

## Fall 2018 Catalog Addendum

Updated Fee Information for all programs effective for enrolling students in WI19

### Acupuncture

#### TUITION & REQUIRED FEES

<b>157 Credit Hours of Tuition @ \$317.00 per Credit Hour</b>	<b>\$49,769.00</b>
Enrollment Fee *	\$100.00
Ohio Video Disclosure Course	\$25.00
Matriculation Fee	\$50.00
Student Identification Card	\$10.00
<b>Total Tuition &amp; Required Fees ***</b>	<b>\$49,954.00</b>

#### OTHER STUDENT COSTS ASSOCIATED WITH PROGRAM (estimated)

Approximate Cost of Required Textbooks and Reference Books **	\$1100.00
Approximate Cost of Supplies 1	\$720.00
Uniform (Lab Coat and name tag) 1	\$35.00
Hepatitis B Vaccinations (series of 3) 1	\$150.00
Approximate Cost of Medical Exam 1	\$30.00
NCCAOM Exam Application 2	\$475.00
NCCAOM Biomedicine 2	\$300.00
NCCAOM Foundation 2	\$300.00
NCCAOM Acupuncture and Point Location 2	\$300.00
CCAOM Clean Needle Technique Exam 2	\$150.00
CCAOM CNT Exam Verification Fee. Transmittal to NCCAOM 2	\$10.00
NCCAOM Certification Verification Transmittal Fee, results to SMB 2	\$45.00
<b>Total Other Costs</b>	<b>\$3,615.00</b>

#### AIAM OPTIONAL FEES (estimated)

3% Service Fee when making credit card payments	varies
Returned Check Fee/NSF Fee (or up to legal limit)	\$37.50
Terminal Exam Re-Take Fee	\$50.00
Course Add/Drop Fee	\$50.00
Proficiency Test Fee per Test****	\$50.00
Transfer Credit Fee per Course Accepted	\$50.00
<b>Total Optional Fees ***</b>	<b>\$237.50</b>

*(May be greater pending fee frequency)*

#### 1 - Pre-start Cost

#### 2 - Pre-clinical Cost

**3 - Requirement for licensure; If certain conditions are met, AIAM will cover these costs. Please see Licensing Exam policy.**

*\*Enrollment Fee is refundable if enrollment is cancelled in writing to AIAM within five (5) calendar days after the date of signing and/or payment of the fee.*

*\*\*Approximate total cost throughout entire program. These figures are estimates and based on current book lists. Books may change based on publisher availability without notice. Actual cost will be based on student's choice of retailer.*

*\*\*\* Fees are refundable in accordance with Ohio Administrative Code 3332-1-10.1*

*\*\*\*\* 50% of the course fee will be charged for the associated course if the proficiency exam is passed.*

*\*\*\*\*\*Ohio Video Disclosure Course is not an institutional charge.*

#### DISHONORED CHECKS & COLLECTIONS

AIAM accepts checks as payment for tuition. AIAM reserves the right to assess a fee for any returned checks/EFT notices; the fee is \$37.50. The use of a check as payment is your acceptance of this agreement and its terms. Students with account balances that are not current with their approved payment plans may be subject to further disciplinary action, including being sent to a collection agency. Students will be responsible for all collection fees incurred.

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### Practical Nursing

#### TUITION & REQUIRED FEES

<b>59 Credit Hours of Tuition @ \$285 per Credit Hour</b>	<b>\$17,641.00</b>
Enrollment Fee *	\$100.00
Ohio Video Disclosure Course*****	\$25.00
Nursing Supply Bag	\$100.00
Matriculation Fee	\$50.00
Lab Fee (\$150 per quarter)	\$750.00
Student Identification Card	\$10.00
Uniform (2 patches)	\$20.00
Technology Fee (\$350 per quarter)	\$1,750.00
Compliance Fee	\$300.00
<b>Total Tuition &amp; Required Fees ***</b>	<b>\$20,746.00</b>

#### OTHER STUDENT COSTS ASSOCIATED WITH PROGRAM (estimated)

Approximate Cost of Required Textbooks **	\$1,400.00
TEAS Test (Entrance Exam) 1	\$65.00
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>\$2,265.00</b>

#### AIAM OPTIONAL FEES (estimated)

3% Service Fee when making credit card payments	varies
Returned Check Fee/NSF Fee (or up to legal limit)	\$37.50
Clinical Make-up Fee	\$100.00
Course Add/Drop Fee	\$50.00
Proficiency Test Fee per Test****	\$50.00
Transfer Credit Fee per Course Accepted	\$50.00
<b>Total Optional Fees***</b>	<b>\$287.50</b>

*(May be greater pending fee frequency)*

#### 1 - Pre-start Cost

#### 2 - Pre-clinical Cost

#### 3 - Requirement for licensure; If certain conditions are met, AIAM will cover these costs. Please see Licensing Exam policy.

*\*Enrollment Fee is refundable if enrollment is cancelled in writing to AIAM within five (5) calendar days after the date of signing and/or payment of the fee.*

*\*\*Approximate total cost throughout entire program. These figures are estimates and based on current book lists. Books may change based on publisher availability without notice. Actual cost will be based on student's choice of retailer.*

*\*\*\* Fees are refundable in accordance with Ohio Administrative Code 3332-1-10.1*

*\*\*\*\* 50% of the course fee will be charged for the associated course if the proficiency exam is passed.*

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#### DISHONORED CHECKS & COLLECTIONS

AIAM accepts checks as payment for tuition. AIAM reserves the right to assess a fee for any returned checks/EFT notices; the fee is \$37.50. The use of a check as payment is your acceptance of this agreement and its terms. Students with account balances that are not current with their approved payment plans may be subject to further disciplinary action, including being sent to a collection agency. Students will be responsible for all collection fees incurred.

