

ADDENDUM – SU23

Effective Immediately

p. 142 Distance Education Policy, update the following bullet point (point 1, 2, and 4) of Instructor Proctored Class Assignments/Tests:

- **REQUIRED:** Phones off and face down (visible) on desktop. Nothing else on desktop (teacher may allow a blank piece of paper and pen/pencil, which will be shown to the instructor prior to testing).
- **HIGHLY RECOMMENDED:** Test in a private area. Be in a room with a door that should be closed during testing when possible. We understand not everyone will have the ability to do this, but this will cut down on distractions.
- Using a web cam (the camera on a phone may be used in pre-approved situations such as the web cam is temporarily not working) and must be focused on the student set so that the proctor can see the student, desktop, cell phone, and laptop screen the student is using to take the exam. The instructor or proctor may require the student to pan the room/area prior to and at any time during the test. Both hands must be visible during testing time.

Update bio:

Shirley Chevry-Jules, MSN, BSN, RN - Shirley is an alumnus of AIAM, having received her Associate Degree in Nursing in 2014. She continued her education at Chamberlain University where she received her Bachelor of Science in Nursing in 2022 and received her Master of Science in Nursing in 2023. Shirley has been in nursing since 2009, starting as an LPN. She has worked in various capacities such as staff nurse, charge nurse, and nurse manager. She was a travel nurse for 7 years. Shirley teaches labs and clinicals in our Nursing programs.

Brian A. Pitzer, LMT – Brian received his Massage Therapy diploma from the Florida College of Natural Health. He has been a Licensed Massage Therapist since 2015. He has also been a licensed cosmetologist for over 18 years. Brian has 2½ years of teaching massage courses. He was Massage Therapist of the Year at Gleannloch Farms and at Houston Region. Brian teaches in the Medical Massage Therapy program.

Danielle Shaw, LMT – Danielle received her Massage Therapy diploma from Daymar College. She has been a Licensed Massage Therapist since 2019. Danielle teaches in the Medical Massage Therapy program.

Update Pam Frost, last line to Pam Frost teaches labs in the nursing program.

p. 6 Fall Term Drop Deadline Oct. 16th/Add Deadline Oct. 9th

p. 99 Add a Course policy update to student may add a course during first five business days

p.18 Remove Enrollment fee of \$125 under Tuition, update total to \$65,395

p. 46

Student-Teacher Ratios The lab teacher/student maximum ratio is 1:25 for on-campus labs.
The clinical teacher/student maximum ratio is 1:10 for clinicals at healthcare facilities.
The maximum number of students in PN classes is 50.

p. 54

Student-Teacher Ratios The lab teacher/student maximum ratio is 1:25 for on-campus labs.
The clinical teacher/student maximum ratio is 1:10 for clinicals at healthcare facilities.
The maximum number of students in RN classes is 50.

p. 49 Remove Entrance Test fee of \$65 from Other Student Costs, update total to \$1200

Effective date July 26th

p. 116 Honors Distinctions

High-achieving students who meet the following CGPA criteria and have not been on Behavioral Warning/Probation will graduate with the following distinctions:

- CGPA 3.5 – 3.79 Cum Laude
- CGPA 3.8 – 3.89 Magna Cum Laude
- CGPA 3.9 – 4.0 Summa Cum Laude

P. 115 Dean's List

Students in the Practical Nursing and Registered Nursing programs completing a minimum of 12 graded credit hours and students in the Medical Massage Therapy and Acupuncture programs completing a minimum of 8 graded credit hours with a GPA of 3.5 or higher for any given term will be named to the Dean's List for that term in the program in which they are enrolled.

p. 116 summer catalog, at the end of the first paragraph of the lactation policy, that same paragraph of instructions:

To receive accommodations for breastfeeding, submit this form along with documentation from the physician stating the beginning and end dates expected for breastfeeding or expressing and the amount of time needed off camera to breastfeed per hour/s. Accommodations may include an extra break or longer breaks during zoom class periods, to be determined by the length of the class. Breastfeeding students must meet all conditions of the distance education policy related to camera visibility during the non-break periods.

