

FA19 Catalog Addendum November 14, 2019

Page 71 – Under Dress Code Policy in Nursing Policies section

2. The current AIAM Nursing uniform consists of purple (eggplant) scrub tops and bottoms for RN students and light blue scrub tops and bottoms for PN students with AIAM insignia. **All nursing students with clinical assignments in an OhioHealth facility must wear a white scrub top with their appropriate color scrub bottoms (eggplant for RN students and light blue for PN students) when at an OhioHealth facility.**

10. Nails must be kept short and clean. No artificial or gel nails are permitted in the nursing class, lab, or clinical setting. Nail polish is not permitted in the clinical setting.

Page 115 Under Make-Up Exams

Students who are absent the day of the exam or test and have an excused absence, approved by the instructor or the Academic Dean (or the Director of Nursing, for Nursing courses), must make up the exam within seven calendar days and prior to the subsequent associated class meeting. 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.

Page 6

Practical Nursing

Classes may be scheduled Monday through Friday between 4pm and 10pm, and Saturdays between 8am and 5pm OR Monday through Friday between 8:00 am and 5:00 pm; clinicals and labs may be outside regular hours, including days and weekends.

**Page 52, under Practical Nursing Tuition & Fees – effective for students starting WI20
Replace the Other Student Costs (estimated) section with:**

OTHER STUDENT COSTS ASSOCIATED WITH PROGRAM (estimated)

Approximate Cost of Required Textbooks **	\$800.00
TEAS Test (Entrance Exam) 1	\$65.00
Laptop and Warranty	\$450.00
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
Total Other Costs	\$1,915.00

under Faculty Bios

Amend Greg Oost to:

Greg graduated from American Institute of Alternative Medicine in 2015 with his ADN. He earned his MSN-Ed in 2018 from Aspen University. He has been an RN since 2015 and an LPN since 2011. He has 4 years' experience working in long term care and 3.5 years' experience working in medical surgical, and 1-year experience working in emergency room. Greg has 12 years of teaching experience as a high school math and history teacher. Greg teaches in the nursing programs.

Add:

LaTisha Carroll, MSN, RN: LaTisha earned a B.S. in Biology from Central State University in 1999 followed by an Associate of Arts in Nursing from the Columbus State Community College in 2009. LaTisha earned a Master of Science in Nursing and a Master of Health Administration from the University of Phoenix in 2016. LaTisha has experience in quality assurance, case management, occupational health and wellness, rehabilitation nursing, long-term acute care nursing, and correctional nursing.

Shawna Ahead, BSN, RN – Shawna was licensed as an RN in 2004 after graduating in 2004 with a Bachelor of Science in Nursing from the University of Cincinnati. Shawna has 16 years of experience in neurology, medical-surgical, and step-down nursing at the Ohio State University Hospital and has experience providing home health nursing care to pediatric patients.

Janet Adams – spelling correction in bio to word “previous”

Delete Jennifer Bredell from the Faculty Bios section

Page 18, under Acupuncture Curriculum

Quarter 1 total credits should be 21.0

Page 14, Under Nursing Program (PN & RN) Admission Requirements, amend point 4 to:

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 for new students and within the past 4 years of enrolling quarter for AIAM readmission students. 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.

Page 51, PN table of Program of Study

Change COL 099 to 11 Didactic Hours, 11 Clock Hours effective January 2020

Page 53, Change to COL 099 to 11 hours and course number to COL 100 effective January 2020

In Fin Aid Policies section, Page 94

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 the Financial Aid office for more details.

AIAM offers a flat-rate Textbook Purchase Program to our students in an effort to provide affordable and timely delivery of all textbooks for their coursework without any additional out of pocket expense.

Applicable to Practical Nursing Students Enrolling Winter Quarter 2020 and going forward only:

In accordance with Federal regulations, effective July 1, 2016, American Institute of Alternative Medicine must establish a policy under which an eligible Title IV financial aid recipient may opt out of the Textbook Purchase program. Students who are not using Title IV Financial Aid are also eligible to opt-in to take advantage of the program.

