission. The student should contact the Admissions Representative at least five weeks before the quarter begins. A \$50 re-entry fee is required with the application. The students should also request transcripts from any other college they attended during their absence from AIAM. The Academic Dean (Nursing Program Administrator for nursing students) will review current credits and make a determination on feasibility of readmission. If it is determined that a student may be readmitted, the Academic Dean or Nursing Program Administrator will create an outline of courses for student to take to complete the program. If readmission is denied, then the Academic Dean or Nursing Program Administrator will notify the student by mail of the reason for the decision and forward the decision to the Academic Dean for filing. If the readmitted student's health certificate is more than one year old, a new one must be filed with the Admission's Office. Other documents may be needed for readmission to the Nursing Programs. Please see the Nursing Program admission requirements. For the purposes of Financial Aid: Western Massage Therapy students who are readmitted within 180 days are considered to have been in continual attendance.

Readmission of Service Members

If a Service Member is returning from an absence required by Active Duty and is readmitted to the same program he or she left, for the first academic year in which he or she returns, the school will assess the tuition and fee charges that would have been assessed for the academic year during which he or she left the school. However, if veterans' education benefits or other service member education benefits will pay the higher tuition and fee charges that other students in the program are paying for the year, the school may assess those charges to the student as well.

Tuition Payments

Tuition and other fees can be paid online at www.aiam.edu. Select the *Make a Payment* menu item and follow the directions. Quarter tuition can be paid in full at the beginning of each quarter or in monthly payments. Monthly payments are due on the 15th of each month. A postmark determines the date of payment if mailed. Payments received after the 15th of each month may result in financial suspension from the program and the student may be barred from attending classes until the payments are current. Students on the monthly payment plan who are experiencing financial challenges or anticipate such, should contact the Director of Finance immediately to make alternative payment arrangements.

Most students, including students receiving financial aid, will be required to make some monthly payments.

Dishonored Checks & Collections

AIAM accepts checks as payment for tuition. AIAM reserves the right to electronically debit your account if this item comes back dishonored, plus a \$37.50 (or legal limit) processing fee. The use of a check as payment is your acceptance of this agreement and its terms. Students with account balances that are not paid within 30 days or are in breach of their approved payment plans may be sent to a collection agency. Students will be responsible for all collection fees incurred.

Tuition Refund

Five-day Cancellation

An enrollment agreement or application may be canceled by the student within five calendar days after the date of signing. The school must be notified of the cancellation in writing. The school shall refund in full all tuition and fees paid in connection with the enrollment agreement in such cancellations, 30 days after cancellation. This provision shall not apply where a student has already started classes.

Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either 1) the regularly scheduled orientation procedures or 2) following a tour of the facilities and inspection of equipment where training and services are provided.

Withdrawal After Entering School

Upon admission, STUDENTS ARE RESPONSIBLE FOR EACH QUARTER'S FULL TUITION AMOUNT (FOR WMT STUDENTS, FOR EACH PAYMENT PERIOD OF 375 HOURS). Unless a student pays for the entire quarter or payment period tuition when the term begins, it is possible the student will not receive a refund and may owe a balance to the school in the event of withdrawal or dismissal at any time prior to the end of the quarter. Students receiving financial aid may also be obligated to return to the government or sponsoring agency some or all of any financial aid awards received. Please see the Financial Aid Administrator for applicable return of funds policies (Treatment of Title IV Aid When a Student Withdraws). Monies in excess of that obligation will be refunded to the student. 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).

The date of determination for withdrawal is the date the student notifies AIAM of their withdrawal or intent to withdraw. A written notice to AIAM is not required for student withdrawal. For refund calculation purposes, the last date of attendance is used with the State Board of Career Colleges and Schools for the State of Ohio approved refund schedule below. Percentages are based on each quarter's total tuition and time in school.

Refund Schedule

State refund policy for programs organized on a credit hour basis is as follows: (applies to Nursing Programs, Acupuncture and Medical Assistance Programs)

1. A student who starts class and withdraws during the first full calendar week of the quarter shall be obligated for 25 percent of the tuition and refundable fees for that academic term plus the application fee.
2. A student who withdraws during the second full calendar week of the academic term shall be obligated for 50 percent of the tuition and refundable fees for that period plus the application fee
3. A student who withdraws during the third full calendar week of the academic term shall be obligated for 75 percent of the tuition and refundable fees for that period plus the application fee.
4. A student who withdraws beginning with the fourth full calendar week of the academic term will not be entitled to a refund of any portion of the tuition and fees.

State refund policy for programs organized on a clock hour basis: (applies to Western Massage Therapy Program)

- (a) Refunds in clock hour programs shall be made for each academic term in accordance with the following procedures:

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- (i) A student who starts class and withdraws before the academic term is 15 percent completed (WMT-9, through week 2; WMT-12, through week 3) will be obligated for 25 percent of the tuition and refundable fees plus the registration fee.
- (ii) A student who starts class and withdraws after the academic term is 15 percent completed (WMT-9, through week 4; WMT-12, through week 6) but before the academic term is 25 percent completed will be obligated for 50 percent of the tuition and refundable fees plus the registration fee.
- (iii) A student who starts class and withdraws after the academic term is 25 percent completed (WMT-9, through week 7; WMT-12, through week 9) but before the academic term is 40 percent completed will be obligated for 75 percent of the tuition and refundable fees plus the registration fee.
- (iv) A student who starts class and withdraws after the academic term is 40 percent completed (WMT-9, through week 8 or later; WMT-12, through week 10 or later) will not be entitled to a refund of the tuition and fees.

Refund for Books, Fees and Supplies

- A. In the event that a student withdraws or is dismissed from school, all efforts will be made to refund pre-paid amounts for books, fees and supplies except for those items determined to fall within the preview of paragraphs B. 1 and B. 2 of this rule.
- B. Charges for required purchase of books, fees and supplies can be non-refundable if the student has consumed or used the books, fees and/or supplies. Consumption of books, fees and supplies shall be defined as:
 - 1. Items that were special ordered for a particular student and cannot be used by or sold to another student; or,
 - 2. Items that were returned in a condition that prevents them from being used by or sold to new students.
 - 3. Individually documented non-refundable fees for goods or services provided by third party vendors.
- C. Items or services not delivered to the student cannot be considered consumed except for those items covered by paragraph B.1 of this rule.
- D. A record of the refund determination for books, fees and supplies shall be kept in the student's record.

(Note: A change in edition of books is deemed a condition that prevents them from being used or sold by another student.)

Refund Time Frame

AIAM shall refund any monies due the student within 30 days from the last date of student attendance or within 30 days from the date of receipt of payment if the payment is after the student's last date of attendance. If any other person or agency paid for any portion of a student's tuition, any refund due would be reimbursed to that person or agency. Monies in excess of that obligation would be refunded to the student.

Course Cancellation

If an enrolled course is cancelled, all monies paid by the student will be refunded in full within 30 days after notification of cancellation.

Enrollment Contract Changes

The American Institute of Alternative Medicine reserves the right to change or modify the program contents, equipment policy, staff, or materials, as it deems necessary. Such changes may be necessary to keep pace with the requirements of governing bodies, industry developments and to improve teaching methods or procedures. In no event will any such changes diminish the competency or content of any program. In addition, American Institute of Alternative Medicine does not guarantee the transfer of coursework into another institution's program. AIAM may modify any provision of this agreement, including but not limited to tuition amounts, upon 30 days prior written notice to the student. The student's continuation in the program subsequent to such notice shall be deemed to constitute acceptance of AIAM's modification. Notwithstanding the terms of the prior sentence, the student and AIAM agree that the terms and conditions of this agreement will be modified automatically to conform to the enactment of any local, state or federal law or regulation that is applicable to this agreement.

