

## AIAM SCHOOL CATALOG SU18 ADDENDUM

August 30, 2018

Under Satisfactory Academic Progress section, the following changes go into effect October 2, 2018:

Delete from page 138 starting with the sections on Academic Warning through and including section titled Financial Aid Probation on page 139 and

Replace with the following:

When a student fails to satisfy SAP requirements, they will be placed on Financial Aid/Academic Warning, Probation, or Suspension and may lose eligibility to receive federal student aid. In addition, students must be able to complete the program within the maximum time frame (MTF) of 1.5 times the length of published credit hours.

Satisfactory Academic Progress (SAP) is calculated at the end of each academic term. An Academic term is defined as 12 weeks for all credit-based programs.

**Status Definition:** At each pre-determined evaluation point, students will be placed in one of the following four categories:

***Good Standing:*** Students who have met both SAP measurements are considered to be in good standing. No notification or further action needs to be taken.

***Financial Aid/Academic Warning:*** A student will be placed on Financial Aid/Academic Warning the first time they reach the end of an academic term and are determined to have not met one or both SAP measurements. Warning status lasts for one academic term, during which the student may continue to receive federal student aid. Students who are placed on Financial Aid/ Academic Warning will be reinstated to good standing at the end of the academic term if they are deemed to be meeting both SAP requirements. All students on Financial Aid/Academic Warning should complete an academic plan with the Academic Dean or their designee.

***Financial Aid/Academic Probation:*** Students who do not meet one or both of the SAP measurements for a consecutive academic term will be placed on Financial Aid/Academic Probation and may receive federal student aid if the student is able to successfully appeal the SAP decision. Additionally, the student must agree to follow an academic plan which demonstrates they will be able to meet satisfactory academic progress standards by a specific time, though an academic plan could instead take the student to successful program completion. Students who are placed on Financial Aid/Academic Probation will be reinstated to good standing at the end of the evaluation period if they meet both SAP requirements.

***Financial Aid/Academic Suspension:*** A student will be placed on SAP suspension if they do not meet satisfactory academic progress for a consecutive academic term, unless the student is meeting the terms of an academic plan. At this time the student will lose eligibility to receive federal student aid. The student may be able to continue their education with alternative funding arrangements as long as they are able to successfully appeal the SAP decision. Additionally, the student must agree to follow an updated academic plan which demonstrates they will be able to meet satisfactory academic requirements upon graduation from the program and within maximum time frame.

### **SAP APPEALS**

A SAP appeal may be approved based on undue hardship when the failure to make satisfactory academic progress occurs. Generally speaking, there should be a casual link between the special circumstances and poor academic performance. However, any circumstance that cannot be directly linked to performance during term and/or would continue to affect future performance is not considered grounds for a successful appeal.

It is the responsibility of the campus to determine whether the circumstances that lead to the academic problems will continue to interfere with the student's progress before approving a SAP appeal. If the problems are ongoing, the student should not take classes until the circumstances affecting the student's performance has been resolved. If the student has corrected the problem, then it is reasonable to expect that the student's grades will improve during the next evaluation period, and the appeal should be approved. Students unable to successfully appeal either Financial Aid/Academic Probation, and/or Financial Aid/Academic Suspension will be dismissed from the program.

The following list contains examples of events that may negatively affect academic progress:

- Death of an immediate family member
- Student illness requiring medical care
- Illness of a family member where the student is a primary caretaker
- Abusive relationships
- Divorce proceedings
- Previous undocumented disability
- Work-related transfer during term
- Natural disaster
- Family emergency
- Financial hardship as foreclosure or eviction
- Temporary incarceration

### **FACTORS AFFECTING SAP**

***Program Change*** - If student changes their program of study, only courses applicable to the current program are included in the evaluation of satisfactory academic progress. Students must be meeting the institution's attendance requirements in order to be eligible for a program change. Students may only change their program of study once during their period of enrollment at the school.

