

AIAM 2013 Fall Catalog Addendum (December 11, 2013)

Reference the following catalog pages with replacement language and polices as noted below. These changes are effective immediately.

Page 41, Western Massage Therapy & Related Studies Courses

1202 MT A Neuromuscular Therapy Plus	96
1202 MT B Neuromuscular Therapy, Putting It All Together	4

Page 41, Clinical Training Courses

1208 MC AA Student Clinic II	15
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Page 80-83, Course Descriptions

1100COL College Success Skills **10 hours / .5 credits**

1102 MATd Intro to Algebra **30 hours / 3 credits**

Course Description: This course presents topics in algebra including variation, systems of equations and inequalities, nonlinear inequalities, functions and their graphs, lines, quadratic equations and functions, complex numbers, polynomials, exponentials and logarithmic functions, the algebra of functions, an introduction to plane analytic geometry and applications related to these topics. Outside work is required in this course in practicing and solving math equations.

Prerequisite: 1101 MATd

1001 INTd Massage **20 hours / 1 credits**

Course Description: The course provides the Nursing Student with basic massage skills. Outside work is not required in this class.

Page 94, Attendance for Nursing Education Programs

12. In the event a clinical day is cancelled by either the school or your clinical faculty, the clinical hours will need to be made up. If the clinical is cancelled for weather related reasons, the \$100.00 fee for making up clinical time will be waived.

Page 124, Transfer Credit Policy

A. Credit for courses previously taken may be transferred into the program if all of the following criteria are met:

1. The course is listed on an official transcript from an approved Massage Therapy school (Massage Therapy only OR from an ACAOM Candidate School or an accredited institution of higher education recognized by the United States Department of Education OR the Acupuncture program may accept transfer credit that the Academic Dean judges to be equivalent to its requirements for graduation from the Acupuncture program; however, at least one academic year must be taken at AIAM for successful completion of the professional

program. (Nursing programs do not accept Nursing course transfer credits.) Credits for First Aid/CPR courses taken through programs or institutions other than the above do not transfer.

Page 125-126, Proficiency Credit Policy

Nursing:

- Proficiency credit may be awarded for math and English courses in the Nursing Programs upon successful passing of the associated exam. No previous coursework needed to attempt the exam.
- For previous college credit taken at the degree level less than 5 years ago that was insufficient in credits/hours for direct transfer, or for science courses taken and passed with a “C” or above over five years prior to enrollment, proficiency credit may be awarded for Anatomy & Physiology, Microbiology, Nutrition, and Pathophysiology, upon successful passing of the associated exam. Advanced Placement students (only) may also take the Nutrition proficiency exam if they did not have a nutrition course in their program that is eligible for direct transfer.
- Proficiency credit may also be awarded upon successful passing of the associated exam to returning AIAM students being readmitted for non-nursing courses previously taken and passed with a “C” or above at AIAM in the same program in which student is being readmitted, but that are not directly transferable due to programmatic revision in which the course(s) has increased in hours/credits.
- Proficiency credit is not allowed for any nursing courses with NRS in the course prefix.

The proficiency exam fee is \$50 per exam, and 50 percent of the course fee will be charged for the associated course if the proficiency exam is passed. The student must receive a minimum grade of “C” on the exam in order to have this grade and credits counted for the course. If the minimum grade is not received, the student must register to take the course and pay the full tuition for that course.

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Attendance Policy for the Massage Therapy, Medical Assisting, Practical Nursing and Professional Master’s Level Acupuncture Programs

AIAM does take attendance, and students in the above programs must earn the hours for each class they take, as well as do the coursework. Each program has an amount of hours a student can miss, and still complete the classes. If a student misses more than these allowable hours, the hours have to be made-up. This can be done via a Make-Up Hours log. A signature from the corresponding instructor or supervisor is required before the log can be returned to the Registrar. Failure to make up hours required will result in interruption of financial aid, as well as VA benefits.