Transfer Credit Policy

AIAM accepts students in good standing who wish to transfer from another school or college. Transfer students must first meet the admission requirements of AIAM. At a minimum, 25 percent of the credits required in a program of study must be completed at AIAM. Transfer Credit procedures and decisions must be completed by the second week of the first quarter of school. Exceptions may only be made by the Academic Dean or designee. Late submittals may jeopardize opportunities for transfer credit approval. There is a \$50 fee for each transfer course accepted.

- A. Credit for courses previously taken may be transferred into the program if all of the following criteria are met:
 - 1. The course is listed on an official transcript from an approved Massage Therapy school (Massage Therapy only OR from an ACAOM Candidate School or an accredited institution of higher education recognized by the United

States Department of Education OR the Acupuncture program may accept transfer credit that the Director of Education judges to be equivalent to its requirements for graduation from the Acupuncture program; however, at least one academic year must be taken at AIAM for successful completion of the professional program. (Nursing programs do not accept Nursing course transfer credits.) Credits for First Aid/CPR courses taken through programs or institutions other than the above do not transfer.

2. The course was taken within the last five years (for science courses.) General Education courses for Registered Nursing and Acupuncture have no time restriction for transfer credit.
 3. The course meets the hour, credit and content requirements of the equivalent course at AIAM
 4. The grade received in the course is a “C” or better
- B. Credit for courses taken previously that exceed the time limit of transferability (i.e. greater than five years) may be awarded through the proficiency credit process (see below).
- C. Acupuncture students who have taken courses more than five years ago and are currently licensed and practicing in the medical or mental healthcare fields, may have previous course credit accepted for transfer credit without the proficiency exam. Students must have a valid license confirming their currency in the medical or mental healthcare fields, or, Acupuncture students who are foreign medical graduates and have made application to the United States Medical Licensing Examination/Educational Commission for Foreign Medical Graduates and have received United States Medical Licensing Examination/Educational Commission for Foreign Medical Graduates Identification Card and have received written approval notification may also have previous course credit accepted for transfer credit without the proficiency exam. Copies of the ID card and written notification of approval must be presented during the admissions process for consideration.

Acupuncture students who have earned medical degrees from schools in another country listed in the International Medical Education Directory (IMED) must present transcript, diploma, or medical license with the English translation from an agency such as the Educational Credential Evaluators, Inc., in lieu of the required syllabus and course description requirement.

Acupuncture Students with a PhD from an accredited university may have previous course credit relative to their doctoral degree accepted for transfer credit without the proficiency exam.

For transfer students enrolled in the Acupuncture program, in order to receive an AIAM diploma, the final third of all courses must be taken on-site at AIAM.

- D. If a course is not listed on a transcript, regardless of that person’s prior experience, no credit can be awarded.
- E. Transfer credit cannot be awarded twice for the same course.
- F. An official copy of the transcript, course syllabus and catalog pages with course descriptions must accompany the application for admission.
- G. The appropriate Academic Dean/Program Coordinator/Administrator will evaluate the information and make a determination on all applicable transfer of credit prior to enrollment. If awarded, the student will receive specified credits and a “K” (transfer) will notate the grade. Which credits will transfer is solely at the discretion of AIAM.
- H. Once a student is enrolled in the American Institute of Alternative Medicine, all coursework and credits needed to complete the program must be taken at AIAM in order to assure quality and consistency in the educational outcome. Exceptions may be made at the discretion of the Academic Dean for courses (non-nursing) that may not be offered at AIAM in a timely fashion for student progression. Such requests must be made to the Academic Dean in writing with the rationale for taking a specific course through another institution and the decision of the Academic Dean is final.
- I. Please note that Transfer Credits may impact financial aid awards throughout the term of a student’s program. Please contact the Financial Aid office for specifics.
- J. Transfer Credit fee per course accepted is \$50.00.

Proficiency Credit Policy

Proficiency exams may be taken and credit awarded for math courses (MAT prefix) and English courses (ENG prefix) in the Nursing Programs with or without previous coursework upon achieving the designated minimum grade of “C” on the proficiency exam(s). In addition, with previous college credit that was insufficient in credits/hours for direct transfer, exams may be taken and credit awarded for Intro to Psychology and Growth and Development upon achieving the designated minimum grade of “C” on the proficiency exam(s). For previous college credit less than 5 years old that was insufficient in credits/hours for direct transfer, or for science courses taken over five years prior to enrollment, proficiency credit may be awarded for Anatomy & Physiology, Biology, Microbiology, and Pathophysiology, upon achieving the designated minimum grade of “C” on the proficiency exam(s).

Proficiency exams may be taken and credit awarded to returning AIAM students being readmitted for non-nursing courses previously taken and passed at AIAM in the same program in which student is being readmitted, but that are not directly transferable due to programmatic revision in which the course(s) has increased in hours/credits upon achieving the designated

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minimum grade of “C” on the proficiency exam(s). The proficiency exam fee is \$50 per exam, and 50 percent of the course fee will be charged for each associated course for each proficiency exam that is passed. The student must receive a minimum grade of “C” on the exam in order to have this grade and credits awarded for the course. If the minimum grade is not received, the student must take the course and pay the full tuition for that course.

Proficiency credit is not allowed for any nursing courses with NRS as the course prefix.

In the massage therapy, acupuncture, and medical assisting programs, any student wishing to challenge a transfer credit decision may be allowed to take a proficiency credit exam. A student may be permitted to take a proficiency examination for credit. Permission is given only in cases when it is evident that previous experience or study warrants and only after the student has been accepted into the program. The proficiency exam fee is \$50 per exam, and 50 percent of the course fee will be charged for each associated course for each proficiency exam that is passed. The student must receive a minimum grade of “C” on the exam in order to have this grade and credits awarded for the course. If the minimum grade is not received, the student must take the course and pay the full tuition for that course.

All requests for taking Proficiency Credit Exams must be made by the first day of the admitting quarter; All Proficiency Exams must be completed within the first 6 days of the admitting quarter. The credit will show on the transcript as PR (plus the grade) (i.e., PRA). The Academic Dean will make the final determination on all situations.

Proficiency exams may be taken only once per course. No retakes permitted!

Class Attendance Requirements

Students are expected to attend every class and clinic shift. Students are responsible for the attendance guidelines associated with the syllabus under which a class operates. Students sleeping in class will be counted as absent. Any late arrivals or early leaves will be counted as absent hours. Students are responsible for all of the information and skills covered in any class or portion of a class missed and should consult with their instructor on missed course materials. Each program may have additional requirements; please refer to the specific program section. Any student who is absent 14 consecutive calendar days will be withdrawn from their program.

Attendance Policy for the Massage Therapy, Medical Assisting, and Professional Master’s Level Acupuncture Programs

AIAM does take attendance, and students in the above programs must earn the hours for each class they take, as well as do the coursework. Each program has an amount of hours a student can miss, and still complete the classes. If a student misses more than these allowable hours, the hours have to be made-up. This can be done via a Make-Up Hours log. A signature from the corresponding instructor or supervisor is required before the log can be returned to the Registrar. Failure to make up hours required will result in interruption of financial aid, as well as VA benefits.

Per U.S. Department of Education regulations, students are allowed a limited number of absences (ten percent) in a payment period based on the programs published schedule in the catalog. The following is the policy for student in a typical schedule.

