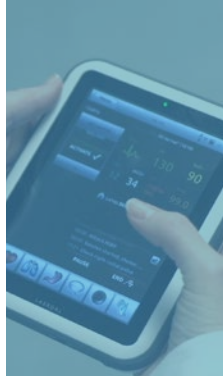
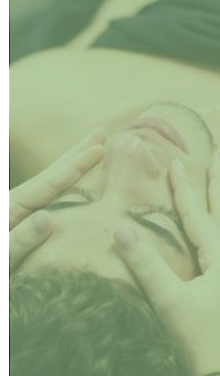


SPRING  
**2018**  
School Catalog



 Acupuncture

 Massage Therapy

 Practical & Registered Nursing

*We believe your success  
is our success.*

American Institute of  
Alternative Medicine

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Columbus, Ohio 43229

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*AIAM.edu*

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*This catalog is certified as true and correct in  
content and policy. At the time of publication,  
every effort was made to assure that this  
catalog contains accurate information.*

*Please refer to the catalog addendum  
for any changes and/or revisions  
that have occurred since the  
catalog's published date.*

**1489T**



## AIAM's Mission

*The American Institute of Alternative Medicine (AIAM) is a private higher education institution whose mission is to empower by promoting a holistic approach to wellness. AIAM models an integrative approach to develop and inspire compassionate professionals, nurture vibrant lives, and foster a healthy community.*

## Vision

*Transforming Healthcare Holistically*

## Motto

*Your success is our success.*



## Our Facility

The building that houses the American Institute of Alternative Medicine includes several academically-focused spaces consisting of:

- 12 lecture rooms
- 2 conference rooms
- 2 consultation rooms
- a nursing lab
- clinical spaces with 14 treatment rooms
- a quiet library with computers for student use
- a kitchen area with seating for students and a courtyard with picnic tables
- instructor office spaces
- administrative offices
- various meeting spaces



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# Welcome!

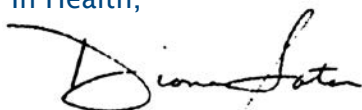
Thank you for your interest in the American Institute of Alternative Medicine (AIAM)—a private, higher education institution. At AIAM, we understand the challenge of choosing a school and an educational program designed to help you reach your life goals. AIAM’s cohesive administration is caring, dynamic, professionally experienced and is continually working to support our students’ ambitions and goals—we believe 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 Acupuncture, Western Massage Therapy or Nursing. 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.

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!***  
***We look forward to seeing you in class soon!***

In Health,



***Diane M. Sater***  
*AIAM Co-owner & CEO*





**Diane Sater** B.S., LMT  
*Owner, Chief Executive Officer*



**Mark Sullivan** B.S.  
*Campus President*



**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:

Corinne Bantum, MILS  
*Library Manager*

Debbie Brewer  
*Financial Aid Officer*

Ashleigh Bryan  
*Marketing Coordinator,  
Assistant Registrar*

Jeni Bynes  
*Systems Administrator*

Hong Chen, L.O.M., L.Ac., MS  
*Acupuncture Clinic Manager  
and Program Coordinator*

Barry Cook, MBA, CPA  
*Controller*

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Coordinator*

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*Director of Student Services,  
Senior Registrar*

Greg Reed  
*Senior Admissions Representative*

Ulrike Rosser, MFA  
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VA Certifying Official*

Kelly Sprague, LMT  
*Massage Clinic Manager*

Anne Sullivan  
*Director of Business Operations*

Khadie Thomas, MSN-Ed, FNP, RN  
*Director of Nursing*

Kathy Weber, BA  
*Senior Admissions Representative*

# Accreditations & Approvals

## AIAM is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201  
ph: 703.247.4212

## AIAM is authorized by the Ohio Department of Higher Education.

25 South Front Street  
Columbus, Ohio 43215  
ph: 614.466.6000

## AIAM is registered with the Board of Career Colleges and Schools for the State of Ohio (1489-T).

30 E. Broad Street, Suite 2481  
Columbus, Ohio 43215  
ph: 877.275.4219

## Program Approvals:

### Acupuncture

The Master Degree 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

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

[www.acaom.org](http://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.*

### Massage Therapy

AIAM's Western Massage Therapy Program is approved by:

State Medical Board of Ohio  
30 E. Broad Street, 3rd Floor  
Columbus, OH 43215  
ph: 614.466.3934

[www.med.ohio.gov](http://www.med.ohio.gov)

### Nursing

AIAM's Nursing programs are approved by:

Ohio Board of Nursing  
17 South High Street, Suite 660  
Columbus, Ohio 43215-7410  
ph: 614.466.3947

[www.nursing.ohio.gov](http://www.nursing.ohio.gov)

## 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 the community. From one program started with 14 students, to now four programs with more than 200 students and 1,500+ alumni practicing across the United States, Virgin Islands, Europe, and Asia—AIAM's ongoing goal is to continuously evolve while furthering the understanding and utilization of therapies.

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.

### School History Timeline:

1990

#### AIAM Started as Massage Away, Inc.

*Diane Sater and Helen Yee co-founded Massage Away and it was Central Ohio's largest therapeutic clinic.*

1994

#### Massage Away, Inc. School of Therapy Began

*The massage clinic's growth, overwhelming customer demand and the need for quality massage therapists led to the first Western Massage Therapy program, starting with 14 students.*

2000

#### Key Accreditations & Financial Aid Milestones

*The Accrediting Commission of Career Schools & Colleges (ACCSC) granted full institutional accreditation. The school was approved to offer financial aid benefits with the U.S. Department of Education.*

2002

#### AIAM was Established with 2 New Programs

*The school's name was changed to the American Institute of Alternative Medicine. Chinese Massage Therapy and Acupuncture curricula were added to reflect a broader mission. AIAM's Acupuncture Program was the first in Ohio and a pioneer in providing educational environments integrating both Eastern and Western healing modalities.*

2004

#### ACAOM Granted Candidacy for Acupuncture Program

*The Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) approved AIAM Acupuncture graduates to sit for national certification exam.*

2007

#### Acupuncture Program Became Fully Accredited

*AIAM's Professional Master's Level Acupuncture Program was recognized by ACAOM; showing a maintained dedication to preparing students to be certified Acupuncture and Oriental medicine practitioners.*

2010

#### New Nursing Programs were Established

*Developed with a blend of holistic and Western medical philosophy, Practical Nursing (PN) and Registered Nursing (RN) were added as curriculum options.*

2013

#### AIAM Added Direct Entry Option to RN Program

*Students with no previous nursing education were able to enroll into a 24-month RN curriculum.*

2015

#### AIAM Becomes 2-Year Tuition Hero 2014 and 2015

*AIAM is awarded the Tuition Hero badges for 2014 and 2015 for not raising tuition.*

2016

#### AIAM is approved to add Master Degree in Acupuncture

*Students applying to Acupuncture Program are required to have Bachelor's degree and will graduate with a Master Degree.*

*New clinical offering by Acupuncture Faculty for prescribed Chinese Herbs.*



# Academic Calendar

## 2018 Academic Year:

Winter Term Starts .....	January 7
Winter Term Add/Drop Deadline .....	January 12
Winter Term Ends .....	March 31
Spring Break ( <i>no classes</i> ) .....	April 1 – April 7
Spring Term Starts .....	April 9
Break for Faculty Development ( <i>no classes</i> ) ..	April 10
Spring Term Add/Drop Deadline .....	April 13
Memorial Day Holiday .....	May 28
Spring Term Ends .....	July 3
Summer Break ( <i>no classes</i> ) .....	July 4 – 8
Summer Term Starts .....	July 9
Summer Term Add/Drop Deadline .....	July 13
Labor Day Holiday .....	Sept. 3
Summer Term Ends .....	Oct. 1
Fall Term Starts .....	Oct. 2
Fall Term Add/Drop Deadline .....	Oct. 8
Break for Faculty Development ( <i>no classes</i> ) ..	Oct. 31
Thanksgiving Holiday .....	Nov. 22
Fall Term Ends .....	Dec. 27
Winter Break ( <i>no classes</i> ) .....	Dec. 25,26,28,29,30,31 and Jan 1 – 6, 2019

## Program Schedules

### **Acupuncture** (*Fall Quarter Only*)

Wednesday through Friday 8am to 5pm; clinicals may be outside regular hours, including evenings and weekends.

### **Western Massage Therapy** (*All Quarters*)

Fridays and Saturdays 8am to 5pm; clinicals may be outside regular hours, including evenings and weekends.

### **Practical Nursing** (*All Quarters*)

Classes may be scheduled Monday through Friday between 4pm and 10pm, and Saturdays between 8am and 5pm; clinicals and labs may be outside regular hours, including days and weekends.

### **Registered Nursing** (*All Quarters*)

Classes may be scheduled Monday through Saturday between 8am and 5pm; clinicals and labs may be outside regular hours, including evenings and weekends.

# Admission Requirements



The American Institute of Alternative Medicine has varying admission requirements for each program of study. Acceptance, class registration and orientation details are as follows:

## Acceptance

Acceptance into AIAM is granted to applicants who show a strong potential for success in their selected course of study. This is determined after the student completes the admissions process, submits all required documents to the Admissions Department, and meets all admissions requirements to be admitted into the student's desired program. A student's seat in each quarter's class will not be reserved until his/her Enrollment Agreement has been received. A student will be notified in writing of his/her class assignment upon acceptance into the program. The Campus President 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 Director of Nursing has the final authority on all admissions into the Nursing program.

## Class Registration

Program selection options are on the school's Admissions Application Form. Due to the limited number of seats available for each class, students will be accepted as the admissions requirements are met. Additional classes may be added if demand dictates the need and classes and cohorts may be cancelled if enrollment is not sufficient.

## Orientation

All students are required to attend the New Student Orientation which is typically held on the Thursday prior to the first day of the new quarter.



## Master Degree in Acupuncture Admission Requirements:

1. Personal tour and interview with an Admissions Representative.
2. Completed Application Form.
3. Submit proof of earned Baccalaureate Degree from an institution recognized by the Department of Education or foreign equivalent that has been officially evaluated.
4. Meet with Financial Aid office to discuss payment options.
5. Completed Physical Health Exam Form.
6. Completed Enrollment Agreement with \$100 Enrollment Fee and accompanying paperwork.
7. Acupuncture students will need the Hepatitis B Vaccine (series of 3) or refusal on physical form.
8. English language competency is required; If English is not a student's first language and he/she has not completed a two-year (60 semester credits or 90 quarter credits) baccalaureate level education in an institution accredited by an agency recognized by the U.S. Department of Education or from an equivalent English language institution in another country, then he/she will be required to score at least 61 on the Test of English as a Foreign Language (TOEFL) internet based test (iBT) which also requires a minimum speaking exam score of 26 and a minimum listening exam score of 22, or a level 6 on the International English Language Testing System (IELTS) exam.

### Felony Conviction Record:

*Please note the law regulating the practice of Acupuncture states that the State Medical Board of Ohio (SMB) may deny a convicted felon a license. AIAM 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 AIAM.*



## Western Massage Therapy Program Admission Requirements:

1. Personal tour and interview with an admissions representative.
2. Submit proof of earned HS diploma or GED recognized by the Department of Education (or foreign equivalent) or proof of earned Baccalaureate Degree or higher from an institution recognized by the US Department of Education (or foreign degree equivalent that has been officially evaluated).
3. Completed Application Form.
4. Meet with Financial Aid office to discuss payment options.
5. Completed Physical Health Exam Form.
6. Completed Enrollment Agreement with \$100 Enrollment Fee and accompanying paperwork.

### 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>*



## Nursing Program (PN & RN) Admission Requirements:

1. Personal tour and interview with an admissions representative.
2. Submit proof of earned HS diploma or GED recognized by the Department of Education (or foreign equivalent) or proof of earned Baccalaureate Degree or higher from an institution recognized by the US Department of Education (or foreign degree equivalent that has been officially evaluated).
3. Completed Application Form.
4. Completed Entrance Test with minimum identified standard met or exceeded for consideration. Students with prior Bachelor's Degree or higher from an accredited U.S. institution recognized by the U.S. Department of Education are exempt from this requirement. The test scores required are:
  - **PN:** Adjusted Individual Total Score of 41.3% on the TEAS test
  - **RN:** Adjusted Individual Total Score of 49.3% on the TEAS test
  - **RN Advance Placement Option:** Must hold active Practical Nursing license OR be a graduate of an approved Practical Nursing program within 2 years of the starting quarter date and score 54.7% or higher Adjusted Individual Total Score on the TEAS.
  - **Please note:** The cost of each entrance exam attempt is \$65 which must be paid by the student at time of testing. Retakes are allowed with at least 2 days between attempts; students can only test three times within a 12-month period.
5. Meet with Financial Aid office to discuss payment options.
6. Completed enrollment agreement with \$100 Enrollment Fee and accompanying paperwork.
7. Practical Nursing School Transcript (for Advanced Placement Option).

### Notes:

*Please see PN and RN Clinical Requirements on next page.*



## Nursing Program (PN & RN) Clinical Requirements:

1. Completed background checks—BCI and FBI.
2. Negative drug screen result.
3. Completed Physical Health Exam Form.
4. 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.
5. Vaccinations/Immunizations/hepatitis B (*see medical form*).
6. CPR certification from the American Heart Association.

### 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.*

*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>*



# Acupuncture Program

Master Degree

## Mission

To provide quality education leading to a Master Degree in Acupuncture for all qualified persons desiring a meaningful career as an acupuncturist.

## Overview

Total Program Hours: **2125** · Total Quarter Credit Hours: **157** · Curriculum: **Full Time**  
Duration to Complete: **Nine 12-week quarters (27 Months)**

## Coursework Summary:

### AT Acupuncture & Related Studies

755 clock hours  
57.5 credits

### AW Western Science & Biomedical Sciences

530 clock hours  
52.5 credits

### AP Professional Development

90 clock hours  
7 credits

### AC Clinical Training Courses

720 clock hours  
37 credits

### RS Research Courses

30 clock hours  
3 credits

For more information about our graduation rates, median debt of students who completed the program, and other important information, please visit: [AIAM.edu](http://AIAM.edu)

## Introduction to the Program

AIAM's Acupuncture program is a graduate program awarding a Master Degree in Acupuncture (MA) with advanced academic demands within the full-time curriculum.

The program is designed to 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 maximum number of students in the classroom is 20.

## Acupuncture Career Opportunities

With a Master Degree from AIAM's Acupuncture program, graduates are thoroughly prepared for an entry-level career as an Acupuncturist—a Diplomate of Acupuncture certified by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM).

By successfully passing the NCCAOM certification exam, graduates are eligible to apply for licensure through the Ohio State Medical Board. Licensure is required to practice acupuncture in the state of Ohio. For all other states, please contact the individual state boards for requirements.

## Clinical Experiences

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

## Educational Objectives & Outcomes

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 treatment processes.
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.
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.
10. Upon successful completion of the program, graduates receive a Master Degree in Acupuncture (MA) and are eligible to sit for the NCCAOM certification exams required for licensure.

## Completion Requirements

1. Complete all required course work and clinic internship with a minimum average of "B" (80%).
2. Attain at least 80% 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 AIAM financial obligations.





# Acupuncture (master degree) Curriculum

9 Quarters • 27 months

## Course Types:

**AT** Acupuncture & Related Studies

**AW** Western Science & Biomedical Sciences

**AP** Professional Development

**AC** Clinical Training Courses

**RS** Research

### Quarter 1

Course#	Title	Clock Hrs	Credits
AT 500	Basic Traditional Chinese Medicine Theory	40	3.5
AT 501	Acupoint Location & Energetics I w/Practicum	75	5.5
AT 506	Theory of Meridians	25	2.0
AW 512	Human Biology	45	4.5
AW 513	Surface Anatomy	30	3.0
AC 522	Clinical Observation I	30	1.5
<b>TOTALS</b>		<b>245</b>	<b>20</b>

### Quarter 2

Course#	Title	Clock Hrs	Credits
AW 514	Western Approaches to Illness & Medical Terminology	30	3.0
AT 503	History of Traditional Chinese Medicine	20	2.0
AC 523	Clinical Observation II	30	1.5
AW 518	Microbiology	40	4.0
AT 507	Chinese Medicine Etiology & Pathology	15	1
AT 508	Acupoint Location & Energetics II w/Practicum	75	5
AW 515	Human Anatomy & Physiology I	50	5.0
<b>TOTALS</b>		<b>260</b>	<b>21.5</b>

### Quarter 3

Course#	Title	Clock Hrs	Credits
AW 521	Western Medicine Pathology I	45	4.5
RS 500	Graduate Level Research Methods	30	3.0
AW 519	Human Anatomy & Physiology II	45	4.5
AC 524	Clinical Observation III	30	1.5
AP 506	Medical Ethics & Professional Issues I	20	1.5
AT 504	Tai Ji Quan	15	1.0
AT 510	Chinese Medicine Diagnostics/Methodology	60	4.5
<b>TOTALS</b>		<b>245</b>	<b>20.5</b>



## Quarter 4

Course#	Title	Clock Hrs	Credits
AW 613	Western Medicine Pathology II	30	3
AW 614	Psychology of Health & Wellness	30	3
AT 600	Acupuncture & Moxibustion Techniques	60	4
AT 602	Chinese Medicine Diagnostics/Differentiation of Syndromes I	25	2
AT 603	Chinese Medicine Diagnostics/Differentiation of Syndromes II	25	2
AC 610	Clinical Observation IV	30	1.5
AW 612	Clean Needle Technique/OSHA	15	1
<b>TOTALS</b>		<b>215</b>	<b>16.5</b>

## Quarter 5

Course#	Title	Clock Hrs	Credits
AW 615	First Aid & Cardio-Pulmonary Resuscitation	10	.5
AT 604	Acupuncture and Treatment of Disease I	35	2.5
AT 606	Acupuncture and Treatment of Disease II	35	3
AT 605	Principles of Point Selection & Combination	30	2.5
AC 615	Clinical Observation V	30	1.5
AT 607	Clinical Preparation	20	1.5
AP 609	Counseling	30	2.5
AW 616	Western Medicine Diagnostics/Physical Exam Techniques Practice	40	3.5
AW 611	Western Medical Diagnostics/Imagery & Lab Reading	20	2
<b>TOTALS</b>		<b>250</b>	<b>19.5</b>

## Quarter 6

Course#	Title	Clock Hrs	Credits
AC 619	Clinical Internship A	60	3
AC 620	Clinical Internship B	60	3
AT 610	Micro Acupuncture Therapy	20	2
AT 611	Chinese Medicine Diagnostics/Differentiation of Syndrome III	15	1.5
AW 618	Overview of Western Clinical Practice I	30	3
AW 617	Western Medicine Pharmacology	45	4.5
<b>TOTALS</b>		<b>230</b>	<b>17.0</b>

## Quarter 7

Course#	Title	Clock Hrs	Credits
AT 700	Chinese Massage Therapy I	30	2
AW 715	Overview of Western Clinical Practices II	30	3
AT 702	Clinical Experience Forum	30	2.5
AC 710	Clinical Internship C	60	3
AC 711	Clinical Internship D	60	3
AW 716	Medical Red Flags	20	2
<b>TOTALS</b>		<b>230</b>	<b>15.5</b>



## Quarter 8

Course#	Title	Clock Hrs	Credits
AC 712	Clinical Internship E	60	3
AT 701	Chinese Massage Therapy II	30	2
AC 713	Clinical Internship F or Clinical Externship F in China	60	3
AC 714	Clinical Internship G or Clinical Externship G in China	60	3
AT 703	Acupuncture Case Study	30	2.5
<b>TOTALS</b>		<b>240</b>	<b>13.5</b>

## Quarter 9

Course#	Title	Clock Hrs	Credits
AC 715	Clinical Internship H or 1/2 Clinical Externship H in China and 1/2 Clinical Internship local	60	3
AC 716	Clinical Internship I	60	3
AT 708	Medical Qi Gong I	10	.5
AT 709	Medical Qi Gong II	10	.5
AP 707	Medical Ethics & Professional Issues II	10	.5
AP 708	Practice Management	30	2.5
AT 720	Terminal Competencies of Acupuncture	30	3
<b>TOTALS</b>		<b>210</b>	<b>13</b>



## Acupuncture (master degree) 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.*

### Tuition & Required Fees

<b>157 Credit Hours of Tuition @ \$317.00 per Credit Hour</b>	<b>\$ 49,769.00</b>
Enrollment Fee*	\$ 100.00
Matriculation Fee	\$ 50.00
Student Identification Card	\$ 10.00
<b>TOTAL TUITION &amp; REQUIRED FEES***</b>	<b>\$ 49,929.00</b>

### Other Student Costs Associated with Program *(estimated)*

Approximate Cost of Required Textbooks and Reference Books**	\$ 1100.00
Approximate Cost of Supplies <sup>1</sup>	\$ 720.00
Uniform (lab coat) <sup>1</sup>	\$ 35.00
Hepatitis B Vaccinations (series of 3) <sup>1</sup>	\$ 150.00
Approximate Cost of Medical Exam <sup>1</sup>	\$ 30.00
NCCAOM Exam Application <sup>2</sup>	\$ 475.00
NCCAOM Biomedicine Exam Module <sup>2</sup>	\$ 300.00
NCCAOM Foundation Exam Module <sup>2</sup>	\$ 300.00
NCCAOM Acupuncture & Point Location Exam Module <sup>2</sup>	\$ 300.00
CCAOM Clean Needle Technique Exam <sup>2</sup>	\$ 150.00
CCAOM CNT Exam Verification Fee. Transmittal to NCCAOM <sup>2</sup>	\$ 10.00
NCCAOM Certification Verification Transmittal Fee, results to SMB <sup>2</sup>	\$ 45.00
<b>TOTAL OTHER COSTS</b>	<b>\$ 3,615.00</b>

### AIAM Optional Fees *(estimated)*

Returned Check Fee (or up to legal limit)	\$ 37.50
Terminal Exam Re-Take Fee	\$ 50.00
Course Add/Drop Fee	\$ 50.00
Proficiency Test Fee per Test ****	\$ 50.00
Transfer Credit Fee per Course Accepted	\$ 50.00
<b>TOTAL OPTIONAL FEES***</b>	<b>\$ 237.50</b>

*(May be greater pending fee frequency)*

#### 1 Pre-start Cost

#### 2 Post-graduation Cost

*\* Enrollment Fee is refundable if application is cancelled in writing to AIAM within five (5) calendar days after the date of signing and/or payment of the fee.*

*\*\* Approximate total cost throughout entire program. These figures are estimates and based on current book lists. Books may change based on publisher availability without notice. Actual cost will be based on student's choice of retailer.*

*\*\*\* Fees are refundable in accordance with Ohio Administrative Code 3332-1-10.1*

*\*\*\*\* 50% of the course fee will be charged for the associated course if the proficiency exam is passed.*



# Course Descriptions

## Acupuncture (master degree)

### AT Acupuncture & Related Studies

#### **AT 500 Basic Traditional Chinese Medicine Theory** 40 hours/3.5 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.

#### **AT 501 Acupoint Location & Energetics I** 75 hours/5.5 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. Students are required to master the methods of locating Acupuncture points, the exact anatomical locations of the points and trace the meridians. During this course, students should have completed the 2nd and 3rd Hepatitis B series vaccine or have a signed waiver on file.

#### **AT 503 History of Traditional Chinese Medicine** 20 hours /2 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.

#### **AT 504 Tai Ji Quan** 15 hours/1 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.

#### **AT 506 Theory of Meridians** 25 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: AT 500

## **AT 507 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:** AT 500

## **AT 508 Acupoint Location & Energetics II**

75 hours/5 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. It includes practice on all Acupuncture points from the meridians of pericardium, San Jiao, gallbladder, liver, Ren and Du, as well as extra points.

**Prerequisite:** AT 501

## **AT 510 Chinese Medicine Diagnostics/Methodology & Practice**

60 hours/4.5 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. Students will 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. After completing this course, students are expected to know how to use these four diagnostic techniques to collect clinical data.

**Prerequisite:** AT 500, AT 506, AT 507

## **AT 600 Acupuncture & Moxibustion Techniques**

60 hours/4 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 eletro-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:** AT 506, AT 507, AT 508

## **AT 602 Chinese Medicine Diagnosis/Differentiation of Syndromes I**

25 hrs/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:** AT 510



### **AT 603 Chinese Medicine Diagnosis/Differentiation of Syndromes II** 25 hrs/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:** AT 602

### **AT 604 Acupuncture & Treatment of Diseases I** 35 hours/2.5 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:** AT 508, AT 600, AT 602, AT 603

### **AT 605 Principles of Point Selection & Combination** 30 hours/2.5 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:** AT 501, AT 508, AT 602, AT 603

### **AT 606 Acupuncture and Treatment of Diseases II** 35 hours/3 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:** AT 508, AT 600, AT 602, AT 603

### **AT 607 Clinical Preparation** 20 hours/1.5 credits

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:** AC 615, AT 606 / **Prerequisite:** AT 603, AT 604

### **AT 610 Micro-Acupuncture Therapy** 20 hours/2 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:** AT 508



## **AT 611 Chinese Medicine Diagnosis/Differentiation of Syndromes III**

15 hrs/1.5 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:** AT 602, AT 603

## **AT 700 Chinese Massage Therapy I**

30 hours/2 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:** AT 506, AT 508

## **AT 701 Chinese Massage Therapy II**

30 hours/2 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:** AT 700

## **AT 702 Clinical Experience Forum**

30 hours/2.5 credits

This course discusses clinic experiences for the treatment of diseases with Traditional Chinese medicine. Various speakers discuss their clinic practice and share clinic experience with the students.

**Prerequisites:** AC 620

## **AT 703 Acupuncture Case Study**

30 hours/2.5 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:** AC 620

## **AT 708 Medical Qi Gong I**

10 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.





