

Summer & Fall 2016 Catalog Addendum

Effective September 19, 2016

(P.1) Contents/ AIAM Admission Requirements

Insert Holistic Wellness above Acupuncture.

(P.2, 2nd paragraph) Welcome!!

Add Holistic Wellness, in front of Acupuncture on line 3.

(P.6) Academic Calendars/Program Schedules

Insert above Acupuncture the following:

Holistic Wellness (*All Quarters*)

Classes are scheduled Saturdays and Sundays between 8am and 6pm.

(P.7 Admission Requirements)

Insert after Orientation section the following:

Holistic Wellness Program Admission Requires:

1. Submit proof of high school diploma or equivalent from a school with accreditation recognized by the Department of Education or foreign equivalent that has been officially evaluated.
2. Completed application form with \$100 application fee.
3. Contact office of the Controller to discuss payment options.
4. Completed enrollment agreement and all accompanying paperwork.

(P.12 Professional Master's Level Acupuncture Program)

Add the following **BEFORE** this section:

Holistic Wellness Diploma Program – Part Time

Overview: Total Program Hours: 830 • 8 Quarters • 24 months • Classroom Size: Maximum of 20

Introduction to the Holistic Wellness Program

AIAM's Holistic Wellness program is offered in a part-time, weekend format to accommodate the adult learner. The curriculum includes an emphasis on current and future trends and current research in holistic wellness and an integrative approach to wellness.

A diploma in Holistic Wellness is awarded upon completion of the 830 hours and fulfillment of all completion criteria. Multiple certificates are earned during the diploma program in Holistic Coaching, Aromatherapy, Hypnotherapy, Non-Directive Imagery, Reflexology, and Touch for Health™ (including certification from the International Kinesiology College (IKC)).

Flexibility:

- You can choose to take individual certificate courses only as a non-matriculating student, up to 25% of the program and apply to transfer them to the Holistic Wellness diploma at a later date, within 12 months of the last course taken.

Our Holistic Wellness diploma program will provide you with an integrated approach to health and wellness with skills and techniques in the field of mind/body healing. These methods are meant to treat clients' mental and spiritual health in addition to their physical health. Natural means of healing, stress management, and well-being are becoming increasingly popular. Holistic health methods treat the whole person using mind and body techniques used to stimulate the body's ability to heal itself. A diploma from AIAM can offer you the opportunity to become part of this rewarding field.

Our Holistic Wellness program will prepare you to seek entry-level positions in the field of holistic health as a Holistic Wellness Practitioner.

Our 830 hour Holistic Wellness (HW) diploma program includes the following certificates: Reflexology, Hypnotherapy, Non-Directive Imagery, Aromatherapy, Touch for Health™, Concepts in Energy Systems, and Holistic Life Coach. You will receive comprehensive, truly holistic wellness practitioner training!

*Student cannot take additional coursework without enrolling into the Holistic Wellness diploma program after successfully completing a course which brings their total holistic coursework to 25% of the total hours of the program.

Our comprehensive program offers the following:

- Hands-on course instruction
- Internship experience
- Many courses may qualify for continuing education credit; ask for details

Holistic Wellness Career Opportunities

With a diploma in the Holistic Wellness program, you can seek entry-level positions in these settings:

- Private offices
- Chiropractors' and doctors' offices
- Holistic health clinics
- Health clubs, fitness centers, and spas
- Nursing homes and hospitals
- Sports medicine facilities
- Self-employment in private practice

Some employers may require a criminal background check, medical examination, proof of immunizations, fingerprinting and/or drug screening prior to assignment. The background check may include, but is not limited to, criminal history records (from state, federal and other agencies), social security number trace, residency history, and nationwide sex offender registry. Felony or serious misdemeanor convictions may limit or restrict employment opportunities where background checks are required. This program is designed to prepare graduates to pursue entry-level employment in the field, or jobs in related fields, the specific job titles of which may not be represented in the program title. Although AIAM will assist the student with job placement, finding a job is the individual responsibility of the student. AIAM does not guarantee that any student will be placed in any of the jobs described, or placed at all. The Bureau of Labor Statistics has an Occupational Outlook Handbook www.bls.gov/ooh/ that has some valuable information on a national level. Be sure to pay special attention to the entry-

level positions. In addition, each state has detailed information regarding the occupation and labor markets on the State Occupational Projections website at <http://www.projectionscentral.com>.