In the Massage Therapy Program, up to 18 hours a quarter may be missed; 24 hours a quarter or less may be missed in the part-time Medical Assisting Program; and, 30 hours a quarter or less may be missed in the full-time Medical Assisting program. Due to variations in schedules of the Professional Master’s Level Acupuncture Program, no more than ten percent of hours attempted per quarter can be missed. Additional attendance requirements for individual courses are specified by instructors.

Students with transfer credits or individualized schedules are subject to the same guidelines of a minimum of 90 percent attendance (or more, depending on instructor requirements) which will be calculated individually based on attempted hours per quarter/payment period.

Interruption of Veteran’s Administration (VA) Payments Due to Attendance

Veterans must adhere to the same attendance requirements as other students. Failure to do so will result in him/her being reported to the VA, which will interrupt the payment of benefits at that point.

Tardiness

At the start of each class, all late arrivals will be recorded as absent hours. Leaving class without instructor dismissal of class will also count as absent hours. Students are marked absent for time not in class. If you are ill, please call the administrative office to inform your instructor prior to scheduled class time.



Field Trips

Periodically, a field trip may be scheduled as part of a specific course, curriculum or syllabi. Prior to participating in an off campus field trip, student must complete the AIAM Waiver form which will be distributed by instructor.

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 unusual circumstances that may require other arrangements, which must be approved by the Academic Dean (or the Nursing Program Administrator, for Nursing programs.)

- Students who are absent the day of the exam or test and have an excused absence, approved by the Academic Dean (or the Nursing Program Administrator, for Nursing programs), will have seven days to make it up.
- Students who are absent the day of the final exam and have an excused absence, approved by the Academic Dean (or the Nursing Program Administrator, 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.
- All instructors should leave the make-up exam with the student's name on it with the Academic Coordinator.
If after seven days the student has not arranged a test make up time with the Academic Coordinator nor taken the test, the test is pulled, returned to the instructor and the student will receive a grade of zero (0).
- Make-up exams may be taken during regularly scheduled business hours of the Academic Coordinator and should be scheduled by the student with the Academic Coordinator, not "walk-in." 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.

Late Assignments

Late assignments will receive a 10 percent reduction in grade unless student has a documented or approved excused absence by the Academic Dean for all programs except Nursing, which will be approved by the Nursing Program Administrator or Academic Dean according to the attendance policy in the Nursing Program. Assignments not submitted within 7 days after the due date will receive a grade of zero (0). Regardless of the reason, if a scheduled Western Massage or 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.

Grading

Grading criteria is determined by each instructor, and usually includes class participation, written and practical assignments, exams, hands on technique, homework and special projects.

Students who have failed to complete the required coursework for a course due to circumstances beyond their control and only when the majority of the required course work has been completed, may receive a grade of Incomplete (I). Incomplete grades in courses must be completed within two weeks after the end of the quarter. An incomplete grade that is not completed within the allotted time is changed to a grade of "F" (fail) and must be retaken. Once a student retakes a course, both the old and new grade becomes a part of the student's academic record.

IT IS THE RESPONSIBILITY OF THE STUDENT, not the instructor, to resolve the "I" within the appropriate time frames. Failure to do so will result in an automatic change of the course grade to "F".

Students who graduate from the program with a 3.7 or higher GPA will graduate with honors.

A	95-100	4.0	I	Incomplete
A-	90-94	3.7	P	Pass
B+	87-89	3.5	W	Withdraw
B	83-86	3.0	K	Transfer
B-	80-82	2.7	F	Fail
C+	77-79	2.3	PRx	Proficiency Grade
C	70-76	2.0		
F	69 or below			

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Registration

After the first quarter of school, students in good academic and financial standing are automatically scheduled for the next quarter's courses beginning six weeks prior to the new quarter. Any student requiring an exception to the standard quarter's courses must contact the Academic Dean or the Nursing Program Administrator by the end of the current quarter but no later than the first week of the new quarter to make changes.

Adding a Course

All students who wish to add a course must submit an Add/Drop form to the Registrar. A student may add a course during the first five work days of a quarter. Courses must be approved by the Academic Dean or the Nursing Program Administrator and submitted to the Registrar's office on an Add/Drop form obtained from the Registrar. Any adds submitted after the deadline must be approved by the Academic Dean or the Nursing Program Administrator. The \$50 Add/Drop Fee will apply to these changes. Tuition for the course added will be billed and added to student's account.

Dropping a Course

A student may drop a course(s) without any notation made on their permanent record. However, the student must drop the course within 5 working days from the start of class. A student who never attends, stops attending a class, or does not request an ADD/DROP form within the required time frame will receive a letter grade of "F". The student must secure the Nursing Program Administrator or Academic Dean's signature on the Add/Drop form that can be obtained from the Academic Dean or Registrar's Office. The Academic Dean or the Nursing Program Administrator must approve any requests for dropping courses submitted after the deadline. The Academic Dean or the Nursing Program Administrator will include a notation of the last date of class attendance on the Add/Drop form. This form must be submitted to the Registrar's Office before the drop can be considered official. Failure to officially drop a course a student never attended can result in administrative charges for that course. Any refund if applicable, is based on the specific date a course is dropped utilizing the AIAM refund policy.

Remember, it is the student's responsibility to complete this entire process. Also, students receiving Financial Aid should consult with the Financial Aid Office prior to making a schedule change to determine the impact of such changes on their Financial Aid award. The \$50 Add/Drop Fee will apply to these changes.

The final add/drop date is five days after the first, seven-day week of the quarter with one grace day if this date falls on weekend. This applies for all courses taken in a specific quarter, irrespective of week in which the course begins. The AIAM academic calendar notes these dates for each quarter.

Satisfactory Academic Progress

All students enrolled at the American Institute of Alternative Medicine must maintain satisfactory academic progress in order to continue enrollment, to complete the program offered within the earlier of 1.5 times the length of the program, and to retain eligibility for Title IV financial assistance. Students will drop below SAP if they fail to be on track to complete the program in 1.5 times the program length. A minimum grade of 70 percent or Pass (P) is required in each course taken. Meeting the attendance requirements for each course according to the syllabus and/or the program guidelines is also required as a demonstration of satisfactory progress. Satisfactory progress is evaluated at the end of each payment period.

Academic Probation

Students who fail a course will be placed on academic probation for the following payment period. The student will be required to follow the academic improvement plan developed to help meet their academic goals.

At the conclusion of the academic probationary quarter, students with a GPA below 70 percent pass rate will remain on academic probation and those with a GPA of 70 percent or above will be removed from this status.

Unsatisfactory Progress

Any student placed on academic probation who fails to meet the objectives of the academic improvement plan and does not have a GPA of 70 percent or above, as well as meeting the attendance requirements for each course according to the syllabus and/or the program guidelines at the end of the probationary quarter, will be considered to not be making satisfactory academic progress. Students receiving VA benefits will be reported to the VA, which will interrupt his/her benefits.

Financial Aid Warning & Probation

Students are required to maintain Satisfactory Academic Progress both by maintaining a 70 percent/2.0 GPA and by staying on track to complete their program of study within 1.5 times the published length of the program. At the end of each payment period, students receiving financial aid with less than a 70 percent GPA will be placed on Financial Aid Warning as



a consequence of not making satisfactory progress. Warning status lasts for one payment period, during which students may continue to receive FSA funds if otherwise meeting Federal Financial Aid Eligibility requirements.

Students who are still failing to meet satisfactory progress by maintaining a less than 70 percent GPA after the warning period will lose their aid eligibility, unless they successfully appeal and are placed on Financial Aid Probation. Students who are identified as not making progress towards completion of their program of study within 1.5 times the program length are immediately placed on Financial Aid Probation.