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### Registered Nursing

#### TUITION & REQUIRED FEES

<b>109.50 Credit Hours of Tuition @ \$299 per Credit Hour</b>	<b>\$32,740.50</b>
Enrollment Fee *	\$100.00
Ohio Video Disclosure Course*****	\$25.00
Nursing Supply Bag	\$100.00
Matriculation Fee	\$50.00
Lab Fee (\$150 per quarter)	\$1200.00
Student Identification Card	\$10.00
Uniform (2 patches)	\$20.00
Technology Fee (\$300 per quarter)	\$2,400.00
Compliance Fee	\$300.00
<b>Total Tuition &amp; Required Fees ***</b>	<b>\$36,945.50</b>

#### OTHER STUDENT COSTS ASSOCIATED WITH PROGRAM (estimated)

Approximate Cost of Required Textbooks **	\$3,000.00
TEAS Test (Entrance Exam) 1	\$65.00
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>\$3,665.00</b>

#### AIAM OPTIONAL FEES (estimated)

3% Service Fee when making credit card payments	varies
Returned Check Fee/NSF Fee (or up to legal limit)	\$37.50
Clinical Make-up Fee	\$100.00
Course Add/Drop Fee	\$50.00
Proficiency Test Fee per Test****	\$50.00
Transfer Credit Fee per Course Accepted	\$50.00
<b>Total Optional Fees ***</b>	<b>\$287.50</b>

*(May be greater pending fee frequency)*

#### 1 - Pre-start Cost

#### 2 - Pre-clinical Cost

#### 3 - Requirement for licensure; If certain conditions are met, AIAM will cover these costs. Please see Licensing Exam policy.

*\*Enrollment Fee is refundable if enrollment is cancelled in writing to AIAM within five (5) calendar days after the date of signing and/or payment of the fee.*

*\*\*Approximate total cost throughout entire program. These figures are estimates and based on current book lists. Books may change based on publisher availability without notice. Actual cost will be based on student's choice of retailer.*

*\*\*\* Fees are refundable in accordance with Ohio Administrative Code 3332-1-10.1*

*\*\*\*\* 50% of the course fee will be charged for the associated course if the proficiency exam is passed.*

*\*\*\*\*\*Ohio Video Disclosure Course is not an institutional charge.*

#### DISHONORED CHECKS & COLLECTIONS

AIAM accepts checks as payment for tuition. AIAM reserves the right to assess a fee for any returned checks/EFT notices; the fee is \$37.50. The use of a check as payment is your acceptance of this agreement and its terms. Students with account balances that are not current with their approved payment plans may be subject to further disciplinary action, including being sent to a collection agency. Students will be responsible for all collection fees incurred.

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### Registered Nursing – Advanced Placement

#### TUITION & REQUIRED FEES

<b>90 Credit Hours of Tuition @ \$299 per Credit Hour</b>	<b>\$26,910.00</b>
Enrollment Fee *	\$100.00
Ohio Video Disclosure Course*****	\$25.00
Nursing Supply Bag	\$100.00
Matriculation Fee	\$50.00
Lab Fee (\$150 per quarter)	\$750.00
Student Identification Card	\$10.00
Uniform (2 patches)	\$20.00
Technology Fee (\$450 per quarter)	\$2,250.00
Compliance Fee	\$300.00
<b>Total Tuition &amp; Required Fees***</b>	<b>\$30,515.00</b>

#### OTHER STUDENT COSTS ASSOCIATED WITH PROGRAM (estimated)

Approximate Cost of Required Textbooks**	\$2,500.00
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>\$3,100.00</b>

#### AIAM OPTIONAL FEES (estimated)

3% Service Fee when making credit card payments	varies
Returned Check/NSF Fee (or up to legal limit)	\$37.50
Clinical Make-up Fee	\$100.00
Course Add/Drop Fee	\$50.00
Proficiency Test Fee per Test****	\$50.00
Transfer Credit Fee per Course Accepted	\$50.00
<b>Total Optional Fees***</b>	<b>\$287.50</b>

*(May be greater pending fee frequency)*

\*Enrollment Fee is refundable if enrollment is cancelled in writing to AIAM within five (5) calendar days after the date of signing and/or payment of the fee.

\*\*Approximate total cost throughout entire program. These figures are estimates and based on current book lists. Books may change based on publisher availability without notice. Actual cost will be based on student's choice of retailer.

\*\*\* Fees are refundable in accordance with Ohio Administrative Code 3332-1-10.1

\*\*\*\* 50% of the course fee will be charged for the associated course if the proficiency exam is passed.

\*\*\*\*\*Ohio Video Disclosure Course is not an institutional charge.

#### 1 - Pre-start Cost

#### 2 - Pre-clinical Cost

**3 - Requirement for licensure; if certain conditions are met, AIAM will cover these costs. Please see Licensing Exam policy.**

#### DISHONORED CHECKS & COLLECTIONS

AIAM accepts checks as payment for tuition. AIAM reserves the right to assess a fee for any returned checks/EFT notices; the fee is \$37.50. The use of a check as payment is your acceptance of this agreement and its terms. Students with account balances that are not current with their approved payment plans may be subject to further disciplinary action, including being sent to a collection agency. Students will be responsible for all collection fees incurred.

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### Western Massage Therapy

#### TUITION & REQUIRED FEES

<b>750 Clock Hours of Tuition @\$18.25 per Clock Hour</b>	<b>\$13,687.50</b>
Enrollment Fee *	\$100.00
Ohio Video Disclosure Course*****	\$25.00
Matriculation Fee	\$50.00
Uniform (AIAM Polo Shirt)	\$35.00
Student Identification Card	\$10.00
<b>Total Tuition &amp; Required Fees ***</b>	<b>\$13,907.50</b>

#### OTHER STUDENT COSTS ASSOCIATED WITH PROGRAM (estimated)

Approximate Cost of Required Textbooks **	\$1,015.00
Approximate Cost of Supplies (massage lotions/creams) 1	\$60.00
Linens 1	\$40.00
Approximate Cost of Medical Exam 1	\$30.00
Approximate Cost of Massage Table (optional) 2	\$650.00
Massage & Bodywork Licensing Fee (MBLEX) 3	\$195.00
Ohio State Medical Board Licensing Fee (fees for other states may vary) 3	\$150.00
Background Check for Licensure 3	\$70.00
Cost of Liability Insurance 4	\$168.00
<b>Total Other Costs</b>	<b>\$2,378.00</b>

#### AIAM OPTIONAL FEES (estimated)

3% Service Fee when making credit card payments	varies
Returned Check/NSF Fee (or up to legal limit)	\$37.50
Practical, Mid-term or Final Exam Make-up Fee	\$50.00
Clinical Make-up Fee	\$30.00
Course Add/Drop Fee	\$50.00
Proficiency Test Fee per Test****	\$50.00
Transfer Credit Fee per Course Accepted	\$50.00
<b>Total Optional Fees ***</b>	<b>\$267.50</b>

*(May be greater pending fee frequency)*

#### 1 - Pre-start Cost

#### 2 - Pre-clinical Cost

#### 3 - Requirement for licensure; If certain conditions are met, AIAM will cover these costs. Please see Licensing Exam policy.