### **AT 709 Medical Qi Gong II**

10 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: AT 708

### **AT 720 Terminal Competencies of Acupuncture**

30 hours/3 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: AT 610

## **AW Western Science & Bio-Medical Sciences**

### **AW 512 Human Biology**

45 hours/4.5 credits

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

### **AW 513 Surface Anatomy**

30 hours/3 credits

This course provides 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.

### **AW 514 Western Approaches to Illness & Medical Terminology**

30 hours/3 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. 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.

### **AW 515 Human Anatomy & Physiology I**

50 hours/5.0 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: AW 512



### **AW 518 Microbiology**

40 hours/4 credits

This course covers 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.

### **AW 519 Human Anatomy & Physiology II**

45 hours/4.5 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: AW 515

### **AW 521 Western Medicine Pathology I**

45 hours/4.5 credits

This course is the first of a two-course sequence covering 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: AW 515, AW 519

### **AW 611 Western Medicine Diagnostics/Imagery & Lab Data Reading**

20 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: AW 519, AW 518, AW 521

### **AW 612 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: AW 518

### **AW 613 Western Medicine Pathology II**

30 hours/3 credits

This course is the second of a two-course sequence covering 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: AW 521

### **AW 614 Psychology of Wellness and Health**

30 hours/3 credits

This course is designed to provide an overview of the field of health psychology with an emphasis on wellness. Students will learn about the major lifestyle related health issues of the 21st century in America. Risk factors, prevention, etiology, and treatment modalities of chronic illnesses, stress, and pain will be studied. Emphasis will be on the interplay of biological, psychological, and social factors in relation to illness and wellness.

Prerequisite: AW 613



### **AW 615 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.

### **AW 616 Western Medicine Diagnostics/Physical Exam Techniques** 40 hrs/3.5 credits

Students will learn the 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: AW 514, AW 519

### **AW 617 Western Medicine Pharmacology** 45 hours/4.5 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: AW 518, AW 521

### **AW 618 Overview of Western Clinical Practices I** 30 hours/3 credits

This is the first of a two-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: AW 521, AW 611

Prerequisite or Corequisite: AW 617

### **AW 715 Overview of Western Clinical Practices II** 30 hours/3 credits

This is the second of a two-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: AW 618

### **AW 716 Medical Red Flags** 20 hours/2 credits

This course gives practitioners of acupuncture and East Asian medicine the information they need to refer their clients appropriately when facing potentially dangerous signs and symptoms.

Prerequisite: AW 616

Prerequisite or Corequisite: AW 715



## RS Research Course

### RS 500 Graduate Level Research Methods

30 hours/3 credits

This course in research design and methods is oriented to prepare students for performing effective and responsible graduate level research in any discipline of choice. It is primarily oriented towards beginning graduate students working on a M.S. degree in Acupuncture and will provide the tools necessary for students to perform and communicate research effectively. The emphasis is oriented towards acupuncture research but nearly the entire course applies to other areas of health science. The course is designed to provide an understanding of basic research methods and techniques used in medical science but also applicable to almost any area of investigation and scholarship.

## AC Clinical Training Courses

### AC 522 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.

### AC 523 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: AC 522

### AC 524 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: AC 523

### AC 610 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: AC 524



### **AC 615 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:** AC 610

### **AC 619 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:** AC 615, AT 507, AT 607, AW 512, AW 513, AW 616

**Prerequisite or Corequisite:** AW 617

### **AC 620 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:** AC 619

### **AC 710 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:** AC 620

### **AC 711 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:** AC 710

### **AC 712 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:** AC 711



### **AC 713 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:** AC 712

### **AC 714 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:** AC 713

### **AC 715 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:** AC 714

### **AC 716 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:** AC 715

## **AP Professional Development**

### **AP 506 Medical Ethics & Professional Issues I**

20 hours/1.5 credits

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.



## **AP 707 Medical Ethics & Professional Issues II**

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:** AP 506

## **AP 708 Practice Management**

30 hours/2.5 credits

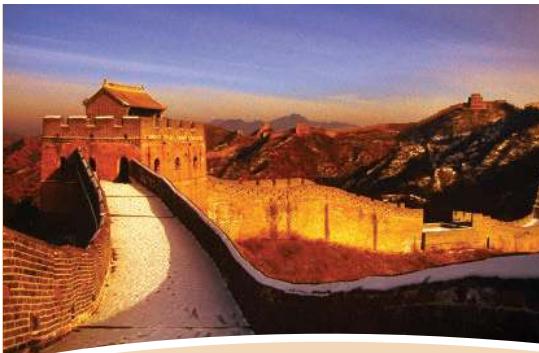
This course familiarizes the students with the process of opening and managing a successful healthcare practice, including formulating an effective business proposal, developing office policies and procedures, patient and financial record keeping, informed consent, patient expectations, patient contracts, 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.

## **AP 609 Counseling**

30 hours/3 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:** AW 614



# China Study & Cultural Tours

## Externship Opportunity Abroad

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

AIAM is proud to offer students a unique learning opportunity through the China Study Tour in conjunction with one of China's best Traditional Chinese Medicine hospitals. Students in the Acupuncture program may choose to satisfy part of the Clinical Coursework requirement by taking advantage of the China Study. Students experience intensive clinical training; working side-by-side with expert doctors for up to four weeks, 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.

**Call (614) 825.6255**  
**or visit [AIAM.edu](http://AIAM.edu) for more details.**

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

美洲传统医学院





# Professional Master's Level Acupuncture Program

THIS PROGRAM IS IN TEACH-OUT WITH NO NEW STARTING COHORTS.

## Overview:

Total Program Hours: **2230** · Total Quarter Credit Hours: **130** · Curriculum: **Full Time**  
Duration to Complete: **Nine 12-week quarters (27 Months)**

## Coursework Summary:

### AT Acupuncture & Related Studies

865 clock hours  
51.5 credits

### AW Western Science & Biomedical Sciences

555 clock hours  
36.5 credits

### AP Professional Development

90 clock hours  
5.5 credits

### AC Clinical Training Courses

720 clock hours  
36.5 credits

For more information about our graduation rates, median debt of students who completed the program, and other important information, please visit: [AIAM.edu](http://AIAM.edu)

## Introduction to the Program

AIAM's Acupuncture program is a Master's level diploma program with advanced academic demands within the full-time curriculum. This diploma level program is in teach-out and will not be starting new students in 2017. Only the Master Degree program on page 25 will be offered starting in Fall 2017.

The program is designed to 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.

## Acupuncture Career Opportunities

With a diploma from AIAM's Acupuncture program, graduates are thoroughly prepared for an entry-level career as an Acupuncturist—a Diplomate of Acupuncture certified by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM).

By successfully passing the NCCAOM certification exam, graduates are eligible to apply for licensure through the Ohio State Medical Board. Licensure is required to practice acupuncture in the state of Ohio. For all other states, please contact the individual state boards for requirements.

## Clinical Experiences

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

## Educational Objectives & Outcomes

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 treatment processes.
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.
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.
10. Upon successful completion of the program, graduates receive a diploma and are eligible to sit for the NCCAOM certification exams required for licensure.

## Completion Requirements

1. Complete all required course work and clinic internship with a minimum average of “C” (75%).
2. Attain at least 75% 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 AIAM financial obligations.
7. Complete the program within 1.5 times the length of the program. (195 attempted credits)



# Professional Master's Level Acupuncture Program Curriculum (in teach-out)

9 Quarters • 27 months

## Course Types:

- AT Acupuncture & Related Studies
- AW Western Science & Biomedical Sciences
- AP Professional Development
- AC Clinical Training Courses

### Quarter 1

Course#	Title	Clock Hrs	Credits
AT 100	Basic Traditional Chinese Medicine Theory	45	3
AT 101	Acupoint Location & Energetics I	45	3
AT 102	Acupoint Location Practicum I	45	2
AT 104	Tai Ji Quan I	15	0.5
AW 112	Introduction to Biology	45	3
AW 113	Surface Anatomy	30	2
AC 122	Clinical Observation I	30	1.5
<b>TOTALS</b>		<b>255</b>	<b>15</b>

### Quarter 2

Course#	Title	Clock Hrs	Credits
AW 114	Western Approaches to Illness & Medical Terminology	30	2
AT 103	History of Traditional Chinese Medicine	25	1.5
AC 123	Clinical Observation II	30	1.5
AT 105	Tai Ji Quan II	15	0.5
AT 106	Theory of Meridians	30	2
AT 107	Chinese Medicine Etiology & Pathology	15	1
AT 108	Acupoint Location & Energetics II	45	3
AT 109	Acupoint Location Practicum II	45	2
AW 115	Human Anatomy & Physiology I	50	3.5
<b>TOTALS</b>		<b>285</b>	<b>17</b>

### Quarter 3

Course#	Title	Clock Hrs	Credits
AT 110	Chinese Medicine Diagnostics/Methodology	45	3
AW 121	Western Medicine Pathology	45	3
AW 118	Introduction to Psychology	30	2
AW 119	Human Anatomy & Physiology II	45	3
AC 124	Clinical Observation III	30	1.5
AP 306	Medical Ethics & Professional Issues I	20	1
AT 111	Chinese Medicine Diagnostics/Methodology Practice	15	0.5
AW 120	Microbiology	30	2
<b>TOTALS</b>		<b>260</b>	<b>16</b>



## Quarter 4

Course#	Title	Clock Hrs	Credits
AW 121	Western Medicine Pathology	45	3
AT 200	Acupuncture & Moxibustion Techniques Practice	15	0.5
AW 211	Western Medical Diagnostics/Lab Reading	30	2
AT 201	Acupuncture & Moxibustion Techniques	45	3
AT 202	Chinese Medicine Diagnostics/Differentiation of Syndromes I	30	2
AT 203	Acupuncture & Treatment of Disease I	30	2
AC 125	Clinical Observation IV	30	1.5
AW 212	Clean Needle Technique/OSHA	15	1
AW 116	Western Medicine Diagnostics/Physical Exam Techniques Practice	10	0.5
AW 117	Western Medicine Diagnostics/Physical Exam Technique	30	2
<b>TOTALS</b>		<b>235</b>	<b>14.5</b>

## Quarter 5

Course#	Title	Clock Hrs	Credits
AW 213	First Aid & Cardio-Pulmonary Resuscitation	10	0.5
AT 204	Chinese Medicine Diagnostics/Differentiation of Syndromes II	30	2
AT 205	Principles of Point Selection & Combination	30	2
AP 309	Counseling	30	2
AC 126	Clinical Observation V	30	1.5
AT 206	Acupuncture & Treatment of Disease II	30	2
AT 207	Clinical Preparation	15	1
AT 208	Acupuncture & Treatment of Disease III	30	2
AW 214	Overview of Western Clinical Practice I	30	2
AW 216	Introduction to Medical Imaging	20	1
<b>TOTALS</b>		<b>255</b>	<b>16</b>

## Quarter 6

Course#	Title	Clock Hrs	Credits
AC 219	Clinical Internship A	60	3
AC 220	Clinical Internship B	60	3
AT 209	Micro Acupuncture Therapy	45	3
AW 215	Overview of Western Clinical Practice II	30	2
AW 217	Western Medicine Pharmacology	45	3
<b>TOTALS</b>		<b>250</b>	<b>14</b>

## Quarter 7

Course#	Title	Clock Hrs	Credits
AT 210	Chinese Medicine Diagnostics/Differentiation of Syndromes III	30	2
AT 300	Chinese Massage Therapy I	30	1.5
AW 218	Overview of Western Clinical Practices III	30	2
AC 317	Clinical Experience Forum	30	2
AC 310	Clinical Internship C	60	3
AC 311	Clinical Internship D	60	3
<b>TOTALS</b>		<b>240</b>	<b>13.5</b>



## Quarter 8

Course#	Title	Clock Hrs	Credits
AC 312	Clinical Internship E	60	3
AT 301	Chinese Massage Therapy II	30	1.5
AC 313	Clinical Internship F or Clinical Externship F in China	60	3
AC 314	Clinical Internship G or Clinical Externship G in China	60	3
AT 302	Acupuncture Case Study	30	2
<b>TOTALS</b>		<b>240</b>	<b>12.5</b>

## Quarter 9

Course#	Title	Clock Hrs	Credits
AC 315	Clinical Internship H or 1/2 Clinical Externship H in China and 1/2 Clinical Internship local	60	3
AC 316	Clinical Internship I	60	3
AP 307	Medical Ethics & Professional Issues II	10	0.5
AP 308	Practice Management	30	2
AT 303	Medical Qi Gong I	15	0.5
AT 304	Medical Qi Gong II	15	0.5
AT 305	Terminal Competencies of Acupuncture	30	2
<b>TOTALS</b>		<b>220</b>	<b>11.5</b>



## Professional Master's Level Acupuncture Program Tuition & Fees (in teach-out)

*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.*

### Tuition & Required Fees

<b>130 Credit Hours of Tuition @ \$337.50 per Credit Hour</b>	<b>\$ 43,875.00</b>
Enrollment Fee*	\$ 100.00
Matriculation Fee	\$ 50.00
Student Identification Card	\$ 10.00
<b>TOTAL TUITION &amp; REQUIRED FEES***</b>	<b>\$ 44,035.00</b>

### Other Student Costs Associated with Program (estimated)

Approximate Cost of Required Textbooks and Reference Books**	\$ 1100.00
Approximate Cost of Supplies <sup>1</sup>	\$ 720.00
Uniform (lab coat) <sup>1</sup>	\$ 35.00
Hepatitis B Vaccinations (series of 3) <sup>1</sup>	\$ 150.00
Approximate Cost of Medical Exam <sup>1</sup>	\$ 30.00
NCCAOM Exam Application <sup>2</sup>	\$ 475.00
NCCAOM Biomedicine Exam Module <sup>2</sup>	\$ 300.00
NCCAOM Foundation Exam Module <sup>2</sup>	\$ 300.00
NCCAOM Acupuncture & Point Location Exam Module <sup>2</sup>	\$ 300.00
CCAOM Clean Needle Technique Exam <sup>2</sup>	\$ 150.00
CCAOM CNT Exam Verification Fee. Transmittal to NCCAOM <sup>2</sup>	\$ 10.00
NCCAOM Certification Verification Transmittal Fee, results to SMB <sup>2</sup>	\$ 45.00
<b>TOTAL OTHER COSTS</b>	<b>\$ 3,615.00</b>

### AIAM Optional Fees (estimated)

Returned Check Fee (or up to legal limit)	\$ 37.50
Terminal Exam Re-Take Fee	\$ 50.00
Course Add/Drop Fee	\$ 50.00
Proficiency Test Fee per Test ****	\$ 50.00
Transfer Credit Fee per Course Accepted	\$ 50.00
<b>TOTAL OPTIONAL FEES***</b>	<b>\$ 237.50</b>

*(May be greater pending fee frequency)*

#### 1 Pre-start Cost

#### 2 Post-graduation Cost

*\* Enrollment Fee is refundable if application is cancelled in writing to AIAM within five (5) calendar days after the date of signing and/or payment of the fee.*

*\*\* Approximate total cost throughout entire program. These figures are estimates and based on current book lists. Books may change based on publisher availability without notice. Actual cost will be based on student's choice of retailer.*

*\*\*\* Fees are refundable in accordance with Ohio Administrative Code 3332-1-10.1*

*\*\*\*\* 50% of the course fee will be charged for the associated course if the proficiency exam is passed.*



# Course Descriptions

## Professional Master's Level Acupuncture Program

(in teach-out)

### AT Acupuncture & Related Studies

#### **AT 100 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.

Prerequisite: Admission to Program

#### **AT 101 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.

Corequisite: AT 102

#### **AT 102 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: AT 101

#### **AT 103 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.

Prerequisite: Admission to Program

#### **AT 104 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.

Prerequisite: Admission to Program



## **AT 105 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:** AT 104

## **AT 106 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.

**Prerequisite:** AT 100

## **AT 107 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:** AT 100

## **AT 108 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:** AT 101, AT 102

## **AT 109 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:** AT 108 / **Prerequisite:** AT 101, AT 102

## **AT 110 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:** AT 100, AT 106, AT 107 · **Corequisite:** AT 111

## **AT 111 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.

**Prerequisite:** AT 100, AT 106, AT 107 · **Corequisite:** AT 110



### **AT 200 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.

**Prerequisite:** AT 107, AT 108, AT 109 · **Corequisite:** AT 201

### **AT 201 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 eletro-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:** AT 107, AT 108, AT 109 · **Corequisite:** AT 200

### **AT 202 Chinese Medicine Diagnosis/Differentiation of Syndromes I 30 hrs/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:** AT 110, AT 111

### **AT 203 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:** AT 108, AT 109 · **Prerequisite or Corequisite:** AT 201, AT 202

### **AT 204 Chinese Medicine Diagnosis/Differentiation of Syndromes II 30 hrs/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:** AT 202

### **AT 205 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:** AT 101, AT 108, AT 202, AT 204



## **AT 206 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:** AT 201, AT 200 · **Prerequisite or Corequisite:** AT 203

## **AT 207 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.

**Prerequisite or Corequisite:** AC 126, AT 206, AT 208

## **AT 208 Acupuncture & Treatment of Diseases III** **30 hours/2 credits**

This course is designated to present Acupuncture treatments for internal, external, traumatalogical, 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 or Corequisite:** AT 203, AT206

## **AT 209 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:** AT 108, AT 109, AW 113, AW 115

## **AT 210 Chinese Medicine Diagnosis/Differentiation of Syndromes III** **30 hrs/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:** AT 202, AT 204

## **AT 300 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:** AT 106, AT 108, AT 109



### **AT 301 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:** AT 300

### **AT 302 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:** AT 208, AC 219

### **AT 303 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.

**Prerequisite:** AT 100, AT 106

### **AT 304 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:** AT 303

### **AT 305 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:** AT 210, AT 209, AT 208

### **AT 317 Clinical Experience Forum**

**30 hours/2 credits**

This course discusses clinic experiences for the treatment of diseases with Traditional Chinese medicine. Various speakers discuss their clinic practice and share clinic experience with the students.

**Prerequisites:** AT 206, AC 219



## **AW Western Science & Bio-Medical Sciences**

### **AW 112 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.

### **AW 113 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.

### **AW 114 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. equiring 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.

### **AW 115 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: AW 112

### **AW 116 Western Medicine Diagnostics/Physical Exam Tech. Practice 10 hrs/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: AW 117

### **AW 117 Western Medicine Diagnostics/Physical Exam Techniques 30 hrs/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: AW 114, AW 119



### **AW 118 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.

### **AW 119 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:** AW 115

### **AW 120 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:** AW 114

### **AW 121 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:** AW 115, AW 119

### **AW 211 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 or Corequisite:** AW 119, AW 120, AW 121

### **AW 212 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 or Corequisite:** AW 120

### **AW 213 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.

### **AW 214 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:** AW 116, AW 211 · **Prerequisite or Corequisite:** AW 217



### **AW 215 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: AW 214

### **AW 216 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 problemsolving sessions, students are expected to acquire a basic literacy of imaging techniques and learn to recognize normal images and commonly encountered abnormalities.

Prerequisite: AW 121

### **AW 217 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: AW 120, AW 121

### **AW 218 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: AW 215

## **AC Clinical Training Courses**

### **AC 122 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.

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

### **AC 123 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 or Corequisite: AC 122



### **AC 124 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 or Corequisite: AC 123**

### **AC 125 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 or Corequisite: AC 124**

### **AC 126 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 or Corequisite: AC 125**

### **AC 219 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: AC 126, AT 207, AT 205, AW 212, AW 213, AW 116, AW 117**

**Prerequisite or Corequisite: AT 209**

### **AC 220 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 or Corequisite: AC 219**

### **AC 310 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 or Corequisite: AC 220**

### **AC 311 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 or Corequisite: AC 310**



### **AC 312 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 or Corequisite:** AC 311

### **AC 313 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 if forming the assessment, treatment principle and treatment plan.

**Prerequisite or Corequisite:** AC 312

### **AC 314 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 if forming the assessment, treatment principle and treatment plan.

**Prerequisite or Corequisite:** AC 313

### **AC 315 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 if forming the assessment, treatment principle and treatment plan.

**Prerequisite or Corequisite:** AC 314

### **AC 316 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 if forming the assessment, treatment principle and treatment plan.

**Prerequisite or Corequisite:** AC 315

## **AP Professional Development**

### **AP 306 Medical Ethics & Professional Issues I**

**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.

### **AP 307 Medical Ethics & Professional Issues II**

**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:** AP 306





### **AP 308 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.

### **AP 309 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:** AW 118



# Western Massage Therapy Program

## Overview:

Total Program Hours: **750**

Duration to Complete: **12-Months**

## Coursework Summary:

### **MAT** Western Massage Therapy & Related Studies

325 clock hours

### **MAS** Biomedical Science Courses

325 clock hours

### **MAC** Massage Clinical Training Courses

100 clock hours

*For more information about our graduation rates, median debt of students who completed the program, and other important information, please visit: [AIAM.edu](http://AIAM.edu)*

## Introduction to the Program

AIAM's Western Massage Therapy curriculum involves Swedish Massage Therapy and the related studies and clinical training essential for certification in Neuromuscular Therapy. The State Medical Board of Ohio governs the scope of practice and licensing components of the program.

The required 750 clock hour curriculum can be completed in 12 months. Please see the Academic Calendar for program availability.

## Massage Career Opportunities

With a diploma from AIAM's Massage Therapy program, graduates are permitted to take the Massage & Bodywork Licensing Examination (MBLEx). Students who pass this exam are eligible to apply for an Ohio State Medical Board Limited Practitioner's Certificate that enables them to apply for entry-level careers in therapeutic massage as a Licensed Massage Therapist (LMT).

By successfully passing the MBLEx licensing exam, students may be eligible to practice in other states. Please see individual states for their requirements.

## Clinical Experiences

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



## Educational Objectives & Outcomes

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 knowledge in 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.

## Completion Requirements

1. Complete all course work with a minimum average of 75% 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. Payment in full of all tuition and settlement of all financial obligations with the school.
5. Complete the program within 1.5 times the length of the program.  
(the lesser of 72 weeks/6 quarters)



# Western Massage Therapy • 12-month Curriculum

## Course Types:

**MAT** Western Massage Therapy & Related Studies

**MAS** Biomedical Sciences

**MAC** Massage Clinical Training

### Quarter 1

Course#	Title	Clock Hrs
MAT 105	Ethics for Massage Therapists	12
MAT 103	Swedish Massage Therapy Techniques	60
MAS 102	Musculoskeletal Anatomy	50
MAT 106	Introduction to Massage Therapy Clinic I	12
MAT 104	Body Integration and Wellness	18
MAS 101	Anatomy and Physiology I	36
<b>TOTAL</b>		<b>188</b>

### Quarter 2

Course#	Title	Clock Hrs
MAT 107	Swedish Massage Therapy Theory	30
MAS 103	Anatomy and Physiology II	46
MAT 109	Introduction to Massage Therapy Clinic II	14
MAS 104	Anatomical Kinesiology	36
MAT 108	Advanced Massage Therapy Techniques	16
MAC 102	Student Clinic I	27
MAT 110	Neuromuscular Therapy Plus I A	18
<b>TOTAL</b>		<b>187</b>

### Quarter 3

Course#	Title	Clock Hrs
MAT 112	Asian Bodywork	27
MAS 105	Anatomy and Physiology III	46
MAT 111	Neuromuscular Therapy Plus I B	78
MAC 103	Student Clinic II	35
<b>TOTAL</b>		<b>186</b>

### Quarter 4

Course#	Title	Clock Hrs
MAS 106	Anatomy and Physiology IV	28
MAS 107	Pathology for Massage Therapists	35
MAS 108	Anatomy and Physiology Review	48
MAC 104	Student Clinic III	34
MAC 105	Neuromuscular Therapy Plus II	4
MAT 114	MBLEx Review	16
MAT 113	Professional Practice and Business	24
<b>TOTAL</b>		<b>189</b>



## Western Massage Therapy 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.*

### Tuition & Required Fees

<b>750 Clock Hours of Tuition @ \$18.25 per Clock Hour</b>	<b>\$ 13,687.50</b>
Enrollment Fee*	\$ 100.00
Matriculation Fee	\$ 50.00
Uniform (AIAM Polo Shirt)	\$ 35.00
Student Identification Card	\$ 10.00
<b>TOTAL TUITION &amp; REQUIRED FEES***</b>	<b>\$ 13,882.50</b>

### Other Student Costs Associated with Program *(estimated)*

Approximate Cost of Required Textbooks**	\$ 750.00
Approximate Cost of Supplies (massage lotions/creams) <sup>1</sup>	\$ 60.00
Linens <sup>1</sup>	\$ 40.00
Approximate Cost of Medical Exam <sup>1</sup>	\$ 30.00
Approximate Cost of Massage Table (optional) <sup>2</sup>	\$ 650.00
Massage & Bodywork Licensing Fee (MBLEX) <sup>3</sup>	\$ 195.00
Ohio State Medical Board Licensing Fee (fees for other states may vary) <sup>3</sup>	\$ 150.00
Background Check for Licensure <sup>3</sup>	\$ 70.00
Cost of Liability Insurance <sup>4</sup>	\$ 168.00
<b>TOTAL OTHER COSTS</b>	<b>\$ 2,113.00</b>

### AIAM Optional Fees *(estimated)*

Returned Check Fee (or up to legal limit)	\$ 37.50
Terminal Exam Re-Take Fee	\$ 50.00
Course Add/Drop Fee	\$ 50.00
Proficiency Test Fee per Test ****	\$ 50.00
Transfer Credit Fee per Course Accepted	\$ 50.00
Clinical Make-up Fee	\$ 30.00
<b>TOTAL OPTIONAL FEES***</b>	<b>\$ 317.50</b>

*(May be greater pending fee frequency)*

**1 Pre-start Cost**

**2 Pre-clinical Cost**

**3 Requirement for licensure. If certain conditions are met, AIAM will cover these costs.**

*(See Licensing Exam policy.)*

**4 Post-graduation Cost**

*\* Enrollment Fee is refundable if application is cancelled in writing to AIAM within five (5) calendar days after the date of signing and/or payment of the fee.*

*\*\* Approximate total cost throughout entire program. These figures are estimates and based on current book lists. Books may change based on publisher availability without notice. Actual cost will be based on student's choice of retailer.*

*\*\*\* Fees are refundable in accordance with Ohio Administrative Code 3332-1-10.1*

*\*\*\*\* 50% of the course fee will be charged for the associated course if the proficiency exam is passed.*



# Course Descriptions

## Western Massage Therapy

### **MAT** Western Massage Therapy & Related Studies

#### **MAT 103 Swedish Massage Therapy Technique 60 hours**

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.

