AIAM

American Institute of Alternative Medicine

ACUPUNCTURE

MEDICAL MASSAGE THERAPY

PRACTICAL NURSING

School Catalog

Educating the mind, body, and spirit of tomorrow's health professionals

Summer 2026

We're Transforming Healthcare.

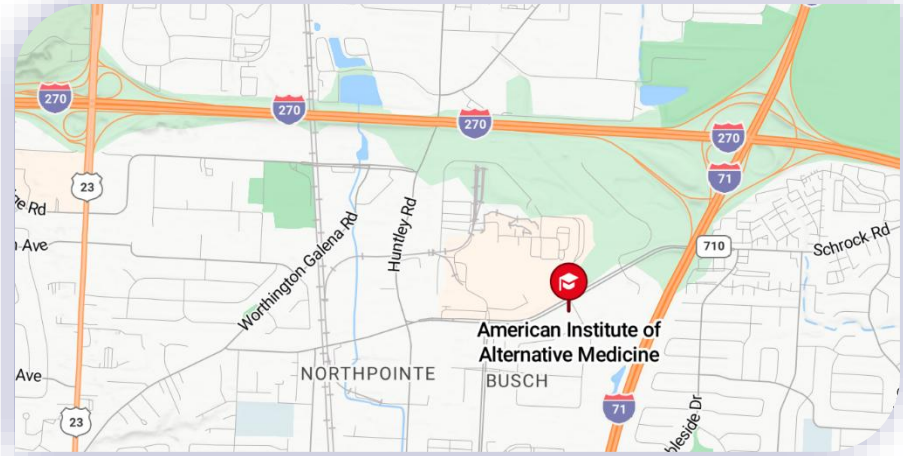
American Institute of Alternative Medicine
6685 Doubletree Avenue | Columbus, OH 43229
Phone: 614.825.6255 | Fax: 614.825.6279 | Email: info@AIAM.edu

DRIVING DIRECTIONS

From I-270 take the Cleveland Ave. Exit, North. At the first traffic light, turn west (left) onto Schrock Road. Stay on Shrock for 2.2 miles, turn south (left) onto Doubletree Avenue and then an immediate right turn into the parking lot.

From I-71 take the Rt. 161 exit and take 161 west. At the first traffic light, turn right onto Busch Blvd. Continue on Busch until it ends at Schrock Road, then turn right. At the next light, turn right onto Doubletree Avenue and then an immediate right turn onto the parking lot.

From Rt. 23 heading south, turn left on to Wilson-Bridge Rd. (1st traffic light after I-270). Wilson-Bridge turns into Huntley Rd. when you cross Worthington-Galena. Continue on Huntley to Schrock. Turn left onto Schrock Rd. Turn right at 2nd traffic light onto Doubletree. Take an immediate right into parking lot.



www.AIAM.edu

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This catalog is certified as true and correct in content and policy. At the time of publication, every effort was made to ensure that this catalog contains accurate information.

Please refer to the catalog addendum for any changes and/or revisions that have occurred since the catalog's published date.

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AIAM'S MISSION

The **American Institute of Alternative Medicine (AIAM)** is a private, higher education institution whose mission is to empower by promoting a holistic approach to wellness. **AIAM** models an integrative approach to develop and inspire compassionate professionals, nurture vibrant lives, and foster a healthy community.

VISION

Educating the mind, body, and spirit of tomorrow's health professionals.

MOTTO

We're transforming healthcare.

OUR FACILITY

The building that houses the American Institute of Alternative Medicine includes several academically focused spaces consisting of:

- 12 lecture rooms
- 2 Consultation rooms
- A nursing lab
- Clinical spaces with 14 treatment rooms
- A quiet library
- A kitchen area with seating for students
- A courtyard with picnic tables
- Instructor office spaces
- Administrative offices
- Various meeting spaces

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WELCOME

Thank you for your interest in our programs. We are a private, higher education institution specializing in teaching medical and healthcare programs leading to licensure from the Ohio Board of Nursing and the State Medical Board of Ohio. We love helping students to jump-start their new careers.

We understand the challenge of choosing a school and an educational program. We are designed to help you reach your life goals. Our cohesive administrative staff are caring, dynamic, professionally experienced, and continually working to support our students' ambitions and goals. We believe that your success is our success and take great pride in our graduates' successes.