Educational Objectives

Graduates of the Holistic Wellness diploma program will be able to:

- Provide holistic wellness services to clients including life coaching, reflexology, holistic kinesiology, hypnotherapy, aromatherapy, energy balancing, wellness principles, and mindfulness and stress management techniques
- Outline the steps to set up a business, including insurance, management, legal issues, ethics, keeping records, listening and observation skills, informed consent, marketing, business planning, nutritional, lifestyle, and wellness coaching
- Locate information from state regulatory bodies to ensure compliance with local and state requirements
- Discuss herbal medicine, aromatherapy, basic nutrition principles, their history, and status of current research, including how to locate studies in peer-reviewed journals
- Indicate when to refer individuals to their licensed healthcare provider for diagnosis and treatment

Completion Requirements:

1. Complete all coursework with a minimum of 75 percent or better in all courses
2. Achieve the number of clock hours required to graduate.
3. Payment in full of all tuition and settlement of all financial obligations with the school.
4. Complete the program within 1.5 times the attempted clock hours, which is 1245 attempted hours.

Holistic Wellness Program of Study

Note: Course offerings may vary quarter to quarter depending on student needs.

Course #	Course Name	Clock Hours
HYP 101	Basic Hypnosis ^{1,5}	32
REF 101	Basic Reflexology ²	32
ARO 101	Basic Aromatherapy ³	32
TFH 101	Touch for Health I ⁴	16
TOTAL		<i>112</i>

Course #	Course Name	Clock Hours
HYP 102	Advanced Hypnosis ^{1,5}	30
REF 201	Advanced Reflexology ²	32
ARO 201	Advanced Aromatherapy ³	32
TFH 102	Touch for Health II ⁴	16
TOTAL		<i>112</i>

Course #	Course Name	Clock Hours
HYP 103	Specialty Hypnosis ¹	28
CES 101	Concepts in Energy Systems I ⁶	32
NDI 100	Non-Directive Imagery ⁵	30
TFH 103	Touch for Health III ⁴	16
TOTAL		<i>106</i>

Course #	Course Name	Clock Hours
HYP 104	Advanced Change Techniques ^{1,5}	30
TFH 104	Touch for Health IV ⁴	16
CES 102	Concepts in Energy Systems II ⁶	32
HCOM 101	Holistic Communication ⁵	32
TOTAL		<i>110</i>

Course #	Course Name	Clock Hours
MDN 101	Mindfulness & Wellness ⁵	16
CES 103	Concepts in Energy Systems III ⁶	32
HBIO 102	Medical Terminology ^{2,6}	12
PSY 104	Psychology of Wellness ⁵	30

MVH 100	Movement and Health	32
TOTAL		<i>122</i>

Course #	Course Name	Clock Hours
HLC 101	Holistic Coaching I ⁵	32
HBIO 103	Holistic Anatomy & Physiology ^{2,6}	48
BUS 101	Business and Ethics I ^{1,2,3,4,5,6}	32
TOTAL		<i>112</i>

Course #	Course Name	Clock Hours
HNU 101	Holistic Nutrition Concepts ⁵	35
HP 101	Herbal Principles	35
HLC 102	Holistic Coaching II ⁵	32
TOTAL		<i>102</i>

Course #	Course Name	Clock Hours
BUS 102	Business and Ethics II	32
HWP 110	Holistic Wellness Practitioner Internship	24
TOTAL		<i>56</i>