P. 73

All students matriculated into the required nursing curriculum courses will receive an official final grade for each course from the AIAM registrar office within two weeks of the student's completion of the course. In addition, students will receive verbal feedback and interim written scores from the respective instructors during the course of the quarter. Students are welcome and encouraged to review and keep personal records of scores on homework quizzes, class projects, and exams. In the event a student's final nursing or science course grade does not meet the minimum standard of 78% for the Registered Nursing program (or 75% for all other courses in the RN program) or a PN student's final course grade (all courses) does not meet the minimum standard of 80%, the student has the option to repeat a course no more than once on a space available basis and at their additional expense. (Example, failing the same course twice will result in academic withdrawal from the nursing program.) Granting of any readmission to the nursing program is conditional upon approval from Readmissions Committee, including the Director of Nursing, if there is space available and the student is in good standing with AIAM (see Readmission Policy). All students will participate in assigned clinical experiences without regard to clinical physical location, responsible clinical instructor or student preferences. An evaluation will be completed at midterm and at the conclusion of each of the nursing courses. All clinical evaluations will become part of the student's academic record. Students who have failed a nursing course will be required to extend completion by one quarter and must follow nursing course sequencing as in the published program of study, regardless of prior approved exception schedules.

P115 Change to

Grading criteria is determined by each instructor and usually includes class participation, written and practical assignments, exams, hands on technique, homework, and special projects. Extra credit assignments are not permitted in any program. Students who earn a 3.5 or higher term GPA will be placed on the Dean's List for that term. Students who finish the program with a 3.5 or higher CGPA will graduate with honors.

Students who have failed to complete the required coursework for a course due to extenuating circumstances may receive a grade of InProgress (IP)—which will be awarded at the sole discretion of the Academic Dean and only when the majority of the required coursework has been completed. IP grades in courses must be completed within two weeks after the end of the quarter. An IP grade that is not completed within the allotted time is changed to a grade of "F" (fail)

and must be retaken. Once a student retakes a course, both the old and new grade becomes a part of the student's academic record.

Only the repeated course grade received will be used to compute the overall grade point average. Veterans and other financial aid recipients should check with the Financial Aid Office before retaking a course for which credit has been earned. It is the responsibility of the student, not the instructor, to resolve the "IP" within the appropriate time frames.

p. 77 under Satisfactory Academic Progression

2. The student must complete each Registered Nursing program (prefix NRS) and science (prefixes with BIO/BIOL/CHEM) course with a 78%. All courses in the Practical Nursing program require a minimum of a B- (80 percent) to progress. All clinical and lab experiences must be successfully completed in order to advance to the next nursing course. If part of the course (didactic, lab, or clinical, as applicable) is not passed, all parts of the course are failed. If didactic does not reach the required minimum score, lab and clinical grades (as applicable) are assigned F. If lab or clinical is failed, lab/clinical are assigned Fs and the didactic receives the earned grade if it is under 80% for Practical Nursing program courses or 78% for Registered Nursing program (NRS prefix) courses. If the final didactic grade in PN is 80% or above it will be changed to 79.4% (C+). For didactic grades of 78% or above in RN nursing courses the final grade will be changed to 77.4% (C), to account for not passing the didactic when lab and/or clinical is failed. The exit exam minimum required score must be reached in PNUR 109 and NRS 206c within 3 attempts to pass the course; if the exit exam minimum required score is not met within 3 attempts, the student cannot pass the course and the final course grade in PNUR 109 is 80% or above it will be changed to 79.4% (C+) if it is 80% or over and in NRS 206c if the course grade is 78% or above the final grade will be changed to 77.4% (C) and o account for not passing due to not passing the exit exam.