We teach, support, and challenge you to help you grow professionally. Our holistically focused programs are taught with both heart and high-tech tools to support your success.

AIAM has heavily invested in technology to better support and develop our students' understanding and skills. With 3D virtual dissection tools and classroom patient simulators, we enable students to practice health assessments and experience diverse conditions involving the pulmonary, alimentary, obstetrics, and cardiovascular systems.

Interactive document cameras in the classroom help in the teaching of neuromuscular therapy and postural assessment techniques, demonstrating acupuncture points and meridians, math, and other classes with close-up interactions projected for all to clearly view.

COVID-19 provided the opportunity to create new AIAM processes and new delivery modes for our programs. With an increased focus on health and safety in mind, our goal to support your success has resulted in an enhanced curriculum that has been re-imagined for a better and safer experience. Nursing and massage programs remain hybrid, while acupuncture has returned to in person due to accrediting regulations.

Our robust student support systems have been further strengthened, and we have implemented the use of state-of-the-art, cloud-based technology tools for instruction and support.

Building upgrades include new floors and reorganized learning spaces, building-wide HEPA air filtration with increased air circulation and a hospital-grade air purification system, and enhanced disinfection processes.

Look closely at each of AIAM's program objectives. All meet feedback from local employers with curricula designed to provide the skills necessary for achieving a rewarding profession in acupuncture, medical massage therapy, or nursing. Not only can you earn the licenses and certifications necessary for professional practices, but you are also equipped with experiences that focus on developing skills in business, ethics, and communications — all essential components for success.

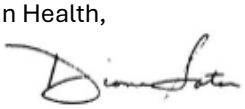
Upon graduation, AIAM students value the knowledge gained in the traditional components of their chosen field of study and understand the holistic philosophies of the programs that AIAM offers. Our graduates often realize that their experiences at AIAM have exceeded their expectations as they progress into fulfilling and rewarding careers.

On behalf of our entire staff, we are excited to provide a balanced education to help you excel on the path of your choice.

Take the next step—apply today!

We look forward to seeing you in class soon!

In Health,



Diane M. Sater-Wee
AIAM Co-owner, Chief Executive Officer, Chief Information Security Officer

ADMINISTRATION

Diane Sater-Wee B.S., LMT
Owner, Chief Executive Officer,
Chief Information Security Officer

Elaine Hiatt Ph.D
Campus President

BOARD OF DIRECTORS

Terri S. Erdman, NNP, MS, RN • Richard Graff • Daniel Segovia, MS, LMT •
Helen Yee, BA, LMT • Diane Sater-Wee, Ex-Officio

AIAM ADMINISTRATION

James Brooks
Registrar

Hong Chen, L.Ac., MS
Acupuncture Program Chair and Clinic Manager

Kimberly Craig, LMT
Clinic Manager

Jayne Culloo, BS, MS, LMT
Medical Massage Therapy Program Coordinator

Pam Frost, PhD, MSN-Ed, BSN, RN
Director of Nursing

Geoffrey Gould, PhD
Director of Education and Student Services

Andre Lloyd
Director of Financial Aid, VA Certifying Official

ACCREDITATIONS & APPROVALS

AIAM is accredited by:
Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
ph: 703.247.4212

AIAM is authorized by:
Ohio Department of Higher Education
25 South Front Street Columbus, Ohio 43215
ph: 614.466.6000

AIAM is registered with:
Board of Career Colleges and Schools for the State of Ohio (1489-T)
30 E. Broad Street, Suite 2481
Columbus, Ohio 43215
ph: 877.275.4219

PROGRAM APPROVALS

Acupuncture
The American Institute of Alternative Medicine's master's degree program in acupuncture (MAc) is accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM). Accreditation status and notes may be viewed on the ACAHM Directory.

ACAHM is recognized by the United States Department of Education as the specialized accreditation agency for institutions/programs preparing acupuncture and Oriental medicine practitioners. ACAHM is located at:
ACAHM
500 Lake Street, Suite 204
Excelsior, MN 55331
ph: 952-212-2434
www.acahm.org

The Acupuncture program curriculum meets the National Certification Board for Acupuncture and Herbal Medicine (NCBAHM™) certification examination requirements, the ACAHM requirements along with the educational requirements of the Board of Career Colleges and Schools for the State of Ohio.