¹ Courses required for Hypnotherapy Certificate

² Courses required for Reflexology Certificate

³ Courses required for Aromatherapy Certificate

⁴ Courses required for Touch for Health Certificate

⁵ Courses required for Holistic Coaching Certificate

⁶ Courses required for Concepts in Energy Systems Certificate

Holistic Wellness 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

830 Credit Hours of Tuition @ \$18.25 per Clock Hour	\$ 15,147.50
Application Fee*	\$ 100.00
Matriculation Fee	\$ 50.00
Student Identification Card	\$ 10.00
TOTAL TUITION & REQUIRED FEES***	\$ 15,307.50

Other Student Costs Associated with Program *(estimated)*

Approximate Cost of Required Textbooks**	\$ 750.00
Approximate Cost of Supplies (aromatherapy oils/wipes) ¹	\$ 60.00
Approximate Cost of Medical Exam ¹	\$ 30.00
Approximate Cost of Zero Gravity Recliner (optional) ²	\$ 100.00
Cost of Liability Insurance ³	\$ 168.00
TOTAL OTHER COSTS	\$ 1,108.00

AIAM Optional Fees *(estimated)*

Returned Check Fee (or up to legal limit)	\$ 37.50
Course Add/Drop Fee	\$ 50.00
Proficiency Test Fee per Test ****	\$ 50.00
Transfer Credit Fee per Course Accepted	\$ 50.00
TOTAL OPTIONAL FEES***	\$ 187.50

(May be greater pending fee frequency)

1 Pre-start Cost

2 Post-graduation Cost

3 Post-graduation Cost

* Application 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 Holistic Wellness

HYP 101 Basic Hypnotherapy 32 hours

Course Description: This course covers the history and basic theories of hypnotherapy, as well as basic techniques, professional ethics, self-hypnosis (how to achieve as well as teach), and specific therapeutic techniques, as well as rapport building. The course is designed for individuals new to the field of hypnotherapy or with limited basic education in hypnotherapy. **Learning Outcomes:** 1) Discuss theories of hypnosis 2) Identify trance state 3) List contraindications for hypnosis 4) Perform four basic hypnosis techniques **Prerequisite:** None

HYP 102 Advanced Hypnosis 32 hours

Course Description: This course provides an introduction to Ericksonian hypnotherapy techniques and language patterns, hypnosis for children, regressive and other non-directive techniques such as imagery and metaphor, and specific applications of hypnotherapy in the medical and dental realm. Emphasis throughout course is on alleviation of resistances, professional ethics and referral parameters. **Learning Outcomes:** 1) Perform comprehensive client interview 2) Design hypnotherapy plan 3) Implement four advanced hypnosis techniques 4) Discuss legal and ethical components of a Hypnotherapy practice

Prerequisite: Basic Hypnotherapy

HYP 103 Specialty Hypnosis 28 hours

Course Description: This course continues to build upon Basic and Advanced Hypnotherapy introducing advanced techniques for specific types of hypnosis including stress management, pain management, sports enhancement, and engaging inner resources.

Learning Outcomes: 1) Perform sports enhancement technique 2) Perform pain management technique 3) Discuss stress management techniques 4) List contraindications for pain management 5) Describe situations requiring referral **Prerequisites:** Basic and Advanced Hypnotherapy

HYP 104 Advanced Change Techniques 30 hours

Course Description: This course explores change techniques based on work in the field of NeuroLinguistic Programming (NLP). **Learning Outcomes:** 1) Perform change techniques 2) Analyze change techniques for specific situations **Prerequisite:** Basic and Advanced Hypnotherapy

NDI 100 Non Directive Imagery – 30 hours

Course Description: Non Directive Imagery is a therapeutic process utilized during trance work. This

process allows the client to go inside and communicate with the part(s) or image of the part(s) creating the issue. Many deep aspects of the client's psyche can be explored and healed by following the specific model taught in this course. This program allows the opportunity for personal healing topics including: Communication with Inner Advisor (Inner Guide), dealing with resistance, polarities, conflict resolution, search for purpose, working with physical illness, death and dying, grief work, regression and Inner Child work. **Learning Outcomes:** 1) List indications and contraindications for trance work 2) Perform trance induction and deepening 3) Perform nondirective techniques 4) Recognize body language and nonverbal communication **Prerequisite:** None