When appealing to receive Financial Aid Probation status, a student must specify the reason for the failure to make Satisfactory Academic Progress. Examples of eligible reasons for appeal would be: injury, illness, the death of a relative, or other special circumstances. In the case of an appeal in regards to not meeting 1.5 standards, a student may also appeal with why they have fallen behind, and agreement to meet an academic plan to complete the program on time. An appeal must also address how circumstances will now allow for satisfactory progress to be met at the next evaluation (i. e., the end of the quarter or payment period). Appeals to regain financial aid eligibility must be submitted to the Financial Aid Office. Students will need to meet with the Financial Aid Office to develop an academic plan, and all requirements of this plan will have to be met. This is in addition to any academic plan required by program of education. If the appeal is granted, then the student will be placed on Financial Aid Probation. Students have up to three months in which to appeal their Financial Aid Probation to remain eligible for aid.

This status will last for one quarter, in which students must regain Satisfactory Academic Progress and meet all requirements of the academic plan set forth in order to regain financial aid eligibility. If after one quarter/payment period of Financial Aid Probation Satisfactory Academic Progress is not regained, students will lose all eligibility for financial aid. This cannot be further appealed. Students may be required to remain on Financial Aid Probation longer than one quarter or payment period in order to meet all requirements of their academic plan in order to help them complete their program requirements within the time frame specified.

Appeal Process

Any student who feels they have unusual or extenuating circumstances for not maintaining satisfactory progress may appeal their termination from enrollment or loss of financial aid eligibility. In extreme cases of hardship, the student may be given alternative opportunities to regain satisfactory progress. Student appeals must be submitted in writing to the Director of Student and Graduate Services within ten days from the date of dismissal. The student will receive a letter advising of AIAM's decision.

Auditing Courses

Students enrolled at AIAM may register to audit courses. No credit is given for audited courses. Each auditor must follow regulations for class attendance and do all the work required of a student enrolled in the course for credit, except take examinations. Tuition and Fees for auditing are the same as those charged when courses are taken for credit. Practicum courses are generally not available for auditing.

Course Evaluation

Students are provided the opportunity to communicate commendations and concerns about their courses or instructors through confidential course and faculty evaluations at the end of each quarter. Student Concern forms are also available for this purpose prior to the end of the course.

Student Access to Files

No information will be released to unauthorized persons, agencies or parents without written consent from the student. Release forms are available from the Director of Student and Graduate Services. Students' files contain personal, financial and academic information and are considered confidential. AIAM exercises extreme care in recording and maintaining student information. By state law, student files must contain name, dates of attendance, copy of diploma, transcript of courses and grades.

Students may view their files by making an appointment with the Director of Student and Graduate Services. If a student finds that they contain errors, or are inaccurate or misleading, the student may request that the records be amended. All files must be reviewed under the supervision of an AIAM administrative staff member.

Graduation

Upon successful matriculation and completion of the graduation requirements, in addition to fulfilling all financial obligations outlined for each program, students are eligible to participate in the AIAM commencement ceremony. Students not fulfilling all academic requirements as noted with a grade of "I" must do so within two weeks following the completion of the last quarter. Students in good financial standing are eligible to participate in the commencement ceremony for their class and will receive an official diploma. Those students not fulfilling their financial obligations, may not participate in the commencement ceremony.

Institute Policies

The official diploma will be issued once student's financial account is paid in full. Students planning to take the Massage and Bodywork Licensing Examination (MBLEx) should be mindful of being in good financial standing and of completing any grades of "I" within AIAM stated guidelines. Failure to complete "I" grades could result in students retaking a course and/or delaying the Massage and Bodywork Licensing Examination (MBLEx).

AIAM's NCCAOM Pre-graduate Exam Policy

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 the required courses to take each specific exam module:
 - Biomedicine Module: all courses through 7th quarter including 3105AW
 - Point Location Module: all courses through 7th quarter
 - Acupuncture Module: all courses through 7th quarter plus 3204AT
 - Foundations of Oriental Medicine Module: all courses through 7th quarter plus 3204AT
 3. Complete end of second-year counseling with Academic Dean prior to application
- Taking the NCCAOM exam does not constitute completion of the program and all students must continue their coursework successfully to graduate. This includes passing the graduation exam given by AIAM.

Leave of Absence (LOA)

Students may apply for a Leave of Absence (LOA). A leave of absence may be applied for in the case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the course as scheduled. Leave of absences are granted at the discretion of the Academic Dean. The request should be made in writing to the Academic Dean and should be requested as soon as the student determines the need.

Upon receipt of a written LOA request that is signed and dated by student, the Academic Dean will develop a plan outlining leave length, effective date and course make up plans. Failure to return from the LOA at the time specified in the plan, failure to call to reschedule that date or exceeding the 180 calendar days allowable will result in the student being dismissed from the program effective the last date of attendance.

The leave of absence period may not exceed 180 days within any 12-month period. More than one leave of absence may be granted in the event unforeseen circumstances arise, such as medical reasons affecting the student or a member of the student's immediate family, military service requirements, or jury duty, provided that the combined leaves of absence do not exceed 180 days within the 12-month period. AIAM permits students to return to class before the expiration of the student's LOA in order to review material previously covered. However, until the student has resumed the academic program at the point he or she began the LOA, the student is considered to still be on the approved LOA. AIAM will not assess the student any additional institutional charges associated with the quarter in which they leave.

Notification of military service may be written or oral and be given by the student or an appropriate officer or official of the Department of Defense. The student must give oral or written notice of intent to return to school within three years after the completion of the period of service. A student who is hospitalized or convalescing due to an illness or injury incurred or aggravated during the performance of service must notify AIAM within two years after the end of the period needed for recovery from the illness or injury. Failure to apply for readmission within these periods is subject to established leave of absence policy.

Withdrawal

Students who have been consistently absent from school and fail to register for the upcoming quarter will be considered withdrawn. It is recommended that any current student considering withdrawal consult the Academic Dean or Director of Finance and Financial Aid Office (if applicable) prior to withdrawing to determine the balance due to either AIAM and/or the government or other institution. Students should refer to the school's refund policy.

See *"Treatment of Title IV Aid When a Student Withdraws"* for additional information.

School Closing

In the event of bad weather, our policy is to close the school and clinics only when the county in which we are located (Franklin) declares a Level 3 emergency. Call the Franklin county Sheriff's Office if outside the area, 614.462.3333. Also watch for closing announcements on major television and radio stations for exceptions to the above. You may also check with your instructor or www.aiam.edu for current school closing information. AIAM uses a group communications platform, Regroup, for weather and emergency notifications as well, but the system requires your contact information on file be up-to-date.

Emergency Notifications

AIAM has a system in place for notifying students, faculty and staff of emergencies and AIAM Closings or Delays due to weather or other reasons. Notices are sent to individuals via a cell phone call, text message or email depending on the preference of each individual.

Fragrances and Perfumes

Due to client, peer and staff sensitivity to fragrances and perfumes, all AIAM staff, faculty and students should refrain from wearing such.

Smoking

The American Institute of Alternative Medicine is a non-smoking facility. This means smoking or use of chewing tobacco is prohibited in the building, on AIAM, Quality Inn or ARC Industries property. If you choose to smoke, you may do so in the privacy of your car and dispose of the cigarette butts there.

Also, prior to returning to class, please thoroughly wash hands, change clothes and establish a routine that will remove the smell of cigarettes from your clothing and hands. This odor is very offensive to classmates, patients and clients with whom you work. A student discount for treatment is available at the student Acupuncture clinic if you would like assistance with quitting your smoking habit.