***Transfer Credits*** – Courses accepted for transfer credits will be included in the cumulative quantitative calculation. The cumulative qualitative calculation is unaffected by accepted transfer credits.

***Repeated Courses*** – When a course is repeated, the most recent grade is included in the cumulative qualitative calculation but both attempts of the course are included in the cumulative quantitative calculation.

***Grade of W*** – Courses that are dropped after the drop/add period but earn a grade of W are included in the cumulative quantitative calculation. They are not included in the cumulative qualitative calculation.

***Re-entry Students*** – Upon re-enrollment, students who are not meeting academic progress requirements in their program of study will be placed on Financial Aid/Academic Probation or Financial Aid/Academic Suspension provided a successful appeal is granted.

### **APPEAL PROCESS**

Students on Financial Aid/Academic Probation or Financial Aid/ Academic Suspension are required to appeal in writing to remain eligible to continue their program of study. Those who wish to appeal are responsible for submitting the following information to the Academic Dean or their designee by the deadline given to the student during their initial SAP notification meeting; which should be not later than 12:00PM (ET) on the first day of the second week of the new evaluation period. Appeals submitted after the deadline may not be considered:

1. A completed SAP Appeal Application which outlines:
  - a. A description of the extenuating circumstances that affected the student's ability to meet satisfactory academic progress requirements. The extenuating circumstances must be temporary in nature and directly linked to their performance for that term.

- b. An explanation of how circumstances have changed that will allow the student to meet SAP in future terms.
  - c. An outline of what the student will do differently to overcome obstacles that would cause them to be placed on a SAP status in the future.
2. Supporting documentation which provides evidence of the circumstances described in the appeal application. Supporting documentation could include; car repair bills, letters from the court, a doctor's note, attestations from non-related people who are aware of the situation, etc.

At the time in which a completed appeal application is received, the SAP Appeal Committee will convene to review the documentation and make a decision as to whether or not the appeal is approved. Members of the SAP Appeal Committee should consist of a minimum of three members including (but not limited to) the Academic Dean, Director of Financial Aid and Program Director/Lead Instructor or their designee.

Students on Financial Aid/Academic Probation whose appeal is granted will retain eligibility for the Title IV (federal student aid) funds. Upon approval, the Academic Dean or their designee will notify the student of the decision and present them with their academic plan. The plan should be as prescriptive as possible and could require the student to complete tutoring sessions, individual meetings with the instructor, etc. The appeal paperwork will be signed by all committee members and given to the Registrar to be placed in the student's academic file.

Students on Financial Aid/Academic Suspension whose appeal is granted will not retain eligibility for Title IV (federal student aid) funds but may continue their program of studies provided alternative funding has been arranged. Upon approval the Academic Dean or their designee will notify the student of the decision and present them with their academic plan. The plan should be as prescriptive as possible and could require the student to complete tutoring sessions, individual meetings with the instructor, etc. The appeal paperwork will be signed by all committee members and given to the Registrar to be placed in the student's academic file.

If the committee determines that the student's appeal is denied, all charges accrued for the grading period should be removed. The student may appeal only once per grading period through the appeal process and determination for each appeal will be decided based on the documentation and rationale provided at that time.

#### ***Regaining Eligibility for Title IV (federal student aid) funds***

Students can regain eligibility for federal student aid by meeting the requirements of the satisfactory academic progress (SAP) policy, successfully appealing a SAP decision when placed on Financial/Academic Probation and be placed on an academic plan that demonstrates their ability to meet SAP upon completing the program and continues to meet the requirement of an academic plan. Alternatively, if a student loses eligibility and remains on Academic Suspension through successful appeal, a student can regain eligibility for Title IV funds once meeting both measures of SAP.