Massage Therapy
AIAM's Medical Massage Therapy Program is approved by:
State Medical Board of Ohio
30 E. Broad Street, 3rd Floor Columbus, OH 43215
ph: 614.466.3934
www.med.ohio.gov

Nursing
AIAM's Nursing programs are approved by:
Ohio Board of Nursing
8995 East Main Street
Reynoldsburg, Ohio 43068
ph: 614.466.3947
www.nursing.ohio.gov

ABOUT AIAM

Since 1990, the American Institute of Alternative Medicine (AIAM has had a proud history of educational contributions to students, professionals, and the community. From one program started with 14 students, to now three programs with more than 250 students and 3,000+ alumni practicing across the United States, Virgin Islands, Europe, and Asia—AIAM's ongoing goal is to continuously evolve while furthering the understanding and utilization of therapies.

Every year in the United States, millions of people find relief and healing through the natural treatment approaches of alternative medicine. Alternative medicine philosophies originate from centuries of different cultures' history—AIAM embraces this rich diversity of healing modalities.

SCHOOL HISTORY TIMELINE

1990, AIAM Started as Massage Away, Inc.: Diane Sater and Helen Yee co-founded Massage Away and it was Central Ohio's largest therapeutic clinic.

1994, Massage Away, Inc. School of Therapy Began: The massage clinic's growth, overwhelming customer demand, and the need for quality massage therapists led to the first Western Massage Therapy program, starting with 14 students.

2000, Key Accreditations & Financial Aid Milestones: The Accrediting Commission of Career Schools & Colleges (ACCSC) granted institutional accreditation. The school was approved to offer financial aid benefits with the U.S. Department of Education.

2002, AIAM was established with 2 New Programs: The school's name was changed to the American Institute of Alternative Medicine. Acupuncture curriculum was added to reflect a broader mission. AIAM's Acupuncture Program was the first in Ohio and a pioneer in providing educational environments integrating both Eastern and Western healing modalities.

2004, ACAHM Granted Candidacy for Acupuncture Program: The Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM) approved AIAM's Professional Master's Level Acupuncture Program.

2010, New Nursing Program was Established: Developed with a blend of holistic and Western medical philosophy, Practical Nursing (PN) was added as a curriculum option.

2016, Added Master of Acupuncture & Herbal Clinic: Students applying to Acupuncture Program are required to have a bachelor's degree and will graduate with a master's degree. AIAM also adds new clinic offering by Acupuncture Faculty for prescribed Chinese Herbs.

2018, AIAM Goes High Tech: AIAM brings the latest in technology to improve the classroom experience with Simulation Labs, Anatomage Virtual Dissection table, and document cameras.

2020, AIAM Goes Hybrid: With the onset of Covid-19, AIAM moved to online education during the emergency and later in the year applied for and was approved to permanently offer distance education courses.

2023, Acupuncture Program returns to all on-campus classes.

ACADEMIC CALENDAR 2026

Winter Term Starts	**January 4**
Class Add/Drop Deadline	January 9/January 16
Winter Term Ends	March 28
Spring Break (no classes)	March 29 – April 4
Spring Term Starts	**April 5**
Class Add/Drop Deadline	April 14/April 21
Faculty Development Day (no classes)	April 21
Memorial Day (no classes)	May 25
Juneteenth (no classes)	June 19
Spring Term Ends	July 2
Summer Break (no classes)	July 3 – July 4
Summer Term Starts	**July 5**
Class Add/Drop Deadline	July 10/July 17
Labor Day (no classes)	September 7
Summer Term Ends	September 28
Fall Break (no classes)	September 29-30
Fall Term Starts	**October 1**
Class Add/Drop Deadline	October 7/October 14
Faculty Development Day (no classes)	October 20
Thanksgiving Day (no classes)	November 26
Christmas Day (no classes)	December 25
Fall Term Ends	December 29
Winter Break (no classes)	December 30 – January 3, 2027

PROGRAM SCHEDULES

Acupuncture (Fall Quarter)
Wednesday through Friday 8am to 5pm; clinicals may be outside regular hours, including evenings and weekends.

Medical Massage Therapy (All Quarters)
Tuesdays and Thursdays 8am to 5pm; Clinicals may be outside regular hours, including evenings and weekends.