Drug-Free School and Community Act

The American Institute of Alternative Medicine is a dynamic learning environment. Its students, faculty, staff, alumni, and guests interact in a wide variety of intellectual and social activities that may extend outside of the classroom. We value and promote an environment of legal and responsible alcohol use and support alcohol-free environments. We recognize alcoholic beverages may be available at some activities. Such activities are consistent with the AIAM's values when they foster moderation and safety in alcohol consumption.

AIAM complies fully with local, state, and federal regulations regarding the sale, possession and consumption of alcoholic beverages. The unlawful manufacture, possession, use or distribution of illicit drugs or controlled substances on campus or as part of AIAM activities is strictly prohibited. All members of the AIAM community are held responsible for their behavior and for respecting the rights of others. We are committed to providing the community with education as it relates to illicit drug use, the consumption of alcohol in general as it relates to high risk alcohol use, in particular. We provide programs, support and resources that promote making health-enhancing experiences a priority.

Definitions

open container: Any holder or receptacle that allows access to alcohol, including any bottle, can, or similar container on which the original seal has been broken. A bottle must be recorked by the permit holder.

physical control of a vehicle: Being in the driver's position of the front seat of a vehicle and having possession of the vehicle's ignition key or other ignition device.

Regulations Governing Alcoholic Beverages

Alcohol Guidelines: The use of alcoholic beverages is prohibited on AIAM's campus unless an exception for a special event is granted by the CEO or Academic Dean. When alcohol is present at an event, strict controls must be enforced in order to prevent underage drinking. These controls are consistent with local, state, and federal laws and AIAM's Student and Staff handbooks.

Policy Violations

1. Any student, faculty or staff member, or visitor found to be in violation of local, state, and/or federal law, or who violate AIAM's alcohol and other drug policies, are subject to disciplinary procedures and/or referral to the appropriate authorities for legal prosecution. Campus disciplinary sanctions include, but are not limited to, written warnings, loss of privileges, probation, participation in an alcohol or other drug assistance or rehabilitation program, suspension, and/or dismissal. Sanctions may also apply to off-campus conduct.
2. If alcohol violations occur, the following systems may be used:
 - a. Students are subject to appropriate discipline.
 - b. Faculty and Staff will be disciplined.
3. Alcohol policy violations can be reported the front desk who will forward the information to the appropriate personnel.

Institute Policies

Regulations Governing Illicit Drugs

The unlawful manufacture, possession, use or distribution of illicit drugs or controlled substances on campus or as part of AIAM activities is strictly prohibited. AIAM expects students, faculty, staff, and campus visitors to abide by all applicable local, state, and federal laws regarding illicit drugs and controlled substances.

Legal Requirements

Under local, state, and federal laws, it is a crime to do any of the following. For more information, see: www.com.ohio.gov/liqr and www.justice.gov/dea/agency/penalties.htm

Underage Drinking

1. Purchase, order, pay for, or share the cost of alcohol if you are under 21.
2. Possess alcohol if you are under 21.
3. Consume alcohol if you are under 21, unless it is provided by and consumed in the presence of your parent, legal guardian, or adult spouse.
4. Sell alcohol to, buy alcohol for, or furnish alcohol to anyone under 21, even if you are the parent, legal guardian, or adult spouse in your own home or apartment.
5. Allow anyone under 21 who possess or consumes alcohol to remain in your home, apartment, or in other property that you own or occupy.

False Identification

1. Show or give false information about your name, age, or other identification to purchase or obtain alcohol if you are under 21.
2. Provide false information about the name, age or other identification of another person under 21 to purchase or obtain alcohol for that person.

Open Containers

1. Have an open container of alcohol in your possession in any unlicensed public place.
2. Have an open container of alcohol in your possession while driving or riding in or on a motor vehicle.
3. Have an open container of alcohol in your possession while in or on a motor vehicle that is parked in or on a highway, street, or other place open to the public for parking.

Transportation

1. If you are under 21, you are considered to be driving under the influence if your blood alcohol level is .02 or higher and 0.08 at age 21. Refusing an alcohol test results in an immediate administrative license suspension.
2. Consume alcohol while in a motor vehicle.
3. Drive while under the influence of alcohol.
4. Be in physical control of a vehicle while drinking or under the influence of alcohol.

Disorderly Conduct

1. Engage in conduct that offends, inconveniences, annoys, or alarms others or that poses a risk of physical harm to yourself, to others, or to property while you are voluntarily intoxicated.

Alcohol Sales

Hold an event where alcohol is sold, or an event where alcohol is provided without charge but there is an entrance fee, cover charge, or other fee, without an appropriate permit. Information on how to obtain a temporary liquor permit is available from the Ohio Division of Liquor Control by phone at 614-644-2431 and on the web at www.com.ohio.gov/liqr. You must also have permission to serve alcohol on campus from the CEO or Academic Dean.

Illicit Drugs

1. Selling or offering to sell any controlled substance, or preparing or packaging any controlled substance for sale.
2. Distributing any controlled substance.
3. Knowingly obtaining, possessing, or using a controlled substance.

State of Ohio Alcohol and Drug Law Criminal Sanctions

1. Underage Drinking: Ohio Revised Code (O.R.C.) 4301.63 provides that no person under the age of 21 shall purchase beer or intoxicating liquor. Penalty for a violation: A fine of not less than \$25 but not more than \$100 may be imposed. The court may order that the fine be paid by the performance of public work at a reasonable hourly rate established by the court, and may specify the designated time in which the public work shall be completed.