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RN Program Completion change point 1 to:

Complete nursing class, lab, and clinical coursework with a minimum of 78 percent, all bioscience and chemistry courses with a minimum of 78 percent, and a minimum of 75 percent on all other classes

p. 135 under Transfer Credit Policy

last bullet point, change to

The grade received in the course is equivalent to a "C" or better, except for courses in the PN program or acupuncture courses (AT prefix), which must have an 80% or B- or better for transfer consideration, and except for science courses in the RN program which must have a "C+" or higher.

p. 55

Change point 1 to: Complete nursing class, lab, and clinical coursework (all NRS prefix courses) with a minimum of 78 percent, all bioscience and chemistry courses (BIOL, BIO, CHEM prefixes) with a minimum of 78 percent, and a minimum of 75 percent on all other classes

Effective October 3, 2023

PNUR 104c lab/clinical hours 32/24

PNUR 106 lab/clinical hours to 8/24

Effective FA23

Entrance test no longer required for admission into RN program.

MMT Program Fees

TUITION & REQUIRED FEES

36.5 Credit Hours of Tuition at \$326 per Credit Hour	\$11,899.00
Matriculation Fee	\$100.00
Graduation Fee	\$150.00
Uniform (AIAM Polo Shirt)	\$45.00
Student Identification Card	\$10.00
Technology Fee (\$391.67 per quarter)	\$1,566.68
Compliance Fee	\$425.00
Total Tuition & Required Fees ***	\$14,195.68

OTHER STUDENT COSTS ASSOCIATED WITH PROGRAM (estimated)

Approximate Cost of Required Textbooks **	\$597.89
Laptop and Warranty	\$500.00
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
Total Other Costs	\$2,460.89

AIAM OPTIONAL FEES (estimated)

3% Service Fee when making credit card payments	varies
Clinical Make-up Fee	\$30.00
Course Add/Drop Fee	\$50.00
Library Services Fee (late, damaged, lost)	varies
Proficiency Test Fee per Test****	\$50.00
Returned Check/NSF Fee (or up to legal limit)	\$37.50
Transfer Credit Fee per Course Accepted	\$50.00
Total Optional Fees ***	\$217.50

(May be greater pending fee frequency)

Effective Fall 2023

Medical Massage Therapy 625 Curriculum

- **Massage: 313 hours*** (*includes 120 hours clinic)
- **Sciences: 277 hours**
- **Ethics: 10 hours**
- **Business: 25 hours**

FIRST QUARTER

Method	Course# /Title	Clock Hours	Credits
Online	MTS 101c Anatomy & Physiology I	31	2.0
Online	MTS 102 Musculoskeletal Anatomy	50	3.5
On-campus	ETH 101c Ethics for Massage Therapists	10	.5
On-campus	MTT 101c Massage Therapy Techniques	50	2.5
*Hybrid	INCL 101 Introduction to Massage Therapy Clinic I	<u>8</u>	<u>.5</u>
		149	9.0

SECOND QUARTER

Online	MTS 103c Anatomy & Physiology II	31	2.0
Online	MTTH 102 Massage Therapy Theory	30	2.0
On-campus	MTS 104c Anatomical Kinesiology	39	2.5
On-campus	MTT 102c Adv Deep Tissue Massage Therapy Techniques	18	1.0
On-campus	MTCL 102c Student Clinic I	29	2.0
**Hybrid	INCL 102 Introduction to Massage Therapy Clinic II	<u>14</u>	<u>.5</u>
		161	10.0

THIRD QUARTER

Online	MTS 105c Anatomy & Physiology III	33	2.0
Online	MTS 106A Pathology for Massage Therapists I	19	1.0
On-campus	BIW 101 Body Integration & Wellness	12	.5
On-campus	AB 102 Asian Bodywork	14	.5
On-campus	PPB 103A Prof Prac & Bus I	12	.5
On-campus	MTCL 103c Student Clinic II	32	1.5
On-campus	NMT 101 Intro to NMT	<u>32</u>	<u>2.0</u>
		154	8.0