#### **MAT 104 Body Integration and Wellness 18 hours**

This course will provide a framework for students and future massage therapist to understand and demonstrate healthy wellness principles on a personal and professional level. Students will explore various aspects of self-care for the mind and body important for a career in massage therapy. This class will take an in-depth look at taking care of one's physical and emotional self and explore the physical, intellectual, emotional, and spiritual dimensions of wellness.

#### **MAT 105 Ethics for Massage Therapists 12 hours**

This course will review ethics specific to the practice of massage therapy. A licensed massage therapist needs to demonstrate ethics 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. The students will be presented with real life scenarios to analyze appropriate actions.

#### **MAT 106 Introduction to Massage Therapy Clinic I 12 hours**

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.

#### **MAT 107 Swedish Massage Therapy Theory 30 hours**

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.

Prerequisite: MAT 103

#### **MAT 108 Advanced Massage Techniques 16 hours**

The class experience focuses on performing Massage Therapy to treat disorders, dysfunction, or pain those clients present.

Prerequisite: MAT 103



## **MAT 109 Intro to Student Clinic II**

**14 hours**

This class is designed to help the students learn how to properly assess and design a massage treatment to specifically meet the needs of the individual client. The students will also learn how to document their treatment by using the SOAP method of charting. Proper medical terminology and abbreviations to be used in charting will be taught for more professional documentation. This knowledge will allow the students to function more confidently in the student clinic.

**Prerequisite:** MAT 103, MAT 106

## **MAT 110 Neuromuscular Therapy Plus I A**

**18 hours**

This class begins with research on working effectively with muscle, connective tissue, and joint play. Postural assessment techniques and how to release and restore full range of motion to every muscle in the body are covered. Techniques include neuromuscular massage, positional release, and myofascial release.

**Prerequisites:** MAS 101, MAS 102

## **MAT 111 Neuromuscular Therapy Plus I B**

**78 hours**

This class continues from MAT 110 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.

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

## **MAT 112 Asian Bodywork**

**27 hours**

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.

## **MAT 113 Professional Practice and Business**

**24 hours**

This course will provide students an opportunity to examine career goals. Students will assess types of massage business and marketing approaches, including 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, forms, CPT codes, billing, and creating a business plan. Additional business practices are covered during clinic courses.

## **MAT 114 MBLEx Review**

**16 hours**

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.

**Prerequisites:** MAT 103, MAT 105, MAT 107, MAT 109, MAT 112

**Prerequisite OR Corequisite:** MAT 113



## MAS Biomedical Science Courses

### **MAS 101 Anatomy and Physiology I** **36 hours**

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.

### **MAS 102 Musculoskeletal Anatomy** **50 hours**

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.

### **MAS 103 Anatomy and Physiology II** **46 hours**

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.

Prerequisites: MAS 101

### **MAS 104 Anatomical Kinesiology** **36 hours**

This practical “hands-on” course is a continuation of MS 109. 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: MAS 102

### **MAS 105 Anatomy and Physiology III** **46 hours**

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: MAS 103

### **MAS 106 Anatomy and Physiology IV** **28 hours**

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: MAS 105

### **MAS 107 Pathology for Massage Therapists** **35 hours**

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

Prerequisites: MAS 101, MAS 102, MAS 103, MAS 105

Prerequisite OR Corequisite: MAS 106





## **MAS 108 Anatomy & Physiology Review**

**48 hours**

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.

**Prerequisites:** MAS 101, MAS 102, MAS 103, MAS 104, MAS 105

**Corequisite:** MAS 106

**MAC**

## **Massage Clinical Training Courses**

### **MAC 102 Student Clinic I**

**27 hours**

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.

**Prerequisites:** MAT 103, MAT 105, MAT 106, MAS 101, MAS 102

**Prerequisite OR Corequisite:** MAS 104, MAT 109

**Corequisite:** MAT 107

### **MAC 103 Student Clinic II**

**35 hours**

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:** MAC 102, MAS 103, MAT 110

### **MAC 104 Student Clinic III**

**34 hours**

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:** MAC 103, MAT 111

### **MAC 105 Neuromuscular Therapy Plus II**

**4 hours**

The clinical experience focuses on performing Neuromuscular Therapy (NMT) to treat disorders, dysfunction, or pain clients present. The specialized techniques that students learn in NMT class are utilized under the supervision of the clinic instructors.

**Prerequisites:** MAT 110, MAT 111



# Nursing Overview



## **Mission:**

The mission of the AIAM Department of Nursing is to provide quality nursing education based on holistic nursing philosophy in Central Ohio and to facilitate the provision of exceptional health care in the region.

## Nursing Approach

AIAM 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 a diploma and 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 Nursing Programs at AIAM incorporate and require the use of Computer Assisted Instruction (CAI) exam modules. CAI 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 Registered Nursing Program must take the Test of Essential Academic Skills (TEAS) and meet the expected minimum cut score of the 55th Percentile Individual Adjusted Reading score and the 40th Percentile Individual Adjusted Math score. Applicants to the Practical Nursing 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 the 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.

## Philosophy

The faculty of AIAM (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 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.

**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:

1. **Integrity:** interconnectedness of individuals and/or communities that provide a process for change
2. **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 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.*

<p><b>VALUE 1</b> <b>Holistic Philosophy, Theories and Ethics</b></p>	<p>Holistic nursing practice is based on the philosophical and theory of holism and the foundation of ethical practice.</p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> </ul>
<p><b>VALUE 2</b> <b>Holistic Education and Research</b></p>	<p>Holistic Nursing practice is guided by and developed through, holistic education and research.</p> <ul style="list-style-type: none"> <li>2.1 Holistic Education. Holistic nurses acquire and maintain current knowledge and competency in holistic nursing practice.</li> <li>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.</li> </ul>
<p><b>VALUE 3</b> <b>Holistic Nurse Self-Care</b></p>	<p>Holistic nursing practice requires the integration of self-care and personal development activities into one's life.</p> <ul style="list-style-type: none"> <li>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.</li> </ul>
<p><b>VALUE 4</b> <b>Holistic Communication, Therapeutic Environment, and Cultural Diversity</b></p>	<p>Holistic nursing practice honors and includes holistic communication, therapeutic environment, and cultural diversity as foundational concepts.</p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> </ul>
<p><b>VALUE 5</b> <b>Holistic Caring Process</b></p>	<p>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.</p> <ul style="list-style-type: none"> <li>5.1 Assessment. Holistic nurses assess each person holistically using appropriate conventional and holistic methods while the uniqueness of the person is honored.</li> <li>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.</li> <li>5.3 Outcomes. Holistic nurses specify appropriate outcomes for each person's actual or potential patterns/challenges/needs.</li> <li>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.</li> <li>5.5 Implementation. Holistic nurses prioritize each person's plan of care, and holistic nursing interventions are implemented accordingly.</li> <li>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.</li> </ul>

## 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 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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# Practical Nursing (PN) Program

## Overview:

Total Program Hours: **960** · Total Quarter Credit Hours: **59**  
Duration to Complete: **Five 12-week quarters (15 Months)**

## Coursework Summary:

### **PNRS** Practical Nursing

699 clock hours  
42.5 credits

### **ALH** Allied Health

40 clock hours  
2 credits

### **BIO** Biosciences

96 clock hours  
7 credits

### **COM** Communications

23 clock hours  
1.5 credits

### **INT** Integrative Medicine

42 clock hours  
2 credits

### **MAT** Mathematics

30 clock hours  
2 credits

### **PSY** Psychology

30 clock hours  
2 credits

## Introduction to the Program

AIAM's PN program prepares students to competently and safely provide basic Nursing care within various healthcare settings as mandated by the State of Ohio Nurse Practice Act. Students will learn Nursing concepts and skills through a comfortable classroom environment, textbooks and online learning modalities. Lab practice experience and simulating actual care environments under the supervision of an experienced Registered Nurse are also part of the curriculum.

## PN Career Opportunities

Upon successful completion of the program, graduates are awarded a diploma and are eligible to take the NCLEX-PN exam. Graduates must pass the NCLEX-PN exam to practice as an LPN.

Upon licensure, the role of an LPN is at the bedside. LPN's provide routine care, maintain medication and treatments for clients, collect general data, and teach healthy lifestyles within physicians' offices and clinical settings. LPNs can work in multiple care settings including, but not limited to, doctor's offices, long-term care facilities and home health.

*For more information about our graduation rates, median debt of students who completed the program, and other important information, please visit: [AIAM.edu](http://AIAM.edu)*



## Educational Objectives & Outcomes

1. Utilize the holistic Nursing process approach in providing safe, Practical Nursing care to client's biological, psychological, spiritual and sociocultural needs.
2. Provide Practical Nursing interventions that integrate the science of traditional modalities with the awareness of holistic caring.
3. Demonstrate safe, competent, nurturing care in the practice of Nursing across the lifespan.
4. Promote an environment of respect and harmony by consistent display of professionalism in interactions and communication skills with clients, peers and members of the interdisciplinary team.
5. Demonstrate knowledge of computer technology and informational literacy appropriate for the entry level healthcare professional.
6. 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.
7. Account for competence and personal growth.

## PN Completion Requirements



1. Complete all coursework with a minimum of 75 percent on all class, lab and clinical work.
2. Meet or exceed attendance requirements.
3. If the (posted) required minimum score is not met on the Exit Exam in PNRS 109, the student will be required to repeat and pass the associated course and complete the Virtual-ATI (V-ATI) NCLEX Review to the "Green Light" to fulfill completion requirements. (A minimum score on the Exit Exam during a repeat of taking the associated course is not required to fulfill completion, as long as the associated course is passed, AND the V-ATI is completed to the "Green Light".)
4. Attend the AIAM designated Live Review.
5. Payment in full of all tuition and settlement of all financial obligations with the school.
6. Complete the program within 1.5 times the length of the program (88.5 attempted credits).



# Practical Nursing Curriculum

5 Quarters • 15 months • Clinical Requirements

## Course Types:

-  Practical Nursing
-  Allied Health
-  Biosciences
-  Communications
-  Integrative Healthcare
-  Mathematics
-  Psychology

## Quarter 1

Course#	Title	Didactic Hours	Nursing Lab	Course Lab	Clinic Hours	Clock Hours	Credits
ALH 100	Professionalism in Healthcare	10	0	0	0	10	0.5
BIO 100	Anatomy & Physiology	48	0	0	0	48	3.5
PNRS 101	Nursing Foundations	48	22	0	28	98	6.5
ALH 102	Healthcare Informatics	10	0	10	0	20	1
ALH 103	Medical Terminology	10	0	0	0	10	0.5
CSS 100	College Success Skills PN	5	0	5	0	10	0.5
<b>TOTALS</b>						<b>196</b>	<b>12.5</b>

## Quarter 2

Course#	Title	Didactic Hours	Nursing Lab	Course Lab	Clinic Hours	Clock Hours	Credits
PNRS 104	Pharmacology I	24	18	0	0	42	3
MAT 100	Math Dosage & Calculation	30	0	0	0	30	2
COM 100	Healthcare Communications	23	0	0	0	23	1.5
PNRS 108A	Lifespan Nursing I	30	0	0	32	62	4
BIO 101	Biology	48	0	0	0	48	3.5
<b>TOTALS</b>						<b>205</b>	<b>14</b>

## Quarter 3

Course#	Title	Didactic Hours	Nursing Lab	Course Lab	Clinic Hours	Clock Hours	Credits
PNRS 102	Integrative Nursing I	40	42	0	40	122	7
PSY 100	Psychology of Growth & Development	30	0	0	0	30	2
INT 102	Massage	10	0	12	0	22	1
INT 100	Introduction to Holistic Concepts I	10	0	0	0	10	0.5
<b>TOTALS</b>						<b>184</b>	<b>10.5</b>



## Quarter 4

Course#	Title	Didactic Hours	Nursing Lab	Course Lab	Clinic Hours	Clock Hours	Credits
PNRS 105	Pharmacology II	24	0	0	0	24	2
PNRS 107	IV Therapy	12	8	0	0	20	1
PNRS 106	Integrative Nursing II	36	48	0	56	140	7.5
<b>TOTALS</b>						<b>184</b>	<b>10.5</b>

## Quarter 5

Course#	Title	Didactic Hours	Nursing Lab	Course Lab	Clinic Hours	Clock Hours	Credits
PNRS 103	Ethical Practice	15	0	0	0	15	1
INT 101	Holistic Concepts II	10	0	0	0	10	0.5
PNRS 108B	Lifespan Nursing II	48	36	0	52	136	8
PNRS 109	Practice Transitions	30	0	0	0	30	2
<b>TOTALS</b>						<b>191</b>	<b>11.5</b>

## PN Clinical Specialties

### PNRS 108-B:

Peds clinical (24hours)

OB/GYN clinicals (28 hours)

### PNRS 106:

Mental Health clinicals (16 hours)

## Clinical Experiences

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



## Practical Nursing 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.

### Tuition & Required Fees

<b>59 Credit Hours of Tuition @ \$299 per Credit Hour</b>	<b>\$ 17,641.00</b>
Enrollment Fee*	\$ 100.00
Nursing Supply Bag	\$ 100.00
Matriculation Fee	\$ 50.00
Lab Fee (\$150 per quarter)	\$ 750.00
Student Identification Card	\$ 10.00
Uniform (2 patches)	\$ 20.00
Technology Fee (\$350 per quarter)	\$ 1,750.00
Compliance Fee	\$ 300.00
<b>TOTAL TUITION &amp; REQUIRED FEES***</b>	<b>\$ 20,721.00</b>

### Other Student Costs (estimated)

Approximate Cost of Required Textbooks**	\$ 1,200.00
Entrance Exam <sup>1</sup>	\$ 65.00
Approximate Cost of Medical Exam <sup>2</sup>	\$ 30.00
Approximate Cost of TB test <sup>2</sup>	\$ 25.00
CPR Card <sup>2</sup>	\$ 50.00
Hepatitis B Vaccinations (series of 3) <sup>2</sup>	\$ 150.00
NCLEX Examination Fee <sup>3</sup>	\$ 200.00
State Licensure Application <sup>3</sup>	\$ 75.00
Background Check for Licensure <sup>3</sup>	\$ 70.00
<b>TOTAL OTHER COSTS</b>	<b>\$ 1,865.00</b>

### AIAM Optional Fees (estimated)

Returned Check Fee (or up to legal limit)	\$ 37.50
Clinical Make-up Fee	\$ 100.00
Course Add/Drop Fee	\$ 50.00
Proficiency Test Fee per Test ****	\$ 50.00
Transfer Credit Fee per Course Accepted	\$ 50.00
<b>TOTAL OPTIONAL FEES***</b>	<b>\$ 287.50</b>

(May be greater pending fee frequency)

#### 1 Pre-start Cost

#### 2 Pre-clinical Cost

#### 3 Requirement for licensure. If certain conditions are met, AIAM will cover these costs.

(See Licensing Exam policy.)

\* Enrollment Fee is refundable if application is cancelled in writing to AIAM within five (5) calendar days after the date of signing and/or payment of the fee.

\*\* Approximate total cost throughout entire program. These figures are estimates and based on current book lists. Books may change based on publisher availability without notice. Actual cost will be based on student's choice of retailer.

\*\*\* Fees are refundable in accordance with Ohio Administrative Code 3332-1-10.1

\*\*\*\* 50% of the course fee will be charged for the associated course if the proficiency exam is passed.



# Course Descriptions

## Practical Nursing

### ALH Allied Health

#### ALH 100 Professionalism in Healthcare

10 hours/0.5 credit

This course prepares the student for entering the workforce in the healthcare professions. Emphasis is placed on professionalism, preparing a resume, a portfolio, as well as preparing for interviews. Outside work is required in the form of preparing a resume, portfolio, and sample interview questions and answers.

#### ALH 102 Healthcare Informatics

20 hours/1 credit

This course orients the student to the use of technology in the healthcare delivery system including: hardware, software, user interfaces, telecommunications and networks, and health management information systems (HIMS). Outside work is required in this class in reading, answering questions in text associated with readings, and computer project for the lab portion of the course.

#### ALH 103 Medical Terminology

10 hours/0.5 credit

This course introduces basic prefixes, roots and suffixes, as well as disease terminology including anatomic, diagnostic, symptomatic, eponymic terms and standard abbreviations of the basic body systems. Outside work is required for this course in the form of readings, key terminology definitions, and usage.

### BIO Biosciences

#### BIO 100 Anatomy & Physiology

48 hours/3.5 credits

This course introduces students to the fundamentals of structure and function based on the basic body systems. Lab work and outside work will be part of both theory and lab. Outside work is required in the class portion of this course including reading and answering questions in text associated with each reading, as well as an anatomy project.

#### BIO 101 Biology

48 hours/3.5 credits

This course orients the student to 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, nutrition, metabolism, chemistry and cellular biology. Outside work is required in the class portion of this course including reading and answering questions in text associated with each reading.

**Prerequisite:** BIO 100



## COM Communications

### COM 100 Healthcare Communications 23 hours/1.5 credits

This course provides an integrated beginning communication course to outline the key components and approaches to effective communication with clients, peers and other healthcare providers. Students will participate in a simulated learning experience to practice learned techniques in a controlled environment. A presentation will be included to assist the student in teamwork and public speaking. Outside work is required in the class portion of this course including reading and answering questions associated with each reading, and preparing a presentation.

### CSS 100 College Success Skills PN 10 hours/0.5 credit

College Success Skills PN 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 Computer Assisted Instruction (CAI) assignments, homework assignments, presentation preparation, and in creating a time management plan.

## INT Integrative Medicine

### INT 100 Introduction to Holistic Concepts 10 hours/0.5 credit

This course is the first of two courses that explores holistic concepts. Self-care and current trends in holistic and integrative health and wellness are covered. Outside work is required in this class in writing reflection papers and performing internet searches.

### INT 101 Holistic Concepts II 10 hours/0.5 credit

This course is the second in a series of two that explores holistic concepts. Self-care and current trends in holistic and integrative health and wellness are covered. Outside work is required in this class in writing reflection papers and performing internet searches, and project on holistic concepts & techniques.

**Prerequisite:** INT 100

### INT 102 Massage 22 hours/1 credit

This course provides the Nursing student with basic massage skills.

## MAT Mathematics

### MAT 100 Math Dosage & Calculation 30 hours/2 credits

This course covers the fundamental operations on whole numbers, fractions, mixed numbers and decimals; ratios; percentages; finding square roots, using order of operations and introduces basic algebra functions. The course is intended to provide a thorough review of basic skills needed in future mathematics courses and in applied fields. Outside work is required in this course in the form of reading math concepts and math problems.

## PSY Psychology

### PSY 100 Psychology of Growth & Development 30 hours/2 credits

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 completing questions based on the readings.

**PNRS**

## Practical Nursing

### **PNRS 101 Nursing Foundations**

**98 hours/6.5 credits**

This course includes the beginning knowledge and skill that serve as a foundation for a career in Nursing. The Holistic human functioning patterns are introduced to organize the student's learning of Nursing problems and traditional interventions. The student begins to build knowledge on the patient care skills learned as a patient care assistant in the laboratory and clinical environment. Outside work is required in this course in readings, completing questions based on the readings, Study Guide assignments, and key term definitions, Computer Assisted Instruction (CAI) modules, and practice assessments, in preparation for labs and clinical.

### **PNRS 102 Integrative Nursing I**

**122 hours/7 credits**

This course is designed to explore common health alterations in the adult and senior adult populations. The course builds on the knowledge from Foundations, and Lifespan I. Students will continue to actively practice and enhance skills learned in previous nursing courses with an emphasis on promoting cultural diversity and client self-care measures. The student continues to increase knowledge of the patient care skills learned in the laboratory and clinical environment. Outside work required in this course includes textbook reading, completing questions based on reading, defining key terms in preparation for the lab, and Computer Assisted Instruction (CAI) modules.

**Prerequisite: PNRS 101**

### **PNRS 103 Ethical Practice**

**15 hours/1 credit**

The course highlights the legal components and concepts needed for professional practice in the changing health care environment. The role of ethics in judgment and decision making will be reviewed. The importance and implications of consistent positive and professional interactions between and among all health care delivery disciplines will be explored. Outside work is required in this course in readings and related homework.

### **PNRS 104 Pharmacology I**

**42 hours/3 credits**

This theory and lab course will be part one of two courses to assist the learner to identify drug class indications, contraindications, common side effects, adverse events and Nursing considerations. Dosage calculations are covered in this course. Outside work is required in this course in readings, completing questions based on the readings, key term definitions, dosage calculations, and Computer Assisted Instruction (CAI) tutorials. Outside work is required in this course in readings, completing questions based on the readings, and CAI modules and practice tests, as well as key terms and CAI modules for labs.

### **PNRS 105 Pharmacology II**

**24 hours/2 credits**

This course is the second in a two-part series to prepare practical nurses to assist the learner to identify drug class indications, contraindications, common side effects, adverse events and Nursing considerations. Dosage Calculations will be reviewed in this course. The Nursing process for drug therapy will be examined. This course will prepare the student for client interaction, with teaching tips for general drug administration, self-administration, diet, side effects, and cultural considerations. Targeted therapies to treat cancer will familiarize the student with cutting-edge cancer treatments such as multikinase inhibitors, angiogenesis inhibitors, and monoclonal antibodies. Outside work is required in this course in readings, completing questions based on the readings, and Computer Assisted Instruction (CAI) modules and practice tests, as well as key terms and CAI modules for labs.

**Prerequisite: PNRS 104**

### **PNRS 106 Integrative Nursing II**

**140 hours/7.5 credits**

This course includes advanced nursing knowledge and skills that continue to promote a higher understanding of health alterations in the adult and senior adult populations while allowing mastered skills to be practiced in the clinical environment. The students will focus on medication administration, care of surgical patients, and assist the patient in maintaining or restoring balance within the mind-body-spirit-social connection. Psychosocial issues, mental health, substance abuse, eating disorders, and loss grief and death will be addressed. The student continues to increase knowledge of the patient care skills learned in the laboratory and clinical environment. Outside work required in this course includes textbook reading, completing questions based on reading, defining key terms in preparation for the lab, and Computer Assisted Instruction (CAI) modules.

**Prerequisite: PNRS 101, PNRS 102, PNRS 104****Prerequisite or Corequisite: PNRS 105, PNRS 107**





## **PNRS 107 IV Therapy**

**20 hours/1 credit**

Focused nursing course exploring the concepts central to Intravenous Therapy planning, delivery and monitoring. The course reviews the Ohio rules and regulations concerning IV therapy administration by licensed practical nurses. The student will have supervised hands-on experience in the classroom and laboratory. The clinical experience is included in PNRS 106 B Integrative Nursing II B and/or PNRS 108 B Lifespan Nursing B. Outside work is required in this class in readings, and Computer Assisted Instruction (CAI) assignments.

**Prerequisite: PNRS 104**

**Prerequisite or Corequisite: PNRS 105, PNRS 106**

## **PNRS 108A Lifespan Nursing I**

**62 hours/4 credits**

This course is designed to familiarize the student with Nursing care of the older adult. The student will apply concepts of normal growth and development in providing Holistic Nursing care and health promotion and teaching interventions. The course study includes physiological and psychosocial changes/adaptations commonly seen in the geriatric population. The course will focus on common geriatric conditions, safety, caring for the chronically and terminally ill older adults, palliative, hospice, and end-of-life care. The course will provide clinical experience in acute care facilities, long-term care facilities, and rehabilitation facilities. Outside work is required in this course with readings, completing questions based on readings, Computer Assisted Instruction (CAI) modules, and assessments.

**Prerequisite: PNRS 101**

## **PNRS 108B Lifespan II**

**136 hours/8 credits**

The course is designed to familiarize the student with nursing care of the family unit in the community and acute care settings. The student will apply concepts of normal growth and development in providing holistic nursing care and planning health promotional teaching interventions. The course features modules on the care of the pregnant female, birthing process, routine newborn care, well child care, reproductive health, and sexually transmitted infections. Patient care skills will be learned and demonstrated in the laboratory and clinical environment. Outside work required in this course includes textbook reading, completing questions based on reading, defining key terms in preparation for the lab, and Computer Assisted Instruction (CAI) modules.

**Prerequisite: PNRS 107**

**Prerequisite or Corequisite: PNRS 105**

## **PNRS 109 Practice Transitions**

**30 hours/2 credits**

A variety of guest lectures, computer assisted instruction and tailored instruction will assist the student to build competence and confidence in his/her future role as a nurse. Outside work is required in this class including Computer Assisted Instruction (CAI) tutorials and practice tests.

