

SU17 Catalog Addendum

Effective July 21, 2017

Page 142 under School Policies, under Leave of Absence Policy:
Replace with:

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 absence cannot be granted at the end of a completed term and/or prior to attending the subsequent term. 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.

Also see LOA policies under Financial Aid. LOA policies and procedures are to be requested from the Academic Dean.

Add Faculty Bio:

Rebekka Hyclak, RN – Rebekka earned her Associate Degree in Nursing from Ohio University and her LPN from Hocking College. She has been an RN since 2010 and brings nursing experience in trauma and critical care, as well as orthopedic surgery, and RN Case management.

Page 86, Updated hours for Didactic and Lab hours in Table:

Course#	Course Title	Didactic Hrs	NRS Lab	Clock Hrs	Credits
NRS 111	Intro to Nursing Concepts	30	12	42	3

Change above in Didactic/Lab Hours for NRS 111 effective for students enrolling in Fall 2017