*\*Enrollment Fee is refundable if enrollment is cancelled in writing to AIAM within five (5) calendar days after the date of signing and/or payment of the fee.*

*\*\*Approximate total cost throughout entire program. These figures are estimates and based on current book lists. Books may change based on publisher availability without notice. Actual cost will be based on student's choice of retailer.*

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### New Faculty Bios:

**Candelaria Mota, MS:** Candelaria earned her Master of Science in Mental Health Counseling from Nova Southeastern University in 2013, her Bachelor of Science in Sociology from Hunter College in 2001, and her Associate Degree in Human Services from Bronx Community College in 1999. She is also a Licensed Professional Counselor, and she has been working the social service industry for over 15 years. Ms. Mota has previous teaching for several years with prospective foster parents teaching trauma informed care, behavioral management, and policies & procedures for a non-profit organization.

**Beth Griebel MSN, RN:** Beth Earned her Bachelor of Science in Nursing in 1986 from the Ohio State University (OSU) and her Master of Science in Nursing with an Oncology focus in 1994 from OSU. She has been an RN since 1986 and brings with her many years of experience in surgical oncology, staff development, hospice and palliative care, as well aging services.

**Christine Boysel BSN, RN:** Christine graduated from Mid-State Technical College with her Emergency Medical Technician (EMT) Certificate in 1995 then in 2006 with her Associate Degree in Nursing (ADN). She earned her Bachelor of Science in Nursing (BSN) in 2016 from Walden University and will graduate with her Master of Science in Nursing in Psychiatric and Mental Health Nurse Practitioner in 2018. Christine has been an RN since 2006 and has 3 ½ years of experience in Med/Surg, 2 years in corrections, 3 years in nursing leadership and coordinator positions, plus 6 months as a behavioral health consult to emergency room physicians. She earned the Patient Choice Award in 2007 at Saint Clare's Hospital and was appointed as a board member of the Mental Health and Recovery Board of Union County, Ohio.

**Christine Stanwick RN:** Christine earned a Diploma in sales and marketing from Milwaukee College of Business in 1991 and her Bachelor of Science in Nursing from Otterbein College in 2009. She has been a registered nurse since 2009 with experience as an RN in behavioral health, hospice, rehabilitation and insurance case management environments.

**Debra Dolph BSN, RN:** Debra graduated in 1978 from Wishard Memorial Hospital in Indianapolis then earned her Bachelor of Science in Nursing in 2000 from Indiana University at Kokomo in 2000. She has been a Registered Nurse since 1978 with 10 years of experience in primary care, 3 years of Case Management experience, and additional experience as a school nurse, in urgent care, managing a urology clinic, and in-home visits. Debra has previously instructed middle school health and math courses in addition to her experience as a practical nursing instructor for multiple schools. She received the Ohio State Board of Nursing and the River's Excellence in Nursing Award in 2017 and was inducted into Sigma Theta Tau Honor Society for Nurses as a BSN student.

**Emilia Mba BSN, RN:** Emilia earned her Associate Degree in Nursing from Hondros College in 2012 and later earned her Bachelor of Science in Nursing from Capital University in 2017. She has been an RN since 2013 and has experience in Emergency and critical care as well as rehabilitation settings.

**Evon Czok BSN, RN:** Evon earned her Certificate in Practical Nursing from Columbus School of Practical Nursing in 1992, her Associate Degree in Nursing from Hocking College in 1999, and her Bachelor of Science in Nursing from Mount Carmel College of Nursing in 2016. She is currently enrolled in her Master of Science in Nursing, Family Nurse Practitioner focus, and expects to graduate in 2019. Evon has been an RN since 1999 with experience in Home Health, pediatrics, and ambulatory care as well as teaching experience in both clinical and academic settings. Evon was awarded the Susie Wheat Scholarship in 2015 and was Nominated for the Nursing Service Excellence Award in 2011.

**Joey Reed MSN, CNP:** Joey earned her Bachelor of Science in Nursing in 2014 from the University of Akron and her Master of Science in Nursing as a Family Nurse Practitioner in 2017 from Ohio University. She has been an RN since 2014 and a certified Family Nurse Practitioner since 2017. She has prior experience as an EMT. Her experience includes 4 years as an STNA in long term care, 2 years as a personal caregiver in home health, an inpatient technician, community

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nursing for the Breathing Association, working with the US Coast Guard as a practitioner and instructor, and she has worked in the hyperbaric specialty as a Nurse Practitioner. Joey was awarded the National Defense Service Medal in 2012, the United States Coast Guard Port Security Unit Pin in 2014, the Coast Guard Reserve Good Conduct Medal in 2015 and 2018, and was given the Coast Guard Commandant's Letter of Commendation in 2018.

**Lydia Smith MSN, RN:** Lydia earned her Associate Degree in Nursing from Columbus State Community College in 1988. She went on to Mount Carmel College of Nursing to earn her Bachelor of Science in Nursing in 1998 and her Master of Science in Nursing Health Administration in 2013. Lydia has been an RN since 1989 with long term and primary care experience plus acute care experience in renal, telemetry, cardiac stepdown, and oncology, as well as 14 years with the Veterans Administration in several roles.

**Mindy Myers BSN, RN:** Mindy has been an RN since 1983 with previous experience as a Licensed Practical Nurse since 1977. She earned her Bachelor of Science in Nursing from The Ohio State University (OSU) in 1983 and her Certificate in Practical Nursing from Sandusky School of Practical Nursing in 1977. Her vast experience includes medical oncology, transfusion services, obstetrics and gynecology, mother-infant care, school nursing, and community nursing. She served as a lactation consultant and as a research coordinator for women's health, plus she supervised sexual health, student and multi-specialty clinics. Mindy also has previous experience as a nursing instructor. Mindy was inducted into Sigma Theta Tau and elected to the Nursing Student Council during her time at OSU.