ARO 101 Aromatherapy I - 32 hours Course Description: In this course students will learn the theories and benefits of aromatherapy; specifics of essential oils; applications and indications in a holistic health practice. Various delivery systems of essential oils will be taught. Students will be creating their own therapeutic products for home/office use. **Learning Outcomes:** 1) Define aromatherapy 2) Identify essential oil purity standards 3) List indications and contraindications of specific carrier and essential oils 4) Perform blending techniques 5) Identify sameness and differences in similar essential oil groupings 6) List indications and contraindications of specific essential oils 7) Explain primary theory of blending 8) Communicate basis for aromachemistry **Prerequisite:** None

ARO 201 Aromatherapy II – 32 hours Course Description: In this course students will learn indications for several additional oils. Information concerning the relationship of specific essential oils to the chakras, how to custom blend for a client, and basic reflexology applications will be presented. Additional blending practica will be offered. **Learning Outcomes:** 1) Explain basic concepts of the seven charkas 2) Identify specific essential oils for each charka 3) List indications and contraindications of specific essential oils 4) Perform custom blending techniques 5) Create client intake form for Aromatherapy client **Prerequisites:** ARO 101

REF 101 Reflexology – 32 hours

Course Description: This course provides an overview of history of reflexology including a reorientation to basic anatomy and physiology. Basic theories and techniques of in-depth foot reflexology, relaxation techniques specific reflex points, practical applications and indications, professional ethics and practice parameters are covered in this course. **Learning Outcomes:** 1) Describe history and basic theories of reflexology 2) Identify specific reflex points of the foot and hand 3) Identify bones of the foot and hand 4) Demonstrate techniques of complete reflexology session 5) Demonstrate practical applications and indications of reflexology **Prerequisite:** BIO 103 or concurrent enrollment in HBIO 103

REF 201 Advanced Reflexology 32 hours

Course Description: This course provides a brief review of anatomy and physiology with emphasis on specific body system applications. Focus is on evaluation and refinement of existing reflexology techniques, adjunct theories of meridian and zone theories, marketing and office operations, and professional ethics. **Learning Outcomes:** 1) Perform full foot reflexology session with foot spa 2) Perform

abbreviated version of hand reflexology 3) Perform techniques of integration of full hand and foot reflexology session 4) Explain Pathophysiology with specific indications for Reflexology 5) Identify disorders of the foot 6) Recognize and perform body and ear reflex points 7) Describe office operations such as legal and ethical components of a Reflexology practice **Prerequisite:** REF 101

TFH 101 Touch for Health I - 16 hours

Course Description: Participants learn to balance 28 of the 42 pairs of muscles corresponding to the 14 Chinese meridians. Focus is on how to use massage points, holding points, meridians and muscle massage. The Chinese system of the Five Elements and how it can be used to correct muscles will be discussed, as well as food testing, a powerful emotional stress release technique and language patterns that enhance correction. **Learning Outcomes:** 1) List 14 meridians and associate muscle 2) Perform muscle testing 3) Perform 11 muscle testing techniques **Prerequisite:** None

TFH 102 Touch for Health II - 16 hours

Course Description: This course introduces additional muscles and more energy balancing techniques and theory. New techniques and concepts presented in TFH II are: Circuit Locating which helps identify the body's preference for balancing technique; Alarm Points for over-energy detection; the Meridian Wheel and Time of Day Balance; the Law of Five Elements; several specialized balancing techniques and several self-balancing techniques. **Learning Outcomes:** 1) List Alarm Points 2) Perform Meridian Wheel and Time of Day Balance 3) Describe circuit Loading **Prerequisite:** TFH I

TFH 103 Touch for Health III - 16 hours

Course Description: Participants learn another 14 muscles in this level along with additional techniques for balancing the body's energy. Techniques for dealing with chronic and recent pain are also introduced along with deeper understanding of the Five Elements theory. The interaction of muscles is studied further and the topic of interactive muscles is presented coupled with the Circuit Retaining mode. **Learning Outcomes:** 1) List additional 14 muscles 2) Perform muscle testing dealing with chronic and recent pain 3) Describe Five Elements Theory **Prerequisite:** TFH II