Practical Nursing (All Quarters)
Classes may be scheduled Monday through Friday between 8am and 5pm for the daytime schedule. Clinicals and labs may be outside regular hours, including weekends.

ADMISSION REQUIREMENTS

ADMISSION

The American Institute of Alternative Medicine has varying admission requirements for each program of study. Acceptance, class registration, and orientation details are as follows:

ACCEPTANCE

Acceptance into AIAM is granted to applicants who show strong potential for success in their selected course of study. Applications must be completed within 1 year of start date for quarter applying. This is determined after the student completes the admissions process, submits all required documents to the Admissions Department, and meets all admissions requirements to be admitted into the student's desired program. A student's seat in each quarter's class will not be reserved until his/her Enrollment Agreement has been received. A student will be notified in writing of his/her class assignment upon acceptance into the program. The Campus President may recommend against acceptance for students who currently do not show academic capabilities or motivation to perform at a level which would result in success in the program. The Director of Nursing has the final authority on all admissions into the Nursing program.

CLASS REGISTRATION

Program selection options are on the school's Admissions Application Form. Due to the limited number of seats available for each class, students will be accepted as the admissions requirements are met. Additional classes may be added if demand dictates the need and classes and cohorts may be cancelled if enrollment is not sufficient.

ORIENTATION

All students are required to attend the New Student Orientation which is typically held the week prior to the first day of the new quarter. Orientation may be held online or on campus.

MASTER OF ACUPUNCTURE

ADMISSION REQUIREMENTS

1. Personal tour and interview with an Enrollment Coach.
2. Completed Application Form.
3. Submit official transcripts of earned Baccalaureate Degree OR of an earned master's degree or doctorate from an institution recognized by the U.S. Department of Education or foreign equivalent that has been officially evaluated.
4. Meet with the Financial Aid office to discuss payment options.
5. Completed Enrollment Agreement and accompanying paperwork.
6. English language competency is required; If English is not a student's first language and he/she has not completed a two-year (60 semester credits or 90 quarter credits) baccalaureate level education in an institution accredited by an agency recognized by the U.S. Department of Education or from an equivalent English language institution in another country, then he/she will be required to score at least 61 on the Test of English as a Foreign Language (TOEFL) internet based test (iBT) or a level 6 on the International English Language Testing System (IELTS) exam.
7. Demonstrate personal laptop computer meets specifications required for using program resources or laptop computer will be issued and charged to student account at AIAM.
8. Meet with Student Support and begin Great Start Course.

POST ADMISSION ACUPUNCTURE CLINIC REQUIREMENTS

Completed Physical Health Exam Form, including the Hepatitis B Vaccine (series of 3) or declination on the physical form are required to be submitted by the 30th calendar day of the first quarter of the program. Health Exam Form must be received by the designated date or student cannot continue in the program and may be dismissed. Dismissal and refund policies will apply.

Health screening process (must use a certified lab to complete the screening)

- Completed Physical Health Exam Form, including the Hepatitis B Vaccine (series of 3) or declination on the physical form are required to be submitted by the 30th calendar day of the first quarter of the program.
- Negative Two-Step Mantoux Test (One-step may be accepted for documented recipients of previous Two-Step) or negative result from X-ray for persons unable to have the Mantoux
- If positive, further assessment is required to meet requirements by Corporate Health of the Facility

Criminal Background Check Requirement

- Ohio BCI if have been Ohio resident for a minimum of past five years, otherwise both BCI and FBI fingerprint check

Health Insurance

- Documentation of health insurance

UHC Document

- Signed Waiver and Confidentiality Document (Appendix B in Clinic Handbook)

A student who is found to have submitted a fraudulent medical document will be dismissed from the program without opportunity for readmission.

Felony Conviction Record: *Please note the law regulating the practice of Acupuncture states that the State Medical Board of Ohio (SMB) may deny a convicted felon a license. AIAM must disclose to all students that both the SMB and the National Certification Board for Acupuncture and Herbal Medicine (NCBAHM™) will investigate a prior conviction, and they may determine that some crimes are incompatible with certification as an independent provider of healthcare. Completion of our programs does not in itself entitle a candidate with a prior conviction to national certification or to state of Ohio licensure. Any misrepresentation or omission of facts in the application will justify the refusal of admission consideration, cancellation of admission and/or dismissal from AIAM.*

