

## **AIAM SU19 School Catalog Addendum Updated September 6, 2019**

Page 103, under Attendance Policies: changes highlighted:

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 15 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 fifteen 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 (non-nursing: nursing labs have a separate attendance policy, see under Nursing Program Attendance Policy ), 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).

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.

Page 136, Under Transfer Credit Policy, Acupuncture program

Change point 6 to:

6. Applicants may receive transfer credit for up to 50% of the total program credit requirements. Of that 50%, no more than 25% of the program clinical training requirements may be accepted as transfer credit.

Page 136, bullet 6 under numeral 1:

The grade received in the course is equivalent to a "C" or better, except for science courses in the RN and PN programs, which must have an 80% or B- or better for transfer consideration

Page 136, change to:

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 "B-" (80%) 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/PNUR and NRS, respectively) are not eligible for transfer between the two programs.

Page 3: Change Director of Business Operations to Director of Academic and Business Administration

Delete Linda Fleming-Willis and titles

Delete Rocky Justice, DC and Add LeeAnn Pollitt, BS as the Director of Student Success

Add Title IX Coordinator as additional title under Ulrike Rosser

Page 6, Under Program Schedules

Western Massage Therapy (All Quarters)

Fridays and Saturdays 8am to 5pm OR Monday through Thursday 6pm to 10:10 pm; clinicals may be outside regular hours, including evenings and weekends.

Page 12, Replace with:

Master of Acupuncture

Admission Requirements:

1. Personal tour and interview with an Admissions Representative.
2. Completed Application Form.
3. Submit official transcripts 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 Enrollment Agreement with \$100 Enrollment Fee and accompanying paperwork.
6. 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.

**Note:** Clinic Requirements below is required to be completed by the 14th calendar day of the first quarter of the program.

Completed Physical Health Exam Form. Acupuncture students will need the Hepatitis B Vaccine (series of 3) or declination on physical form.

Page 13, replace with:

Western Massage Therapy Program

Admission Requirements:

1. Personal tour and interview with an admissions representative.
2. Submit official transcripts of earned HS diploma or GED recognized by the Department of Education (or foreign equivalent) or official transcripts 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 Enrollment Agreement with \$100 Enrollment Fee and accompanying paperwork.

**Note:** Clinic Requirement below is required to be completed by the 14<sup>th</sup> calendar day of the first quarter of the program.

\* Completed Physical Health Exam Form.

Page 14, Under Nursing Program Admission Requirements:

2. Submit official transcripts of earned HS diploma or GED recognized by the Department of Education (or foreign equivalent) or official transcripts 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).

4. Completed Entrance Test with minimum identified standard met or exceeded for consideration. Entrance Test must have been taken within the past 2 years of enrolling quarter. 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 OR 70% on HESI
- RN: Adjusted Individual Total Score of 49.3% on the TEAS test OR 75% on HESI
- RN Advance Placement Option: Must hold active Practical Nursing license OR be a graduate of an approved Practical Nursing program and score 49.3% or higher Adjusted Individual Total Score on the TEAS OR 75% on HESI

Page 15, under Nursing Clinical Requirements

**Note: For New Students:** Clinical Requirements below are required to **be completed for PN and RN AP students by the 14<sup>th</sup> calendar day of the first quarter in the program and completed by the 30<sup>th</sup> calendar day of their second quarter nursing course (NRS 113) in the RN 24-month program.** Failure to do so may result in course failure. Students are responsible to keep all requirements current during the academic program; failure to do so will result in associated nursing course failure.

**For continuing students: All documents are due 10 calendar days prior to clinical.** If a student does not submit requirements at least 10 days prior to the first date of clinical, the student will fail the clinical and corresponding class and lab. *Failure to comply: The college is not required to provide alternate sites for clinical practicum or rotations for students that do not comply with the requirements. Therefore, failure to comply with this policy will result in student's failure of the nursing clinical and associated nursing course and lab.*

Page 16, under Introduction to the Program, add this sentence at the end of paragraph 1:

AIAM graduates are eligible to sit for the NCCAOM certification exams required for licensure in Ohio. Other states may have different requirements; please check with the state requirements if planning to practice outside of Ohio.