TFH 104 Touch for Health IV - 16 hours

Course Description: Participants will learn to balance all 42 TFH muscles in a standing or prone position and learn how to balance using Five Element emotions, sound, Luo Points, Postural Stress Release and Tibetan Figure Eight Energies. Acupressure Holding Point theory and reactive muscles techniques are also covered. **Learning Outcomes:** 1) Perform 42 TFH muscle balances in standing and prone positions 2) Perform balance using Five Elements 3) Describe Acupressure Holding Point Theory 4) Perform muscle reactive techniques **Prerequisite:** TFH III

CES 101 Concepts in Energy Systems 32 hours

Course Description: This class provides an introduction to the holistic wellness concepts of energy systems used in wellness. The course characterizes how our emotional and psychological beliefs are reflected in physical and mental well-being. In addition to exploring concepts in energy systems, students will be taught a full body energy technique they can immediately apply to their self-care practice or for the benefit of friends or family members. **Learning Outcomes:** 1) Define energy 2) Describe chakra theory 3) Describe meridian theory 4) Explain how well-being is affected by the flow of energy 5) Perform self-care energy centering technique **Prerequisite:** None

CES 102 Concepts in Energy Systems II 32 hours

Course Description: This class continues building on the concepts of introduced in CES 101. Parallels with Western Scientific Views are explored. The concept of energy constrictions is discussed. Multiple types of energy methods are reviewed including hands-on healing, color, sound, and light. Experiential learning will occur in class with guest instructors and practicing energy balancing methods based on color, sound, and light. **Learning Outcomes:** 1) Discuss Western Science views and current research 2) List four hands-on healing methods 3) Explain effects of color, sound and light energies on biological systems 4) Perform one energy balancing using one of the methods learned in class. **Prerequisite:** CES 101

CES 103 Concepts in Energy Systems III 32 hours

Course Description: This class will review current trends in energy medicine, review research published in peer-reviewed journals, and explore concepts of the universe as energy field and current quantum physics models. Experiential learning will occur in class with guest instructors and learning advanced energy balancing method. **Learning Outcomes:** 1) Analyze current research in energy healing methods. 2) Perform advanced energy balancing method for self-care **Prerequisites:** CES 102, HBIO 103

HP 101 Herbal Principles – 35 hours Course Description: Understanding and creating herbal intelligence is the emphasis of this course. Learn the power of herbs for health, basic precautions, and legal and ethical aspects of working with herbs. Classifications of therapeutic actions of specific herbs will be presented. This course is designed as an overview for the individual new to the field of herbology or with limited basic education of herbs. **Learning Outcomes:** 1) Summarize herb use throughout history 2) Define various types of herbal categories 4) State general guidelines for herbal safety 5) Examine legal considerations for herbs in personal use **Prerequisite:** None

HNU 101 Holistic Nutrition Concepts - 35 hours

Course Description: This course includes basic nutrition guidelines and overview of various holistic theories on nutrition. Focus is placed on the role of nutrition in wellness. Ohio law regarding practice of dietetics will be covered in depth to assure ethical parameters. Boundaries of nutrition education are emphasized. **Learning Outcomes:** 1) List five basic nutrition guidelines 2) Explain the role of nutrition in wellness 10) Discuss Ohio law regarding practice of dietetics **Prerequisite:** None

HBIO 102 Medical Terminology – 12 hours

Course Description: This class introduces prefixes and suffixes, and word roots in the language of medicine. **Learning Outcomes:** 1) Define common prefixes and suffixes used in medical terminology 3) Use the Internet for research of the whole body and healthcare systems terminology 4) Apply the basic rules to define and build medical words **Prerequisite:** None