**Patricia Dake, RN:** Patricia earned her Practical Nursing Diploma at Collins Career Center in 2007 and earned her Associate Degree in Nursing from The University of Rio Grande in 2009. She was a Licensed Practical Nurse from 2007 to 2009 and she has been a Registered Nurse since 2009. Patricia has experience as an RN and as an LPN in Skilled Nursing and is Certified in Wound Care.

**Sarita Wallace, RN:** Sarita earned her Associate's in Business in 2010 from the University of Phoenix and her Associate of Science in Nursing at Central Ohio Technical College in 2015. She has been an RN since 2015 with experience as a Private Duty Nurse, a Director of Nursing in Home Health in addition to experience in pediatrics, long term care, and inpatient environments.

**Tracy Thomas RN:** Tracy earned her Certificate in Practical Nursing from Hocking Technical College in 1989 then her Associate Degree in Nursing in 2003 from Hocking College. She earned her Bachelor of Arts in Substance use counseling from Ohio Christian University in 2017. Tracy was an LPN since 1989 and has been an RN since 2003. Tracy has extensive experience in Gerontology as an LPN, RN and later in leadership positions. She also has experience as a staff nurse in critical care.

**Valarie Pompey MSN, CNP:** Valarie earned her Certificate in Practical Nursing from Southwestern Michigan College in 1984, her Diploma in Registered Nursing from Bronson Hospital in 1987, Bachelor of Science in Business Administration from Indiana Wesleyan University in 1992 and her Master of Science in Nursing as An Adult Nurse Practitioner from Andrews University in 2002. She has been an RN since 1987 and a CNP since 2002. She has vast experience including long term care, critical care, hospice, nursing education, and acute care Nurse Practitioner experience in nephrology, hematology, palliative care, and home care. She has nursing management experience and has previously taught Fundamentals and Gerontology. She has received many accolades including induction into Sigma Theta Tau and has been published on multiple occasions including Palliative care guidelines and continuing education articles.

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### Updated Bios:

**Carolyn S Perkins, MSN, RN, LNHA** -- Carolyn received her associate degree in Nursing from Belmont Technical College and her Bachelor of Science in Nursing from Ohio University. She completed her Master of Science in Nursing from Western Governors University in 2018. She has over 30 years' experience in hospitals, long term care and home health nursing in Ohio and West Virginia. Carolyn has taught Medical-Surgical Nursing, Skills Laboratory and Clinical Supervision for Belmont College prior to moving to Columbus.

### Delete Bios:

Donna Avery, RN, MA, BA / Carla M. Boomershine, MSN, RN  
Melissa Brooks, MSN, BSN, RN / Jessica Strobel, MSN, RN  
Wledoh Keloh, RN, MSN

### Page 100: Readmission

Replace point 1 with:

A student must apply for readmission in writing to the attention of the Academic Dean to any Nursing Program if they have been withdrawn from the program for any reason. If it has been 12 months since the student last attended a nursing course, she/he must repeat nursing courses taken and passed at AIAM and cannot receive transfer credit unless the student is seeking readmission to the RN Advanced Placement Program and has been licensed and working as a practical nurse from the time of leaving the program to the time of readmission enrollment.

### Page 141: SAP Appeals Process

Replace first paragraph with:

SAP Appeals 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 third week of the new evaluation period.

Page 19, Quarter 5 Acupuncture Program

AW616 Western Medicine Diagnostics/Physical Exam Techniques (deleting word 'practice')

Page 74: PN Course Descriptions

Replace PNRS 107 IV Therapy with:

PNRS 107 IV Therapy 20 hours/1 credit

Focused nursing course exploring the concepts central to Intravenous Therapy planning, delivery and monitoring. The course reviews the Ohio rules and regulations concerning IV therapy administration by licensed practical nurses. The student will have supervised hands-on experience in the classroom and laboratory. The clinical experience is included in PNRS 106 Integrative Nursing II and/or PNRS 108 B Lifespan Nursing II. Outside work is required in this class in readings, and Computer Assisted Instruction (CAI) assignments.

Prerequisite: PNRS 104 Prerequisite or Corequisite: PNRS 105, PNRS 106



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Updated Acupuncture Course Descriptions pp. 22- 28– Changes in yellow Highlights:

**AT 500 Basic Traditional Chinese Medicine Theory** 40 hours/3.5 credits This course systematically presents the basic theories of Traditional Chinese Medicine. Yin/Yang Theory and Five Element Theory as well as their application, Qi, blood, body fluids, essence and Shen, Zang Fu organs and their physiological and pathological relations are discussed extensively.

**AT 501 Acupoint Location & Energetics I** 75 hours/5.5 credits

This course discusses the concepts and classification of the points, the main indications of a group of points and point locating methods, forbidden points, contraindications of points, the System of Nomenclature and Knowledge of Standards of the WHO Scientific Group to Adopt a Standard of International Acupuncture Nomenclature. All the points on the twelve regular meridians and Ren and Du meridians as well as 40–50 extraordinary points will be emphasized. Each point will be discussed including name, code, anatomical location, energetics, indications, contraindications, needling methods and specific point categories. In-depth discussion and summary of the specific points includes the Five Shu, Yuan-primary, Luo-connecting, Xi-Cleft, Front-Mu, Back-Shu, the Eight Influential, Eight Confluent, Crossing points and their clinical applications. Special groupings of Acupuncture points such as Ah Shi, local and distal points, associated effect and alarm points, windows of the sky, thirteen ghost points etc. and their recognized point combinations will be explored too. Students are required to master the methods of locating Acupuncture points, the exact anatomical locations of the points and trace the meridians. During this course, students should have completed the 2nd and 3rd Hepatitis B series vaccine or have a signed waiver on file.

**AT 503 History of Traditional Chinese Medicine** 20 hours/2 credits

This course examines the historical development of Traditional Chinese Medicine and its thousands of years of written history. It will focus on the history of Acupuncture, including the discussion of different traditions in Acupuncture, history of the development of Acupuncture in the US, and of the development of current professional trends as well as discussion of history and professional trends in Acupuncture outside the U.S. and China. Research in acupuncture is also explored.

**AT 504 Tai Ji Quan** 15 hours/1 credit

This course is designed to provide students with the practice of Tai Ji in order to let students gain understanding and perception of the flow of Qi through the body and assist students in supporting their health and as a tool for their patients' well-being. The short style of the Chen or Yang style Tai Ji Quan system will be covered.