**Prerequisite: PNRS 101, 102, 103, 104, 106, 107, 108A**

**Prerequisite or Corequisite: PNRS 105, PNRS 108B**



# Registered Nursing (RN) Program

## Overview:

Total Program Hours: **1485** · Total Quarter Credit Hours: **109.5**  
Duration to Complete: **Eight 12-week quarters (24 Months)**

## Coursework Summary:

### See Registered Nursing Curriculum Options

*Advanced Placement is Available.*

*For more information about our graduation rates, median debt of students who completed the program, and other important information, please visit: [AIAM.edu](http://AIAM.edu)*

## Introduction to the RN Program

AIAM's RN program requires no previous nursing experience and prepares the graduate to provide direct care to clients with common health problems in a variety of settings. AIAM offers an Advanced Placement RN option for students who have previously graduated from an approved Practical Nursing program.

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, graduates 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.

## 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. RNs can work in multiple care settings including, but not limited to, acute care, long-term care, doctor's offices and hospitals.



## Educational Objectives & Outcomes

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. Obtain Licensure for RN by meeting requirements set forth by the Ohio Board of Nursing or other state entity.

## RN Completion Requirements

1. Complete all coursework with a minimum of 75 percent on all class, lab and clinical work.
2. Meet or exceed attendance requirements.
3. If the (posted) required minimum score is not met on the Exit Exam in NRS 206, the student will be required to repeat and pass the associated course and complete the Virtual-ATI (V-ATI) NCLEX Review to the "Green Light" to fulfill completion requirements. (A minimum score on the Exit Exam during a repeat of taking the associated course is not required to fulfill completion, as long as the associated course is passed, AND the V-ATI is completed to the "Green Light".)
4. Attend the AIAM designated Live Review.
5. Payment in full of all tuition and settlement of all financial obligations with the school.
6. Complete the program within 1.5 times the attempted credit hours, which is 164.25 attempted credits (or 135 attempted credits for Advanced Placement Option).



# Registered Nursing Curriculum

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

## Coursework Summary:

**NRS** Nursing  
978 Clock Hrs /60.5 Credits

**BIO** Biosciences  
157 Clock Hrs/15 Credits

**COM** Communications  
60 Clock Hrs/6 Credits

**ENG** English  
60 Clock Hrs/6 Credits

**PSY** Psychology  
60 Clock Hrs/6 Credits

**MAT** Mathematics  
60 Clock Hrs/6 Credits

**CHEM** Chemistry  
30 Clock Hrs/3 Credits

**HUM** Humanities  
30 Clock Hrs/3 Credits

**SOC** Sociology  
30 Clock Hrs/3 Credits

**INT** Integrative Medicine  
20 Clock Hrs/1 Credits

**CSS** College Success Skills  
10 Clock Hrs/0.5 Credits

## Quarter 1

Course#	Title	Didactic Hours	Nursing Lab	Course Lab	Clinic Hours	Clock Hours	Credits
NRS 111	Intro to Nursing Concepts	30	12	0	0	42	3
BIO 102	Anatomy & Physiology	45	0	0	0	45	4.5
MAT 101	College Math	30	0	0	0	30	3
ENG 101	Basic Composition	30	0	0	0	30	3
CSS 101	College Success Skills RN	5	0	5	0	10	0.5
<b>TOTALS</b>						<b>157</b>	<b>14</b>

## Quarter 2

Course#	Title	Didactic Hours	Nursing Lab	Course Lab	Clinic Hours	Clock Hours	Credits
NRS 113	Foundations of Nursing	42	18	0	0	60	4
ENG 102	Essay and Research	30	0	0	0	30	3
MAT 102	Introduction to Algebra	30	0	0	0	30	3
BIOL 103	Microbiology	30	0	12	0	42	3.5
<b>TOTALS</b>						<b>162</b>	<b>13.5</b>

## Quarter 3

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

## Quarter 4

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



## Quarter 5

Course#	Title	Didactic Hours	Nursing Lab	Course Lab	Clinic Hours	Clock Hours	Credits
NRS 203	Family Nursing	45	24	0	52	121	7.5
NRS 200	Holistic Nursing Concepts	24	0	0	9	33	2.5
INT 103	Massage	10	0	10	0	20	1
NRS 204	Community	24	0	0	16	40	2
<b>TOTALS</b>						<b>214</b>	<b>13</b>

## Quarter 6

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

## Quarter 7

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

## Quarter 8

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

## Clinical Specialties

### NRS 203:

Peds Clinical (24 hours)  
OB/GYN Clinical (28 hours)

## Clinical Experiences

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



## Registered Nursing 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.

### Tuition & Required Fees

<b>109.5 Credit Hours of Tuition @ \$299 per Credit Hour</b>	<b>\$ 32,740.50</b>
Enrollment Fee*	\$ 100.00
Nursing Supply Bag	\$ 100.00
Matriculation Fee	\$ 50.00
Lab Fee (\$150 per quarter)	\$ 1,200.00
Student Identification Card	\$ 10.00
Uniform (2 patches)	\$ 20.00
Technology Fee (\$300 per quarter)	\$ 2,400.00
Compliance Fee	\$ 300.00
<b>TOTAL TUITION &amp; REQUIRED FEES***</b>	<b>\$ 36,920.50</b>

### Other Student Costs Associated with Program *(estimated)*

Approximate Cost of Required Textbooks**	\$ 2,500.00
Entrance Exam <sup>1</sup>	\$ 65.00
Approximate Cost of Medical Exam <sup>2</sup>	\$ 30.00
Approximate Cost of TB test <sup>2</sup>	\$ 25.00
CPR Card <sup>2</sup>	\$ 50.00
Hepatitis B Vaccinations (series of 3) <sup>2</sup>	\$ 150.00
NCLEX Examination Fee <sup>3</sup>	\$ 200.00
State Licensure Application <sup>3</sup>	\$ 75.00
Background Check for Licensure <sup>3</sup>	\$ 70.00
<b>TOTAL OTHER COSTS</b>	<b>\$ 3,165.00</b>

### AIAM Optional Fees *(estimated)*

Returned Check Fee (or up to legal limit)	\$ 37.50
Clinical Make-up Fee	\$ 100.00
Course Add/Drop Fee	\$ 50.00
Proficiency Test Fee per Test ****	\$ 50.00
Transfer Credit Fee per Course Accepted	\$ 50.00
<b>TOTAL OPTIONAL FEES***</b>	<b>\$ 287.50</b>

*(May be greater pending fee frequency)*

#### 1 Pre-start Cost

#### 2 Pre-clinical Cost

#### 3 Requirement for licensure. If certain conditions are met, AIAM will cover these costs.

*(See Licensing Exam policy.)*

\* Enrollment Fee is refundable if application is cancelled in writing to AIAM within five (5) calendar days after the date of signing and/or payment of the fee.

\*\* Approximate total cost throughout entire program. These figures are estimates and based on current book lists. Books may change based on publisher availability without notice. Actual cost will be based on student's choice of retailer.

\*\*\* Fees are refundable in accordance with Ohio Administrative Code 3332-1-10.1

\*\*\*\* 50% of the course fee will be charged for the associated course if the proficiency exam is passed.



# Registered Nursing Advanced Placement Curriculum

Five 12-week Quarters • 15 months • Clinical Requirements

**Total Program Clock Hours** (minimum)  
including transfer courses from PN program: **1485**

**Total Quarter Credit Hours**(minimum)  
including transfer credit from PN program: **109.5**

**Total Clock Hours Taken at AIAM: 1266**

**Total Credit Hours Taken at AIAM: 90**

**PLEASE NOTE:**

*AP Track requires (minimum) of 19.5 quarter credit hours and 219 clock hours transfer credit from a Board of Nursing approved Practical Nursing program.*

## Coursework Summary:

**NRS** Nursing  
794 Clock Hrs/48.5 Credit Hrs

**BIO** Biosciences  
112 Clock Hrs/10.5 Credit Hrs

**COM** Communications  
60 Clock Hrs/6 Credit Hrs

**ENG** English  
60 Clock Hrs/6 Credit Hrs

**MAT** Mathematics  
60 Clock Hrs/6 Credit Hrs

**CHEM** Chemistry  
30 Clock Hrs/3 Credit Hrs

**HUM** Humanities  
30 Clock Hrs/3 Credit Hrs

**PSY** Psychology  
30 Clock Hrs/3 Credit Hrs

**SOC** Sociology  
30 Clock Hrs/3 Credit Hrs

**INT** Integrative Medicine  
20 Clock Hrs/1 Credit Hr

**CSS** College Success Skills  
10 Clock Hrs/0.5 Credits

## Quarter 1

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

## Quarter 2

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



## Quarter 3

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

## Quarter 4

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

## Quarter 5

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

## Clinical Specialties

### NRS 203:

Peds Clinical (24 hours)  
OB/GYN Clinical (28 hours)

## Clinical Experiences

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





## Registered Nursing Advanced Placement 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.

### Tuition & Required Fees

<b>90 Credit Hours of Tuition @ \$299 per Credit Hour</b>	<b>\$ 26,910.00</b>
Enrollment Fee*	\$ 100.00
Nursing Supply Bag	\$ 100.00
Matriculation Fee	\$ 50.00
Lab Fee (\$150 per quarter)	\$ 750.00
Student Identification Card	\$ 10.00
Uniform (2 patches)	\$ 20.00
Technology Fee (\$450 per quarter)	\$ 2,250.00
Compliance Fee	\$ 300.00
<b>TOTAL TUITION &amp; REQUIRED FEES***</b>	<b>\$ 30,490.00</b>

### Other Student Costs Associated with Program *(estimated)*

Approximate Cost of Required Textbooks**	\$ 2,200.00
Approximate Cost of Medical Exam <sup>2</sup>	\$ 30.00
Approximate Cost of TB test <sup>2</sup>	\$ 25.00
CPR Card <sup>2</sup>	\$ 50.00
Hepatitis B Vaccinations (series of 3) <sup>2</sup>	\$ 150.00
NCLEX Examination Fee <sup>3</sup>	\$ 200.00
State Licensure Application <sup>3</sup>	\$ 75.00
Background Check for Licensure <sup>3</sup>	\$ 70.00
<b>TOTAL OTHER COSTS</b>	<b>\$ 2,800.00</b>

### AIAM Optional Fees *(estimated)*

Returned Check Fee (or up to legal limit)	\$ 37.50
Clinical Make-up Fee	\$ 100.00
Course Add/Drop Fee	\$ 50.00
Proficiency Test Fee per Test ****	\$ 50.00
Transfer Credit Fee per Course Accepted	\$ 50.00
<b>TOTAL OPTIONAL FEES****</b>	<b>\$ 287.50</b>

*(May be greater pending fee frequency)*

#### 1 Pre-start Cost

#### 2 Pre-clinical Cost

#### 3 Requirement for licensure. If certain conditions are met, AIAM will cover these costs.

*(See Licensing Exam policy.)*

\* Enrollment Fee is refundable if application is cancelled in writing to AIAM within five (5) calendar days after the date of signing and/or payment of the fee.

\*\* Approximate total cost throughout entire program. These figures are estimates and based on current book lists. Books may change based on publisher availability without notice. Actual cost will be based on student's choice of retailer.

\*\*\* Fees are refundable in accordance with Ohio Administrative Code 3332-1-10.1

\*\*\*\* 50% of the course fee will be charged for the associated course if the proficiency exam is passed.



# Course Descriptions

## Registered Nursing

### BIO Biosciences

#### **BIO 102 Anatomy and Physiology**

**45 hours/4.5 credits**

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.

#### **BIOL 104 Nutrition**

**30 hours/3 credits**

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, Computer Assisted Instruction (CAI) modules and practice tests.

**Prerequisite:** BIO 102

#### **BIOL 103 Microbiology**

**42 hours/3.5 credits**

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

#### **BIOL 105 Pathophysiology**

**40 hours/4 credits**

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:** BIO 102

### COM Communications

#### **COM 101 Effective Communication**

**30 hours/3 credits**

This course provides an introduction into the principals and skills of public speaking. Study of basic communication theory, speech research, planning, and organization, verbal and nonverbal aspects of speech delivery, effective visual aid usage. Individual and small group activities. Outside work is required in this course in reading and writing assignments.

#### **COM 102 Business Communications**

**30 hours/3 credits**

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:** ENG 101



## CSS 101 College Success Skills RN

10 hours/0.5 credits

College Success Skills RN 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 Computer Assisted Instruction (CAI) assignments, homework assignments, presentation preparation, and in creating a time management plan.

## CHEM Chemistry

### CHEM 101 Chemistry

30 hours/3 credits

This is a course in elementary chemical concepts including the study of basic organic chemistry, especially related to functional groups, and biochemistry including carbohydrates, lipids, proteins, enzymes, nucleic acids, and metabolism. Outside work is required in the class portion of this course including reading and answering questions in text associated with each reading.

**Pre-req: BIO 102 Anatomy & Physiology**

## ENG English

### ENG 101 Basic Composition

30 hours/3 credits

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.

### ENG 102 Essay and Research

30 hours/3 credits

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: ENG 101**

## HUM Humanities

### HUM 101 Ethics: Humanities

30 hours/3 credits

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: ENG 102**

## INT Integrative Medicine

### INT 103 Massage

20 hours/1 credit

The course provides the Nursing Student with basic massage skills. Outside work is not required in this class.

## MAT Mathematics

### MAT 101 College Math

30 hours/3 credits

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 MAT 102 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.



## **MAT 102 Intro to Algebra**

**30 hours/3 credits**

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, exponentials and logarithmic functions, the algebra of functions, an introduction to plane analytic geometry and applications related to these topics. Outside work is required in this course in practicing and solving math equations.

**Prerequisite: MAT 101**

## **PSY Psychology**

### **PSY 101 Growth and Development**

**30 hours/3 credits**

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.

### **PSY 102 Intro to Psychology**

**30 hours/3 credits**

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: PSY 101 OR Advanced Placement Standing**

## **SOC Sociology**

### **SOC 101 Cultural Diversity Awareness**

**30 hours/3 credits**

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.

## **NRS Nursing**

### **NRS 111 Introduction to Nursing Concepts**

**42 hours/3 credits**

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 Computer Assisted Instruction (CAI) modules.

### **NRS 112 E-Nursing Concepts**

**20 hours/1.5 credits**

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.

### **NRS 113 Foundations of Nursing**

**60 hours/4 credits**

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 Computer Assisted Instruction (CAI) skills modules for labs and Computer Assisted Instruction (CAI) practice tests.

**Prerequisite: NRS 111**



## **NRS 114 Integrative Nursing**

**124 hours/7.5 credits**

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 Computer Assisted Instruction (CAI) skills modules for lab.

**Prerequisite:** NRS 113

## **NRS 115 Pharmacology**

**59 hours/3.5 credits**

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, Computer Assisted Instruction (CAI) practice tests, and CAI skills modules for lab.

### **For NRS 115 Pharmacology:**

*This course is split as an A and B section for the Traditional RN Track (24 month Program of Study)*

## **NRS 115A Pharmacology**

**19 hours/1 credit**

This is part 1 of a two part course in the Traditional RN program of study that will be continued in quarter 5 of the program. This section will assist the learner to identify drug class indications, contraindications, common side effects, adverse events and Nursing considerations. Dosage calculations are covered in this course. Outside work is required in this course in readings, completing questions based on the readings, key term definitions, dosage calculations, and Computer Assisted Instruction (CAI) module and practice tests.

**Prerequisite or Corequisite:** NRS 114

## **NRS 115B Pharmacology**

**40 hours/2.5 credits**

This course is part 2 in the Traditional RN program of study and 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, Computer Assisted Instruction (CAI) practice tests, and CAI skills modules for lab.

**Prerequisite:** NRS 115A

## **NRS 116 PN – RN Transitions**

**42 hours/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, Computer Assisted Instruction (CAI) assignments and CAI skills modules for lab.

**Prerequisite:** Admission to Advanced Placement Option

## **NRS 200 Holistic Nursing Concepts**

**33 hours/2.5 credits**

This theory and clinical course designed to focus on holistic nursing concepts based on the Core Values in Holistic Nursing endorsed by the American Holistic Nurses Association. 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. Students will have opportunity to participate clinical care arenas utilizing holistic nursing concepts and massage learned in program.

**Prerequisite or Corequisite:** INT 103

## **NRS 201 Promoting Psychological Health, Maintenance & Restoration**

**99 hours/6 credits**

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 Computer Assisted Instruction (CAI) assignments.

**Prerequisite:** NRS 114 (or Advanced Placement Standing)



## **NRS 202A Adult Nursing I**

**96 hours/6 credits**

This is the first of a two part course in 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 viewed 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, Computer Assisted Instruction (CAI) modules and practice tests, and CAI skills modules for lab.

**Prerequisite: NRS 201**

## **NRS 202B Adult Nursing II**

**96 hours/6 credits**

This is the second part of a two part course in 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 viewed 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, Computer Assisted Instruction (CAI) modules and practice tests, and CAI skills modules for lab.

**Prerequisite: NRS 202A**

## **NRS 203 Family Nursing**

**121 hours/7.5 credits**

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, Computer Assisted Instruction (CAI) modules and practice tests, and CAI skills modules for lab.

**Prerequisite: NRS 114**

## **NRS 204 Community Nursing**

**40 hours/2 credits**

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 Computer Assisted Instruction (CAI) modules and practice tests.

**Prerequisite: NRS 114**

## **NRS 205 Advanced Care Nursing**

**160 hours/9 credits**

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, Computer Assisted Instruction (CAI) practice tests, and CAI skills modules for lab.

**Prerequisite: NRS 202A, NRS 202B, NRS 203, NRS 204**

## **NRS 206 Professional Transitions**

**18 hours/1.5 credits**

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 Computer Assisted Instruction (CAI) assignments and practice tests.

**Prerequisite: NRS 202A, NRS 202B, NRS 203, NRS 204**

**Corequisite: NRS 205**



# Nursing Policies



## **For more information:**

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## Change of Policy Notification

Students will receive notice of a policy change 30 days prior to date of implementation via email. 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.

## Computer Assisted Instruction (CAI) Policy

In their last quarter, all nursing students are required to take the Exit Exam which identifies strengths and weaknesses in knowledge and readiness for the NCLEX exam. If the required minimum score is not met, the student will be required to repeat the associated course to fulfill completion requirements. The required outcomes are posted on the Nursing Bulletin Board. All students must complete the AIAM designated Live NCLEX Review.

## 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 Director of Nursing assists students in developing and following an academic plan that will provide for the timeliest and most efficient completion of his/her program of study.
2. The Director of Nursing 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 electronic file.
4. Students are encouraged to contact either the Academic Dean or Director of Nursing on a consistent basis to ensure satisfactory academic progress is achieved.
5. The Director of Nursing is responsible for overseeing the timely completion of student progress through monitoring of reports via school software.

## 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 Director of Nursing 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 navy blue scrubs for RN students and light blue scrubs for PN students with AIAM insignia. The student must purchase the uniform from the designated uniform store.
3. Students must wear scrubs of the students' choice in nursing courses (any course with NRS or PNRS prefix) either classroom or lab setting. Students are not required to wear scrubs to non-nursing courses.
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. In the classroom or laboratory environment, shoes may be any color but must be flats, and must be closed toe and heel for safety reasons.
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. Nail polish is not permitted in the clinical setting.
11. In the clinical setting, visible tattoos must be covered.
12. Name Badges must be worn while participating in clinical activities and in class.

## Drug & Alcohol Policy (Nursing Programs)

An AIAM Nursing Program student is subject to immediate discipline, including but not limited to dismissal from AIAM in AIAM's sole discretion, based on a violation of any of the following:

1. An AIAM Nursing Program student shall not self-administer or otherwise take into the body any dangerous drug, as defined in Ohio Revised Code Section 4729.01, in any way not in accordance with a legal, valid prescription issued for such student.
2. An AIAM Nursing Program 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.
3. An AIAM Nursing Program 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.
4. An AIAM Nursing Program student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.
5. Using, possessing, attempted or actual soliciting or selling of drugs (except drugs prescribed and used and possessed in accordance with such prescription and in accordance with law), alcohol or other chemical substances by an AIAM Nursing Program student on or off AIAM property, including but not limited to AIAM Clinical Agency sites.
6. An AIAM Nursing Program student being under the influence of drugs (except drugs prescribed and used and possessed in accordance with such prescription and in accordance with law), alcohol or other chemical substances on or off on or off AIAM property, including but not limited to AIAM Clinical Agency sites.
7. The presence of any drugs (except drugs prescribed and used and possessed in accordance with such prescription and in accordance with law), alcohol or other chemical substances in an AIAM Nursing Program student's system following a Screen.
8. The refusal by an AIAM Nursing Program student to submit to any Screen authorized in the Authorization.
9. The failure of an AIAM Nursing Program student to cooperate and to comply with all requirements and procedures of AIAM, the AIAM Screening Company, the AIAM Screening Laboratory, the Clinical Agency, the Clinical Agency Screening Company, the Clinical Agency Screening Laboratory or any of their personnel in connection with a Screen.
10. An AIAM Nursing Program student's failure or refusal to provide AIAM a fully completed and originally executed AIAM Authorization to Drug and/or Alcohol Screen ("Authorization").
11. A violation by an AIAM Nursing Program student of any of the terms and conditions of this Policy or the Authorization.

### *Drug and/or Alcohol Screens*

The term "Screen" means submitting for testing a sample of urine, breath, and/or blood on an observed or non-observed basis for the presence of drugs (including drugs prescribed), alcohol, and/or other chemical substances:

1. to a screening company designated by AIAM in AIAM's sole discretion ("AIAM Screening Company"), for analysis by the AIAM Screening Company and/or a laboratory designated by AIAM and/or the AIAM Screening Company in their sole discretion ("AIAM Screening Laboratory");

2. to a screening company designated by the clinical agency to which I am assigned for clinical experience (“Clinical Agency”) in such Clinical Agency’s sole discretion (“Clinical Agency Screening Company”), for analysis by the Clinical Agency Screening Company and/or a laboratory designated by the Clinical Agency and/or the Clinical Agency Screening Company in their sole discretion.

### ***Screens shall be performed:***

1. prior to initial participation in AIAM clinical experience, at AIAM’s cost;
2. annually, prior to continued participation in AIAM clinical experience, at AIAM’s cost;

### ***Screens may be performed:***

1. upon AIAM’s reasonable suspicion of an AIAM Nursing Program student’s possession, use, or abuse of, or being under the influence of drugs (including drugs prescribed), alcohol, and/or other chemical substances, at the student’s cost;
2. upon an AIAM’s Nursing Program student’s involvement in the death, injury, and/or damage to person or property, regardless of the cause, time, or location, at the student’s cost; and/or
3. randomly, upon request by AIAM, at AIAM’s cost.

Reasonable suspicion of the possession, use, or abuse of, or being under the influence of drugs (including drugs prescribed), alcohol, and/or other chemical substances can be based on observation, information, or evidence, including but not limited to the following:

1. observable phenomena including but not limited to unusual, slurred, or rapid speech; noticeable change in appearance and/or hygiene; impaired physical coordination; inappropriate comments, behaviors, or responses; trembling hands; persistent diarrhea; flushed face; red eyes; unsteady gait; declining health; irritability; mood swings; isolation; decreased alertness; and/or pupillary changes
2. abnormal, unusual, or erratic conduct or behavior
3. repeated absenteeism, tardiness, and/or deterioration in performance,
4. evidence of tampering with a Screen
5. information that the student has caused or contributed to an death, injury, and/or damage to person or property, regardless of the cause, time, or location
6. the possession, use, abuse, sale, or solicitation of drugs (excluding possession and/or use of drugs prescribed to me when used in accordance with the prescription and applicable law), alcohol, and/or other chemical substances
7. the odor of drugs, alcohol or other chemical substances on my person.

In the event of a Screen based on reasonable suspicion or involvement in the death, injury, and/or damage to person or property, the AIAM Nursing Program student shall be immediately placed on suspension until the Screen results are received by AIAM. If the Screen is negative, and if AIAM determines in its sole discretion that the AIAM Nursing Program student is in full compliance with the Policy and all other AIAM requirements and policies for participation in the Nursing Program, the suspension will be lifted and the AIAM Nursing Program student will be permitted to continue their course of study.

## **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. Director of Nursing 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:

1. Wash hands immediately or as soon as feasible after removal of gloves or other PPE.
2. Remove PPE after it becomes contaminated, and before leaving the work area.
3. Dispose of used PPE in appropriate containers designated by the clinical/laboratory setting.
4. 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.
5. Never wash or decontaminate disposable gloves for reuse.
6. 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.
7. Wear gowns when there is a risk of blood contamination to clothing.
8. 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.

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:

1. An explanation of the OSHA blood borne pathogens standard.
2. A copy of the ECP in student handbook.
3. 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.
4. An explanation of the use and limitations of PPE.
5. An explanation of the basis for PPE selection.
6. Information on the appropriate actions to take and persons to contact in an emergency involving blood borne pathogen exposure.
7. 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.
8. Information on the post-exposure evaluation and follow-up that AIAM requires to provide for the student following an exposure incident.
9. Orientation to new clinical/laboratory experiences.

10. 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 Director of Nursing as soon as possible, but not later than 96 hours following the initial evaluation. Copies of all records are confidentially transmitted (should not be emailed 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 Director of Nursing 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 Director of Nursing 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.
  - Wounds and skin sites that have been in contact with blood or body fluids should be washed with soap and water.
  - Eyes and other mucous membranes should be flushed with water.
  - Use of antiseptics for wound care is not contraindicated.
  - 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.)
  - Contact the clinical faculty in charge of the clinical setting.
  - 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.)
  - If desired, make formal written request of clinical agency in order for source patient testing to occur and to receive disclosure of test results.
  - 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
  - Universal precautions and OSHA blood borne pathogens standard;
  - Selection, use and limits of personal protective equipment;
  - Immediate follow-up actions and contacts to be made in the event of exposure.
3. Make follow-up contact with clinical agency and Director of Nursing regarding appropriate follow-up measures.

The Director of Nursing 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.