HBIO 103 Holistic Anatomy & Physiology - 48 Hours

Course Description: This class is a survey of the structure, function of the human body with energy body principles discussed relative to standard theory. **Learning Outcomes:** 1) Define anatomy and physiology 2) Define each level of human body structure, function, and organization 3) Outline the principle levels of organizational complexity in the human body 4) List the chakras and associated concepts 5) List 12 major meridians and associations **Pre or Co-requisite:** HBIO 102 Medical Terminology

MDN 101 Mindfulness and Wellness 16 hours

Course Description: This course explores the role of mindfulness in wellness. **Learning Outcomes:** 1) Define mindfulness 2) List benefits of mindfulness practice grounded in scientific research 3) Perform mindfulness techniques **Prerequisite:** None

HCOM 101 Holistic Communication 32 hours

Course Description: This course explores the roles of two methods of holistic communication: active listening and focusing. Active listening is a technique used to reflect on what a client has said to him or her and can help clients feel more deeply and more understood. Focusing is a body-centered method for developing self-awareness and is a way of listening to feelings by becoming aware of body sensations that carry meaning about issues or concerns. Basic rapport building techniques and NeuroLinguistic Programming (NLP) principles are introduced and practiced. **Learning Outcomes:** 1) List three main representation systems in NLP for communication 2) Define two methods of holistic communication 3) Define rapport 4) Model active listening and focusing **Prerequisite:** None

PSY 104 Psychology of Health and Wellness 30 hours

Course Description: This course introduces students to major theoretical and empirical perspectives on the psychology of wellness. It examines the psychosocial determinants of wellness and explores parallels with wellness priorities. **Learning Outcomes:** 1) List three major perspectives on the psychology of wellness 2) Describe the role of the mind in wellness **Prerequisite:** None

HLC 101 Holistic Life Coach I 32 hours

Course Descriptions This course provides students with skills and theory to be an effective holistic life coach for individuals or groups wanting to improve or enhance their lives. The course work presents skills that enable students to carefully co-create an interactive, embodied conversation that will invite and encourage growth and progress. **Learning Outcomes:** 1) Distinguish between coaching, consulting, psychotherapy, and other support professions 2) Establish trust and intimacy with a client by creating a safe, supportive environment that produces ongoing mutual respect and trust 3) Demonstrate effective communication techniques using active listening, powerful questioning and direct communication, and motivational interviewing techniques 4) Describe the basic philosophy, tools, and methods used by life coaches **Prerequisites:** HYP 101, HYP 102, HCOM 101

HLC 102 Holistic Life Coach II 32 hours

Course Descriptions This course builds on the skills and principles from HLC 101 to be an effective holistic life coach for individuals or groups wanting to improve or enhance their lives. **Learning Outcomes:** 1) Conduct recorded face-to-face or telephone life coaching sessions and have them evaluated by his or her peers 2) Develop and maintain an effective coaching plan with a mock client 3) Facilitate learning and results by creating awareness, designing actions, planning, and goal setting 4) Evaluate the effectiveness of a life coaching program

Prerequisites: HLC 102, PSY 104

MVH 100 Movement & Health – 32 hours

Course Description: Students are introduced to the importance of movement in health and wellness. With several guest instructors, various forms of movement including Tai Chi, Yoga, and Qi Gong will be explored and experienced. **Learning Outcomes:** 1) Explain role of movement in health and wellness 2) Create personal plan of movement for health **Prerequisite:** None

BUS 101 Business & Ethics I – 32 hours

Course Description: In this course the student will make a life plan which will include both personal and business goals. Ethics of practice are examined. The student will begin to set up their business, choosing a business name, location, as well as considering the office design and equipment need, permits, licensing or zoning that may be required. **Learning Outcomes:** 1) Explain specifics of starting a business 2) Describe legal and ethical parameters of scope of practice 3) Develop business plan **Prerequisite:** None

BUS 102 Business & Ethics II – 32 hours

Course Description: In this course the student will explore marketing techniques, focusing on social media, content marketing, and legal and ethical parameters of practice. The student will review and update business plan created in Business and Ethics I. Also covered are resume writing and interviewing skills for potential employers. **Learning**