**AT 506 Theory of Meridians** 2

5 hours/2 credits This course is designated to discuss the concepts of meridians and collateral, the formation of the meridian system, the distribution laws of twelve regular meridians, the distribution routes of the twelve regular meridians and eight extraordinary meridians. The twelve divergent meridians, twelve muscular regions, twelve cutaneous regions, fifteen collaterals as well as the physiological functions and pathological manifestations of the meridians and collaterals and the application of the meridian theory will also be covered.

Corequisite or Prerequisite: AT 500

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### **AT 507 Chinese Medicine Etiology & Pathology**

15 hours/1 credit

This course explores the causes which give rise to the onset of disease, among them are the six exogenous factors, seven emotions, miscellaneous factors, diet, lifestyle, sexual activity, physical activity etc. Pathological mechanisms are discussed in depth. After study with this course, students will know that occurrence of a disease is based on imbalance of Yin and Yang which is determined by prevalence and weakness of Evil Qi (known as pathogenic factors) and Vital Qi (known as body resistance).

**Prerequisite:** AT 500

### **AT 508 Acupoint Location & Energetics II**

75 hours/5 credits

This is the second part of Acupoint Location and Energetics. It is designed to continue to introduce the Chinese Acupuncture points. The emphasis includes the Chinese Pinyin names, the number system, the location and necessary local anatomy information, the energetics, the indications, the needling method, special contradiction of the points and more. It includes practice on all Acupuncture points from the meridians of pericardium, San Jiao, gallbladder, liver, Ren and Du, as well as extra points.

**Prerequisite:** AT 501

### **AT 510 Chinese Medicine Diagnostics/Methodology & Practice**

60 hours/4.5 credits

This course teaches the classical TCM diagnostic methods including inspection, listening and smelling, inquiring, pulse-feeling and palpation. In-depth discussion of commonly seen symptoms or signs of different diseases is included. Tongue diagnosis and pulse diagnosis will also be discussed in detail. Students will practice the TCM four diagnostic methods in the classroom. The focus is on tongue diagnosis and pulse diagnosis. Students work in pairs or in groups and are guided by an instructor who demonstrates the diagnostic methods. After completing this course, students are expected to know how to use these four diagnostic techniques to collect clinical data.

**Prerequisite:** AT 500, AT 506, AT 507

### **AT 600 Acupuncture & Moxibustion Techniques**

60 hours/4 credits

This course discusses various Acupuncture and moxibustion techniques in detail. The emphasis is on manipulations of filiform needle in Acupuncture therapy including reinforcing and reducing manipulations and manipulations of retaining and withdrawing the needle, methods and application of moxibustion. Preparation of needles and moxa, angle, direction and depth of needle insertion, common procedure of Acupuncture and moxibustion therapy, prevention and management of possible accidents, precautions, practicing methods of needling skills, contraindications of treatment, safety, sterilization, hygiene are examined. Other related techniques—such as electro-Acupuncture, cupping, guasha, seven-star and bleeding—are covered. Upon completion of this course, students are expected to demonstrate mastery of needling and moxibustion techniques and related skills including appropriate safety precautions.

**Prerequisite:** AT 506, AT 507, AT 508

### **AT 602 Chinese Medicine Diagnosis/Differentiation of Syndromes I**

25 hrs/2 credits

This course teaches the three differentiation systems by which TCM differentiates syndromes. These three systems include Eight Principles Differentiation, Etiological Differentiation, and Qi, Blood and Body Fluid Differentiation. Students are expected to demonstrate a good understanding of each syndrome type including its name, main manifestations, pathogenesis and differential diagnoses among comparable syndrome types.

**Prerequisite:** AT 510

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AT 603 Chinese Medicine Diagnosis/Differentiation of Syndromes II  
25 hrs/2 credits

This course teaches the two differentiation systems by which TCM differentiates syndromes. These two systems include Zang-Fu Differentiation, and Meridian and Collateral Differentiation. Students are expected to demonstrate a good understanding of each syndrome type including its name, main manifestations, pathogenesis and differential diagnoses among comparable syndrome types.

Prerequisite: AT 602

AT 604 Acupuncture & Treatment of Diseases I 35 hours/2.5 credits This course is designated to present Acupuncture treatments for internal diseases. In-depth discussion of etiology, pathogenesis, differentiation of syndromes, diagnosis and treatment principles as well as therapeutic methods and prognosis for each single disease are included. The situations where the patient requires emergency or additional care or care by practitioners of other healthcare (or medical) modalities are explored. Students are required to demonstrate mastery of diagnosis, treatment principles and applications of Acupuncture, and making appropriate referrals for the diseases covered.

Prerequisite: AT 508, AT 600, AT 602, AT 603

AT 605 Principles of Point Selection & Combination 30 hours/2.5 credits This course shows the principles of point selection and combination in clinical practice. The principles of prescribing points and applications of specific points will be thoroughly discussed. Traditional rules and contemporary methods are also covered. "Four Needle Techniques" is also included. Students are required to know how to pick up points for their clinical practice correctly and effectively.

Prerequisite: AT 501, AT 508, AT 602, AT 603

AT 606 Acupuncture and Treatment of Diseases II 35 hours/3 credits This course is designated to present Acupuncture treatments for internal diseases. In-depth discussion of etiology, pathogenesis, differentiation of syndromes, diagnosis and treatment principles as well as therapeutic methods and prognosis for each single disease are included. The situations where the patient requires emergency or additional care by practitioners of other healthcare (or medical) modalities are explored. Students are required to demonstrate mastery of diagnosis, treatment principles and applications of Acupuncture, and making appropriate referrals for the diseases covered.

Prerequisite: AT 508, AT 600, AT 602, AT 603

AT 607 Clinical Preparation 20 hours/1.5 credits This course teaches students about the Acupuncture clinic setting, the procedures of the Acupuncture diagnosis and treatment, the requirements of working in the clinic and basic skills of managing the clinic and patients.

Case records are discussed in detail. The practice of case writing and medical records is included. Pre-clinic comprehensive exam is given at the conclusion of the course.