## Mandated Roles of Faculty & Teaching Assistants

*(Compliance with Ohio Administrative Code 4723-5-12 and 4723-20)*

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, teaching assistants or preceptors 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 who meets the qualifications set forth in rule 4723-5-10 of the Administrative Code for a registered nursing education program, or rule 4723-5-11 of the Administrative Code for a practical nursing education 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:
    - The student
    - The teaching assistant and preceptor, if utilized
    - The staff at the clinical site
  - c. Provide for orientation of 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 for supervision of each student in accordance with this chapter; and
  - 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.
    - The faculty member may assign an observational experience as appropriate to meet course objectives.

- The faculty or teaching assistant to student ratio for direct patient care experiences shall be no greater a ratio 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.
- The teaching assistant or preceptor providing supervision of a nursing student shall at least:
  - > Have competence in the area of clinical practice in which the teaching assistant or preceptor is providing supervision to a student
  - > 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
- g. Clarify with the faculty member:
  - The role of the teaching assistant or preceptor;
  - The responsibilities of the faculty member;
  - The course and clinical objectives or outcomes;
  - The clinical experience evaluation tool
- h. 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.
  - A preceptor shall provide supervision to no 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.

## 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, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
2. A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
3. A student shall not falsify any patient 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, time records or reports, and other documents related to billing for nursing services.
4. A student shall implement measures to promote a safe environment for each patient.
5. A student shall delineate, establish, and maintain professional boundaries with each patient.
6. At all times when a student is providing direct nursing care to a patient the student shall:
  - Provide privacy during examination or treatment and in the care of personal or bodily needs; and
  - Treat each patient 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 and standard precautions established by Chapter 4723-20 of the Administrative Code.
9. A student shall not:
  - Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;
  - Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

10. A student shall not misappropriate a patient's property or:

- Engage in behavior to seek or obtain personal gain at the patient's expense;
- Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;
- Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
- Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

For the purpose of this paragraph, the patient 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:

- Engage in sexual conduct with a patient;
  - Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
  - Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
  - Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.
- 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.

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

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:

- Sexual contact, as defined in section 2907.01 of the Revised Code;
- 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, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

14. A student shall not habitually or excessively use 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 the use of drugs, alcohol, or other chemical substances .

16. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a 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 misappropriate or attempt to misappropriate 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 administrators, faculty, teaching assistants, preceptors, or to the board.
24. A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.
25. To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
26. For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

## 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, the student has the option to repeat a course no more than once on a space available basis and at their additional expense. (Example, failing the same course twice will result in academic withdrawal from the nursing program.) Granting of any readmission to the nursing program is conditional upon approval from Readmissions Committee, including the Director of Nursing, if there is space available and the student is in good standing 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. Students who have failed a nursing course will be required to extend completion by one quarter and must follow nursing course sequencing as in the published program of study, regardless of prior approved exception schedules.

## Grading Scale (Nursing Programs)

Students must achieve at least a C average to successfully complete all required curriculum courses.

<i>A</i>	95-100..... 4.0	<i>A-</i>	90-94 .....3.7
<i>B+</i>	87-89..... 3.5	<i>B</i>	83-86 .....3.0
<i>B-</i>	80-82..... 2.7	<i>C+</i>	78-79 .....2.3
<i>C</i>	75-77..... 2.0	<i>C-</i>	70-74 ..... 1.7
<i>D+</i>	67-69..... 1.5	<i>D</i>	63-66 ..... 1.0
<i>D-</i>	60-62..... 0.7	<i>F</i>	Below 60 .....0.0

## 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 follow all attendance policies.

The student is responsible for making arrangements to make up all missed class work, assignments and/or clinical time. Students may miss the equivalent of 2 days clinical (which can accumulate from missed time from tardiness or



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

2. Students are expected to conduct themselves professionally in the learning environment, which means students should be prepared for class/lab/clinical, ask questions appropriate to the current topic and be respectful of others. This includes not talking when the instructor is teaching or demonstrating a procedure. Students may be asked to leave the classroom or clinical area due to disrespectful behavior. Instructors will report disrespectful behavior to the Director of Nursing. If a student is found to have been disrespectful or displaying unprofessional behavior, at minimum s/he will be placed on behavioral warning and up to suspension and/or dismissed from the program, depending on the severity of the behavior.

If a student has two incidents of disrespectful and/or unprofessional behavior during class/lab/clinical, the student will be placed on behavioral probation and up to suspension and/or dismissed from the program, depending on the severity of the behavior.

A third occurrence will result in the student continuing on behavioral probation, failing the course in which it occurs and up to suspension and/or dismissed from the program, depending on the severity of the behavior. (Note that when a class, lab, or clinical is failed, all three components are then failed and must be repeated together.)

3. Students are expected to submit required class/clinical assignments by the stated due date and time. Late submission of assignments will be penalized by dropping one half full letter grade per each day past the due date—up to 7 days later. After 7 days, no late assignment will be accepted. If there is a possibility that your work may be late, you should communicate this with the instructor before the assignment is due. In the classroom setting, students must dress in scrubs of their choice.
4. In the professional/clinical environment, all students must abide by the AIAM uniform policy as outlined in the professional dress code policy.
5. No cell phones are permitted to be used in the classroom or clinical site. If the student chooses to carry the cell phone in the classroom, it must be in the off/silent vibrate position. If the student's cell phone rings or otherwise disrupts the class/lab, the student may be sent home for the day. A second violation will result in behavioral probation. A third violation may result in dismissal from the program. Cell phones are not allowed to be used or even carried by students in the clinical setting. This is a normal clinical floor rule, as these phones can too easily be used to violate HIPAA. If a student violates this policy, she/he will be placed on behavioral probation and fail the clinical. (Note that when a class, lab, or clinical is failed, all three components are then failed and must be repeated together.) If a clinical site is lost due to a student with a cell phone (or any behavior), the student will be dismissed immediately from AIAM.
6. 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.
7. Smoking or chewing tobacco is not permitted while participating in any clinical experience.
8. There is a clear expectation that all students will perform assignments with honor and integrity. (See Academic Integrity and Plagiarism Policy in Institute Policies.)
9. If a clinical site is lost due to any student-related behavior/issue, the student will be dismissed immediately from AIAM.

## Nursing Program Attendance Policy

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

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

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

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

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

**CLINICAL:** For extenuating and excused/approved circumstances (approved by the Director of Nursing), students may miss up to the equivalent of 2 days clinical (which can accumulate from missed time from tardiness or leaving early). All clinical hours missed must still be made up: the excuse/approval is the permission to make up the time. If the make-up day requires adding an additional clinical date, the student will be charged \$100 clinical make-up fee. A third missed day will result in failure of the clinical (and associated course and lab, as applicable) (Director of Nursing may allow excused absence and make-up permitted in rare an extenuating circumstances). Unexcused absences will result in failure of the clinical.

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

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

## **Missed Work**

It is the student’s responsibility to contact the instructor regarding missed course work that was done **in-class** on the date the student was absent. Any such **in-class** work missed must be completed within seven (7) calendar days of absence or the student will receive a zero (0) for the missed in-class course work. Missed quizzes/weekly tests will not be available for make-up due to unexcused tardiness.

Homework and assignments are required to be turned in via Populi on the date due, regardless of absence. Note that late homework or assignments will be accepted; however, the late assignment penalty will be applied (see “Late Assignments” policy) since these can be uploaded to Populi from any place with internet connection. Individual instructors may institute an exception to this rule for specific types of homework that are not able to be easily uploaded to Populi. Otherwise, only the Academic Dean (or Director of Nursing for nursing courses) can waive this grade penalty on homework submitted past the assigned due date in rare and extenuating circumstances

## **Late Assignments**

Students are expected to submit required class/clinical assignments by the stated due date and time. Late submission of assignments including those related to absences will be penalized by dropping one half letter grade (5%) per each day past the due date, up to 7 days after the due date. At 7 days late, no submissions will be accepted and the student will receive a 0 for that assignment. As noted in “Missed Work” policy above, this applies to assignments due on a day student is absent, as well. If there is a possibility that your work may be late, you should communicate this with the instructor before the assignment is due. There will be no exceptions unless there is an extenuating circumstance, which has to be granted by the Academic Dean (or Director of Nursing for nursing courses).

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

Example of supporting documentation:

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

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

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

The student is responsible for making arrangements to make up all missed class work, assignments and/or clinical time. All clinical and lab hours missed must be made up; the excuse/approval is the permission to make up the time. Lab time must be made up during Open Lab or by appointment with a lab instructor.

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

## Progression, Readmission & Advanced Placement for the Nursing Programs

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

AIAM Nursing Program progression, readmission and advanced placement requirements are as follows:

### **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 (75 percent) to progress. All clinical and lab 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, the student has the option to repeat a course no more than once, on a space available basis, and at their additional expense.
4. If the same course fails to meet the required minimum grade of 75% twice, the student will be academically dismissed from the program. Granting of any readmission to the nursing program is conditional upon approval from the Director of Nursing, 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.

### **Readmission**

1. A student must apply for readmission in writing to the attention of the Academic Dean to any Nursing Program if they have been withdrawn from the program for any reason. If it has been 12 months since the student last attended a nursing course, she/he must repeat nursing courses taken and passed at AIAM and cannot receive transfer credit.
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. Readmission committee, including the Director of Nursing 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 in the same enrollment.
5. The student must have a minimum GPA of 2.0 to apply for readmission. The Readmission Committee may approve an appeal for and waive the GPA requirement. The student will be placed on academic probation immediately upon readmission with an Academic Improvement Plan.
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. Returning students to AIAM RN or PN programs must repeat technical (nursing) courses if date of withdrawal is over 12 months prior to readmitting quarter start date.
9. The student must be in good financial standing with AIAM.
10. Readmission Committee 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.

## **Advanced Placement**

### **PN Program:**

The philosophical framework of American Institute of Alternative Medicine incorporates the traditional medical model and alternative therapies to facilitate a unique approach to health care delivery. In some instances (primarily basic science and human functioning or computer applications) a student may transfer general education credit from coursework taken at AIAM only with approval from the transfer credit committee. No Nursing specific courses will transfer from another institution. College Success Skills must be taken at AIAM as it contains content unique to AIAM.

### **Advanced Placement RN Program:**

In the Advanced Placement Option, all Practical Nursing Courses taken in an Ohio Board of Nursing approved school are recognized. 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. College Success Skills must be taken at AIAM as it contains content unique to AIAM.

## **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.

## **RN Program Completion**

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

AIAM Registered Nursing Program completion requirements are as follows:

1. Complete all coursework with a minimum of 75 percent on all class, lab and clinical work.
2. Meet or exceed attendance requirements.
3. If the (posted) required minimum score is not met on the Exit Exam in NRS 206, the student will be required to repeat and pass the associated course and complete the Virtual-ATI (V-ATI) NCLEX Review to the "Green Light" to fulfill completion requirements. (A minimum score on the Exit Exam during a repeat of taking the associated course is not required to fulfill completion, as long as the associated course is passed, AND the V-ATI is completed to the "Green Light".)
4. Attend the AIAM designated Live Review.

5. Payment in full of all tuition and settlement of all financial obligations with the school.
6. Complete the program within 1.5 times the attempted credit hours, which is 164.25 attempted credits (or 135 attempted credits for Advanced Placement Option).

## 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.

## PN Program Completion

AIAM Practical Nursing Program completion requirements are as follows:

1. Complete all coursework with a minimum of 75 percent on all class, lab and clinical work.
2. Meet or exceed attendance requirements.
3. If the (posted) required minimum score is not met on the Exit Exam in PNRS 109, the student will be required to repeat and pass the associated course and complete the Virtual-ATI (V-ATI) NCLEX Review to the "Green Light" to fulfill completion requirements. (A minimum score on the Exit Exam during a repeat of taking the associated course is not required to fulfill completion, as long as the associated course is passed, AND the V-ATI is completed to the "Green Light".)
4. Attend the AIAM designated Live Review.
5. Payment in full of all tuition and settlement of all financial obligations with the school.
6. Complete the program within 1.5 times the length of the program (88.5 attempted credits).

## PN Program Outcomes

1. Utilize the holistic Nursing process approach in providing safe, Practical Nursing care to client's biological, psychological, spiritual and sociocultural needs.
2. Provide Practical Nursing interventions that integrate the science of traditional modalities with the awareness of holistic caring.
3. Demonstrate safe, competent, nurturing care in the practice of Nursing across the lifespan.
4. Promote an environment of respect and harmony by consistent display of professionalism in interactions and communication skills with clients, peers and members of the interdisciplinary team.
5. Demonstrate knowledge of computer technology and informational literacy appropriate for the entry level healthcare professional.
6. 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.
7. Account for competence and personal growth.

## Student Health Services

AIAM Nursing Education Program Student Health Services Policy is as follows:

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.

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.

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.

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.

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.

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.

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.

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.



# Financial Policies



- Paying for your Education
- Financial Aid Guide

*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 Opportunities

Education is an investment in yourself. AIAM 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 Alumni Grant

AIAM now offers a grant for AIAM alumni who want to enroll in the Practical Nursing or Registered Nursing program. The alumni grant is a 10% discount on current nursing tuition rates (\$269.10 instead of \$299) and is valid as long as alumnus is an enrolled student at AIAM. This new grant is designed to assist our valuable alumni with the cost of furthering their education.

#### **ELIGIBILITY GUIDELINES:**

1. Alumnus must have earned a diploma or degree from AIAM
2. Alumnus must follow the current admissions process to enroll in a nursing program; grant will be applied each quarter and will be discussed during financial aid appointment
3. Alumnus will be eligible for the grant as long as they are enrolled at AIAM

#### **IMPORTANT NOTES:**

Alumni grant is only available to newly enrolled or readmitted alumni, as well as those alumni currently enrolled at AIAM. The grant will not be “back-dated” and/or discount cannot be given for classes that have already been completed prior to January 1, 2018.

All alumni applying for one of the nursing programs automatically qualify for the grant.

## Tuition Payments

Students of the American Institute of Alternative Medicine (AIAM) are required to pay program tuition and fees in full, either during each payment period, or in total by the program end. Payment period tuition and fees are due in total unless a student is on an approved payment plan. Payments can be easily paid online via Populi, AIAM’s school management system, or at the Front Desk. Each student has access to his or her account, and the ability to make payments online. Online payment is preferred; however, cash payments can be made at Reception. Students can make payments online or in-person at Reception using either a credit card or a checking account. ***It is important to note that payments made by debit or credit card will be subject to a 3% surcharge.*** Total program charges must be paid in full before the student’s last day in his or her respective programs. Failure to pay total program charges will result in consequences which may include: a student being unable to obtain his or her diploma or an official program transcript; AIAM withholding the notification required by any State Medical Board or any professional licensure that the student has completed his or her program; and a student being unable to participate in Commencement and/or Pinning ceremonies. AIAM also reserves the right to send balances that are severely delinquent to a collection agency, and AIAM reserves the right to determine what constitutes a severely delinquent balance, in accordance with all applicable State and Federal laws. The only exception to being paid in full at the program’s end is qualifying students within the Registered Nursing Advanced Placement program, who have been enrolled in the 21-month payment plan and have faithfully been making payments per agreement. As long as students in this program have met the terms of the plan, and continue to make their payments for the 6 months after program completion, they will be considered exempt from consequences applied to non-payment of total program costs. Registered Nursing Advanced Placement students only are eligible for the 21-month payment plan.

#### **PAYMENT PLANS:**

Students are not billed for the entire program at one time; instead, students are billed one payment period at a time. Students are required to pay tuition and fees in full for a payment period only within the first five days of this period, unless a student has met with the Financial Aid Office and instead enrolled in an approved payment plan. AIAM acknowledges that tuition and fees can vary quarter to quarter (or payment period), which may cause the amount due each quarter to fluctuate. To allow students a more structured approach to paying his or her tuition and fees over a year instead of a quarter/ payment period, a student may instead agree to a payment plan which will last through a student’s academic year. All students, regardless of whether they plan to use outside funding sources or not, will receive a Payment Summary, outlining



program costs based on current information. Students who choose or need to pay AIAM directly for anticipated tuition and fees will receive a Promissory Note with total amount due for an academic year. Students paying the School directly for tuition and fees will be offered the opportunity to make payments, and should they choose to enroll instead of paying each payment period in full, will be provided a payment plan. Students receiving financial aid and/or outside funding will also receive a payment plan outlining his or her estimated gap between how much outside funding is anticipated, and how much tuition and fee charges will be, per one academic year at a time. Payments are calculated based on this gap between funding and anticipated tuition and fee charges for an academic year. Students enrolled in a payment plan are required to provide checking account or debit/credit card information for payments to be auto-deducted from the account specified. Students can choose between two different monthly dates the payment will be deducted, one approximately mid-month, and one approximately the end of the month. Dates may vary per calendar year but will be specified in the ACH/Payment Authorization Form provided. AIAM strongly recommends students provide checking account information, as credit/debit card authorizations will have a 3% surcharge applied. A student can revoke agreement for auto-deduction of payments in writing at any time. Revocation takes up to 14 days to take effect. If a student enrolled in a payment plan at AIAM severs AIAM's ability to auto-deduct payments, the student will no longer be considered enrolled in a payment plan and all tuition and fees still owed for the payment period will immediately come due. Furthermore, the next payment period the student will be required to pay in full all tuition and charges within the first 5 days. Failure to make payments may result in consequences such as suspension from a student's program until his or her account is current, being barred from attending any classes until payments are current, or dismissal from the program in circumstances where a student cannot make appropriate arrangements or payments. Application for funding, such as financial aid or for a scholarship, does not release a student from the requirement to pay his or her account in full, so students are required to follow up on all aid applications and make sure all steps have been followed and the aid has been awarded, and then applied to student account, per rules and regulations of each funding source (Federal, State, private, and otherwise).

Students are required to resubmit financial aid and other applications as necessary, such as each academic and/or award year, and review the award letter he or she receives. Payments and/or funding may change due to course failures, approved leave of absence, transfer credits, loss or gain of eligibility between years, loss or gain of outside funding, and more. AIAM reminds students that it is the responsibility of the student to work with the Financial Aid Office and/or outside funding sources to maintain eligibility, and monitor changes in payments needed to help a student pay off remaining tuition and fees. Students are advised that failure to meet the requirements of each funding source, such as completing applications and/or providing all requested documents to the Financial Aid Office (see VERIFICATION) will result in loss of funding eligibility (see FINANCIAL AID).

Many students opt to use financial aid, or other funding sources, to help cover the cost of their program. Please note that an application for financial aid or receiving a separate outside funding source (i.e., Ohio Means Jobs, BVR, Scholarship, Employer Tuition Reimbursement, NEALP, Private Education Loans, Union Education Trust, or any additional funding) does not mean that total charges for a student's program are covered. Students must work with the AIAM Financial Aid Office to determine what remaining financial responsibility he or she may have, and pay any amount not covered by any funding sources. It is also student responsibility to monitor his or her account to determine that it is paid in full.

AIAM acknowledges that students can experience financial challenges and encourages any student who finds her or himself struggling with payments or tuition and fees charges to immediately contact the Director of Business Operations at AIAM to discuss alternative arrangements. AIAM does not discount or otherwise adjust tuition and fee charges, and a student will still be responsible to pay the total amount due to AIAM before program completion.

AIAM acknowledges that since books are something a student must purchase in order to succeed academically, students may purchase books from the AIAM bookstore and add those costs to his or her account (see Books—Buy Now, Pay Later). Since the students (not AIAM) controls the purchasing, the student (not the School) is responsible for the additional costs now on her or his account. After adding the cost of books to her or his account, the student is responsible for the following: ensuring these charges are paid or that payment arrangements are made (such as a payment plan, or payment in full by the end of the payment period), and ensuring all charges are paid by the end of program of study. If a student is enrolled in a payment plan, and needs to adjust the amount auto-deducted from his or her account due to addition of book charges, the student must visit the Financial Aid Office to obtain a new form and new payment amount. Failure to adjust student payment due to addition of book charges means that book costs will come due in full at the end of an academic year or the end of the program of study, whichever comes first. AIAM does not require students to purchase his or her books through the AIAM bookstore. Instead, AIAM simply offers the ability to purchase books and add those costs to the student account as a means to allow students access to books. A student using the AIAM bookstore must still consider the added financial responsibility before adding these costs to his or her total program costs.

## Dishonored Payments & Collections

AIAM accepts checks as payments and encourages students to pay by check to avoid credit/debit card surcharges when paying payment period tuition and fee charges in full, or when enrolling in a payment plan (which requires auto-deducted payments). AIAM reserves the right and will assess a fee of \$37.50 for any returned checks/ACH notices. This same fee will be applied for any payments made by credit card/debit card as well that is returned to AIAM for non-payment. Students enrolled in a payment plan need to meet with AIAM Director of Business Operations personally when they need to change bank account information to avoid payment interruptions or when they believe the payment may reject. Rejected payments without student effort to get account back on track will mean student is no longer enrolled in his or her payment plan, and total tuition and fees due on student's account will immediately come due. Students with account balances that are not current their approved payment plans may be subject to further disciplinary action, including administrative dismissal from the program and being sent to a collections agency. Students will be responsible for any fees assessed for returned payments, and all collections fees incurred.

## Cancellation of Enrollment Agreement

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. Please see the school's refund policy, and/or add/drop policies.

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.

## 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.

## Financial Impact of Withdrawal

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 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 and Acupuncture Program)

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 Enrollment 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 Enrollment 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 Enrollment 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)

1. Refunds in clock hour programs shall be made for each academic term in accordance with the following procedures:
  - A student who starts class and withdraws before the academic term is 15 percent completed (through week 3) will be obligated for 25 percent of the tuition and refundable fees plus the enrollment fee.
  - A student who starts class and withdraws after the academic term is 15 percent completed but before the academic term is 25 percent completed (through week 6) will be obligated for 50 percent of the tuition and refundable fees plus the enrollment fee.
  - A student who starts class and withdraws after the academic term is 25 percent completed but before the academic term is 40 percent completed (through week 9) will be obligated for 75 percent of the tuition and refundable fees plus the enrollment fee.
  - A student who starts class and withdraws after the academic term is 40 percent completed (through week 10 or later) will not be entitled to a refund of the tuition and fees.

## Refund for Books, Fees and Supplies

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 first and second bullet points below.

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.

Items or services not delivered to the student cannot be considered consumed except for those items covered in the first bullet point above.

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.

## 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 [AIAM.edu](http://AIAM.edu) or contact the Financial Aid Office at (614) 825-6255 ext. 223 for further details.*



## Receiving Financial Aid

To qualify:

1. 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.
2. Not be in default on a federal student loan or in overpayment status (as determined via the National Student Loan Data System).
3. Not have exceeded Lifetime Eligibility of Pell grant funding (as determined by the National Student Loan Data System).
4. Loan recipients cannot 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.
5. All students who have completed a Bachelor's 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.
6. Be a citizen or eligible non-citizen.
7. Be enrolled at least half-time for loan recipients and grant recipients, and must be attempting to earn credit/clock hours.
8. 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](http://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.
9. 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.
10. Be making Satisfactory Academic Progress (SAP) for financial eligibility (see SAP policy in School Policies section). 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.
11. 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/or 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.

## Financial Aid Quick Guide

Our staff is here to help provide financial assistance direct to a student. 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 FSA Username and FSA Password at <https://fsaid.ed.gov/npas/index.htm>
2. After creating a FSA Username and Password, electronically complete your FAFSA application at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
3. To send your information to AIAM, add the school code: 035344
4. Receive SAR (Student Aid Report) and review before your appointment with the Financial Aid Office
5. Complete Entrance Counseling, and then Complete a Master Promissory Note (MPN) at [www.studentloans.gov](http://www.studentloans.gov)

## 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.

## Entrance Counseling & Master Promissory Note

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

1. Go to [www.studentloans.gov](http://www.studentloans.gov)
2. Using your FSA username and password, log in and Complete Entrance Counseling.
3. Once complete, please complete your Master Promissory Note.
4. Make sure to follow all steps until done.

## Financial Aid Application with AIAM

1. During your appointment with financial aid, you will be presented with an application for financial aid funding.
2. You must complete this financial aid application before receiving financial aid at AIAM.
3. Once awarded, you will receive a financial aid award via email, and will be able to see your awarded aid on Populi.

## Things to Remember

1. Information given to the Financial Aid Office will be treated confidentially and within FERPA guidelines.
2. Please check with the Financial Aid Office for the deadline that corresponds with the quarter you are applying.
3. The amount of aid a student receives is not guaranteed. A new FAFSA must be submitted annually and aid eligibility can change year to year. We will try to provide resources to help you find the funding necessary to complete your educational objectives. It is the responsibility of the student 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 implications.
4. 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.
5. 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)*

## Pell Grant

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

## FSEOG

A **Federal Supplemental Educational Opportunity Grant (FSEOG)** is a grant for undergraduate students with exceptional financial need.

AIAM will follow the following policy in awarding SEOG funds:

**FIRST SELECTION GROUP:** Students with the lowest expected family contributions (EFC) who will also receive Pell Grants in that award year.

- A student who receives a Pell Grant at any time in the award year may be awarded an FSEOG for that award year; the student does not have to receive a Pell Grant in the same payment period as the FSEOG. For example, in the case of a student who receives a Pell Grant and then reaches his or her LEU, the student may still be awarded the full academic year.

**SECOND SELECTION GROUP:** If there are remaining FSEOG funds after making awards to all Pell Grant recipients for that award year, students with the lowest EFCs who are not receiving Pell Grants will then receive awards. This group includes students who have reached their LEU previously and are not able to receive a Pell Grant in the award year.

However, if the student loses Pell Grant eligibility prior to disbursement of the FSEOG, the FSEOG award will and must be cancelled.

### ***AIAM disbursement policies are:***

- The amount of the disbursement will be based on the total FSEOG award divided by the number of payment periods the student will attend in his or her academic year.
- Payments will be made WITHIN a payment period in whatever installments will best meet the student's needs.
- AIAM will pay SEOG each year based on Summer, Fall, Winter, Spring(Crossover) starts
- Eligible categories of students will be established from the Selection Groups by enrollment status, program, class standing, and a combination of these factors.