Per U.S. Department of Education regulations, students are allowed a limited number of absences (ten percent) in a payment period based on the programs published schedule in the catalog. The following is the policy for student in a typical schedule.

In the Massage Therapy Program, up to 18 hours a quarter may be missed; 24 hours a quarter or less may be missed in the part-time Medical Assisting Program; 30 hours a quarter or less may be missed in the full-time Medical Assisting program; and, 24 hours a quarter or less may be missed in the Practical Nursing Program.. Due to variations in schedules of the Professional Master’s Level Acupuncture Program, no more than ten percent of hours attempted per quarter can be missed. Additional attendance requirements for individual courses are specified by instructors.

Students with transfer credits or individualized schedules are subject to the same guidelines of a minimum of 90 percent attendance (or more, depending on instructor requirements) which will be calculated individually based on attempted hours per quarter/payment period.

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Adding a Course

All students who wish to add a course must submit an Add/Drop form to the Registrar. A student may add a course during the first five business days of a quarter. Courses must be approved by the Academic Dean or the Nursing Program Administrator and submitted to the Registrar's office on an Add/Drop form obtained from the Registrar. Any requests to add submitted after the deadline must be approved by the Academic Dean or the Nursing Program Administrator. The \$50 Add/Drop Fee will apply to these changes. Tuition for the course added will be billed and added to student's account.

Dropping a Course

A student may drop a course(s) without any notation made on their permanent record. However, the student must drop the course within 5 business days from the start of a quarter. A student who stops attending a class, or does not request an Add/Drop from within the required time frame will receive a letter grade of "F". The student must secure the Nursing Program Administrator or Academic Dean's signature on the Add/Drop form that can be obtained from the Academic Dean or Registrar's office. The Academic Dean or the Nursing Program Administrator must approve any requests for dropping a course(s) submitted after the deadline. The Academic Dean or the Nursing Program Administrator will include a notation of the last date of class attendance on the Add/Drop form. This form must be submitted to the Registrar's office before the drop can be considered official.

Remember, it is the student's responsibility to complete the entire process. Also, students receiving Financial Aid should consult with the Financial Aid Office prior to making a schedule change to determine the impact of such changes on their Financial Aid award.

The final add/drop date is five business days after the first, seven-day week of the quarter with one grace day if this date falls on the weekend (the fifth class day after the beginning of the new quarter). This applies for all courses taken in a specific quarter, irrespective of the week in which the course begins. The AIAM academic calendar notes these dates for each quarter.

Page 128-129, Satisfactory Academic Progress, Academic Probation, Unsatisfactory Progress, Financial Aid Warning & Probation and Appeal Process are replaced by the following:

Satisfactory Academic Progress

CLOCK HOUR PROGRAMS: To receive federal financial aid for attendance at American Institute of Alternative Medicine, students are required to make academic progress toward completion of a degree or diploma. Satisfactory progress for a clock hour program is evaluated academically at the end of each academic quarter, while Financial Aid progress will be evaluated at the end of each payment period. Below are detailed requirements that must be met and a description of the consequences if they are not met. This policy applies to all federal and state aid programs, including Pell Grant, SEOG Grant, Stafford Loan, PLUS Loan, and Veteran's Affairs Benefits.

To be considered eligible for the financial aid programs named above, a student must be meeting all of the following conditions:

- **Qualitative – Grade Point Average**
 - Academically, clock hour students must maintain a cumulative grade point average (CGPA) of at least 2.0 each academic quarter. For financial aid purposes, students must maintain a CPGA of 2.0 at the end of each payment period.
- **Quantitative – Rate of Progress**
 - All students must complete their program requirements within 150% of the time it normally takes to complete the diploma programs (as measured in calendar time). A student must complete all course work within 18 months for a 12 month program.
 - Must be meeting attendance requirements.
- **Academic Probation/Financial Aid Warning Period**
 - A student who fails to meet either or both of the Qualitative and Quantitative standards at the end of any quarter will be put on Academic Probation and be advised that unless they improve their CGPA and/or rate of progress toward completion, they may be withdrawn from their program and lose eligibility for federal financial aid.
 - A student who fails to meet either or both of Qualitative and Quantitative standards at the end of any payment period will be put on Financial Aid Warning and be advised that unless they improve their CGPA and/or rate of progress toward completion, they may be withdrawn from their program and lose eligibility for federal financial aid.
 - Any student placed on Academic Probation will be required to follow an academic improvement plan developed to help them meet their academic goals.
 - At the end of any evaluation (academic probation, Financial Aid Warning) period, a student who fails to meet the term of their academic improvement plan and continues to fall below the required academic progress standards (CGPA and/or ROP) for their program, students shall receive written notification of dismissal from their academic program.
 - A student who has been suspended from their academic program due to not meeting the academic progress standards (CGPA and/or ROP) may submit an appeal to the Academic Dean for readmission into the program.
- **Appeal Process**
 - A student who has been suspended from their academic program due to not meeting the academic progress standards (CGPA and/or ROP) may submit an appeal to the Academic Dean for readmission into the program.
 - An appeal must be written or typed and must describe why the student failed to make progress during their academic probationary period, what has changed in the student situation that would allow the student to demonstrate satisfactory academic progress at the end of the next payment period, and a copy of an academic plan that has been developed with and is signed by the Academic Dean.
 - Reasons for an appeal may include: injury or illness of the student, death of a relative, or other special circumstances.

- If the academic appeal is granted, then the student will be eligible for readmission into the program. Students wishing to receive financial aid will need to submit a separate appeal to the Director of Financial Aid; if the FA appeal is granted the student will be placed on Financial Aid Probation.

- **Probationary Period**

- A student whose appeal is approved will have financial aid eligibility reinstated on a Probationary basis for the remainder of their academic program. The student may continue to receive financial aid during this Probationary Period but must meet the regular SAP standards or be making progress under the approved academic plan.
- A student who fails to make progress under the approved academic plan will not be allowed to submit another appeal and will lose all eligibility for financial aid.

- **Notification**

- Students will be notified in writing when their status changes as a result of the SAP

48 week (4 quarters) Clock Hour Program with letter grades. Total quarters that may be attempted: 72 weeks or 6 quarters (150% of 48 weeks/4 quarters).

Total Quarters Attempted	Probation if CGPA is below	Dismissal if CGPA is below	Probation if Rate of Progress is Below	Dismissal if Rate of Progress is Below	Financial Aid Warning if CGPA is below	Financial Aid Probation if CGPA is below	Financial Aid Warning if Rate of Progress is Below	Financial Aid Probation if Rate of Progress is Below
1	2.0	N/A	66.66%	N/A	N/A	N/A	N/A	N/A
2	2.0	1.0	66.66%	40%	2.0	1.0	66.66%	40%
3	2.0	1.25	66.66%	50%	N/A	N/A	N/A	N/A
4	2.0	1.5	66.66%	50%	2.0	1.5	66.66%	50%
5	2.0	1.75	66.66%	60%	N/A	N/A	N/A	N/A
6	N/A	2.0	N/A	66.66%	N/A	2.0	N/A	66.66%

CREDIT HOUR PROGRAMS: To receive federal financial aid for attendance at American Institute of Alternative Medicine, students are required to make academic progress toward completion of a degree or diploma. Satisfactory progress is evaluated once each quarter. Below are detailed requirements that must be met and a description of the consequences if they are not met. This policy applies to all federal and state aid programs, including Pell Grant, SEOG Grant, Stafford Loan, PLUS Loan, and Veteran's Affairs Benefits.