Corequisite: AC 615, AT 606 / Prerequisite: AT 603, AT 604

AT 610 Micro-Acupuncture Therapy 20 hours/2 credits This course presents a series of Microsystems of Acupuncture including auricular Acupuncture, scalp Acupuncture, facial and nasal Acupuncture, ocular Acupuncture, wrist and ankle Acupuncture, hand and foot Acupuncture as well as Acupuncture on the radial aspect of the second metacarpal bone. Emphasis is placed on auricular Acupuncture and scalp Acupuncture. The coursework consists of both didactic and practicum. It deals with the anatomy, theory and techniques of these micro-systems of Acupuncture. Upon completion of this course, students are expected to demonstrate mastery of the efficacy and use of these micro-systems of Acupuncture in theory and practical application.

Prerequisite: AT 508

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### AT 611 Chinese Medicine Diagnosis/Differentiation of Syndromes III

15 hrs/1.5 credits

This course teaches the three differentiation systems by which TCM differentiates syndromes. These three systems include Six Channels Differentiation, Wei, Qi, Ying and Blood Four Phases Differentiation and San Jiao Differentiation. Students are expected to demonstrate a good understanding of each syndrome type including its name, main manifestations, pathogenesis and differential diagnoses among comparable syndrome types

Prerequisite: AT 602, AT 603

### AT 700 Chinese Massage Therapy I 30 hours/2 credits

This course will cover the fundamental theory of Chinese Massage, including the concept, history, schools, effects, physical exercises, some manipulations and the method for manipulation practice.

Prerequisite: AT 506, AT 508

### AT 701 Chinese Massage Therapy II 30 hours/2 credits

This course covers Chinese massage manipulation techniques, clinic knowledge for adult and pediatric massage and treatment for commonly encountered soft tissue disorders. The manipulation techniques introduce details of force giving region, force giving method, manipulation styles, effects, operating structure, manipulation essentials and clinical applications. The clinic knowledge will cover the information regarding how to prevent injury to the practitioner as well as patient. The treatment of soft tissue injury will introduce the manifestations, diagnosis and manipulations for the specific disorder.

Prerequisite: AT 700

### AT 702 Clinical Experience Forum 30 hours/2.5 credits

This course discusses clinic experiences for the treatment of diseases with Traditional Chinese medicine. Various speakers discuss their clinic practice and share clinic experience with the students.

**(note: removed prereq)**

### AT 703 Acupuncture Case Study 30

hours/2.5 credits This course presents and discusses case studies. Each student is required to bring in one written case history for discussion; this provides students with an opportunity to integrate their TCM knowledge and abilities through the case analysis, discussion and review. The case history, tongue and pulse reading, diagnosis, treatment plan and Acupuncture treatment as well as other related modalities would be evaluated, critiqued and adjusted by the teacher. Cases can also be from the experiences of long-term practitioners or selected readings with analysis of treatment plans and principles.

Prerequisite: AC 620

### AT 708 Medical Qi Gong I 10

hours/0.5 credit Qi Gong is the ancient Chinese method of cultivating and using vital energy in the body. Medical Qi Gong is the one which is used for healing and illness prevention. These courses focus on the medical Qi Gong starting with a general survey of several traditional Qi Gong systems practiced today and basic theory of Qi Gong. The courses consist of three components: lecture/instruction, Qi Gong exercises and meditation.

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AT 709 Medical Qi Gong II 10 hours/0.5 credit This course consists of a series of slow movements through traditional methods of promoting internal awareness that direct energy throughout the body by focusing controlled movements of chi in relation to Acupuncture meridians and points, improving health and wellness through breathing and movement exercises. In addition, it will provide an understanding of chi as it travels through the meridian pathways and familiarize the students to internal and external connections and major points on the meridians.

Prerequisite: AT 708

AT 720 Terminal Competencies of Acupuncture 30 hours/3 credits This course entails a comprehensive review of the studies of Acupuncture theories, techniques and applications as well as other related basic theories. Students are required to pass all course exams in order to be eligible for graduation from the program.

Prerequisite: AT 610

AW 512 Human Biology 45 hours/4.5 credits This course which explores the principles of the characteristics of life, biological chemistry, eukaryotic and prokaryotic cell structure, cell metabolism, cell reproduction, genetics and an overview of human biology.

AW 513 Surface Anatomy 30 hours/3 credits This course provides students with a solid basis for the eventual study of Acupuncture points—with an emphasis on learning the superficial anatomical landmarks of the human body. Basic anatomy of the musculoskeletal system will be considered as students work to improve palpatory skills in identifying bony landmarks, muscles, ligaments, joints, lymph nodes, glands, blood vessels and nerves. Students will be expected to dress appropriately to allow for palpation.

AW 514 Western Approaches to Illness & Medical Terminology  
30 hours/3 credits

This course provides a brief, basic survey of western medical history and healthcare practices. It familiarizes beginning students with the theoretical foundations underlying medical treatment provided by western medical doctors. A wide variety of specialties, modalities of western medicine are discussed. Recognition of symptoms requiring referral, infectious diseases and other medical emergencies. Effects of drugs and other medications will also be covered. Additionally, the course introduces the etymology and technical language used in western biomedicine. requiring referral, infectious diseases and other medical emergencies. Effects of drugs and other medications will also be covered. Additionally, the course introduces the etymology and technical language used in western biomedicine.

AW 515 Human Anatomy & Physiology I 50 hours/5.0 credits This courses presents a systematic approach to human anatomy (skeletal, muscular, integumentary, digestive, respiratory, cardiovascular, genital, urinary, endocrine, lymphatic and nervous systems) and the normal functioning of the human body based on fundamental biophysical principles. In-depth discussions on cells, tissues, skin, bones, skeleton, joints and muscles are included.

Prerequisite or Corequisite: AW 513

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AW 518 Microbiology 40 hours/4 credits

This course covers bacterial morphology and physiology, genetics, virology, microorganisms, pathophysiology and epidemiology of infectious disease. It provides students with important basic knowledge for the protection of the patient and the practitioner in the clinical setting.

AW 519 Human Anatomy & Physiology II 45 hours/4.5 credits This course presents a systematic approach to human anatomy including: skeletal, muscular, integumentary, digestive, respiratory, cardiovascular, genital, urinary, endocrine, lymphatic and nervous system.