MEDICAL MASSAGE THERAPY

ADMISSION REQUIREMENTS

1. Personal tour and interview with an Enrollment Coach.
2. Submit official transcripts of earned HS diploma or official HS diploma or official GED recognized by the Department of Education (or foreign equivalent) or official transcripts of earned Baccalaureate Degree or higher from an institution recognized by the US Department of Education (or foreign degree equivalent that has been officially evaluated).
3. Completed Application Form.
4. Meet with the Financial Aid office to discuss payment options.
5. Completed Enrollment Agreement* with and accompanying paperwork.
6. Demonstrate personal laptop computer meets specifications required for using program resources or laptop computer will be issued and charged to student account at AIAM.
7. Complete the Distance Education Readiness Assessment, meet with Student Support, and begin Great Start Course.

POST ADMISSION MEDICAL MASSAGE THERAPY CLINIC REQUIREMENT:
Note For New Students: Health Exam Forms are due by the 30th calendar day of the first quarter of the program. Health Exam Form must be received by the designated date or student cannot continue in the program and may be dismissed. Dismissal and refund policies will apply.

A student who is found to have submitted a fraudulent medical document will be dismissed from the program without opportunity for readmission.

Felony Conviction Record: *Please note the law regulating the practice of Massage Therapy states that the State Medical Board of Ohio (SMB) may deny a convicted felon a license. AIAM must disclose to all students the SMB will investigate a prior conviction, and they may determine that some crimes are incompatible with certification as an independent provider of healthcare. Completion of our programs does not in itself entitle a candidate with a prior conviction to national certification or to state of Ohio licensure. Any misrepresentation or omission of facts in the application will justify the refusal of admission consideration, cancellation of admission and/or dismissal from AIAM.*

PRACTICAL NURSING PROGRAM

ADMISSION REQUIREMENTS

1. Personal tour and interview with an Enrollment Coach.
2. Submit official transcripts of earned HS diploma or official HS diploma or official GED recognized by the Department of Education (or foreign equivalent) or official transcripts of earned Baccalaureate Degree or higher from an institution recognized by the US Department of Education (or foreign degree equivalent that has been officially evaluated).
3. Completed Application Form.
4. Completed Entrance Test with minimum identified standard met or exceeded for consideration. Students with prior bachelor's degree or higher from an accredited U.S. institution recognized by the U.S. Department of Education (or foreign degree equivalent that has been officially evaluated) are exempt from this requirement. Exam results for PN admitting students must be from within 24 months of the start date of the entering quarter. **The Entrance Exam is required to be taken at AIAM.** Minimum score required of 232 on the Accuplacer Reading test. The Entrance Test Fee must be pre-paid before the day of the test and is non-refundable and non-transferable. Cancellations will not result in a refund. The testing date may be rescheduled one time with a minimum of 48 hours advance notice. If a proctor becomes aware of potential testing anomalies, the entrance test may be stopped. The Campus President will allow a rescheduling of the entrance exam at her discretion.
5. Meet with the Financial Aid office to discuss payment options.
6. Completed enrollment agreement and accompanying paperwork*.
7. Demonstrate personal laptop computer meets specifications required for using program resources or laptop computer will be issued and charged to student account at AIAM.
8. Complete the Distance Education Readiness Assessment, meet with Student Support, and begin Great Start Course.

**Students may only change from day to evening schedules or vice versa in applicable programs between quarters. An addendum to the enrollment agreement must be signed.*

Please note: *The cost of each entrance exam attempt is $10 which must be pre-paid by the student before the day of the test. Retakes are allowed with at least 2 days between attempts; students can only test three times within a 9-month period.*

Notes

Please see Clinical Requirements on the next page.

PRACITCAL NURSING PROGRAM CLINICAL REQUIREMENTS

1. Completed background checks—BCI and FBI.
2. Negative drug screen result.
3. Completed AIAM Physical Health Exam Form (due no later than the 30th calendar day from the starting date of the entering quarter).
4. Two-Step Mantoux Test (or negative result from X-ray for persons unable to have the Mantoux). OR a T-Spot for TB. One-step may be accepted for documented recipients of previous Two-Step.
5. Vaccinations* (see medical form)
6. CPR certification from the American Heart Association.