Page 25, under Course Descriptions, replace course descriptions below:

AT 708 Medical Qi Gong I

This course focuses on medical Qi Gong used for healing and illness prevention providing a general survey of traditional Qi Gong systems practiced today and basic theory of Qi Gong. The course includes Qi Gong exercises and meditation.

AT 709

This course continues instruction on theories, indications, and effects of medical qigong theories.

Prerequisite: AT 708

Page 66, in Course Descriptions, Amend the Prerequisites for NRS 113 to:

Prerequisites: NRS 111 and BIO 102

Page 97, under For more information

Change Linda Fleming-Willis and email to: LeeAnn Pollitt [lpollitt@aiam.edu](mailto:lpollitt@aiam.edu)

Page 98, under Career Services Assistance, change fifth sentence to:

The Director of Student Success is available to assist graduates with resume development and interviewing skills.

Page 99, under Counseling

Change Director of Graduate Services to Director of Student Success in first and second paragraphs.

Page 100, under Voter Registration Forms

Change Director of Graduate Services to Director of Student Success

Page 105, under Campus Security, change

CSA report to the Financial Aid Director and

Under Campus Security Authorities for AIAM are, change Director of Graduate Services to Financial Aid Director/Title IX Coordinator (then delete extra Financial Aid Director, and also change Director of Student Services to Director of Student Success/Title IX Advisor

Pate 107, under Contact Numbers, Delete Linda Fleming Willis and phone info and replace with:  
Ulrike Rosser, Director of Financial Aid and change extension to 238

Page 108, under Contact Numbers (off campus) change last few words to Financial Aid Director

Page 118, under Personal Injuries While on Campus  
Change Director of Graduate Services to Financial Aid Director

Page 119 under Reporting Crimes change Director of Graduate Services to Financial Aid Director

Page 125, Under Sexual Assault Prevention Policies,  
Change title to Director of Student Success/Confidential Advisor

Add second paragraph:

**Confidential Advisor:** individuals designated, to the extent authorized under law, to provide confidential services to students.

- The Confidential Advisor shall be authorized to advise Complainant of, and provide written information regarding, both Complainant's rights and the College's responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a court of competent jurisdiction or by the College.
- The Confidential Advisor shall be authorized to liaise with appropriate staff at the College to arrange reasonable accommodations through the College to allow Complainant to change living arrangements or class schedules, obtain accessibility services, or arrange other accommodations. The same accommodations that are offered to Complainant may be offered to Respondent. Any requests for accommodations shall not trigger an Investigation by the College.
- The Confidential Advisor shall be authorized to accompany Complainant, when requested to do so by Complainant, to interviews and other proceedings of a campus investigation and College disciplinary proceedings.
- The Confidential Advisor may, as appropriate, serve as a liaison between Complainant and the College or local law enforcement when directed to do so in writing by Complainant who has been fully and accurately informed about what procedures shall occur if information is shared, and assist Complainant in contacting and reporting to a responsible employee or local law enforcement.

- The Confidential Advisor shall not be obligated to report crimes to the College or law enforcement in a way that identifies Complainant or Respondent, unless otherwise required to do so by law.

The Confidential Advisor at AIAM is  
LeeAnn Pollitt, BS  
Director of Student Success  
614-825-6255 Ext. 276  
[lpollitt@aiam.edu](mailto:lpollitt@aiam.edu)

Page 126 under point 1 of Students can receive assistance from:

change Director of Graduate Services to Financial Aid Director and the first sentence under this heading from change Director of Graduate Services to Financial Aid Director

Page 127 under point 1 at top of page change Director of Graduate Services to Financial Aid Director in two places.

Page 127 in the last paragraph on the page, change Director of Graduate Services to Financial Aid Director

Page 129, in Student Grievance Procedure Section, in paragraph under the 5 points, change Director of Graduate Services to Director of Student Success

Page 125, Under Sexual Assault Prevention Policies, change Director of Graduate Services to Financial Aid Director/Title IX Coordinator (then delete extra Financial Aid Director, and also change Director of Student Services to Director of Student Success

**Add Faculty BIOs:**

Ramah Dickinson, MS/P, M.Ed, BA

Ramah earned her BA in Psychology from Capital College, her Master of Science in Psychology from University of Phoenix, and her Master in Higher Education from Ashford University. She has experience working in a pediatric inpatient psychiatric unit, as well as in Vocational Rehabilitation, and has two years previous teaching experience in psychology, counseling, and critical thinking courses, including

two quarters at AIAM in 2014. Ramah returns to AIAM teaching general education courses in the nursing program.