Prerequisite: AW 515

AW 521 Western Medicine Pathology I 45 hours/4.5 credits

This course is the first of a two-course sequence covering a clinical approach to an understanding of basic mechanisms of disease. The pathologic basis of some major diseases will be discussed, including cell injury, inflammation, genetic disorders, immunology, neoplasia and pathology of the digestive, respiratory, urinary, musculoskeletal, nervous and endocrine systems.

Prerequisite: AW 515 Perquisite or Corequisite: AW 519

AW 611 Western Medicine Diagnostics/Imagery & Lab Data Reading

20 hours/2 credits

This course introduces the common laboratory tests used in western medical practice for diagnosing diseases and making medical decisions. Students learn to recognize the utility of a particular laboratory test, based on its sensitivity, specificity and predictive value, learn which tests are indicated in a given clinical setting and learn how to interpret pertinent lab results.

Prerequisite: AW 519, AW 518, AW 521

AW 612 Clean Needle Technique/OSHA 15 hours/1 credit This course teaches the students appropriate knowledge of sterilization and sanitation procedures as they apply to the practice of Acupuncture in order to enable the students to meet the requirements of work in the Acupuncture clinical environment. Occupational Safety and Health Administration (OSHA) shows their regulations as applied at city, state and federal levels.

Prerequisite: AW 518

AW 613 Western Medicine Pathology II 30 hours/3 credits This course is the second of a two-course sequence covering a clinical approach to an understanding of basic mechanisms of disease. The pathologic basis of some major diseases will be discussed, including cell injury, inflammation, genetic disorders, immunology, neoplasia and pathology of the digestive, respiratory, urinary, musculoskeletal, nervous and endocrine systems.

Prerequisite: AW 521

AW 614 Psychology of Wellness and Health 30 hours/3 credits

This course is designed to provide an overview of the field of health psychology with an emphasis on wellness. Students will learn about the major lifestyle related health issues of the 21st century in America. Risk factors, prevention, etiology, and treatment modalities of chronic illnesses, stress, and pain will be studied. Emphasis will be on the interplay of biological, psychological, and social factors in relation to illness and wellness.

(Delete Prerequisite)

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AW 615 First Aid & Cardio-Pulmonary Resuscitation 10 hours/0.5 credit This course presents the basic emergency procedures used in first aid situations and the basic techniques used in cardio-pulmonary resuscitation. Upon completion of this course, students are expected to demonstrate the proper techniques used in an emergency situation.

AW 616 Western Medicine Diagnostics/Physical Exam Techniques  
40 hrs/3.5 credits

Students will learn the complete western medical history and physical focusing on those skills needed for eliciting both a proficient and efficient history and physical examination used in western medicine to collect clinical data and diagnose patients. Students will also learn the significance of both normal and abnormal findings they encounter in a traditional western examination. Through lectures and practicum experiences, students will be expected to know how to perform a physical examination, collect relevant information and identify situations that require a referral to a western practitioner.

Prerequisite: AW 514, AW 519

AW 617 Western Medicine Pharmacology 45 hours/4.5 credits This course surveys western pharmacology. The emphasis is placed on major groups of medications prescribed today including their classifications, common prescription names, their indications and therapeutic uses, side effects, interactions with other medications, the risks associated with each medication and potential complications when used with herbal therapy.

Prerequisite: AW 518, AW 521

AW 618 Overview of Western Clinical Practices I 30 hours/3 credits

This is the first of a two-course sequence presenting a review of major disease processes, their clinical manifestations, diagnoses and preferred treatment modalities according to the science and philosophy of western medicine and from the perspective of the major medical and surgical subspecialties. Applications of previous and current pathology and diagnostics courses will be incorporated into clinical case studies involving fictitious patients. There will be a correlation between occidental approaches and traditional Chinese medicine.

Prerequisite: AW 521, AW 611

Prerequisite or Corequisite: AW 617

AW 715 Overview of Western Clinical Practices II 30 hours/3 credits

This is the second of two courses presenting a review of major disease processes, their clinical manifestations, diagnoses and preferred treatment modalities according to the science and philosophy of western medicine. Exploration of the major medical and surgical subspecialties will be continued, utilizing case-based problem solving. There will be a correlation between occidental approaches and traditional Chinese medicine. Analytical methods for evidence-based medicine will be introduced.

Prerequisite: AW 521, AW 611

Prerequisite or Corequisite: AW 617

AW 716 Medical Red Flags 20 hours/2 credits This course gives practitioners of acupuncture and East Asian medicine the information they need to refer their clients appropriately when facing potentially dangerous signs and symptoms.

Prerequisite: AW 616

Prerequisite or Corequisite: AW 715

## Fall 2018 Catalog Addendum

Page 154 under Transfer Credit Policy

Replace first paragraph under Transfer Credit Policy with:

AIAM accepts students in good standing who wish to transfer credit from another school or college. Transfer students must first meet the admission requirements of AIAM. At a minimum, 25 percent of the credits required in a program of study must be completed at AIAM. **Additionally, Acupuncture students must also complete a minimum of one (1) academic year at AIAM (3 quarters).** Transfer Credit procedures and decisions must be completed by the end of the first full week of the first quarter of school. Exceptions may only be made by the Academic Dean or designee. There is a \$50 fee for each transfer course accepted.

Replace Acupuncture section Page 155, points 1 through 6 with these updated points:

1. Programs must demonstrate that credits accepted for transfer to meet program graduation requirements are equivalent to published program degree requirements in content, rigor, and credit hour requirements.
2. Credits accepted for transfer into the program must have been earned at a post-secondary institution accredited or pre-accredited by an agency recognized by the U.S. Secretary of Education.
3. In considering the acceptance of education and training obtained in foreign countries, credits earned at a foreign educational institution must be validated by a recognized educational credentials evaluation service.
4. Transfer students must meet the program admissions requirements in effect at the time of their official matriculation.
5. Credits earned more than five (5) years prior to admission may only be accepted for transfer after validating and documenting that the student has retained the content knowledge and competencies of the respective course(s) for which transfer credits are being assessed.
6. Subject to relevant state regulations and licensing agency rules, applicants may receive transfer credit for up to 25% of the total program credit requirements. No more than 25% of the program clinical training requirements may be accepted as transfer credit.