Policy for Title IV Financial Aid Recipients and Students Using Other Means to Pay

- Title IV aid recipients and students using other means to pay for educational expenses have the option of purchasing books at their own expense from other sources such as Amazon or halfprice.com or other

vendors. **It is the responsibility of the student to purchase all required books for the program should they opt out of the program.**

- It is the student's responsibility to review the book list on our website and confirm the title and ISBN number for the current book being used for the course with their instructor, as editions can change frequently.

In School Policies section. Page 98

Books

Textbooks are available for purchase at the online AIAM Bookstore. 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.

Applicable to Practical Nursing Students Enrolling Winter Quarter 2020 and going forward only:

In accordance with Federal regulations, effective July 1, 2016, American Institute of Alternative Medicine must establish a policy under which an eligible Title IV financial aid recipient may opt out of the Textbook Purchase program. Students who are not using Title IV Financial Aid are also eligible to opt-in to take advantage of the program.

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- It is the student's responsibility to review the book list on our website and confirm the title and ISBN number for the current book being used for the course with their instructor, as editions can change frequently.

Page 100, Under Student Services, delete:

Table Purchases

Current students receive a discount on massage table purchases through AIAM

Page 118 Under Leave of Absence, add subsection:

ACADEMIC LEAVE OF ABSENCE

Students who need to interrupt their program of study because of a medical condition for a Family Medical Leave Act (FMLA) circumstance, or active military service or jury duty obligation or other severe or unanticipated personal circumstance may make an application for a Leave of Absence. Students experiencing these types of circumstances should meet with the Academic Dean or Director of Academic and Business Administration to discuss the need to temporarily interrupt their education and take an Academic Leave of Absence (ALOA) if needing to take a full term off, or an approved Leave of Absence (LOA) if the leave occurs during a term (see Leave of Absence policy).

The following are the criteria for making application and approving an Academic Leave of Absence:

- The request and reason(s) for the Academic Leave of Absence must be made by the student in writing on an Academic Leave Request Form.

- The applicant for an ALOA must be able to resume his or her training at the same point where the training was interrupted.
- The leave period requested can be no more than 180 calendar days. In any 12-month period, the cumulative leave period(s) may be no longer than 180 days.
- The applicant for a leave must confirm that the applicant understands and agrees that if he or she fails to return to active class attendance at the approved end date of his or her Academic Leave of Absence, that his or her enrollment will be terminated and that his or her federal student loan(s) will have entered his or her federal loan “grace period” as of the applicant’s actual last day of class attendance. Further, repayment of the student’s loans will begin six months after his or her last day of class attendance.
- For students enrolled in a credit hour program who need to take a full term off, an Academic Leave of Absence may be requested prior to the first scheduled class day of the term. Students who take an Academic Leave of Absence will be treated as withdrawn for Financial Aid purposes.
- A student, who is granted an Academic LOA in a credit hour program, may only return at the beginning of a term.
- The applicant for an Academic Leave of Absence will be notified by the Academic Dean or Director of Academic and Business Administration if his or her application for a Leave of Absence has been approved. If the leave is approved, the student will also be notified of the approved return date and any other conditions required of the student.
- In certain documented, unforeseen, and extenuating circumstances, a student enrolled in a credit hour program who cannot continue attending the course(s) during a term, may find it essential to request an approved Leave of Absence (LOA) after a term has started. The institution is not required to approve this type of LOA request; however, if the institution grants this type of in-term LOA request, the student will receive a grade of “L” for each course attempted in the term. The “L” grade will not have any effect on the completion rate or CGPA calculation related to SAP or the student’s progression through the program. If the institution grants this type of in-term LOA, all tuition charges associated with the courses in the term or module started but not completed will be removed. Tuition payments from all sources associated with the courses in the term started but not completed will be refunded to the source of the payment. The only exception to this procedure to remove charges for a term started but not completed would be books, uniforms, laptop computer or similar charges where the item charged was provided and used by the student, and not returned or not eligible return for credit.