Faculty Bios Section Changes:

#### **DELETIONS:**

Leanne Carman, MSN, BSN, RN / Kimberly Hartman, RN, BSN / Pamela Ratvasky, PhD / Sheila Canini, MSN, BSN, RN

ADD the following BIOS:

Tracie Jebour MSN, APRN, CNP earned her Associates Degree in Nursing at Columbus State Community College in 1999; moved on to receive her BSN at The Ohio State University in 2009, and MSN in Nursing Education at Western Governors University in 2012. She completed her Post-Master's Certificate as a

Family Nurse Practitioner in December 2017 at the University of South Alabama. She has been an RN since 2000 with over 5 years' experience in acute care as a medical and surgical nurse and over 5 years experience as a case manager before becoming a nurse educator. Tracie has taught didactic, nursing labs, and clinicals since 2011 and began as a Family Nurse Practitioner in an Urgent Care in April 2018. Tracie serves as the Associate Director of Nursing.

Angela Falasca, MA received her degree in Depth Psychology with Somatic Studies Focus from Pacifica Graduate Institute, and her BA is a dual major in Somatics and Animal Behavior from Ohio State University. Angela also has certifications in Hypnotherapy, Reiki (Master level), NonDirective Guided Imagery, and training in Emotional Freedom Technique (EFT) and Access Consciousness. Angela has teaching experience in Registered Nursing, Practical Nursing and Medical Assisting programs, as well as holistic health programs.

Marc Dutro, MSN, BSN, RN Marc earned his RN at Ohio University, his BS in Health Arts from the University of St. Francis, and his BSN and MSN from Western Governors University with specialization in Nursing Informatics. Marc had been an RN since 1993. He has experience in Med-surg nursing, Critical Care, Cardiology/Ambulatory, and Informatics. He is a member of Sigma Theta Tau-Psi Upsilon Chapter, and a member of the American Nursing Informatics Association.

Alezah Armbrust, LMT Alezah is an alum of AIAM and has been practicing massage therapy since 2014.

Aaron Knaack, LMT is an alum of AIAM and has been practicing massage therapy since 2014.

John Gartin, RN - John graduated from Rio Grande University with his Associate Degree in Nursing in 2008, and he was a Certified Paramedic in 1993-1994, as well as an LPN in 2006 until becoming licensed as an RN in 2009. John has been an EMT, Emergency Department Paramedic,, Staff Nurse, an Assistant Director of Nursing for Unity Skilled Home Care, Director of Nursing for Tech Medical, and is currently also Director of Personal Services, Heartland Home Care & Hospice , and an Emergency Department Nurse at Our Lady of Bellefonte.

Peggy Rhodes, RN, MSN, BSN – Peggy graduated from the University of Phoenix in 2010 with her BSN, and earned her MSN from Capital University. She has over 10 years' experience as an RN in long term care, rehabilitation and skilled care. She has been teaching since 2014.

Temilade (Temi) Osabiya, RN, BSN, MBA - Temi earned her BSN from Chamberlain and her MBA in Healthcare Administration from the University of Texas-Tyler. She has been an RN since 2011. She has experience as a Director of Nursing in a home health agency, a manager of transition care, and five years' experience as a critical care nurse at Ohio Health Riverside Methodist hospital. Temi has previous experience teaching clinics in a PN program. She is a recipient of the Naval Achievement Medal Award for service during Operations Iraq and Afghanistan.

Adeline Baker, MSN, BSN, RN – Adeline earned her BSN from Chamberlain in 2009, her MSN from Norwich University in 2011. She has experience as a critical care staff nurse at Mercy Medical Center, as Director of Nursing at Arbors of Canton, and Director of Nursing Services at The Pines, as well as a Regional Clinical manager and Quality Specialist for Atrium Centers.

Add MSN initials after Melissa Brooks in Bios section.

Add this line at end of bio for Rocky Justice: Dr. Justice also serves as the Graduate Success Specialist.

Page 3 under AIAM Administration:

Delete: the title Senior Registrar under Emily Minnema

Add: Caroline Rock Registrar

Delete: Ashleigh Bryan

Page 91 Delete: annually, prior to continued participation in AIAM clinical experience, at AIAM's cost