FOURTH QUARTER

Online	MTS 108 Anatomy & Physiology IV	22	1.5
Online	MTS 106B Pathology for Massage Therapists II	16	1.0
Online	MTS 107 Anatomy & Physiology Review	36	2.5
Online	MBXR 103 MBLEx Review	16	1.0
On-campus	PPB 103B Prof Practice & Bus II	13	.5
On-campus	MTCL 104 Student Clinic III	37	2.0
On-campus	MTT 103c Advanced Medical Massage Techniques	<u>21</u>	<u>1.0</u>
		161	9.5

TOTAL PROGRAM HOURS 625 TOTAL CREDITS 36.5 credits

* INCL 101 **3 hours on campus/5 online**

** INCL 102 **3.5 hours on campus/ 10.5 hours online**

MMT PROGRAM COURSE DESCRIPTIONS

MEDICAL MASSAGE THERAPY & RELATED STUDIES

AB 102 Asian Bodywork 14 hours/0.5 credits

Keep the same description

BIW 101 Body Integration and Wellness 12 hours/ 0.5 credits

Keep the same description

MBXR 103 MBLEx Review 16 hours/ 1 credit

Just eliminate *massage history*. The rest of the description stays the same.

Prerequisite: AB 102, BIW 101, ETH 101c, INCL 102, MTS 106A, MTT 101c, MTTH 102, PPB 103A

Prerequisite or Corequisite: MTS 106B, PPB 103B

MTT 101c Massage Therapy Techniques 50 hours/2.5 credits

Students will practice the basic techniques and procedures of massage therapy, then begin to put them together into protocols for the various parts of the body.

MTT 102c Advanced Deep Tissue Massage Therapy Techniques 18 hours/ 1.0 credits

Keep the same description

Prerequisite: MTS 102c, MTT 101c

Corequisite: MTS 104c, MTTH 102

MTT 103c Advanced Medical Massage Techniques 21 hours/1.0 credits

Keep the same description

Prerequisite: MTS 104c, MTS 106A, MTTH 102

Corequisites: MTS 106B

NMT 101 Intro to NMT 32 hours/2.0 credits

This class is designed to introduce students to Neuromuscular techniques to be incorporated into their massage therapy routines. The class will begin with research on working effectively with muscle, connective tissue, and joint play. Postural assessment techniques and how to release and restore full range of motion to every muscle in the body are covered. Techniques include neuromuscular massage, positional release, and myofascial release.

Prerequisite: MTS 101c, MTS 102, MTS 103c, MTS 104c, MTT 101c, MTT 102c, MTTH 102

Corequisite: MTS 105c

MEDICAL MASSAGE THERAPY & RELATED STUDIES

MTTH 102 Massage Therapy Theory 30 hours/ 2 credits

Keep the same description

Prerequisite: ETH 101c, MTT 101c

BIOMEDICAL SCIENCES

MTS 101c Anatomy & Physiology I

31 hours/2 credits

This course will serve as an introduction to the study skills, terminology, and basic principles of human structure and function. This will include the chemical level, cell anatomy & physiology, and histology with an additional emphasis on bone tissue. Students will gain additional knowledge of the integumentary system.

MTS 102 Musculoskeletal Anatomy

50 hours/3.5 credits

Keep the same description

MTS 103c Anatomy & Physiology II

31 hours/2 credits

The principles of human structure and function will continue to be explored in this course. There will be a special emphasis on muscle tissue and continue with a focus on the central and peripheral nervous systems. Topics will include spinal cord and spinal nerves, brain and cranial nerves, somatic senses, and the autonomic nervous system.

Prerequisite: MTS 101c

MTS 104c Anatomical Kinesiology

39 hours/2.5 credits

Keep the same description

Prerequisite: MTS 102

MTS 105c Anatomy & Physiology III

33 hours/2 credits

The principles of human structure and function will continue to be explored in this course. This course will begin with a study of the special senses and the endocrine system. The remainder of the course will be a focused study of the cardiovascular system consisting of blood, heart, and blood vessels.