### ***THERE ARE A LIMITED NUMBER OF AWARDS AVAILABLE.***

- This is not application-based, and cannot be requested. AIAM's Financial Aid Office has final discretion on FSEOG award. It is the job of the Office to award in accordance with established federal guidelines.

## **Federal Direct Stafford Loan Options**

***Federal Subsidized Stafford Loan*** program provides subsidized 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.

***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](http://www.studentloans.gov) for more information.

***NOTE:*** Students 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.

## **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](http://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 [AIAM.edu](http://AIAM.edu) under Financial Aid >Additional Loan Options. All private loans require certification by the school prior to disbursement. 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](http://www.pnconcampus.com). (Interest rates are variable.)

## 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, full service 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.

### **Exit Counseling and Half Time Enrollment**

**IMPORTANT NOTE:** 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. Notifications of when disbursements are posted to a student's account card are sent to students via email. 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. Students asking that funds over the cost of tuition and fees be applied to subsequent terms/payment periods must sign an authorization. These authorizations are available for signature during Orientation. Students may see the Finance or Financial Aid Office to obtain these forms. Notification that disbursements have been posted to student accounts are emailed to the student. The Front Desk will notify the student when a check is ready, and students have 5 business days in which to pick up the check before it will be mailed to the address on file. 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 cancel or decrease a disbursement.

## Books and Supplies

AIAM allows students a way to obtain or purchase required books and supplies and charge these items to their student account. This includes grant eligible students who will have a credit balance with the school. Students are encouraged to track the amount of books and supplies being charged on their account. Students must sign an authorization if they want to charge books and supplies to their account. *See page 115 for more information.*

## 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.

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](http://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. 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.

## Budget Considerations for Each Program

### *Acupuncture:*

Students are considered graduate level for budgeting and awarding purposes and must be enrolled in at least 225 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.

## ***Practical Nursing:***

Students are considered credit-hour students; however, the amount of hours students attempt each quarter are utilized and converted to credits for financial aid budgeting and awarding purposes. In order to determine if a student is full-time, three-quarter time, half-time, or less-than-half-time, the Financial Aid Office will add up both a student's "in-seat" clock hours and the outside prep hours associated with each class, and divide that total amount of hours attempted by 25. A student must attempt 300 cumulative "in-seat" plus outside clock hours to be considered full time for financial aid purposes; 225-299 cumulative hours to be considered three-quarter time; 150-224 cumulative hours to be considered half-time; and attempting less than 150 cumulative hours will be considered less-than-half-time for purposes of awarding grants and loans.

## ***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.

## ***Western 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.



# 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.

## **For more information:**

*Linda Fleming-Willis*  
*[lfleming-willis@aiam.edu](mailto:lfleming-willis@aiam.edu)*

*ph: (614) 825.6255*

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*American Institute of Alternative Medicine*



## Academic Advising

The Academic Dean provides academic advising services to all students. The Director of Nursing provides academic advising to students in AIAM's Nursing program.

## Alternative Medicine Services

Current AIAM students may schedule acupuncture and massage treatments in the student and professional clinic. Students receive a 20 percent discount on all scheduled appointments with licensed massage therapists and acupuncturist in the professional clinic. Current student clinic rates apply for services received in the student clinic.

## Books

Textbooks are available for purchase at AIAM. A student may be able charge books to his/her student account; please see the Financial Aid office for more details. Cash and credit cards are also accepted. Program booklists are updated quarterly and are posted on the AIAM website. The booklists are also available via the student portal. Students are not required to purchase textbooks from AIAM.

## Career Services Assistance

AIAM regularly receives job-opening notices from diverse businesses seeking massage therapists, acupuncturists and nurses. This information is distributed electronically in a "Job Flash" to current students and AIAM alumni through email addresses every Tuesday. AIAM does not guarantee placement. As part of all programs' curricula, students learn how to create a professional resume prior to graduation. The Director of Graduate Services is available to assist graduates with resume development and interviewing skills. A Career Fair is held annually to assist current students and alumni with career services assistance. Campus placement rates are available upon request; please see admissions department for more details.

## Computer Access

AIAM provides computer access in the library and the computer labs for all currently enrolled students. AIAM provides WiFi access for all students.

The 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 dismissal and/or termination of enrollment. 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.

## Counseling

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

## Disability Services

AIAM offers a range of support services for persons with documented disabilities who have been 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/or 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.

Students needing supportive services are encouraged to submit an Accommodations Request Form with the required supporting documentation as early as possible in the application process so that consideration for appropriate accommodations can be arranged. For further information or to arrange for support services contact the Academic Dean at 614.825.6255.

## Liability Insurance

AIAM provides "Student Blanket Professional Liability Insurance" to all active enrollees. Such coverage is applicable during authorized school activities only.

## Library

The AIAM library stocks over 800 reference books, magazines, DVDs, CDs and videos of various topics including Anatomy, Physiology, Massage, Acupuncture and Nursing. Students also have access to electronic EBSCO databases on and offsite. Students may use these resources as well as computers while in the library. The circulating collection of AIAM Library resources may be checked out for a 2-week period. Please bring AIAM Library RETURN materials directly to the Library Manager or to the AIAM Front Desk. If the item(s) are not returned within two weeks, a daily fee of \$1.00 per item will be assessed. After 30 days, if the item is not returned, the student will be fined \$50 or the replacement cost of the item, whichever is greater. The AIAM Library copies of most current classroom textbooks (the Reserves Collection) are non-circulating and they are not to leave the building. These textbooks only get checked out for 4 hours at a time as they are in high demand. AIAM has also established a borrowing relationship for AIAM students through The Ohio State University Health and Sciences Library. To use the OSU library, AIAM students must present valid identification including your AIAM student ID. Please see librarian for more details.

## Lodging

Lodging is available at many nearby hotels and motels. Direct your inquiries to the Admissions Office to learn about local accommodations.

## Parking

During the day, students may park in the AIAM parking lot and the neighboring Alpine House Assisted Living Facility rear parking lot (1001 Schrock Road, that borders Checkrein Avenue). Evening parking (after 5pm) 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 Shamrock Towing (6333 Frost Road, Westerville, OH 43082, ph 614-882-3555), at the offender's expense.

## Principles of Excellence

### *Executive Order 13607*

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 as well as State of Ohio refund policy.

## Table Purchases

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

## Transcripts/Diplomas

Upon graduation, students receive a complementary official copy of their transcript and diploma. An official transcript or duplicate diploma will be provided to students and graduates for a \$10 charge upon written request to the Registrar. Please allow 3 to 5 business days for processing.

## Voter Registration Forms

AIAM provides Voter Registration Forms, which are available in the west wing Information Center. The Director of Graduate Services can provide additional forms when needed during normal business hours Monday through Friday.

Visit [www.sos.state.oh.us/SOS/elections.aspx](http://www.sos.state.oh.us/SOS/elections.aspx) for voter registration information for the state of Ohio or

[AIAM.edu/consumer-info](http://AIAM.edu/consumer-info)



# School Policies



Students and applicants are responsible for reviewing, understanding and complying with current rules and policies in effect. 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.

The admissions department is available to provide hard copies of any of the information contained herein.

*This catalog is a guide to school policy and requirements and is not a contract. Enrollment may be terminated at any time for violation of school rules or policies. Information in this catalog is subject to change.*

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# American Institute of Alternative Medicine



## Academic Integrity

Ensuring academic integrity is an educational objective taken very seriously at AIAM. 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.

Student academic misconduct includes, but is not limited to, cheating on examinations, plagiarism, bribery and falsification of student records.

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.

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.

If there is any doubt, the student should consult his/her instructor or use a "when in doubt, document" philosophy.

### Consequences for Academic Misconduct

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

1. For a first offense, the student must schedule a meeting with the Academic Dean (or Director of Nursing if the plagiarism occurred within a nursing course) within 5 days of receiving notification of the offense. The student may resubmit the paper within 5 days of notification of the offense after the meeting with the Academic Dean (or DON) and will receive a 20% grade penalty. The student will be placed on Behavioral Warning. Failure to meet with the Dean (or DON) within 5 days will result in receiving a "0" for the associated paper and being placed on Behavioral Probation.
2. For a second offense, the student will receive a "0" for the associated paper and be placed on Behavioral Probation, which will include scheduling a meeting with the Academic Dean (or Director of Nursing if the plagiarism occurred within a nursing course) within 5 days of receiving notification of the offense plagiarism offense. Failure to attend the meeting within 5 days will result in failing the course in which the second offense occurred.
3. For a third offense, the student will fail the course in which the third offense occurred, continue on Behavioral Probation, and must schedule a meeting with the Academic Dean (or Director

of Nursing if the plagiarism occurred within a nursing course) within 5 days of receiving notification of the offense plagiarism offense. Failure to attend the meeting within 5 days will result in being dismissed from the program.

4. For a fourth offense, the student will be dismissed from the program.

Students who are found guilty of academic misconduct for cheating on a test shall receive the following consequences:

1. For a first offense, the student will receive a "0" on the test and must schedule a meeting with the Academic Dean (or Director of Nursing if the cheating occurred on a nursing course test) within 5 days of receiving notification of the offense. The student will be placed on Behavioral Warning.
2. For a second offense, the student will fail the associated course and be placed on Behavioral Probation, which will include scheduling a meeting with the Academic Dean (or Director of Nursing if the cheating occurred on a nursing course test) within 5 days of receiving notification of the offense plagiarism offense.
3. For a third offense, the student will be dismissed from the program.
4. The student has the right to Appeal in all the above situations. (See Appeals policy)



## 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 business days of a quarter. Course additions must be approved by the Academic Dean or the Director of Nursing and submitted to the Registrar's office on an Add/Drop form. Add/Drop forms can be obtained from the Registrar or Academic Dean. Any requests to add a course submitted after the deadline are subject to a \$50 Add/Drop Fee. Tuition for the course added will be billed and added to student's account.

## Appeals

A student has the right to officially appeal an academic grade or behavioral probation decision. If regarding a nursing course grade (PNRS or NRS course prefix), or behavioral probation rendered by the Director of Nursing, the appeal must be submitted in writing to the Academic Dean within 5 calendar days of the rendered decision to be considered. For all other course grade appeals and behavioral probation appeals on decisions rendered by the Academic Dean, the appeal must be submitted in writing to the Campus President within 5 days of the rendered decision. If a nursing student wishes to appeal the decision of the Academic Dean's appeal decision, a new appeal must be submitted in writing to the Campus President within five calendar days of the Academic Dean's rendered decision. The decision of the Campus President is final.

If the complainant or respondent in an on-campus student conduct proceeding involving reported sex offenses, relationship violence and stalking wishes to appeal the "result" or final decision of the Disciplinary Council, they have 10 calendar days of the rendered decision to appeal. The appeal must be submitted in writing to the Campus President. The decision of the Campus President is final.

## Attendance Policies

In theory (including science) courses, students missing more than 20% of total course hours will lose ½ letter grade for each 5% time increment after the 20% and up to but not exceeding 30% of the course hours. **No excused absence will be allowed over 30% and the course will be failed.** The Academic Dean may waive this penalty in very rare and extenuating circumstances. All missed class time is part of total percentage—tardiness, leaving class early, leaving class during class and returning, and absences.

The first two times in each class students arriving later than 10 minutes on test days may not be allowed to sit for the test. The instructor will make the judgment call whether the student is permitted to join the test situation in progress or needs to schedule a make-up test during proctored testing sessions. The student may be asked to leave the test situation until the test is over so there is no distraction for other students.

If a student is late ten minutes or more a third time in a class, the student will be required to set an appointment within 48 hours with the Academic Dean (or the Director of Nursing for nursing courses) for a decision on whether permission will be granted to make-up the test. If the student does not make and keep the appointment, a 0 will be given for the missed test. All tests must be made up within 7 calendar days as published on the quarterly proctored Testing Schedule. Only the Academic Dean (or Director of Nursing for nursing courses) can extend the make-up time-frame in rare and extenuating circumstances).

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

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

### ***Western Massage Therapy, Professional Master Level Acupuncture (Diploma), & Practical Nursing Programs***

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

### ***Practical & Registered Nursing Programs***

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

**LAB:** The laboratory component of each course is mandatory and excused time missed must be made up within 7 days of the absence. An unexcused absence for lab will result in failure of the lab (and corresponding course and clinical, as applicable).

**CLINICAL:** For extenuating and excused/approved circumstances approved by the Director of Nursing only, students may miss up to the equivalent of 2 days clinical (which can accumulate from missed time from tardiness or leaving early). All clinical hours missed must still be made up: the excuse/approval is the permission to make up the time. If the make-up day requires adding an additional clinical date, the student will be charged \$100 clinical make-up fee. A third missed day for any reason will result in failure of the clinical (and associated course and lab, as applicable). Unexcused absences will result in failure of the clinical.

## ***Western Massage Therapy***

All exam days missed must be approved and/or documented excuses or the exam may not be made up and the student will receive a "0" for that exam.

## ***Western Massage Therapy (continued)***

**CLINICAL:** For extenuating and excused/approved circumstances approved by the Academic Dean, students may miss up to the equivalent of 2 days clinic (which can accumulate from missed time from tardiness or leaving early). All clinic hours missed must still be made up: the excuse/approval is the permission to make up the time. A third missed day may result in failure of the clinical unless waived by the Academic Dean for extreme extenuating circumstances, and all hours must be made up.

Students must notify their instructor as soon as possible, preferably at least 24 hours prior to the starting time and no later than two hours prior to the starting time of their clinic shift.

**NOTE:** Massage Therapy Program students will be charged a \$30 fee per hour for last minute cancelled appointments in the student clinic, payable to AIAM, unless excused by the Academic Dean.

All clinic absences **MUST** be made up and Massage Therapy students are required to contact the Clinic Manager within (7) days of the absence to schedule the make-up date. After (7) days, students will fail the course unless a waiver for extenuating circumstances for the delay in contacting to schedule the make-up date is received from the Academic Dean.

- A clinic shift absence without supporting documentation or administrator/manager approval for the absence will result in course failure.
- A No Call/No Show for your clinic shift will result in course failure.

Examples of supporting documents include:

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

## ***All Programs***

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

### ***Missed Class Time:***

The missed class time policy at AIAM is all encompassing and includes late arrival to class, unscheduled breaks during class time, late return from breaks, and leaving class before the scheduled end time. A student is counted as absent for each fifteen (15) minute increment of class missed. Absent time is cumulative, and forty-five (45) minutes cumulative absence shall count as one (1) clock hour absent.

### ***Missed Work:***

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

Homework and assignments are required to be turned in via Populi on the date due, regardless of absence. Note that late homework or assignments will be accepted; however, the late assignment penalty will be applied (see "Late Assignments" policy) since these can be uploaded to Populi from any place with internet connection. Individual instructors may institute an exception to this rule for specific types of homework that are not able to be easily uploaded to Populi. Otherwise, only the Academic Dean (or Director of Nursing for nursing courses) can waive this grade penalty on homework submitted past the assigned due date in rare and extenuating circumstances.

### ***Late Assignments:***

Students are expected to submit required class/clinical assignments by the stated due date and time. Late submission of assignments including those related to absences will be penalized by dropping one half letter grade (5%) per each day past the due date, up to 7 days after the due date. At 7 days late, no submissions will be accepted and the student will receive a 0 for that assignment. As noted in "Missed Work" policy above, this applies to assignments due on a day student is absent, as well. If there is a possibility that your work may be late, you should communicate this with the instructor before the assignment is due. There will be no exceptions unless there is an extenuating circumstance, which has to be granted by the Academic Dean (or Director of Nursing for nursing courses).

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

Example of supporting documentation:

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

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

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

## Auditing Courses

See “Enrichment Students” Policy

## Badges & Uniforms

All students, faculty and staff at AIAM are issued an Identification (ID) Card, which should be carried 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. Western Massage Therapy students working in the Student Clinic will be required to wear the AIAM issued uniforms. Nursing students must also 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.

## Campus Security

American Institute of Alternative Medicine employs no security personnel. The AIAM Campus President is responsible for the building's security and appoints Campus Security Authorities. A CSA has significant responsibility for student and campus activities and are the personnel students may report crime allegations. CSA report to the Director of Graduate Services those allegations of Clery Act Crimes that he/she concludes were made in good faith on the AIAM Universal Crime/Incident Report Form within 24 hours. The CSA does not have the authority to arrest individuals. The Columbus Police Department is notified via 911 in emergency situations.

**Campus Security Authorities for AIAM are:**

*Academic Dean · Acupuncture Program Administrator/Clinical Supervisor · Campus President  
Chief Executive Officers · Controller · Director of Business Operations · Director of Nursing  
Director of Graduate Services/Title IX Coordinator · Financial Aid Director  
Massage Therapy Program Administrator/Clinical Supervisor*

## Campus Hours (general)

Monday through Thursday: 7:30 a.m. to 10:00 p.m.  
Friday: 7:30 a.m. to 5:00 p.m.

Saturday 8:00 a.m. to 5:00 p.m.  
Sunday 11:00 a.m. to 5:00 p.m.

These hours are subject to change based on student clinic hours and classroom schedules. With the exception of the main lobby and student entrance, all outside doors are locked. Staff offices are locked when not in use. AIAM employs no security personnel and relies on each member of the AIAM community doing their part to keep the campus safe.

## Conduct

Positive ethical behavior is expected of all students while enrolled in any program. Nursing Programs have additional Student Conduct criteria noted in the Nursing Policies section. 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 Western 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.
11. Students may not bring children to campus, including leaving in private vehicles or common spaces.
12. Students may not bring animals/pets to campus, including leaving in private vehicles or common spaces with the exception of registered Service Animals with prior notification to the Academic Dean.

## Contact Numbers (on campus)

Mark Sullivan, Campus President .....	(614) 825-6255, ext. 234
Linda Fleming-Willis, Director of Graduate Services .....	(614) 825-6255, ext. 226
Elaine Hiatt, Academic Dean .....	(614) 825-6255, ext. 233

## Contact numbers (off campus)

Emergency .....	911
Police Department (non-emergency) .....	(614) 645-4545
Fire Department (non-emergency) .....	(614) 221-2345

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 Drug-Free School and community Act as noted in AIAM policies section of the catalog. For a detailed listing of criminal offenses in the public geographical area in which AIAM resides, please contact the Director of Graduate Services.

## Consequences

Academic and/or professional misconduct is subject to disciplinary action. Instructors who suspect cheating will escalate the issue to the Academic Dean. A student may be placed on probation, fail a graded course component, fail a course, or be dismissed.

## Course Cancellation

If AIAM cancels a scheduled course, all monies paid by the student for that course will be refunded in full within 30 days after notification.

## Course Survey

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. Students with concerns may contact the Academic Dean at any time to discuss their concerns.

## Dismissal

Student dismissal is viewed as the last recourse at AIAM. At the discretion of the Campus President and upon recommendation of the Academic Dean or the Director of Nursing, 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 client care, and for, but not limited to, the following reasons:

1. Violation of the school rules and policies
2. Failure to fulfill the terms and conditions of the enrollment agreement
3. Failure to meet financial obligations
4. Unsatisfactory academic progress
5. Failure to complete the program within 1.5 times the length of the program.
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. Threatening behavior or remarks.

A student who receives a notice of dismissal will have ten (10) calendar days from the date of dismissal to file a request in writing for a review of the dismissal by the Campus President and to show cause as to why the dismissal should be overturned. This request must be in writing and sent to the Campus President by registered mail or electronic submission with confirmation or proof of delivery. The decision of the Campus President shall be final in all cases.

## Dropping a Course

To drop a course, students must submit a written request to the Academic Dean within 5 business days from the start of a quarter. If this submission is on time, no notation is made on the student's permanent record and all tuition and fees for that quarter will be refunded with the exception of any books or supplies that have been charged to the students' account. Books and supplies may be returned as long as they are in new condition.

A student who stops attending a class or does not request an official Add/Drop form within the required time frame will receive a letter grade of "F" for the class. The student must secure the Director of Nursing or Academic Dean's signature on the Add/Drop form which can be obtained from the Academic Dean or Registrar's office. The Academic Dean or the Director of Nursing 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. It is the student's responsibility to complete the Add/Drop process. 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.

*This applies for all courses taken in a specific quarter, irrespective of the week in which the course begins. The AIAM academic calendar notes these dates for each quarter.*

## Drug-Free School and Community Act

AIAM 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**

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.

If alcohol violations occur, the following systems may be used:

- Students are subject to appropriate discipline.
- Faculty and Staff will be disciplined.

Alcohol policy violations can be reported to the front desk who will forward the information to the appropriate personnel.

## **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](http://www.com.ohio.gov/liqr) and [www.justice.gov/dea/agency/penalties.htm](http://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 or buy alcohol for anyone under 21.
5. Furnish alcohol for anyone under 21, unless you are the parent, legal guardian, adult spouse in your own home or apartment, or one or more specified for religious, educational or medical purposes.
6. Allow anyone under 21, other than your own child/dependent, who possesses 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**

If you are under 21, you are considered to be driving under the influence if:

1. 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. You consume alcohol while in a motor vehicle.
3. You drive while under the influence of alcohol.
4. You are in physical control of a vehicle while drinking or under the influence of alcohol.

### **Disorderly Conduct**

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 614-644-2360 and on the web at [www.com.ohio.gov/liqr](http://www.com.ohio.gov/liqr). You must also have permission to serve alcohol on campus from the Campus President 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 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.

### 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.dea.gov](http://www.dea.gov).

### 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 & Possible Health Effects of Alcohol	
<b>Intoxication</b>	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.
<b>Heavy drinking</b> <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.
<b>Injuries</b>	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.
<b>Birth Defects</b>	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.
<b>Alcohol use Disorders</b>	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.



Health Effects of Commonly Abused Drugs (i.e. illegal or not used as prescribed)	
<b>Cannabinoids</b> <b>Hashish Marijuana</b>	Cough, frequent respiratory infections, impaired memory and learning, increased heart rate, anxiety, panic attacks, tolerance, addiction.
<b>Depressants:</b> Barbiturates ( <i>Phenobarbital</i> ) Benzodiazepines ( <i>Ativan, Valium</i> ) Flunitrazepam ( <i>Rohypnol</i> ) GHB & Methaqualone ( <i>Quaalude</i> )	Fatigue; confusion; impaired coordination, memory, judgment; addiction; respiratory depression and arrest; death. For <b>Barbiturates</b> : depression; unusual excitement; fever; irritability; poor judgment; slurred speech; dizziness; life-threatening withdrawal. For <b>Benzodiazepines</b> : dizziness For <b>Flunitrazepam</b> : visual and gastrointestinal disturbances; urinary retention; memory loss for the time under the drug's effects. For <b>GHB</b> : drowsiness; nausea/vomiting, headache; loss of consciousness; loss of reflexes; seizures; coma; death. For <b>Methaqualone</b> : depression; poor reflexes; slurred speech; coma.
<b>Dissociative Anesthetics:</b> Ketamine PCP and analogs	Memory loss; numbness; nausea/vomiting. For <b>Ketamine</b> : at high doses; delirium; depression; respiratory depression and arrest. For <b>PCP and Analogs</b> : possible decrease in blood pressure and heart rate; panic; aggression; violence/loss of appetite; depression.
<b>Hallucinogens:</b> LSD Mescaline Psilocybin	Altered states of perception and feeling; nausea; persisting perception disorder (flashbacks.) For <b>LSD and Mescaline</b> : increased body temperature, heart rate, blood pressure; loss of appetite; sleeplessness; numbness. For <b>LSD</b> : persistent mental disorders. For <b>Psilocybin</b> : nervousness, paranoia.
<b>Opioids and Morphine Derivatives:</b> 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> )	Nausea; constipation; confusion; sedation; respiratory depression and arrest; tolerance; addiction; unconsciousness; coma; death. For <b>Codeine</b> : less analgesia, sedation, and respiratory depression than morphine. For <b>Heroin</b> : staggering gait.
<b>Dextromethorphan</b> (Found in some cough and cold medications)	Memory loss; numbness; nausea/vomiting
<b>Inhalants</b> (Solvents, gases, nitrites)	Unconsciousness; cramps; weight loss; muscle weakness; depression; memory impairment; damage to cardiovascular and nervous systems; sudden death
<b>Stimulants:</b> Amphetamine Cocaine MDMA Methamphetamine ( <i>Ritalin</i> ) Nicotine	Rapid or irregular heart beat; reduced appetite; weight loss; heart failure; nervousness; insomnia. For <b>Amphetamine</b> : rapid breathing/tremor; loss of coordination; irritability; anxiousness, restlessness; delirium; panic, paranoia; impulsive behavior; aggressiveness; tolerance; addiction; psychosis. For <b>Cocaine</b> : increased temperature/chest pain; respiratory failure; nausea; abdominal pain; strokes; seizures; headaches; malnutrition; panic attacks. For <b>MDMA</b> : mild hallucinogenic effects; increased tactile sensitivity; empathic feelings/impaired memory and learning; hyperthermia; cardiac toxicity; renal failure; liver toxicity. For <b>Methamphetamine</b> : aggression; violence; psychotic behavior/memory loss; cardiac and neurological damage; impaired memory and learning; tolerance; addiction. For <b>Nicotine</b> : additional effects attributable to tobacco exposure; adverse pregnancy outcomes; chronic lung disease; cardiovascular disease; stroke; cancer.
<b>Other Compounds: Anabolic steroids</b> ( <i>Anadrol</i> )	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.