2. False identification used to purchase alcohol for someone under 21: O.R.C. Section 4301.633 provides that no person shall knowingly furnish any false information as to the name, age, or other identification of any person under 21 years of age for the purpose of obtaining or with the intent to obtain, beer or intoxicating liquor for a person under 21 years of age, by purchase, or as a gift. Penalty for a violation: Violation of O.R.C. section 4301.633 is a misdemeanor of the first degree. The maximum penalty is imprisonment for not more than 6 months and a fine not more than \$1,000.
3. False identification used to purchase alcohol by someone under 21: O.R.C. Section 4301.634 provides that no person under the age of twenty-one years shall knowingly show or give false information concerning the person's name, age, or other identification for the purpose of purchasing or otherwise obtaining beer or intoxicating liquor in any place in this state where beer or intoxicating liquor is sold under a permit issued by the division of liquor control or sold by the division. Penalty for violation: Violation of O.R.C. Section 4301.634 is a misdemeanor of the first degree, punishable by up to 6 months imprisonment and fines up to \$1,000. If a false or altered state identification card was used in commission of a violation of O.R.C. Section 4301.634, the punishment is a first degree misdemeanor with a fine of at least \$250 to \$1,000 and up to six months imprisonment.
4. Open container in a motor vehicle: O.R.C. Section 4301.64 prohibits the consumption of beer or intoxicating liquor in a motor vehicle. Penalty for violation: A violation of O.R.C. Section 4301.64 is a misdemeanor of the fourth degree punishable by up to thirty days in jail and a fine up to \$250.
5. Furnishing or selling alcohol to someone under 21: O.R.C. Section 4301.69(A) prohibits any person from selling or furnishing beer or intoxicating liquor to an person under 21 years of age, or buying it for any person under the age of 21. Penalty for violation: Violation of O.R.C. Section 4301.69(A) is a misdemeanor punishable by a fine of at least \$500 but not more than \$1,000, and in addition imprisoned for up to 6 months.
6. Underage purchase, possession or consumption of alcohol: O.R.C. Section 4301.69(E) provides that no underage person shall knowingly order, pay for, share the cost of, attempt to purchase, possess, or consume any beer or intoxicating liquor in any public or private place or knowingly be under the influence of any beer or intoxicating liquor unless he or she is accompanied by a parent, spouse, or legal guardian who is not an underage person, or unless the beer or intoxicating liquor is given for religious purposes or by a physician for medical purposes. Penalty for violation: A violation of O.R.C. Section 4301.69(E) is a misdemeanor of the first degree. The maximum penalty is imprisonment for not more than 6 months and a fine up to \$1,000.
7. Driving while intoxicated: O.R.C. Section 4511.19 prohibits any person from driving a motor vehicle while under the influence of alcohol or drugs. Penalty for violation: A violation of O.R.C. Section 4511.19 is a misdemeanor of the first degree, the maximum penalty for which is a jail term of up to 6 months and a fine up to \$1,000. In addition, the court may impose additional fines, community rehabilitation or intervention programs, and suspend or revoke the offender's driver's license. Additional penalties exist for repeat offenders of O.R.C. Section 4511.19.
8. Selling or distributing illicit drugs: O.R.C. Section 2925.03 prohibits any person from selling or offering to sell any controlled substance, preparing or packaging any controlled substance for sale, or distributing any controlled substances. Penalty for violation: Anyone who violates this statute is guilty of drug trafficking. Violation of this statute is a felony, the level of which depends on the specific criteria set forth in Section 2925.03(C), including type and weight of drug. The minimum penalty for a fifth degree felony can include 6 to 12 months in jail and/or a fine up to \$2,500. The maximum penalty for a first degree felony can include imprisonment up to 10 years and a fine up to \$20,000.
9. Possessing or using illicit drugs: O.R.C. Section 2925.11 prohibits any person from knowingly obtaining, possessing, or using a controlled substance. Penalty for violation: Violation of this statute is drug abuse, which may be a misdemeanor or a felony depending on the specific criteria set forth in Section 2925.11(C), including type and weight of drug. The minimum penalty, a fourth degree misdemeanor, is punishable by imprisonment of up to 30 days and a fine up to \$250. The maximum penalty, a first degree felony, is punishable by up to 10 years in prison and a fine up to \$20,000.

This information is provided as a general summary of the major applicable laws. Laws frequently are amended and reinterpreted, and the application of law to specific situations generally requires an analysis of all of the facts and circumstances. This information should not be substituted for specific legal advice. If you are charged with a crime it is a good idea to seek advice of an attorney. Legal representation is not permitted for student judiciary processes. Updates to these laws are generally reflected on the websites mentioned here, but individuals are ultimately responsible for knowing the laws. This information should not be substituted for specific legal advice.

Violation of the laws referenced previously may also be a violation of AIAM's Student Handbook and policies and rules and could result in sanctions. It should also be noted that AIAM's expectations for appropriate behavior may be higher than those under the law.

Institute Policies

Federal Drug Laws

Federal law prohibits the trafficking and illegal possession of controlled substances as outlined in 21 United States Code, Sections 841 and 844. Depending on the amount possessed, first offense maximum penalties for trafficking marijuana range from five years' imprisonment with a \$250,000, fine to imprisonment for life with a \$4 million fine for an individual, and from five years' imprisonment with a \$1 million fine to imprisonment for life with a \$20 million fine for more than one offender. Also depending on the amount possessed, first offense maximum penalties for trafficking Class I and Class II controlled substances (methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl analogue) range from five years' imprisonment with a \$2 million fine to imprisonment for life and a \$4 million fine for an individual, and from five years' imprisonment with a \$5 million fine to imprisonment for life and a \$10 million fine for more than one offender. First offense penalties for simple possession, 21 USCS §844, range from at most one years' imprisonment or at least a \$1,000, fine, or both; to at most 20 years' imprisonment and at least a \$1,000, fine. For the most current and complete information regarding Federal penalties for drug trafficking, visit the U.S. Drug Enforcement Administration's website at: www.justice.gov/dea/agency/penalties.htm.

Prevention and Assistance

Alcohol and other drugs affect the health and safety of students, faculty, staff, and campus visitors, and interferences with the learning environment. AIAM is committed to providing a safe, healthy learning community.

Health Effects of Alcohol

Alcohol is a central nervous system depressant that is rapidly absorbed from the stomach and small intestine into the bloodstream. A standard drink equals 0.6 ounces of pure ethanol, or 12 ounces of beer; 8 ounces of malt liquor; 5 ounces of wine; or 1.5 ounces (a "shot") of 80-proof distilled spirits or liquor (e.g., gin, rum, vodka, or whiskey).

Risks and Possible Health Effects	
Intoxication	Intoxication can impair brain function and motor skills. Intoxication increases the risk of death from automobile crashes, the leading cause of death of college-aged people.
Heavy drinking <i>Men: More than 4 drinks on any day or more than 14 drinks per week. Women: More than 3 drinks on any day or more than 7 drinks per week.</i>	Heavy drinkers have a greater risk of liver disease, heart disease, sleep disorders, depression, stroke, bleeding from the stomach, sexually transmitted infections from unsafe sex, and several types of cancer (liver, mouth, throat, larynx and esophagus). They may have problems managing diabetes, high blood pressure, and other conditions.
Injuries	Drinking too much increases your chances of being injured or even killed. Alcohol is a factor, for example, in about 60% of fatal burn injuries, drownings, and homicides; 50% of severe trauma injuries and sexual assaults; and 40% of fatal motor vehicle crashes, suicides, and fatal falls.
Birth Defects	Drinking during pregnancy can cause brain damage and other serious problems in the baby. Because it is not yet known whether any amount of alcohol is safe for a developing baby, women who are pregnant or may become pregnant should not drink.
Alcohol use Disorders	Alcoholism or alcohol dependence is a diagnosable disease characterized by a strong craving for alcohol, and/or continued use despite harm or personal injury. Alcohol abuse, which can lead to alcoholism, is a pattern of drinking that results in harm to one's health, interpersonal relationships, or ability to work.
Sources: National Institute on Alcohol Abuse and Alcoholism and National Institute on Drug Abuse	



Health Effects of Commonly Abused Drugs (i.e. illegal or not used as prescribed)