Page 19

Delete second paragraph and replace with:

### Educational Statement of Purpose

The Acupuncture program is designed to provide excellent training based on Traditional Chinese Medicine concepts which employ Acupuncture diagnosis and treatment, as well as adjunctive therapies and diagnostic techniques for the promotion, maintenance and restoration of health and the prevention of disease with the ability to practice as independent health care providers in a variety of settings.

### Program Goals

1. Graduate acupuncture practitioners based on Traditional Chinese Medicine concepts.
2. Earn a Master of Acupuncture (MA) degree.
3. Prepare graduates to successfully pass the National Certification for Acupuncture and Oriental Medicine (NCCAOM) certification exam.



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Page 19

The maximum number of students in the classroom is 20. (move this to end of first paragraph under Introduction to the Program.

Page 156

**Replace:** *An official transcript must accompany the Transfer Credit Request form. A course syllabus and/or catalog pages with course descriptions may be requested.*

*The appropriate Academic Dean/Program Coordinator/Administrator will evaluate the information and make a determination on all applicable transfer of credit prior to the end of the first full week of the first quarter. If awarded, the student will receive specified credits and a "K" (transfer) will notate the grade. Which credits will transfer is solely at the discretion of AIAM.*

**With this UPDATED:**

An official transcript must be submitted for to receive transfer credits. A course syllabus and/or catalog pages with course descriptions may be requested.

The appropriate Administrator will evaluate the information and decide on all applicable transfer of credit prior to the end of the first full week of the first quarter. If awarded, the student will receive specified credits. Which credits will transfer is solely at the discretion of AIAM.

Page 8

Under English Proficiency, replace **first paragraph** with (and then keep the current 4 numbered points underneath the same):

English language competency must be required of all students seeking admission to the program. This may be demonstrated by one of the following means:

The student must have completed a two-year (60 semester credits or 90 quarter credits) baccalaureate- or graduate-level, English-based education in an institution accredited by an agency recognized by the U.S. Secretary of Education. English must have been the language of instruction and the language of the curriculum used;

For programs taught in English, the student must score a total score of at least 61 on the Test of English as a Foreign Language Internet-Based Test (TOEFL® iBT), including a minimum speaking exam score of 26 and a minimum listening exam score of 22, or an overall band score of level 6 on the International English Language Testing System (IELTS) exam, and:

1. For test scores to be considered in the placement round which begins February 15th, you should take the TOEFL test before December 31 of the previous year.
2. For September 1st consideration, you should take the test by July 15. Late submission of the TOEFL score limits your chances of placement.
3. An official copy of test results should be sent directly to the ISEP office from ETS (Educational Testing Service). If taking the computer-based test, choose "Arlington" and "ISEP" on the computer test. If taking the paper test, list the ISEP TOEFL number for AIAM (9250) on the TOEFL answer sheet.
4. For details about TOEFL, please visit [toefl.org](http://toefl.org)

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\* Note required score changes effective January 2020 to 80:

For programs taught in English, the student must score a total score of at least 80 on the Test of English as a Foreign Language Internet-Based Test (TOEFL® iBT), including a minimum speaking exam score of 26 and a minimum listening exam score of 22, or an overall band score of level 6 on the International English Language Testing System (IELTS) exam;

Page 67

Under PN Completion Requirements

If the (posted) required minimum score is not met on the Exit Exam in PNRS 109, the student will be required to repeat and pass the associated course and complete the Virtual-ATI (V-ATI) NCLEX Review to the “Green Light” to fulfill completion requirements. (A minimum score on the Exit Exam during a repeat of taking the associated course is not required to fulfill completion, as long as the associated course is passed, the Live Review is attended, AND the V-ATI is completed to the “Green Light” OR the student reaches the required minimum score on the Exit Exam.)

Change point 4 to:

Attend the AIAM designated Live Review if the required minimum score is not met on the Exit Exam after repeating the associated course.

Page 76

Under RN Completion Requirements

Change point 3 to:

If the (posted) required minimum score is not met on the Exit Exam in NRS 206, the student will be required to repeat and pass the associated course and complete the Virtual-ATI (V-ATI) NCLEX Review to the “Green Light” to fulfill completion requirements. (A minimum score on the Exit Exam during a repeat of taking the associated course is not required to fulfill completion, as long as the associated course is passed, the Live Review is attended, AND the V-ATI is completed to the “Green Light” OR the student reaches the required minimum score on the Exit Exam.)

Change point 4 to:

Attend the AIAM designated Live Review if the required minimum score is not met on the Exit Exam after repeating the associated course.

Page 9 Under TOEFL Exceptions

Replace Point 1 with:

Applicant has completed a two-year (60 semester credits or 90 quarter credits), baccalaureate- or graduate-level, English-based education in an institution accredited by an agency recognized by the U.S. Secretary of Education. English must have been the language of instruction and the language of the curriculum used.

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P. 107

**replace:** The date of determination for withdrawal is the date the student notifies AIAM of their withdrawal or intent to withdraw. A written notice to AIAM is not required for student withdrawal.

**With:** The date of determination for withdrawal is the date the student notifies AIAM of their withdrawal or intent to withdraw; or, alternatively, the date of determination is the date the student is terminated due to failure to attend for 14 consecutive days or due to academic reasons. The Academic Dean will determine when a student must be terminated based on attendance reports, and/or student inability to meet other academic requirements such as failure to meet SAP or Academic Plan guidelines. AIAM will use the date of determination to begin withdrawal proceedings. A written notice to AIAM is not required for student withdrawal.

### UPDATES FOR PAGE 113 and 114

(Replace first sentence under Treatment of Title IV Aid When a Student Withdraws):

If a student provides official notification (such as written or stated intent to withdraw), or is withdrawn via unofficial notification (such as due to ceasing to attend), a return of unearned Financial Aid funds may be necessary.

Right after 2. (and very top of 114)

The R2T4 will be performed within 30 days of the Date of Determination. Any funds that must be returned or offered as a result of this calculation will be done so within 45 days of the Date of Determination of student withdrawal.

If a funds must be returned as a result of withdrawal, the School will return funds in the following order:

- 1) Unsubsidized Federal Stafford loans
- 2) Subsidized Federal Stafford loans
- 3) Federal PLUS loans received on behalf of the student
- 4) Federal Direct PLUS received on behalf of the student
- 5) Federal Pell Grants
- 6) FSEOG Program aid