Source: [www.drugabuse.gov/DrugPages/DrugsofAbuse.html](http://www.drugabuse.gov/DrugPages/DrugsofAbuse.html)

## 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. **Amethyst, Inc.**  
614-242-1284 · [www.amethyst-inc.org](http://www.amethyst-inc.org)  
*Intensive outpatient & transitional housing for women & children*
2. **Cocaine Anonymous (CA)**  
614-251-1122 · [www.ca.org](http://www.ca.org)  
*Support for those who seek recovery from cocaine*
3. **Narcotics Anonymous (NA)**  
614-252-1700 · [www.na.org](http://www.na.org)  
*12-step program for recovering drug addicts 2015 Campus Safety and Security*
4. **Talbot Recovery Services**  
614-257-3760  
*Adult inpatient and outpatient programs including highly specialized treatment tracks, and outpatient program for adolescents dealing with addictions*
5. **Maryhaven**  
614-445-8131 · [www.maryhaven.com](http://www.maryhaven.com)  
*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*
6. **Parkside Recovery Services (The Woods at Parkside)**  
614-471-2552 · [www.thewoodsatparkside.com](http://www.thewoodsatparkside.com)  
*Intensive outpatient assessment, counseling, groups, medical services, and medication in association with addictions including special programs for adolescents and OVI offenders*

## Hotlines

1. Alcoholics Anonymous: 614-253-8501
2. Choices for Victims of Domestic Violence: 614-224-4663
3. Cocaine Hotline: 614-251-1122
4. Hope Hotline: 614-228-4673
5. Narcotics Anonymous: 614-252-1700
6. Suicide Hotline: 614-221-5445

## Email Addresses

Upon admission, all AIAM students are required to have an active email address on file with the school.

## Enrichment Students

An enrichment student is one who is enrolled on a course-by-course basis and has not been accepted as a regular student pursuing a diploma/degree. The following rules apply to enrichment students at AIAM:

1. Enrichment students must meet the current entrance requirements of the program containing the desired course prior to enrolling in the course.
2. Enrichment students must complete an application for registration and may register for courses on a space-available basis.
3. Enrichment students shall follow all AIAM policies and processes as outlined in the course syllabus and the AIAM School Catalog.
4. Courses taken in Enrichment status must be paid in full prior to the start date. No refunds will be issued after the course has started.
5. Enrichment applicants have the option to fulfill all course requirements and earn academic credit (receiving a certificate of achievement) or audit the course and earn no academic credit (receiving a certificate of completion). If an enrichment student chooses to attempt all course requirements, but does not earn a passing grade for that course (75% or above), she/he will receive a certificate of completion with no academic credit earned.

6. Courses taken by an enrichment student for a formal grade/academic credit may later be applied toward a diploma/degree; however, the student will not be eligible for financial aid for courses taken as a Enrichment student.
7. No more than 75% of coursework taken as an enrichment student may be applied toward a diploma/degree.

## Enrollment Contract Changes

AIAM reserves the right to change or modify the program contents, equipment policy, staff, or materials, as it deems necessary. 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 changes diminish the competency or content of any programs. 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 the agreement.

## Exams & Make Up Exams

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

- Students who are absent the day of the exam or test and have an excused absence, approved by the Academic Dean (or the Director of Nursing, for Nursing programs), must make up the exam within seven calendar days. Only the Academic Dean (or Director of Nursing for nursing courses) may grant an extension for extenuating circumstances. Failure to make up the test within the time-frame will result in a "0" for the test.
- Students who are absent the day of the final exam and have an absence approved by the Academic Dean (or the Director of Nursing, for Nursing programs) will have 48 hours to make it up. NOTE: Failure to take the test in this time-frame will result in the student receiving a grade of zero (0) for that exam.
- Make-up exams may be taken during regularly scheduled open testing times or by arrangement with the instructor.
- A failed Acupuncture terminal competency exam may be retaken one time within two weeks from the date of the original test. The retake fee for this exam is \$150. Students who are unable to achieve a passing grade must repeat the course. An AP Review comprehensive exam in the WMT program may be retaken one time within 48 hours from the date of the original test. The retake fee for this exam is \$150. Students who are unable to achieve a passing grade must repeat the course. Students should refer to their respective program tuition and fees pages in the catalog for a complete listing of additional fees.
- 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.

## FERPA

AIAM 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) affords 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:

1. The right to inspect and review the student's education records within 45 days after the day AIAM 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.

2. 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.
3. The right to provide written consent before AIAM 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 AIAM 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 AIAM 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 AIAM.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by AIAM 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*

## Field Trips

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

## Fragrances and Perfumes

Due to client and peer sensitivity, students should refrain from wearing fragrances or perfumes.

## 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 earn a 3.7 or higher term GPA will be placed on the Dean's List for that term. Students who finish the program with a 3.7 or higher CGPA will graduate with honors.

Students who have failed to complete the required coursework for a course due to extenuating circumstances may receive a grade of Incomplete (I)—which will be awarded at the sole discretion of the Academic Dean and only when the majority of the required coursework has been completed. 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.

Only the repeated course grade received will be used to compute the overall grade point average. Veterans and other financial aid recipients should check with the Financial Aid Office before retaking a course for which credit has been earned.

It is the responsibility of the student, not the instructor, to resolve the "I" within the appropriate time frames.

## Grading Scale

Students must achieve at least a C average to successfully complete all required curriculum courses.

A	95-100..... 4.0	A-	90-94.....3.7
B+	87-89..... 3.5	B	83-86.....3.0
B-	80-82..... 2.7	C+	78-79.....2.3
C	75-77..... 2.0	C-	70-74..... 1.7
D+	67-69..... 1.5	D	63-66..... 1.0
D-	60-62..... 0.7	F	Below 60..... 0.0

## Graduation

Upon completion of academic program requirements as well as fulfilling all financial obligations, students are considered graduates. Students who have met all graduation requirements are eligible to participation in the Commencement ceremony and will be issued their official diploma and transcript.

## 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 at the front desk, in the employee's restroom, teacher's lounge and student clinic workroom.

## Late Assignments

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

## 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 and require supporting documentation. 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 and awarded Fs on any grades in progress (impacts CGPA). Notifying Academic Dean of inability/intent to return from LOA will result in awarding of Ws for any grades in progress (no impact on CGPA).

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 he/she leaves.

## Licensing Exams

AIAM may cover the costs associated with obtaining state licensure upon a student's completion of Nursing and Western Massage Therapy programs.

***To be eligible for this cost coverage, students must:***

1. Have a \$0 balance by the end of their program\*
2. Have successfully completed all coursework\*
3. Sign an agreement that they will meet any review requirements and take their respective Board Exam within 90 days of the last day of the program\*
4. Provide AIAM with documentation of exam results within 10 days of taking the exam\*

***Cost coverage includes the following:***

For Nursing:

1. Application for Licensure to the Ohio Board of Nursing
2. Background check sent to the Board
3. Cost of the NCLEX exam

For Western Massage Therapy:

1. Application for Certificate to Practice – Massage Therapy to the State Medical Board
2. Background check sent to the Board
3. Cost of the MBLEx exam

***\*Failure to meet these requirements may result in these costs being charged to the student account. AIAM will only provide these services for the first exam attempt.***

## 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 1490 clock hours;
3. Complete end of second-year review with Acupuncture Program Coordinator prior to application.

## 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 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, information center and teacher lounges.

## Photographs

Throughout your enrollment as an AIAM student, 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.

## Proficiency Credit Policy

All Proficiency Exams must be completed by the end of the first week of the first quarter. Proficiency exams may be taken only once per course. No retakes permitted. The Academic Dean will make the final determination on all situations.

The proficiency exam fee is \$50 per exam, paid by student prior to taking exam(s). 50 percent (50%) of the total course fee

will be charged as an institutional course fee for each respective course with a passing proficiency exam. The student must receive a minimum grade of 75% on the exam, or a Level 2 for the Nutrition exam, in order to have this grade and credits counted for the course. If the minimum grade is not received, the student must register to take the course and pay the full tuition for that course.

The proficiency credit will show on the transcript as a grade of "PR" which does not figure into Grade Point Average (GPA) and will count as credit hours attempted and earned. This grade signifies credit received only. For more information about how to earn proficiency credit, please contact the admissions department.

The TEAS score in the math section will be the proficiency test for College Math in the RN program with a 63.3% and above designating proficiency to receive credit. Only a student's first attempt on the TEAS will count toward proficiency credit; retakes will not count toward proficiency credit. All other proficiency testing shall require achieving 75% on the respective exam.

## 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 Academic Dean at least five weeks before the quarter begins. A student applying for readmission will need to submit a letter to the Academic Dean requesting readmission. If it is determined that a student may be readmitted, the Academic Dean will forward the letter to the Readmissions Committee. The student will be required to meet with the committee discuss the circumstances that led to the students previous withdrawal.

The student must submit a written appeal describing why he/she failed to make progress during hishe/her academic probationary period and what has changed in hishe/her situation that would allow the student to demonstrate satisfactory academic progress at the end of the next evaluation period.

1. Reasons for an appeal may include: injury or illness of the student, death of a relative, or other special circumstances.
2. If the academic appeal is granted, the student will be eligible for readmission into the program. An academic plan developed with and signed by the Academic Dean or Director of Nursing is required and the student is readmitted on Academic Probation for at least one quarter.

The committee will review the situation to determine if the student should be readmitted. If readmission is denied, then the Academic Dean will notify the student by mail of the reason for the decision and forward the decision to the Campus President for filing. If the readmitted student's health records are more than one year old, new health records must be filed with the Clinical Coordinator. Other documents may be needed for readmission to the Nursing Programs.

Returning students to AIAM RN or PN programs must repeat technical (nursing) courses if date of withdrawal is over 12 months prior to readmitting quarter start date.

Returning students to AIAM WMT program must take practical exam (full body massage) with AIAM instructor if date of withdrawal is over 9 months prior to readmitting quarter start date.

### ***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, the school will assess the tuition and fee charges that would have been assessed as if the student never left for duty.

## Registration

After the first quarter of school, students in good academic and financial standing are automatically scheduled for the next quarter's courses six weeks prior to the new quarter. Any student requiring an exception to the standard quarter's courses must contact the Academic Dean no later than the end of the first week of the new quarter to request changes. The Academic Dean has the final decision on all change requests.

## Reporting Crimes

All criminal activity and/or emergencies, including sexual assault, should be reported immediately to the Campus Security Authorities. All crimes reported to these persons will be kept confidential to the extent of the law. The Campus Security Authorities will notify the proper authorities promptly, as necessary. Campus Security Authorities for AIAM are:

*Academic Dean · Acupuncture Program Administrator/Clinical Supervisor · Campus President  
Chief Executive Officers · Controller · Director of Business Operations · Director of Nursing  
Director of Graduate Services/Title IX Coordinator · Financial Aid Director  
Massage Therapy Program Administrator/Clinical Supervisor*

Report all emergencies involving a crime in process, a medical emergency, sexual assault or fire to 911 immediately. Follow up with a report to the CSA. All crimes reported to the CSA will be kept confidential to the extent of the law. In non-life threatening situations, the CSA will notify the proper authorities promptly, as necessary. Timely reporting crimes or other public safety incidents helps keep the community safe and protects others. After calling 911, contact the Campus Security Authorities.

Please take the following steps if you become the victim of a crime on campus or at a campus-sponsored event:

1. If you are using an AIAM classroom portable phone, dial 9-911. *The address of the building is on the side of the phone for easy access.*
2. Dial 911 and immediately report the crime to the Columbus Police Department. If possible, do not leave the area until you have spoken with a police officer about the incident; leaving consumes valuable investigative time. Your safety is the primary concern; if you feel safer leaving the area, do so and call the police as soon as you can.
3. Try to get a description of the suspect, noting gender, race, and clothing.
4. If the suspect enters a vehicle, get a description of the vehicle, license plate number, and direction of travel.
5. Preserve evidence; do not touch or move anything. In case of a sexual assault, do not launder clothing or take a shower if you are the victim. There may be valuable transfer evidence on your clothing or body.
6. Victim counseling is available through the Sexual Assault Response Network of Central Ohio (SARNCO) at (614) 267-7020, 24 hours a day, 7 days a week. It is confidential and free.

Victims of crime often face many setbacks as a result of their tragic and unexpected circumstances. The Ohio Attorney General's Crime Victim Section provides funding and services to aid victims, training for professionals who assist them, grants for victim service providers, and crime prevention programs for Ohio communities. For more information, visit the Ohio Attorney General's web page at [www.ohioattorneygeneral.gov/Individuals-and-Families/Victims](http://www.ohioattorneygeneral.gov/Individuals-and-Families/Victims).

The Attorney General also provides a web site where you can obtain information about the custody status of an offender 24-hours a day. This web site, called VINELink, is the online version of VINE (Victim Information and Notification Everyday), the National Victim Notification Network.

In the event an incident or emergency occurs on campus that may affect the safety and security of students, staff, and faculty, the school will issue timely warnings, as noted earlier in this report. These timely warnings can be issued through various means such as Emergency Text Messaging (Regroup), AIAM email, Populi, and/or flyers on campus.

## Satisfactory Academic Progress

### **CLOCK HOUR:**

To meet Satisfactory Academic Progress and to be considered eligible to receive federal financial aid for attendance at American Institute of Alternative Medicine, students are required to make academic progress toward completion of a degree or diploma. Satisfactory academic progress for a clock hour program is evaluated at the end of each academic quarter, while Financial Aid progress will be evaluated at the end of each payment period. Below are detailed requirements that must be met and a description of the consequences if they are not met. This policy applies to all federal and state aid programs offered at AIAM, including Pell Grant, SEOG Grant, Stafford Loan, PLUS Loan, and Veteran's Affairs Benefits.

To meet Satisfactory Academic Progress and to be considered eligible for the financial aid programs named above, a student must meet all of the following conditions:

**Qualitative** – Grade Point Average Clock Hour students must maintain a CGPA of at least 2.0 each academic quarter. For financial aid purposes, students must maintain a CPGA of 2.0 at the end of each payment period.

**Quantitative** – Rate of Progress All students must complete their program requirements within 150% of the time it normally takes to complete the diploma programs (as measured in calendar time). A student enrolled in a 12-month program must complete all coursework within 18 months.

**Students must meet attendance requirements.**



## ***Rate of Progress for WMT Students (Quantitative):***

Projected 12 month/4 quarter for program completion = Meeting SAP

Projected 15 month/5 quarter for program completion = Academic Warning and Financial Aid Warning (if applicable)

Projected 18 month/6 quarter for program completion = Academic Probation and Financial Aid Probation (if applicable)

Over 18 months/6 quarters for program completion = Termination and loss of Financial Aid Eligibility (if applicable)

## ***CREDIT HOUR:***

To meet Satisfactory Academic Progress and to be considered eligible to receive federal financial aid for attendance at American Institute of Alternative Medicine, students are required to make academic progress toward completion of a degree or diploma. Satisfactory progress is evaluated once each quarter. Below are detailed requirements that must be met and a description of the consequences if they are not met. This policy applies to all federal and state aid programs, including Pell Grant, SEOG Grant, Stafford Loan, PLUS Loan, and Veteran's Affairs Benefits.

To meet Satisfactory Academic Progress and to be considered eligible for the financial aid programs named above, a student must meet all of the following conditions:

### **Qualitative** – Cumulative Grade Point Average (CGPA)

- Undergraduate credit hour students must maintain a CGPA of at least 2.0 each academic quarter. For financial aid purposes, students must maintain a CPGA 2.0 at the end of each payment period.
- Acupuncture (master degree) students must maintain a cumulative GPA of 3.0 or higher.

### **Quantitative** – Rate of Progress (ROP) All students must successfully complete at least 66.66% of their cumulative attempted credit hours to stay on pace with ROP requirements.

- ROP requires all students to complete their program requirements within 150% of the time it normally takes to complete the degree program. Maximum time-frame for undergraduate level students is measured in credit hours. Maximum time-frame for graduate level student is based on length of the program (see below for graduate level students)\*.
- Attempted credits are based on records maintained by the Registrar's Office. Credits recorded on a student's academic transcript as attempted credits are treated as attempted credits for this policy.
- For credits to be considered successfully completed, the student must have received a passing grade. For progression, all students must receive a 75% or higher.
- Transfer credits accepted toward the student's program are included in both the attempted credits and completed credits.
- Courses in which a student receives a "W" or "F" will be counted as attempted but not completed.
- Credits for Incomplete courses are counted as attempted but not completed. If a student subsequently completes the course requirements the grade will be changed and the student management system will automatically recalculate the percentage of credits completed.

## ***Rate of Progress for Graduate Level (based on length of program)***

Projected 27 month/9 quarter for program completion = Meeting SAP

Projected 40 month/12 quarter for program completion = Academic warning and Financial Aid Warning (if applicable)

Projected 43 month/13 quarter for program completion = Academic Probation and Financial Aid Probation (if applicable)

Over 43 months/13 quarters for program completion = Termination

## ***Academic Warning:***

1. This status assigned to a student failing to make satisfactory academic progress per Qualitative and/or Quantitative standards at the end of a quarter.
2. A student on Academic Warning must meet with the Academic Dean and will be placed on an Academic Plan.
3. This status will only last for one quarter.
4. If a student on Academic Warning makes satisfactory academic progress per Qualitative and/or Quantitative standards at the end of the quarter, she/he will be removed from Academic Warning.
5. If a student is not meeting the Qualitative and/or Quantitative standards at the end of the quarter but is meeting the requirements of the Academic Plan, sh/e will be placed on Academic Probation.

## **Academic Probation:**

1. This status is assigned to a student who was not yet meeting the Qualitative and/or Quantitative standards, but is meeting the requirements of the Academic Plan.
2. AIAM will review the student's progress at the end of each quarter to determine if the student is meeting the requirements of the academic plan. As long as the student is meeting the requirements of the academic plan, the student will remain on Academic Probation until the Qualitative and/or Quantitative standards are met.
3. Students who fail to meet the terms of the academic plan will be dismissed from the program.

## **Notification**

Students will be notified in writing when their status changes as a result of SAP.

## **Academic Plan**

An academic plan is to be developed between the student and the Academic Dean. The student must have an academic plan for each term and meet the requirements of the plan. The plan should be an effort to get the student back to the qualitative and quantitative standards, outlined above. Financial aid will monitor the progress of a student by reviewing the academic plan submitted and the degree audit for the student. If the student fails to meet the conditions outlined in their academic plan, the student will not be able to submit any further appeals or academic plans in this enrollment.

## **Financial Aid Warning:**

1. This status assigned to a student failing to make satisfactory academic progress per Qualitative and/or Quantitative standards at the end of a payment period.
2. AIAM reinstates eligibility for aid for one payment period without student appeal.
3. This status will only last for one payment period.
4. A student must regain SAP at the end of the payment period to be removed from Financial Aid Warning status, OR if student does not meet standards of SAP, she/he will be given one opportunity to appeal in writing (*please see Appeal*).

## **Financial Aid Probation:**

1. This status is assigned to a student failing to make satisfactory academic progress per Qualitative and/or Quantitative standards and who successfully appeals (*please see Appeal*).
2. Eligibility for aid may be reinstated for one payment period upon approval of the appeal.
3. If AIAM determines the student will require more than one payment period to meet progress standards, AIAM can place a student on probation and develop an academic plan for the student.
4. AIAM will review the student's progress at the end of one payment period to determine if the student is meeting the requirements of the academic plan. As long as the student is meeting the requirements of the academic plan, the student is eligible to receive Title IV aid.
5. Failure to meet the requirements of the academic plan will mean termination of Title IV eligibility.

## **Notification**

Students will be notified in writing when their status changes as a result of SAP.

## **Re-establishing Aid Eligibility**

1. Students who are not making satisfactory academic progress can restore their eligibility for FSA funds after:
  - Successfully appealing to be placed on Financial Aid Probation if unable to meet SAP standards at the end of a Financial Aid Warning period, **OR**

- Successfully appealing to be placed on Financial Aid Probation and adhering to the Academic Improvement Plan set forth by AIAM if establishing SAP will take more than one payment period.
  - If a student fails to meet the requirements of an Academic Improvement Plan while on Financial Aid Probation, but can at a later time regain eligibility by meeting both Qualitative and Quantitative standards of progress, financial aid eligibility can be re-established at that time. However, eligibility will not be re-established for the periods of time in which the student lost funding.
2. Paying for classes and/or sitting out for a term does not affect a student's academic progress status, therefore neither is sufficient to re-establish aid eligibility.
  3. Once a student is determined to be unable to complete his or her program within 150% of the length of the program, Title IV eligibility will be terminated.
  4. If a student is able to regain the ability to complete within 150% of the program, Title IV eligibility will be re-established.

### ***Re-establishing Financial Aid Eligibility without Appeal***

If the student is allowed to attend AIAM academically, they may continue at their own expense to attempt to improve completion rates and/or GPA issues.

### ***Eligibility & Enrollment Status for Retaking Coursework***

1. AIAM students (except for Western Massage Therapy/clock hour students) are allowed to retake and receive Title IV funding for any previously passed course one time only per previously passed course. For this purpose, passed means any grade higher than an "F."
2. The retaken class may be awarded Title IV for the enrollment status based on inclusion of the class.
3. If a student passed a class once, then receives financial aid for retaking it, and fails the second time, that failure counts as their paid retake, and the student may not be paid for retaking the class a third time.

### ***Appeal***

1. Students wishing to receive financial aid will need to submit a separate appeal to the Director of Financial Aid; if the FA appeal is granted the student will be placed on Financial Aid Probation.

### ***Academic Timeframe Appeal***

#### ***CREDIT HOUR PROGRAMS:***

1. Students who have attempted (or will attempt) more than 150% of the credits required for their program of study are not considered to be making Satisfactory Academic Progress and therefore, are ineligible for financial aid funds.
2. Students who are granted an Academic Timeframe Appeal must pay each quarter's tuition in full prior to the first day of the quarter.
3. Students who are granted an Academic Timeframe Appeal are placed on Academic Probation with an AIP and will be required to complete 100% of their attempted coursework.
4. A course being retaken in the "Academic Timeframe Appeal" enrollment which receives a failing grade will result in the student's dismissal from the program without eligibility for future readmission.
5. Students who are granted an Academic Timeframe Appeal who are being readmitted into the program must successfully complete the program in which they are being readmitted, adhere to all readmission stipulations, and will not be eligible for any subsequent readmission opportunity.

#### ***CLOCK HOUR PROGRAMS:***

1. Students who have attempted (or will attempt) more than 150% of the time it normally takes to complete the diploma program (as measured in calendar time) of study are not considered to be making Satisfactory Academic Progress and therefore, are ineligible for financial aid funds.

2. Students who are granted an Academic Timeframe Appeal must pay each quarter's tuition in full prior to the first day of the quarter.
3. Students who are granted an Academic Timeframe Appeal are placed on Academic Probation with an AIP and will be required to complete 100% of their attempted coursework.
4. A course being retaken in the "Academic Timeframe Appeal" enrollment which receives a failing grade will result in the student's dismissal from the program without eligibility for future readmission.
5. Students who are granted an Academic Timeframe Appeal who are being readmitted into the program must successfully complete the program in which they are being readmitted, adhere to all readmission stipulations, and will not be eligible for any subsequent readmission opportunity.

### ***Probationary Period***

A student whose appeal is approved will have financial aid eligibility reinstated on a probationary basis. The student may continue to receive financial aid during this Probationary Period, but must meet the regular SAP standards or be making progress under the approved academic plan to be removed from Financial Aid Probation.

## **School Closing & 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. AIAM uses a group communications platform, Regroup, for weather and emergency notifications as well, but the system requires contact information on file be up-to-date. In the event of bad weather, the administration will evaluate the situation and notify students of any closures as early as possible. The school and clinics will close when the county in which we are located (Franklin) declares a Level 3 emergency. Students can call the Franklin county Sheriff's Office if outside the area, 614.462.3333. Also watch for closing notifications on major television and radio stations.

## **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 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, sex offenses, relationship violence and stalking will subject a student or employee to institutional disciplinary action. Violation of school policies for offenses may result in written reprimand, suspension, probation or dismissal and employees will be subject to warning, suspension or termination from employment. AIAM does not employ security personnel, thus student and/or staff disciplinary decisions rendered during a proceeding on the above identified categories of sexual offenses, relationship violence, and stalking will rely heavily on final investigative results provided by the local policy authority.

### ***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, preferably in a paper bag.
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 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 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***

In the aftermath of a sex offense, relationship violence and stalking situation a victim's academic performance may be affected. 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 for any needed academic changes.

## ***Legal Issues***

The victim of a reported sex offense, relationship violence or stalking has the right to full and prompt cooperation from school personnel. The student or employee also has the right to pursue prosecution in a court of law. Even if the victim 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.

If a victim initially chooses not to prosecute, it can be helpful to 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.

All school personnel are required to report that a felony has been or is being committed. The victim's identity may be confidential. On-campus incidents should be reported to the AIAM Campus Security Authorities or other personnel. Off-campus offenses should be reported to the City of Columbus Police Department or the jurisdiction in which the incidents occurred.

## ***Procedures for On-Campus Student Conduct Proceedings Involving Reported Sex Offenses, Relationship Violence and Stalking***

AIAM takes offenses involving sex offenses, relationship violence and stalking seriously. It is our policy to involve and work closely with local authorities to ensure all parties have a fair and democratic hearing during a student conduct proceeding. To facilitate this process, it is imperative that all reports that occur on campus are reported to police immediately by calling 911.