Note for New Students: Health Exam Forms are due by the 30th calendar day of the entering quarter. All other medical document requirements are due by the first date of the second quarter of the program (except flu shot, which students will be notified of when needed); failure to do so will result in not being able to take PNUR 101B in the PN program and will set back graduation by one quarter since these courses will have to be moved back.

Health Exam Form must be received by the designated date or student cannot continue in the program and may be dismissed. Dismissal and refund policies will apply.

A student who is found to have submitted a fraudulent medical document will be dismissed from the program without opportunity for readmission.

** Immunization/vaccination requirements are based on the requirements of our clinical sites and the recommendations for healthcare workers provided by the Centers for Disease Control (CDC). Clinical sites where students may be assigned may have additional requirements beyond what the CDC recommends. The College maintains a clinical requirements policy, but reserves the right to require any additional documentation, immunization, and/or testing at any point throughout the student's enrollment. Immunizations and clinical requirements may change without notice and students may be required to provide additional documentation in order to meet new requirements. All documents must be submitted within the designated timeframe in order to maintain enrollment. Clinical requirements are paid for by the student.*

NOTICE

Arrests, charges, or convictions of criminal offenses may be cause to deny or limit licensure or employment opportunities in specific careers and occupations and may limit the student's ability to obtain federal, state, and other financial aid.

ACUPUNCTURE PROGRAM

MISSION

To provide quality education leading to a Master of Acupuncture for all qualified persons desiring a meaningful career as an acupuncturist.

OVERVIEW

Total program hours: 2125
Curriculum: Full Time
Total Quarter Credit Hours: 157.5
Duration to Complete: Nine 12-week quarters (27 months)

COURSEWORK SUMMARY

AT – Acupuncture & Related Studies:
760 clock hours / 59 credits

AW – Western Sciences & Biomedical Sciences:
555 clock hours / 54 credits

AP – Professional Development:
90 clock hours / 7 credits

AC – Clinical Training Courses:
690 clock hours / 34.5 credits

RS – Research Course:
30 clock hours / 3 credits

Note: To master acupuncture techniques, all students must participate in hands-on practice with classmates of all genders. This requires direct work on the skin. Students must wear clothing that allows them to expose necessary areas.

Student-Teacher Ratio: The maximum number of students in the classroom is 20

INTRODUCTION TO THE PROGRAM

AIAM's Acupuncture program is a graduate program awarding a Master of Acupuncture (MAc) with advanced academic demands within the full-time curriculum. AIAM graduates are eligible to sit for the NCBAHM certification exams required for licensure in Ohio. Other states may have different requirements; please check with the state requirements if planning to practice outside of Ohio. In order to be legally employed as an Acupuncturist in the United States, you will need to complete a graduate program from an ACAHM-accredited college and pass a state licensing exam issued by the National Certification Board for Acupuncture and Herbal Medicine (NCBAHM™). Successfully completing our Acupuncture program prepares and qualifies our graduates to sit for the National Certification Board for Acupuncture and Herbal Medicine (NCBAHM™), which is required by the State of Ohio Medical Board for legal employment as an Acupuncturist in Ohio. This program prepares the graduate to be an entry level healthcare professional.

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 (MAc) degree.
3. Prepare graduates to successfully pass the National Certification Board for Acupuncture and Herbal Medicine (NCBAHM™) certification exam for licensure in the state of Ohio. Additional licensure information for other states may be viewed in the Disclosure section of this catalog.

CLINICAL EXPERIENCES

There are significant clinical experiences required in this program. AIAM has multiple clinic days offering the required experiences to Acupuncture students. Clinic hours are set to meet the needs of the clinic and will require clinic hours to be scheduled on evenings, nights and weekends outside of regular class days/times. Such assignments may not be adjusted; failure to meet the assigned schedule will result in course failure. Eight (8) observation clinic hours at a hospital is required rotation for all students.