Outcomes: 1) Explain legal and ethical parameters of scope of practice 2) Develop marketing plan 3) Update business plan **Prerequisite:** Business and Ethics I

HWP 110 Holistic Wellness Practitioner Internship - 24 hours

Course Description: In this course, HWP students have the opportunity to fully integrate all material learned from previous courses into a practical clinical setting in the Student Clinic at AIAM under the direct supervision of AIAM faculty. They will spend the length of this class participating in clinical experiences that utilize the concepts that they have studied. **Learning Outcomes:** 1) Define scope of practice 2) Perform an interview process 3) Compile a treatment plan 4) Integrate learned holistic principles and skills to meet clients' needs **Prerequisites:** All HWP Coursework (may be taken concurrently with ALH 101, MVH 100)

Effective September 14, 2016

(P. C with Cover being A)

Delete: Our Mission and replace with the following:

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 live and foster a healthy community.

Vision

Transforming Healthcare Holistically

Motto

Your success is our success.

Effective September 1, 2016

(P. 101) Auditing Courses

Delete: "AIAM does not allow a class(es) to be audited."

Add: See Non-Matriculated Student Policy

(P. 112) Replace section Non-Matriculating Students with:

Non-matriculated Students

A non-matriculated 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 non-matriculated students at AIAM:

1. Non-matriculated students must meet the current entrance requirements of the program containing the desired course prior to enrolling in the course.
2. Non-matriculated students must complete an application for registration and may register for courses on a space-available basis.
3. Non-matriculated students shall follow all AIAM policies and processes as outlined in the course syllabus and the AIAM School Catalog.
4. Courses taken in non-matriculated status must be paid in full prior to the start date. No refunds will be issued after the course has started.
5. 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 a non-matriculated student chooses to attempt all course requirements, but does not earn a passing grade for that course (75% or above), s/he will receive a certificate of completion with no academic credit earned.
6. Courses taken by a non-matriculated 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 Non-matriculated student.
7. No more than 25% of coursework taken as a non-matriculated student may be applied toward a diploma/degree.

(P. 114) Satisfactory Academic Progress (CLOCK HOUR)

4. Appeals Process

Add the below as a New Subheading Under #4 on P. 115:

Academic Timeframe Appeal

- 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.
- Students who are granted an Academic Timeframe Appeal must pay each quarter's tuition in full prior to the first day of the quarter.
- 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.
- 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.
- 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.

(P. 115) Satisfactory Academic Progress (CREDIT HOUR)

4. Appeals Process

Add the below as a New Subheading Under #4 on P. 116:

Academic Timeframe Appeal

Credit Hour Programs

- 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.
- Students who are granted an Academic Timeframe Appeal must pay each quarter's tuition in full prior to the first day of the quarter.
- 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.
- 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.
- 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.

Effective August 8, 2016

(P. 3) Add to AIAM Administration

Caleigh Carrothers, BBA, Senior Financial Aid Officer

Annamarie Ricketts, Admissions Representative

Sandra Armstrong, Admissions Representative

(p. 6) 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.

(P. 54) PN Course Descriptions

PNRS 108B Lifespan II

Prerequisite: PNRS 105

Prerequisite or Corequisite: PNRS 107

PNRS 109 Practice Transitions

Prerequisite or Corequisite: PNRS 108 B, PNRS 107

(P. 102) Conduct

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 Director of Student and Graduate Services.

(P.112) Non-Matriculating Policy

6. Courses taken in a non-matriculating status must be paid in full prior to the start date. No refunds will be issued after the course has started.

(P. 126) Faculty Bios

Add:

Bethanie Barone, BSN, RN

Bethanie received her ADN from Columbus State Community College in 2003 and her BSN from Capital University in 2009. She has been an RN since 2003 and a Reiki II practitioner since 2015. Bethanie worked as a Critical Care nurse for 10 years and as a Heart Failure Clinic nurse 1 ½ years. She has 2 years' experience as a clinical instructor in both critical care and med surg at a local college. Bethanie received the Nursing Facet Award and is a member of AACN.