Prerequisite: MTS 103c

MTS 106A Pathology for Massage Therapists I

19 hours/ 1.0 credits

Pathology is the study of the cause and nature of disease as related to the structure and function of the body. This course will help familiarize students with the various pathologies that they might encounter in student clinic and their massage practice. A basic understanding of these pathologies are essential for the therapist to determine when massage treatment is indicated or contraindicated and to be able to knowledgeably choose effective massage techniques. The systems to be explored in this section will include the integumentary, muscular, skeletal, nervous, endocrine and urinary.

Prerequisite: MTS 101c, MTS 102, MTS 103c, MTTH 102

Corequisite: MTS 105c

MTS 106B Pathology for Massage Therapists II 16 hours/ 1.0 credits

Pathology is the study of the cause and nature of disease as related to the structure and function of the body. This course will help familiarize students with the various pathologies that they might encounter in student clinic and their massage practice. A basic understanding of these pathologies are essential for the therapist to determine when massage treatment is indicated or contraindicated and to be able to knowledgeably choose effective massage techniques. The systems to be explored in this section will include the circulatory, lymph, respiratory, digestive, and reproductive. There will be a special focus on cancer.

Prerequisite: MTS 105c, MTS 106A

Corequisite: MTS 108

MTS 107 Anatomy & Physiology Review 36 hours/2.5 credits

Keep the same description

Prerequisite: MTS 101c, MTS 102, MTS 103c, MTS 104c, MTS 105c

Corequisite: MTS 108

MTS 108c Anatomy & Physiology IV 22 hours/1.5 credits

The final course of this series will explore the structures and functions of the lymphatic system, respiratory system, digestive system, urinary system, and reproductive system. An emphasis on the interrelationships between these systems and the others will be explored.

Prerequisite: MTS 105c

ETHICS

ETH 101c Ethics for Massage Therapists 10 hours/ 0.5 credits

Keep the same description

Business & Law

PPB 103 A Professional Practice and Business I 12 hours/0.5 credits

This course will provide students an opportunity to explore career and life goals as well as hone communication skills. Students will assess different types of massage businesses and marketing approaches. This course also includes practical development of a resume, marketing tools, massage-related business card and brochure.

Prerequisite: MTT 101c, MTTH 102

PPB 103 B Professional Practice and Business II 13 hours/0.5 credits

This course prepares students to develop an effective business plan. Students will learn important aspects of planning and organizing a massage business—including business structure, startup & monthly costs, finances, insurance, law, and

taxes. Students will develop a business plan using the knowledge they have gained. This will include a personal mission statement and business policies and procedures.

Prerequisite: PPB 103A

MASSAGE CLINICAL TRAINING COURSES

INCL 101 Introduction to Massage Therapy Clinic I 8 hours/0.5 credits

Keep the same description

INCL 102 Introduction to Massage Therapy Clinic II 14 hours/0.5 credits

Keep the same description

Prerequisites: INCL 101, ETH 101c, MTS 101c, MTS 102, MTT 101c

Corequisites: MTS 104c, MTTH 102,

MTCL 102c Student Clinic I

Keep the same description

29 hours/ 2.0 credits

Prerequisites: ETH 101c, INCL 101, INCL 102, MTS 102, MTT 101c

Corequisites:, MTS 103c, MTS 104c, MTT 102c, MTTH 102

MTCL 103c Student Clinic II 32 hours/ 1.5 credits

Keep the same description

29 hours/ 2.0 credits

Prerequisites: ETH 101c, INCL 101, INCL 102, MTCL 102c, MTS 103c , MTS 104c, MTT 102c,
MTTH 102

Corequisites: MTS 105C, MTS 106A, NMT 101

MTCL 104 Student Clinic III 37 hours/ 2.0 credits

Same description as MTCL 102c and MTCL 103c

Offsite clinic hours will be required

Prerequisites: MTCL 102c, MTCL 103c, MTS 105C, MTS 106A, NMT 101

Corequisites: MTS 106B, MTS 107, MTS 108, MTT 103c