<p>Cannabinoids Hashish Marijuana</p>	<p>Intoxication can impair brain function and motor skills. Intoxication increases the risk of death from automobile crashes, the leading cause of death of college-aged people.</p>
<p>Depressants: Barbiturates (<i>Phenobarbital</i>) Benzodiazepines (<i>Ativan, Valium</i>) Flunitrazepam (<i>Rohypnol</i>) GHB & Methaqualone (<i>Quaalude</i>)</p>	<p>Fatigue; confusion; impaired coordination, memory, judgment; addiction; respiratory depression and arrest; death. For Barbiturates: depression; unusual excitement; fever; irritability; poor judgment; slurred speech; dizziness; life-threatening withdrawal. For Benzodiazepines: dizziness For Flunitrazepam: visual and gastrointestinal disturbances; urinary retention; memory loss for the time under the drug's effects. For GHB: drowsiness; nausea/vomiting, headache; loss of consciousness; loss of reflexes; seizures; coma; death. For Methaqualone: depression; poor reflexes; slurred speech; coma.</p>
<p>Dissociative Anesthetics: Ketamine PCP and analogs</p>	<p>Memory loss; numbness; nausea/vomiting. For Ketamine: at high doses; delirium; depression; respiratory depression and arrest. For PCP and Analogs: possible decrease in blood pressure and heart rate; panic; aggression; violence/loss of appetite; depression.</p>
<p>Hallucinogens: LSD Mescaline Psilocybin</p>	<p>Altered states of perception and feeling; nausea; persisting perception disorder (flashbacks.) For LSD and Mescaline: increased body temperature, heart rate, blood pressure; loss of appetite; sleeplessness; numbness. For LSD: persistent mental disorders. For Psilocybin: nervousness, paranoia.</p>
<p>Opioids and Morphine Derivatives: Codeine (<i>Robitussin A-C, Tylenol with Codeine</i>) Fentanyl (<i>Duragesic</i>) Heroin Morphine Opium Oxycodone HCL (<i>Oxycontin</i>) Hydrocodone Bitartrate Acetaminophen (<i>Vicodin</i>)</p>	<p>Nausea; constipation; confusion; sedation; respiratory depression and arrest; tolerance; addiction; unconsciousness; coma; death. For Codeine: less analgesia, sedation, and respiratory depression than morphine. For Heroin: staggering gait.</p>
<p>Dextromethorphan (<i>Found in some cough and cold medications</i>)</p>	<p>Memory loss; numbness; nausea/vomiting</p>
<p>Inhalants (<i>Solvents, gases, nitrites</i>)</p>	<p>Unconsciousness; cramps; weight loss; muscle weakness; depression; memory impairment; damage to cardiovascular and nervous systems; sudden death</p>
<p style="text-align: right;"><i>List continues on next page.</i></p>	

Institute Policies

Risks and Possible Health Effects	
Stimulants: Amphetamine Cocaine MDMA Methamphetamine (<i>Ritalin</i>) Nicotine	<p>Rapid or irregular heart beat; reduced appetite; weight loss; heart failure; nervousness; insomnia.</p> <p>For Amphetamine: rapid breathing/tremor; loss of coordination; irritability; anxiousness, restlessness; delirium; panic, paranoia; impulsive behavior; aggressiveness; tolerance; addiction; psychosis.</p> <p>For Cocaine: increased temperature/chest pain; respiratory failure; nausea; abdominal pain; strokes; seizures; headaches; malnutrition; panic attacks.</p> <p>For MDMA: mild hallucinogenic effects; increased tactile sensitivity; empathic feelings/impaired memory and learning; hyperthermia; cardiac toxicity; renal failure; liver toxicity.</p> <p>For Methamphetamine: aggression; violence; psychotic behavior/memory loss; cardiac and neurological damage; impaired memory and learning; tolerance; addiction.</p> <p>For Nicotine: additional effects attributable to tobacco exposure; adverse pregnancy outcomes; chronic lung disease; cardiovascular disease; stroke; cancer.</p>
Other Compounds: Anabolic steroids (<i>Anadrol</i>)	<p>Hypertension; blood clotting and cholesterol changes; liver cysts and cancer; kidney cancer; hostility and aggression; acne; in adolescents- premature stoppage of growth; in males- prostate cancer; reduced sperm production; shrunken testicles; breast enlargement; in females- menstrual irregularities; development of beard and other masculine characteristics.</p>
<p>Source: www.drugabuse.gov/DrugPages/DrugsofAbuse.html</p>	

Education and Treatment Resources

All faculty, staff and students are encouraged to seek help early in the discovery of a problem with alcohol and/or other drugs, and to learn how to assist others with problems related to substance abuse. The earlier assistance is obtained, the less likely there will be serious, negative consequences resulting from an alcohol or other drug problem. Persons seeking assistance for a substance abuse problem will not be sanctioned by AIAM as a result of seeking such assistance. The following are some resources for confidential assistance.

Off Campus Resources

1. Support for someone who grows up with an alcoholic parent and for families and friends of alcoholics Adult Children of Alcoholics (ACOA) and AL-ANON: 614-253-2701 • www.adultchildren.org/al-anon.alateen.org
2. Intensive Outpatient & Transitional Housing for Women & Children Amethyst, Inc.: 614-242-1284 • www.amethyst-inc.org
3. Support for those who seek recovery from cocaine, Cocaine Anonymous (CA): 614-251-1122 • www.ca.org
4. 12-step program for recovering drug addicts, Narcotics Anonymous (NA): 614-252-1700 • www.na.org
5. Adult inpatient and outpatient programs including highly specialized treatment tracks, and outpatient program for adolescents dealing with addictions, Talbot Recovery Services: 614-257-3760
6. Addiction recovery services, from a holistic behavioral healthcare perspective, to individuals and families regardless of ability to pay and to return to our community recovering men, women, and children, Maryhaven: 614-445-8131 • www.maryhaven.com/home.asp
7. Intensive outpatient assessment, counseling, groups, medical services, and medication in association with addictions including special programs for adolescents and OVI offenders, Parkside Recovery Services (The Woods at Parkside): 614-471-2552 • www.thewoodsatparkside.com



Hotlines

1. Alcoholics Anonymous: 614-253-8501
2. Al-Anon/Al-Teen: 614-253-2701
3. Choices for Victims of Domestic Violence: 614-224-4664
4. Cocaine Hotline: 614-443-COKE
5. Hope Hotline: 614-228-4673
6. Narcotics Anonymous: 800-451-3000
7. Suicide Hotline: 614-221-5445

Sexual Assault Prevention Policies

School employees and students are expected to abide by all local, state, and federal criminal laws. AIAM educates the student community about acceptable student conduct including the desire to have the campus free from sexual assaults through mandatory new student orientations four times a year. All programs taught at AIAM involve interpersonal relations and physical touch. Across all curriculums, students receive education on establishing boundaries relative to touch and ethics. Recognition of signs and symptoms associated with sexual assault is included in many academic classes as well. Literature is available in the AIAM information Center as well as from the Director of Student and Graduate Services. Student conduct policies require that students not engage in any sexual activity and/or any sexual innuendo or sexual harassment on school premises. Sexual harassment is defined as unwelcome advances, requests for sexual favor, or other verbal, visual, or physical actions of a sexual nature.

Criminal Sanctions/Disciplinary Actions

The Ohio revised Code 2907.01-2907.09 provides legal definitions and categories for sexual offenses. These include sexual assault, sexual contact, sexual conduct, public indecency, voyeurism, sexual imposition, gross sexual imposition, sexual battery, and rape. In addition to criminal sanctions and possible liability under such laws, acts of sexual assault and non-consensual sexual contact will be subject a student to institutional disciplinary action. Violation of school policies for students may result in written reprimand, suspension, probation or dismissal and employees will be subject to warning, suspension or termination from employment.

Seeking Assistance

If you are a victim of a sexual assault on the campus of AIAM, you should:

1. Call 911
2. Get to a safe place
3. Notify the campus security authority
4. Get medical assistance and maintain evidence
5. Get Emotional Support/Crisis Intervention
6. File a police report with the Columbus Police. This will not obligate the victim to prosecute
7. Seek Academic Options if needed

Students can receive assistance from:

1. The Director of Student and Graduate Services (614) 825-6255
2. Columbus Police Department (911)
3. St. Ann's Hospital, 500 S. Cleveland Avenue, Westerville, Ohio 614-898-4000
4. Sexual Assault Response Network 614-267-7020.

The Director of Student and Graduate Services is available to help refer students to the appropriate off campus resources when such requests are made. Off campus sexual assaults should be reported to the Columbus Police (911)

Academic Issues

Sexual assaults can affect a victim's academic performance. Students may seek assistance with academic issues through the office of the Academic Dean at 614-825-6255. The Academic Dean will work collaboratively with the student and their program lead instructors or administrator.