To be considered eligible for the financial aid programs named above, a student must be meeting all of the following conditions:

- **Qualitative – Grade Point Average**
 - Academically, undergraduate credit hour students must maintain a cumulative grade point average (CGPA) of at least 2.0 each academic quarter. For financial aid purposes, students must maintain a CPGA of 2.0 at the end of each payment period.
 - Professional Master's Level Acupuncture students must maintain a cumulative GPA of 3.0 or higher.

- **Quantitative – Rate of Progress**
 - All students must successfully complete at least 66.67% of their cumulative attempted credit hours to stay on pace with the Maximum Time Frame requirements.
 - Maximum Time Frame requires that all students must complete their program requirements within 150% of the time it normally takes to complete the degree program (as measured in credit hours).
 - Attempted credits are based on records maintained by the Registrar's Office. Credits recorded on a student's academic transcript as attempted credits are treated as attempted credits for this policy.
 - For credits to be considered successfully completed, the student must have received a passing grade.
 - Transfer credits accepted toward the student's program are included in both the attempted credits and completed credits.
 - Courses for which a student receives a "W" or "F" will be counted as attempted but not completed.
 - Grades for Incomplete are counted as attempted but not completed. If a student subsequently completes the course requirements the grade will be changed and the student management system will automatically recalculate the percentage of credits completed.

- **Academic Probation/Financial Aid Warning Period**
 - A student who fails to meet either or both of the Qualitative and Quantitative standards at the end of any quarter will be put on Academic Probation and be advised that unless they improve their CGPA and/or rate of progress toward completion, they may be withdrawn from their program and lose eligibility for federal financial aid.

- A student who fails to meet either or both of Qualitative and Quantitative standards at the end of any payment period will be put on Financial Aid Warning and be advised that unless they improve their CGPA and/or rate of progress toward completion, they may be withdrawn from their program and lose eligibility for federal financial aid.
 - Any student placed on Academic Probation will be required to follow an academic improvement plan developed to help them meet their academic goals.
 - At the end of any evaluation (academic probation, Financial Aid Warning) period, a student who fails to meet the terms of their academic improvement plan and continues to fall below the required academic progress standards (CGPA and/or ROP) for their program, students shall receive written notification of dismissal from their academic program.
- **Appeal Process**
 - A student who has been dismissed from their academic program due to not meeting the academic progress standards (CGPA and/or ROP) may submit an appeal to the Academic Dean for readmission into the program.
 - An appeal must be written or typed and must describe why the student failed to make progress during their academic probationary period, what has changed in the student situation that would allow the student to demonstrate satisfactory academic progress at the end of the next evaluation period, and a copy of an academic plan that has been developed with and is signed by the Academic Dean or Nursing Program Administrator.
 - Reasons for an appeal may include: injury or illness of the student, death of a relative, or other special circumstances.
 - If the academic appeal is granted, then the student will be eligible for readmission into the program. Students wishing to receive financial aid will need to submit a separate appeal to the Director of Financial Aid; if the FA appeal is granted the student will be placed on Financial Aid Probation.
- **Probationary Period**
 - A student whose appeal is approved will have financial aid eligibility reinstated on a Probationary basis. The student may continue to receive financial aid during this Probationary Period but must meet the regular SAP standards or be making progress under the approved academic plan to be removed from Financial Aid Probation.
 - A student who fails to make progress under the approved academic plan will be dismissed from the program, will not be allowed to submit another appeal and will lose all eligibility for financial aid.
- **Notification**
 - Students will be notified in writing when their status changes as a result of the SAP

90 Quarter Credit Hour Quarter-Based Program.

Total credits that may be attempted: 135 (150% of 90).