For more information about our graduation rates, median debt of students who completed the program, and other important information, please visit:
AIAM.edu

EDUCATIONAL OBJECTIVES & OUTCOMES

1. Students will demonstrate competency in making appropriate diagnoses and treatment plans according to the principles of Traditional Chinese Medicine.
2. Students will demonstrate skills in the administration of various Acupuncture, moxibustion, and other healing modalities from oriental medicine treatment processes.
3. Students will have a working knowledge of Biomedical Science related material as it applies to Acupuncture diagnosis and treatment.
4. Students will have knowledge about how to access informational resources pertaining to healthcare in general and Acupuncture in particular.
5. Students will know how to communicate in a professional manner with other health care providers for the purposes of referral and consultation.
6. Students will know how to act ethically and appropriately with peers and patients.
7. Students will know how to establish and manage an Acupuncture practice.
8. Students will be prepared for the National Certification Board for Acupuncture and Herbal Medicine (NCBAHM™) examination and a career as an acupuncturist.
9. Students will know how to communicate in a professional manner with the public in order to develop and enhance an understanding of Acupuncture therapies.
10. Upon successful completion of the program, graduates receive a Master of Acupuncture (MAc) and are eligible to sit for the NCBAHM certification exams required for licensure.

ACU COMPLETION REQUIREMENTS

1. Complete coursework with a minimum of B- (80%) on each acupuncture course (all AT prefix courses). All other coursework must be completed with a minimum of C+ (75%).
2. Complete all required course work and clinic internship with a CGPA minimum of B- (80%).
3. Attain at least 80% pass grade on the school's comprehensive exam.
4. Complete at least 250 treatments and 50 different cases using Acupuncture with other modalities of Traditional Chinese Medicine.
5. Meet or exceed attendance requirements.
6. Maintain high standards of conduct and follow the student conduct policy.
7. Payment in full of all tuition and settlement of all AIAM financial obligations.
8. Complete the program within 1.5 times the length of the program. (13 quarters)

ACUPUNCTURE CURRICULUM

9 quarters | 27 months

Course Types

AT – Acupuncture & Related Studies
AC – Clinical Training Courses
AW – Western Sciences & Biomedical Sciences
RS – Research Course
AP – Professional Development

Quarter 1

Course #	Title	Clock Hours	Credits
AT 500	Basic Traditional Chinese Medicine Theory	40	4.0
AT 501	Acupoint Location & Energetics w/Practicum I	75	5.5
AT 506	Theory of Meridians	25	2.0
AW 513	Surface Anatomy	30	3.0
AW 515	Human Anatomy & Physiology I	50	5.0
AC 522	Clinical Observation I	30	1.5
Totals		**250**	**21.0**

Quarter 2

Course #	Title	Clock Hours	Credits
AT 503	History of Traditional Chinese Medicine	20	2.0
AT 507	Chinese Medicine Etiology & Pathology	15	1.0
AT 508	Acupoint Location & Energetics w/Practicum II	75	5.0
AW 512	Human Biology	45	4.5
AW514	Western Approaches to Illness & Medical Terminology	30	3.0
AW 519	Human Anatomy & Physiology II	45	4.5
AC 523	Clinical Observation II	30	1.5
Totals		**260**	**21.5**

Quarter 3

Course #	Title	Clock Hours	Credits
RS 500	Graduate Level Research Methods	30	3.0
AT 504	Tai Ji Quan	15	1.0
AP506	Medical Ethics & Professional Issues I	20	1.5
AT 510	Chinese Medicine Diagnostics/Methodology	60	4.5
AW 518	Microbiology	40	4.0
AW 521	Western Medicine Pathology I	45	4.5
AC 524	Clinical Observation III	30	1.5
Totals		**240**	**20.0**

Quarter 4

Course #	Title	Clock Hours	Credits
AW 615	First Aid & Cardio-Pulmonary Resuscitation	10	0.5
AW 613	Western Medicine Pathology II	30	3.0
AW 614	Psychology of Health & Wellness	30	3.0
AT 600	Acupuncture & Moxibustion Techniques	60	4.0
AT 602	Chinese Medicine Diagnostics/Differentiation of Syndromes I	25	2.0
AT 603	Chinese Medicine Diagnostics/Differentiation of Syndromes II	25	2.0
AC 612	Clinical Observation IV	30	1.5
AW 612	Clean Needle Technique/OSHA	15	1.0
Totals		**225**	**17.5**

Quarter 5

Course #	Title	Clock Hours	Credits
AT 604	Acupuncture and Treatment of Disease I	35	2.5
AT 606	Acupuncture and Treatment of Disease II	35	3.0
AT 605	Principles of Point Selection & Combination	30	2.5
AC 615	Clinical Observation V	30	1.5
AT 607	Clinical Preparation	20	1.5
AP 609	Counseling	30	2.5
AW 616	Western Medicine Diagnostics/Physical Exam Techniques	40	3.5
AW 611	Western Medical Diagnostics/Imagery & Lab Reading	20	2.0
Totals		**240**	**19.0**