Legal Issues

The student who states that a sex offense has occurred has the right to pursue prosecution in a court of law. Even if the student does not want to press charges, they can speak with a police officer regarding the assault in order to keep all options open for the future. A victim has a choice about whether to pursue prosecution. Even if a victim initially chooses not to prosecute, it can be helpful to

Institute Policies

report an assault to police right away and to seek immediate medical care so that prosecution can be pursued at a later date if the victim chooses to do so. This allows for timely evidence collection and early interviews with the victim and witnesses, and gives more credibility if prosecution is pursued at a later date. Awareness and Prevention of Sex Offenses information is disseminated in the AIAM Information Center.

Procedures for On-Campus Student Conduct Proceedings Involving Reported Sexual Misconduct

The following procedures and rights are applicable to the complainant in cases involving reported sexual misconduct by a student whether on or off campus:

1. The complainant may submit a written complaint of the alleged offense to the Director of Graduate and Student Services, 6685 Doubletree Avenue, Columbus, Ohio 43229
2. The complainant will be provided with an interview conducted by the Director of Student and Graduate Services, the student council liaison for complainant's program, and a non-AIAM affiliated person appointed by the Director of Student and Graduate Services. He/she shall describe the due process and hearing procedures for the alleged violator and the rights of the complainant. Rights of the complainant include the following:
 - a) To receive written notification of the time and place of the hearing
 - b) To have a staff person of their choosing present during a campus student conduct proceeding
 - c) To receive explanation of the degree of the burden of proof, which is "more likely than not" in campus student conduct proceedings, in contrast to "beyond a reasonable doubt" in criminal proceedings
 - d) To remain present during the entire proceeding
 - e) To present information and witnesses in his/her own behalf
 - f) To hear and respond to information and testimony presented at the hearing
 - g) To make a "victim impact statement"
 - h) Not to have irrelevant sexual questions or history considered during a hearing
 - i) Not to have the underage consumption of alcohol considered

Both the complainant and the respondent shall be informed of the outcome of any campus student conduct proceeding brought forward alleging sexual misconduct. Both the complainant and respondent have the right to appeal the outcome of the student conduct process. Information on appealing is found in AIAM Catalog. Students may find information regarding registered sex offenders at www.nsopw.gov. Students may also contact the local police department or the regional state police for information regarding sexual predators. The Franklin County Sheriff's office maintains a list of offenders within a specified radius of your house, business, school, or other desired address at www.icrimewatch.net

Infectious Conditions

Hands-on healthcare requires the client and practitioner to know and use safeguards against the spread of infectious conditions. A person who is experiencing abnormal or uncontrollable secretion or excretion of bodily fluids (e.g. abnormal bleeding, vomiting, or diarrhea) should not give or receive a massage. A person with highly contagious infections should not give or receive a massage until the condition has passed the infectious stage. Weeping lesions or infected wounds on the student or client should be brought to the attention of the clinic supervisor. It is the student's responsibility to report any possible infectious condition and to abstain in giving or receiving treatments. The student may proceed with the therapy if the client is in agreement and the areas of broken skin are protected from touching the other person. The student practitioner must use disposable gloves or a finger cot if the skin is broken on the hand(s). First Aid kits may be found in the employee's restroom, teacher's lounge and student clinic workroom.

Personal Injuries While on Campus

Any student or staff person who injures him/herself while on AIAM campus must report the accident to the appropriate staff in charge. The person injured must complete the AIAM Universal Accident / Incident Report Form and turn it into the staff on duty that will forward the form to the Director of Student and Graduate Services. If the injury warrants, appropriate school personnel will call 911 for emergency medical care. AIAM students and staff are encouraged to exercise care as they move through their daily routines on AIAM property. Accident forms are at the front desk, teacher and student lounges in file cabinets.

Campus Security

Any student bringing or bearing firearms or other lethal weapons on campus is grounds for immediate dismissal from AIAM. Any student or staff person who witnesses a crime in progress or has knowledge that a crime has transpired must report the incident to the receptionist in the school lobby who then informs the Director of Student and Graduate Services. If the receptionist is not available, the incident should be reported to the Director of Student and Graduate Services or other school personnel. The receptionist, Director of Student and Graduate Services, or school personnel will call 911 if police intervention or follow-up is warranted. The staff on duty should complete the AIAM Universal Accident/Incident Report Form located at the front desk, teacher workspace and forward to the Director of Student and Graduate Services. The Director of Student and Graduate Services will keep all incident reports and records for each crime that is reported.

The American Institute of Alternative Medicine is located at
6685 Doubletree Avenue, Columbus, Ohio 43229
and is accessible to students during the following hours:

Monday	8 a.m. – 10 p.m.	Friday	8 a.m. – 5 p.m.
Tuesday	8 a.m. – 10 p.m.	Saturday	9 a.m. – 3 p.m.
Wednesday	8 a.m. – 10 p.m.	Sunday	11 a.m. – 5 p.m.
Thursday	8 a.m. – 10 p.m.		

These hours are subject to change based on student clinic hours. With the exception of the main lobby and student entrance, all outside doors are locked. Staff offices are locked when not attended. AIAM employs no security personnel. The school Office Manager is responsible for the building's security.

It is AIAM's policy to accurately and promptly report all crimes to the appropriate local police agency. Four times a year, during student orientation, AIAM conducts a presentation on security and crime prevention, which outlines procedures to be followed when reporting any offenses and the available options of notifying law officials. There is off campus counseling for victims of a sexual offense. Institutional disciplinary action—including suspension, dismissal, probation or any other form of disciplinary action—will be taken in any case of alleged sexual offense, and students or staff will be immediately dismissed if found guilty of any sexual offenses. AIAM continues to provide a safe campus environment for students as noted in our Annual Campus Crime Reports. A copy of this report is available in the Admissions Office.

For AIAM's policy regarding the possession, use and sale of alcoholic beverages and illegal drugs, see the Substance Abuse Policy as stated in this catalog's Student Policies section. For a detailed listing of criminal offenses in the public geographical area in which AIAM resides, please contact the Director of Student and Graduate Services.

AIAM Photographs

Throughout your term as an AIAM student, classroom, clinic and other school photographs may be taken as part of the school history and marketing. These photos may be used on the AIAM website, in AIAM advertising and publications, and for AIAM marketing. Your signature on the enrollment agreement is consent for AIAM to use your photograph for these purposes.

Campus Location



Driving Directions

From I-270 take the Cleveland Ave. Exit, North. At the first traffic light, turn west (left) onto Schrock Road. At the fourth traffic light, turn south (left) onto Doubletree Avenue and then an immediate right turn into the parking lot. We are the single story, brick building on the southwest corner of Doubletree and Schrock with our parking lot behind the building.

From I-71 take the Rt. 161 exit and turn west (if you came from the north, turn right or if you came from the south, turn left). At the first traffic light, turn right onto Busch Blvd. Continue on Busch until it ends at Schrock Road, then turn east (right). At the next light, turn south (right) onto Doubletree Avenue and then an immediate right turn into the parking lot.

From Rt. 23 heading south, turn left on to Wilson-Bridge Rd. (1st traffic light after I-270). Wilson-Bridge turns into Huntley Rd. when you cross Worthington-Galena. Continue on Huntley to Schrock. Turn left onto Schrock Rd. Turn right at 2nd traffic light onto Doubletree. Take an immediate right into parking lot.



***We believe that
your success is
our success.***



**6685 Doubletree Avenue
Columbus, Ohio 43229**
ph **(614) 825.6255**
fax **(614) 825.6279**
info@aiam.edu
1489T

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www.aiam.edu