The following proceedings (sequence of actions taken leading up to a judgment at a hearing) or procedures are applicable to the complainant in cases involving reported sex offenses, relationship violence and stalking by a student or employee whether on or off campus:

1. The complainant should submit the AIAM Universal Accident/Incident Report to the Director of Graduate Services. If complainant is unable to provide a written statement at the time, the DGS or CSA may capture the incident in writing or via recording with complainant's permission until such time as the complainant is able to provide a written statement of the incident. The written or verbal complaint of the alleged offense must be provided to the Director of Graduate Services (DGS), 6685 Doubletree Avenue, Columbus, Ohio 43229 within 3 days of incident. In the absence of the DGS, a CSA may be notified.
2. Upon receiving a complaint, DGS or designee (Campus President or Academic Dean) will acknowledge receipt with an email response and conduct a full investigation within a timely manner. At this level of exploration, a distinction will be made as to whether the severity of the offense results in a meeting with the Academic Dean or warrants convening the Disciplinary Council. Situations to be heard by the council include:
  - Sexual assault on campus
  - Sexual assault in clinical environments
  - Relationship violence on campus
  - Stalking

***\*Please note that due to the severity of these offenses, local authorities will always be involved.***

Situations outside the scope of the Disciplinary Council may include but are not limited to:

- Off campus domestic or relationship violence
  - Off campus assault
3. The three-member Disciplinary Council will be comprised of the Title IX Coordinator, Campus President and Academic Dean. The complainant and respondent may select a non-AIAM affiliated person to attend the Council meetings as an observer.

4. Incidents that may result in sexual misconduct and other sensitive complaints are fast-tracked, to ensure that AIAM provides a prompt response. Depending on the severity of the situation, the student(s) may be placed on temporary suspension to ensure the safety of all parties involved and to enable a full, accurate, and detailed investigation.
5. Unless there are extenuating circumstances, within 3 days of the reported incident, both the complainant and respondent will be allowed to submit written responses to the investigation report and other relevant information to the Disciplinary Council. The complainant and respondent will have the opportunity to review any written submissions by the other.
6. The complainant will be provided with an interview conducted by the Disciplinary Council. This group will facilitate the process.
7. The Disciplinary Council will rely heavily on evidence provided by local authority's investigative efforts to determine if a violation of school policy has occurred.
8. The Title IX Coordinator or designee shall describe the due process and procedures associated with the hearing for the alleged violator and the rights of the complainant. Both the complainant and the alleged violator are entitled to the same opportunity to have one person of their choosing present on the Disciplinary Council as an observer of the conduct proceeding.
9. The Title IX Coordinator or designee will present both complainant and alleged violator with their rights as noted earlier.
10. The Disciplinary Council will use "preponderance of the evidence" as the standard of proof to determine whether a violation of the school's policy occurred. This means that the council must be convinced based on the information it considers that the alleged violator was more likely than not to have engaged in the conduct at issue in order to find said person responsible for violating the school's policy.
11. Both the complainant and the alleged violator shall be informed in writing simultaneously of the result or outcome of any Disciplinary Council proceeding brought forward alleging sex offenses, relationship violence and stalking.
12. Both the complainant and respondent have the right to appeal the "result" or final decision and outcome of the Disciplinary Council within 10 calendar days of the rendered decision. Information on appealing and disciplinary actions is found in the AIAM Catalog under Appeals.

Compliance with these provisions does not constitute a violation the Family Educational Rights and Privacy Act of 1974 (FERPA).

The Director of Graduate Services is available to help refer students to the appropriate off campus resources when such requests are made. The Ohio Attorney General provides an updated registered sex offenders data base at: [www.icrimewatch.net/index.php?AgencyID=55149](http://www.icrimewatch.net/index.php?AgencyID=55149).

Students may find information regarding registered sex offenders at [www.nsopw.gov](http://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](http://www.icrimewatch.net).

Off campus sexual assaults should be reported to the Columbus Police (911) or the police department of the jurisdiction of the offense.

## Smoking

AIAM is a tobacco-free, non-smoking facility. This means vaping (smoking electronic cigarettes), smoking or use of chewing tobacco is prohibited in the building, on AIAM, Alpine House Assisted Living Facility or ARC Industries property. If a student chooses to indulge in the above, it may be done in the privacy of his/her car and if applicable, the cigarette butts should be disposed of 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 Acupuncture clinic if you would like assistance with quitting.

## 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 AIAM, 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 AIAM

## 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. The first step in resolving grievances is to go directly to the individual responsible for the concern and then to Academic Dean. If the initial unresolved concern is with a staff member at the Director or Program Administrator level, then the student may contact his/her manager. Most situations can be resolved at these levels. If not, the next step is to arrange a meeting with the Campus President. The request must be submitted in writing, signed and dated, and provide details surrounding the concern and recommendations for resolution. The Campus President will investigate with the appropriate parties and respond within five business days of completing the investigation. The decisions rendered by the Campus President shall be final in all cases where review is requested.

*Students enrolled at AIAM may also direct their concerns to:*

*Executive Director*

*State Board of Career Colleges and Schools*

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

ph: 614.466.2752 OR Toll Free 877.275.4219

AIAM is accredited by the Accrediting Commission of Career Schools and Colleges. If a student does not feel that the Institute 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 Graduate Services.

*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*

8941 Aztec Drive · Eden Prairie, MN 55347  
ph: 952.212.2434

AIAM is approved by the Department of Higher Education. If a student does not feel that the Institute has adequately addressed a complaint or concern, the student may consider contacting the Department of Higher Education. All complaints considered by the Ohio Department of Education must be in written form using the form supplied by the Chancellor's staff and also available at [www.ohiohighered.org](http://www.ohiohighered.org).

*Please direct all inquiries to:*

## *Ohio Department of Higher Education*

25 South Front Street · Columbus, OH 43215  
ph: (614) 466-6000

## Transfer Credit Policy

AIAM accepts students in good standing who wish to transfer credit 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 end of the first full week of the first quarter of school. Exceptions may only be made by the Academic Dean or designee. There is a \$50 fee for each transfer course accepted.

Credit for courses previously taken may be transferred into a 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)
  - An ACAOM Candidate School (Acupuncture only)
  - An accredited institution of higher education recognized by the United States Department of Education
  - 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.
  - The course meets or exceeds the hour, credit and content requirements of the equivalent course at AIAM
  - The grade received in the course is equivalent to a "C" or better

Credit for science courses taken previously that exceed the time limit of transferability (i.e. greater than five years) or do not meet the hour/credit requirements may be awarded through the proficiency credit process (see Proficiency Credit Policy).

For students who have taken sciences courses more than five years ago and are currently licensed and practicing in the medical or mental healthcare fields, previous course credit may be accepted for transfer credit without the proficiency exam.

**Nursing programs** do not accept nursing course transfer credits from nursing courses taken at other institutions. AIAM nursing courses from a previous AIAM enrollment may be eligible to for transfer credit if the nursing courses were taken within 12 months of the re-entering quarter, are equivalent in content, and the student received a "C" or above to courses in the current curriculum. Practical Nursing and Registered Nursing program nursing courses have different scope of practice/ different content, thus nursing courses (course codes beginning with PNRS and NRS, respectively) are not eligible for transfer between the two programs.

**Massage** technique courses from a previous AIAM enrollment may be eligible to for transfer credit if the courses were taken within 9 months of the re-entering quarter, are equivalent in content, and the student received a "C" or above to courses in the current curriculum. For massage techniques courses taken over 9 months from the readmitting quarter start date, the student must successfully pass (75% or higher) a full body massage evaluation on a qualified AIAM instructor.



**Massage** techniques courses from a program other than AIAM may be eligible to for transfer credit if the courses were taken within 9 months of the admitting quarter, are equivalent in content, and the student received a “C” or above to courses in the current curriculum, and the student must successfully pass (75% or higher) a full body massage evaluation on a qualified AIAM instructor.

**Nursing programs** and **Western Massage Therapy:**

1. At least 25% of the program must be taken at AIAM for successful completion of the program.

**Acupuncture program:**

1. 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.
2. Copies of the ID card and written notification of approval must be presented during the admissions process for consideration.
3. 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.
4. 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.
5. At least one academic year and/or at least 25% of the program must be taken at AIAM for successful completion of the program.
6. For transfer students enrolled in the Acupuncture program to receive an AIAM diploma, the final third of all courses must be taken on-site at AIAM.

For Acupuncture Students enrolling in the master degree program, the following courses may be challenged through proficiency testing within the first 2 weeks of the program: **(See Proficiency Credit Policy.)**

- AW 512 Human Biology
- AW 514 Western Approaches to Illness & Medical Terminology
- AW 515 Human A & P I
- AW 519 Human A & P II
- AW 521 Western Medicine Pathology I
- AW 613 Western Medicine Pathology II
- AW 518 Microbiology
- AW 617 Western Medicine Pharmacology
- AW 611 Western Medicine Diagnostics/Imagery & Lab Data Reading
- AW 616 Western Medicine Diagnostics/Physical Exam Techniques
- AW 618 Overview of Western Clinical Practices I
- AW 715 Overview of Western Clinical Practices II

AIAM evaluates military transcripts for possible transfer credit. Courses must be applicable to one of our programs to receive transfer credit. The DD 214 form and/or other relevant documents, including military transcripts along with attached ACE credit recommendations, should be submitted. Military Transfer Credit becomes D with all other labeling adjusted accordingly.

If a course is not listed on a transcript, regardless of that person’s prior experience, no credit can be awarded.

Transfer credit cannot be awarded twice for the same course.

An official transcript must accompany the Transfer Credit Request form. A course syllabus and/or catalog pages with course descriptions may be requested.

The appropriate Academic Dean/Program Coordinator/Administrator will evaluate the information and make a determination on all applicable transfer of credit prior to the end of the first full week of the first quarter. 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.

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. The decision of the Academic Dean is final.

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 more information.

A \$50.00 Transfer Credit fee will be charged for each transfer course accepted.

*AIAM does not guarantee the transfer of coursework into another institution's program. Please check with receiving institution regarding its transfer credit policy.*

## Violations to Student Conduct Expectations

AIAM reserves the right to take all necessary and appropriate action to protect the safety and well-being of the campus community. The Campus President (or designee) may immediately suspend any student whose conduct threatens the health and/or safety of any person(s) or property, or exhibits severe conduct that warrants removal from the campus. The suspension shall remain in effect until the matter is resolved through the disciplinary and inquiry process, which should be completed within three business days. If the Campus President (or designee), in his or her sole discretion, determines that the student's behavior may have violated the Student Conduct expectations but does not warrant a suspension or dismissal, the Campus President (or designee) shall promptly provide the student with a written warning. Multiple written warnings may result in a suspension or dismissal.

## Withdrawal

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).

New and readmitted students who do not attend any classes in the first full week of the quarter will be administratively withdrawn from the school, unless previous arrangements have been approved by the Academic Dean. Students considering withdrawal should also refer to AIAM's refund policy; see FA policies for more information.



# Faculty



AIAM's cohesive administration is caring, well-educated, dynamic and professionally experienced. We are continually working hard to support students' ambitions and progress—we believe that your success is our success. Our faculty are practitioners of what they teach. They facilitate and focus on an open, creative atmosphere for learning in both hands-on classroom and lab environments.

AIAM faculty is available for personal assistance by appointment or by email at their [aiam.edu](http://aiam.edu) accounts.

## **AIAM email accounts:**

*Use the first initial of first name, last name@aiam.edu  
(example: Mark Sullivan would be msullivan@aiam.edu)*

## Teacher-Student Ratios

*Lecture class sizes vary and are conducted by one teacher.*

*Massage Therapy labs and hands-on classes: the teacher/student ratio is 1:14.*

*Nursing Program 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 40.*

**Miguel Alvarez, L.Ac, LMT, CR** – Miguel Alvarez is an Acupuncture Diplomate, Licensed Massage Therapist, and Certified Reflexologist with over 15 years of experience in the field of health and wellness. Miguel is an alumnus of AIAM, graduating from the first class offered in the Master Level Acupuncture Program from American Institute of Alternative Medicine (AIAM). He maintains a private practice in Delaware, Ohio offering Acupuncture, Acupressure, Therapeutic Massage, Reflexology, and Reiki.

**Donna Avery, RN, MA, BA** – Donna earned her ADN in 1991 from Excelsior College and her BA in Interdisciplinary Studies from Ohio Christian University, and an MA in Theological Studies from Liberty University. She has been an RN since 1991 and was an LPN for ten years prior to licensure as an RN. Donna has worked in OB & GYN for 2 years and 6 years in Critical Care at St. Ann's Hospital, and PACU at St. Ann's and Ohio State Medical Center for 5 years. She has previous teaching experience as a substitute teacher for 2 years.

**Carla M. Boomershine, MSN, RN** – Carla has been an RN since 1992 and received her ADN from Sinclair Community College, her BSN from Robert B. Miller College, and her MSN from Ferris State University. She has experience in behavioral health nursing, ICU, and med-surg nursing, as well as several years teaching experience.

**Sheila V. Canini, MSN, BSN, RN** – Sheila received her BSN from Grand Canyon University and her MSN from Phoenix University and has been an RN since 1983. She has worked as a med-surg nurse for 28 years, pediatric nurse for 15 years, OB nurse for 3 years, dialysis nurse for 12 years, and worked as a prison nurse for 6 years in med-surg and OB. Sheila was also a US Army nurse and worked six years in an Intermediate Care ward. She has 4 years of previous teaching experience teaching nursing assistants and LPNs, and over 20 years of experience teaching enlisted soldiers and junior officers military nursing on how to work in a Combat Support Hospital. She served as Vice-President of the Reserve Officer Association for one term, has received numerous military awards, and is a member of the Reserve Officer Association.

**Anthony Capretta, BA, MSA, MA** – Anthony received his undergraduate degree in Sociology from the University of the State of New York, his graduate degree from Central Michigan University and another graduate degree in Ancient & Classical History from the American Military University. He holds "all but dissertation" (ABD) status in Academic Psychology from Walden University, and is currently in the process of completing his dissertation for the Doctor of Philosophy degree in Psychology at the Graduate Theological Foundation. He has served as an adjunct professor at Columbus State Community College, Capital University, Central Ohio Technical College, and DeVry University.

**Leanne Carman, MSN, BSN, RN** – Leanne earned her BSN in 2011 and her Master's Degree program in Nursing Education at Chamberlain College of Nursing in April 2017. She has certificates in Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS). Her experience includes working in a cardiac stepdown unit, as well as three years' teaching experience.

**Molly Carmichael, BSN, RN** – Molly has been a nurse since 2012, starting as an LPN, earning her ADN and becoming an RN in 2014, and earning her BSN in 2016. She is currently enrolled in a master's degree program in nursing at Purdue University Global. She has experience in med-surge nursing, ICU, ED, CVICU, Case Manager since February 2017, and 2 years' experience as Nurse Manager/Charge RN med-Surge. She is Crisis Prevention Institute (CPI) Certified, EZ-IO-Intraosseous Infusion Certified, Advanced Stroke Life Support (ASLS), Sonosite IV Certified, and Trauma Nurse Core Course (TNCC), and Emergency Nursing Pediatric Course (ENPC), as well as ACLS and PALS.

**Kyung Chai, MS, L.O.M., L.Ac.** – Kyung received her undergraduate degree in Science and studied Nutrition in Korea. 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 graduate degree in Oriental Medicine, as well as 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, is also a Certified Pharmacy Technician through the PTCB. She has over 10 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. Her parents cultivated Chinese herbs and made decoctions. In her study of martial arts (2nd degree black belt in the Tae Kwon Do), she learned spiritual healing touch of the mind and body. 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. While 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 the human body and uses this dedication in her everyday practice. Kyung is an Acupuncturist who works as a clinic supervisor at the intern clinic of AIAM.

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

**Tammy Clifton, RN** – Tammy is an AIAM alumna, earning her Associate Degree in Nursing and becoming licensed as an RN. In 2013, and she was licensed as an LPN in 2009. She has worked in long term care, rehabilitation, and home health.

**Debra Confer, MSN, RN** – Debra received her Master's degree in Nursing and is also a Legal Nurse Consultant. She has years of experience as an RN in various Critical Care Units and Women's Clinics. She has also taught in Medical Assisting Programs and as a Childbirth Educator. She is strongly committed to ethics within nursing education.

**Amanda Kay Conrad, LMT** – Amanda Conrad is a graduate of the AIAM massage therapy program earning her license in January 2014, and has been a Certified Lactation Specialist since September 2012. Amanda has also been a Breastfeeding Peer Helper since 2011, with 6 years teaching experience as a Breastfeeding Educator, as well as monthly and bi-monthly breastfeeding classes. She was awarded the Outstanding Breastfeeding Peer Helper Award in March 2017.

**Micah Cox, LMT** – Micah is a Licensed Massage Therapist, a certified Neuro-Muscular Therapist, and a Certified Body and Mind Coach. Micah is also a graduate of AIAM and teaches the massage course in the Practical Nursing program, and he is a student clinic instructor in the Western Massage Therapy program.

**Jayne Culloo, BS, MS, LPN, LMT** – Jayne 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 Western Massage Therapy and humor into her teaching to make learning more interesting and enjoyable.

**Joslyn Daniel, BSN, RN** – Joslyn Daniel earned her ADN in 2011, her BSN in 2015, and is currently enrolled in an MSN-Ed program. She has nursing experience in med-surg and mental health nursing, and previous teaching experience.

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

**Lee Gilbert, BS, LMT** – Lee graduated from Bowling Green State University with a Bachelor of Science in Sociology in 1982. She graduated from Massage Away (now American Institute of Alternative Medicine) in 2002. She has been working in private practice as an LMT since 2003 and worked as a Senior Consultant with Aetna, Inc from 1985 until 2017. Her teaching experience includes 18 years of teaching Microsoft Excel and two years as a Trainer for Aetna, Inc.

**Kimberly Hartman, RN, BSN** – Kimberly has been an RN since 2007. She has experience in Med-Surg nursing, emergency nursing, and in PACU. She has previous experience teaching in the clinical setting in mental healing nursing, as well.

**Linda Hendree, BSN, RN** – Linda earned her BSN from Capital University, and brings her years of experience in med-surg nursing, including experience in oncology, endocrinology, mental health nursing, geriatric,, acute patient care across the life span in community ER settings. She is BLS Certified, a member of the Ohio Nursing Association, Inc, the National Black Nurses Association, Inc, and the Columbus Black Nurses, Association, Inc. Linda served in the USAF (Air National Guard) from 1978-2004, retiring as a Lt. Colonel.

**Fran Hutchison, MSN, BSN, RN** – Fran received her Associate of Applied Science in Nursing from Columbus State Community College in 2003; she received her Bachelor of Science in Nursing in 2010 and her Master of Science in Nursing Education in 2014 from Chamberlain College. Fran has built her nursing career which began in 2003 on a 13 year Medical Assisting career; she has also received her certificate as a Surgical Technician. She has experience in Medical-Surgical nursing and skilled/rehabilitative nursing. Fran has been teaching since 2013 and has taught Integrative II, Medical-Surgical Nursing and the accompanying clinical and lab courses; Community Nursing, E-Concepts, and HESI preparation courses. Fran serves as the Associate Director of Nursing.

**Rocky Justice, DC** – Dr. Justice completed his undergraduate degree in chemistry from Concord University and worked in the field as a chemist until 2011. In April of 2011, he was involved in a car accident, after which he found chiropractic care made the biggest difference in his recovery. He graduated Magna Cum Laude from Palmer College of Chiropractic in September of 2016. Dr. Justice practiced in Orlando, FL for six months before moving to the Columbus area to be near family and pursue a career as an educator. His teaching experience includes teaching assistantships and research for Concord University's department of chemistry, as well as student preparation for board exams.

**Louise Karl Ph.D.** – Louise earned degrees from both Ohio Dominican University and The Ohio State University. She has been working in the field of microbiology for over 40 years with combined experience at Lyle Labs as Lab Director, Ashland Chemical as a Microbiologist, and Nationwide Children's Hospital as an Epidemiologist. She has taught at CSCC, Hondros, and Capital University. Louise was voted Woman of the Year at Ashland Chemical and nominated for Teacher of the Year at CSCC.

**Leticia Hellena Kelley, MSN, BSN, RN** – Leticia has been an RN since 2006, earning her ADN from Columbus State Community College and her BSN from Mount Carmel College of Nursing, and her MSN from the University of Phoenix. She has two years' experience as a clinical/lab instructor from 2015-2017, and has been the Staff Education and Development Coordinator since 2014 at Franklin Medical. She as previous work experience in med-surg nursing, long term acute care, long term care, High Risk OB, and cancer care.

**Wledoh Keloh, MSN, BSN, RN** – Wledoh has been an RN since 2012, earning her ADN in 2012, her BSN in 2014, and her MSN in 2017. Wledoh has med-surge and home health with adults and pediatrics clinical experience, as well as previous teaching experience.

**Heather Kiley, BSN, RN** – Heather has been an RN since 2014 earning her AND from COTC and her BSN from Ohio University in 2017, graduating both programs with honors. She brings her experience as an Emergency Department nurse to our programs. Heather was President of Alpha Delta Nu Honors Society, received the Good Catch Award from OhioHealth Riverside for safely delivering a baby in an elevator, and the Galaxy of Stars Award from OhioHealth Riverside for work on the Psychiatric Patient Protocol Committee.

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

**Victoria McCormick, RN, BSN, BA** – Vickie 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.

**Robert B. McMullen III, BA, L.Ac.** – Bob 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 Professional Practice and Business Class.

**Zin Min, MA, LMT** – Zin has over 10 years of diverse teaching experience. He received his Bachelor of Arts in Political Science from The Ohio State University and his Masters of Education in Curriculum and Instruction from Ohio Dominican University. With over 120 hours of TEFL/TESOL certification training, Zin has taught English remotely in Beijing, China and has taught Language Arts as the chairperson of his English Department in West Palm Beach, Florida. Zin is also a certified facilitator of Stephen Covey's, *The 7 Habits of Highly Effective People* and was recently licensed by the State Medical Board of Ohio as a Massage Therapist.

**Zahra Moazampour, BSN, RN** – Zahra graduated as an RN from Nemazee School of Nursing in 1978 and received her BSN in 1991 from Shiraz University of Medical Sciences. She has 16 years' experience as a hospital nurse, worked for 6 years in a nursing home, 3 years in a doctor's practice and 3 years in an operating room. She has been a nursing instructor since 2008. Zahra is a member of the NSO and the ANA.

**Sandra (Sandy) Neds, MS, LMT** – Sandy 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.

**Scott Orts, BS, LMT** – Scott has a Bachelor of Science in photography from the Ohio State University. He graduated from AIAM in 2010. Scott enjoys teaching Professional Practice and Business to new Western Massage Therapy students.

**Elizabeth Peer, LMT** – Elizabeth is a graduate of the AIAM massage therapy program earning her license in 2012. Beth also has experience in Complete Lymphodema Therapy, lymphatic drainage, prenatal massage, hot stone, sports massage, Muscle Release Therapy, and reflexology.

**Carolyn S. Perkins, BSN, RN, LNHA** – Carolyn received her Associate's Degree in Nursing from Belmont Technical College and her Bachelor of Science in Nursing from Ohio University. She has over 30 years' experience in hospitals, long term care and home health nursing in Ohio and West Virginia. Carolyn has taught Medical-Surgical Nursing, Skills Laboratory and Clinical Supervision for Belmont College prior to moving to Columbus. She is enrolled in a Master's program for nursing.

**Aimee Pruitt, BSN, RN** – Aimee has been an RN since 1196, earning her ADN from Columbus State Community College and her BSN from Capitol University. She has experience in med-surg and community nursing.

**Pamela Ratvasky, PhD** – Pam received her PhD in 2013 from Capella University. She brings her higher-education teaching experience beginning in 2000 to AIAM in counseling, advising, and teaching.

**Jennifer Rowland, BSN, RN** – Jennifer has been an RN since 2008, graduating with a BSN from Capital University. Jennifer has been working as an ER nurse for the past several years. Jennifer is also a graduate of AIAM in the Massage Therapy program in 2012.

**Courtney Showers, BSN, RN** – Courtney has been an RN since 2011. She earned her BSN from Chamberlain College of Nursing. She has been a med-surge nurse at The Ohio State Wexner Medical Center since 2011, with experience as Pre- & Post-Operative nurse for Heart Procedures at the Ross Heart Hospital. She also as earned the ANCC – Med-Surg. Certification.

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

**Kelly J. Sprague, LMT** – Kelly is a graduate of the American Institute of Alternative Medicine (AIAM) Western Massage Therapy program and has been an LMT since January 2008. She has practiced massage therapy regularly at corporate offices, with collegiate athletes and in healthcare facilities. Kelly also maintains a private practice near OSU campus in Upper Arlington.

**Jessica Strobel, MSN, RN** – Jessica received both her BSN and MSN from University of Phoenix. She has worked at institutions such as Twin Valley Behavioral Healthcare, Columbus Developmental Center, and Scioto Paint Valley Mental Health.

**Khadie M. Thomas, MSN, RN** – Khadie earned her ADN from COTC, her BSN, MSN, and Family Nursing Practitioner from Ohio University. She has several years' experience as a nursing instructor for two nursing schools as faculty teaching didactic, lab, and clinicals. Khadie's clinic experience includes a year and a half as staff nurse/supervisor with brain injury and orthopedic trauma for Ohio Health Rehabilitation Hospital, three years as nurse/patient care coordinator in the Progressive Care Unit at the OSU Wexner Medical Center, over seven years at Mount Carmel St. Ann's Hospital in ortho/neuro medical surgical and renal/vascular, as well as five years as a staff nurse/supervisor for HCR Manor Care. She is a member of the American Association of Nurse Practitioners (AANP). Khadie is the Director of Nursing at AIAM.



# American Institute of Alternative Medicine

6685 Doubletree Avenue • Columbus, Ohio 43229



## Driving Directions

**From I-270** take the Cleveland Ave. Exit, North. At the first traffic light, turn west (left) onto Schrock Road. Stay on Schrock for 2.2 miles, turn south (left) onto Doubletree Avenue and then an immediate right turn into the parking lot.

**From I-71** take the Rt. 161 exit and take 161 west. At the first traffic light, turn right onto Busch Blvd. Continue on Busch until it ends at Schrock Road, then turn right. At the next light, turn 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.



*Invest in Your  
Career Success.*

# American Institute of Alternative Medicine



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