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below	Financial Aid Warning if CGPA is below	Financial Aid Probation if CGPA is below	Financial Aid Warning if Rate of Progress is Below	Financial Aid Probation if Rate of Progress is Below
1--18	2.0	N/A	66.66%	N/A	2.0	N/A	66.66%	N/A
19-36	2.0	1	66.66%	30%	2.0	1	66.66%	30%
37-56	2.0	1	66.66%	40%	2.0	1	66.66%	40%
57-74	2.0	1.25	66.66%	50%	2.0	1.25	66.66%	50%
75-90	2.0	1.5	66.66%	55%	2.0	1.5	66.66%	55%
91-105	2.0	1.75	66.66%	60%	2.0	1.75	66.66%	60%
106-120	2.0	1.8	66.66%	63%	2.0	1.8	66.66%	63%
121-135	N/A	2.0	N/A	66.66%	N/A	2.0	N/A	66.66%

109.5 Quarter Credit Hour Quarter-Based Program.

Total credits that may be attempted: 164.25 (150% of 109.5).

Total Credits Attempted	Probation if CGPA is below	Dismissal if CGPA is below	Probation if Rate of Progress is Below	Dismissal if Rate of Progress is Below	Financial Aid Warning if CGPA is below	Financial Aid Probation if CGPA is below	Financial Aid Warning if Rate of Progress is Below	Financial Aid Probation if Rate of Progress is Below
1--16	2.0	N/A	66.66%	N/A	2.0	N/A	66.66%	N/A
17-32	2.0	0.5	66.66%	25%	2.0	0.5	66.66%	25%
33-46	2.0	0.75	66.66%	40%	2.0	0.75	66.66%	40%
47-59	2.0	1	66.66%	50%	2.0	1	66.66%	50%
60-72	2.0	1.25	66.66%	55%	2.0	1.25	66.66%	55%
73-86	2.0	1.5	66.66%	60%	2.0	1.5	66.66%	60%
87-96	2.0	1.8	66.66%	63%	2.0	1.8	66.66%	63%
97-110	2.0	2.0	66.66%	66.66%	2.0	2.0	66.66%	66.66%
111-129	2.0	2.0	66.66%	66.66%	2.0	2.0	66.66%	66.66%
130-148	2.0	2.0	66.66%	66.66%	2.0	2.0	66.66%	66.66%
149-164.25	N/A	2.0	N/A	66.66%	N/A	2.0	N/A	66.66%

130 Quarter Credit Hour Quarter-Based Program.

Total credits that may be attempted: 195 (150% of 130).

Total Credits Attempted	Probation if CGPA is below	Dismissal if CGPA is below	Probation if Rate of Progress is Below	Dismissal if Rate of Progress is Below	Financial Aid Warning if CGPA is below	Financial Aid Probation if CGPA is below	Financial Aid Warning if Rate of Progress is Below	Financial Aid Probation if Rate of Progress is Below
1--15	3.0	N/A	66.66%	N/A	3.0	N/A	66.66%	N/A
16-32	3.0	1.5	66.66%	20%	3.0	1.5	66.66%	20%
33-48	3.0	1.75	66.66%	25%	3.0	1.75	66.66%	25%
49-63	3.0	2	66.66%	33%	3.0	2	66.66%	33%
64-77	3.0	2.25	66.66%	40%	3.0	2.25	66.66%	40%
78-91	3.0	2.5	66.66%	50%	3.0	2.5	66.66%	50%
92-104	3.0	2.8	66.66%	55%	3.0	2.8	66.66%	55%
105-117	3.0	3.0	66.66%	60.00%	3.0	3.0	66.66%	60.00%
118-130	3.0	3.0	66.66%	63.00%	3.0	3.0	66.66%	63.00%
131-143	3.0	3.0	66.66%	66.66%	3.0	3.0	66.66%	66.66%
144-156	3.0	3.0	66.66%	66.66%	3.0	3.0	66.66%	66.66%
157-169	3.0	3.0	66.66%	66.66%	3.0	3.0	66.66%	66.66%
170-182	3.0	3.0	66.66%	66.66%	3.0	3.0	66.66%	66.66%
183-195	N/A	3.0	N/A	66.66%	N/A	3.0	N/A	66.66%