Delete Rocky Justice/ Christopher Figliano bio from faculty bios

Add additional credential for Eva Goubeaux, MD, MSN, APRN, CNP

Page 119, under Readmission:

“new health records must be filed with the Clinical Coordinator.” Change Clinical Coordinator to Nursing Department.

Page. 120:

Delete: 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.

new health records must be filed with the Clinical Coordinator. Change Clinical Coordinator to Nursing Department.

Page 18

Move AW 512 Human Biology to Quarter 2

Move AW 518 Microbiology to Quarter 3

Move AW 515 Human Anatomy & Physiology I to Quarter 1

Move AW 519 Human Anatomy & Physiology II to Quarter 2

Adjust Quarter 1 Total Clock Hours to 250 and Total Credit Hours to 21.5

Adjust Quarter 3 Total Clock Hours to 240 and Total Credit Hours to 20

Page 105, Under Campus Security

Replace third sentence with:

CSA report to the Director of Financial Aid 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.

Page 52

UPDATED FEES INFORMATION IN THE OTHER STUDENT COSTS SECTION (OTHER SECTIONS REMAIN THE SAME)

<b>OTHER STUDENT COSTS ASSOCIATED WITH PROGRAM (estimated)</b>	
Approximate Cost of Required Textbooks **	\$375.00
TEAS Test (Entrance Exam) 1	\$65.00
Laptop and Warranty	\$400.00
Approximate Cost of Medical Exam 2	\$30.00
Approximate Cost of TB test 2	\$25.00
CPR Card 2	\$50.00
Hepatitis B Vaccinations (series of 3) 2	\$150.00
NCLEX Examination Fee 3	\$200.00
State Licensure Application 3	\$75.00
Background Check for Licensure 3	\$70.00
<b>Total Other Costs</b>	<b>\$1,440.00</b>

### **ADD In School Policies Section**

Laptop Computer Policy: Effective for Practical Nursing Students starting the Program in Fall Quarter 2019

AIAM practical nursing students must have a laptop computer on the first day of class which meets the required specifications (below). AIAM will provide a laptop (with 2-year warranty) to you as part of your tuition and fees at a cost of \$400 which is disclosed on the fees page of the practical nursing program in the AIAM School Catalog. Students are responsible for communicating directly with the warranty company on all warranty-related issues. If the laptop computer is purchased through AIAM, students are responsible to replace at full cost if lost, stolen, or damaged beyond repair/outside of warranty. Students who purchase a laptop computer outside of AIAM must provide proof the laptop they have meets all requirements by the first day of the first quarter of the program. If a student does not produce a laptop which meets the required specifications by the 10th calendar day of the quarter, AIAM will provide a laptop and the student will be charged.

Technical Requirements for Student Laptop Computers

1. PC (Chromebook and Android tablets are not compatible)
  - a. Operating System: Windows 8, 8.1 or 10
  - b. Minimum of 4GB of RAM
  - c. Minimum resolution of 1024x600

- d. Chrome and Internet Explorer browsers for Windows
  - e. Must have pop-up blocker, Flash, JavaScript, and cookies enabled for testing
  - f. Minimum 16 GB Solid State or Hard Drive
2. MAC (MacBook, MacBook Air, MacBook Pro)
- a. Mac OS X 10.9 or higher
  - b. Minimum of 4GB of RAM
  - c. Minimum resolution of 1024x600
  - d. Chrome and Internet Explorer browsers for Mac
  - e. Must have pop-up blocker, Flash, JavaScript, and cookies enabled for testing
3. iPad Air 2 or iPad Pro
- a. iOS 9 or later
  - b. Safari 10 or later
  - c. May still need to enable Pop-up blocker, JavaScript, and cookies for testing
  - d. Must have a compatible keyboard for testing