Quarter 6

Course #	Title	Clock Hours	Credits
AC 619	Clinical Internship A	60	3.0
AC 620	Clinical Internship B	60	3.0
AT 610	Micro Acupuncture Therapy	20	2.0
AT 611	Chinese Medicine Diagnostics/Differentiation of Syndrome III	15	1.5
AW 618	Overview of Western Clinical Practice I	30	3.0
AW 617	Western Medicine Pharmacology	45	4.5
Totals		**230**	**17.0**

Quarter 7

Course #	Title	Clock Hours	Credits
AT 700	Chinese Massage Therapy I	30	2.0
AW 715	Overview of Western Clinical Practices II	30	3.0
AT 702	Clinical Experience Forum	30	2.5
AC 710	Clinical Internship C	60	3.0
AC 711	Clinical Internship D	60	3.0
AW 716	Medical Red Flags	20	2.0
Totals		**230**	**15.5**

Quarter 8

Course #	Title	Clock Hours	Credits
AC 712	Clinical Internship E	60	3.0
AT 701	Chinese Massage Therapy II	30	2.0
AC 713	Clinical Internship F	60	3.0
AC 714	Clinical Internship G	60	3.0
AT 703	Acupuncture Case Study	30	2.5
Totals		**240**	**13.5**

Quarter 9

Course #	Title	Clock Hours	Credits
AC 715	Clinical Internship H	60	3.0
AC 716	Clinical Internship I	60	3.0
AT 708	Medical Qi Gong I	10	0.5
AT 709	Medical Qi Gong II	10	0.5
AP 707	Medical Ethics & Professional Issues II	10	0.5
AP 708	Practice Management	30	2.5
AT 720	Terminal Competencies of Acupuncture	20	3.0
Totals		**210**	**13.0**

ACUPUNCTURE TUITION & FEES

Students are legally responsible for educational expenses during enrollment. When current with payments, students are entitled to all privileges of enrollment. Failure to remain current with payments may result in suspension and possible dismissal.

Tuition & Required Fees

157.5 credit hours of tuition at $400 per credit hour	$63,000.00
Matriculation Fee	$100.00
Graduation Fee+	$150.00
Student Identification Card	$10.00
Technology Fee ($173.33 per quarter)	$1,560.00
Compliance Fee	$425.00
TOTAL TUITION & REQUIRED FEES* **	**$65,245.00**

Other Student Costs (estimated)	
Approximate Cost of Required Textbooks and Reference Books**	$1,959.00
Laptop and Warranty	$600.00
Approximate Cost of Supplies[1]	$750.00
Uniform (lab coat) [1]	$35.00
Approximate Cost of Medical Exam[1]	$30.00
Hepatitis B Vaccinations (series of 3)[1]	$150.00
CCAOM Clean Needle Technique Exam[2]	$225.00
CCAOM CNT Exam Verification Fee Transmittal to NCBAHM[2]	$10.00
NCBAHM Certification Verification Transmittal Fee, results to SMB[2]	$45.00
NCBAHM Exam Fees (quarter 9)	$1,425.00
TOTAL OTHER COSTS	**$5,229.00**

AIAM Potential Fees (estimated)	
3% Service Fee when making credit card payments	Varies
Library Fees (materials returned late, lost, or damaged)	Varies
Replacement Student Identification Card (if lost or damaged)	$10.00
Returned Check Fee/NSF Fee (or up to legal limit)	$37.50
Course Add/Drop Fee	$50.00
Proficiency Test Fee per Test****	$50.00
Transfer Credit Fee per Course Accepted	$50.00
TOTAL POTENTIAL FEES* ** *(May be greater pending fee frequency)*	**$197.50**

1 Pre-start Cost
2 Post-graduation Cost

** 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.

+ Graduation Fee is non-refundable

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.

COURSE DESCRIPTIONS

AT – Acupuncture & Related Studies

AT 500 Basic Traditional Chinese Medicine Theory **40 hours/4 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 w/Practicum 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 **25 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.

Prerequisite or Corequisite: AT 500

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 w/Practicum 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, angel, 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 eletro-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

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 theory 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

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.

AT 703 Acupuncture Case Study **30 hours/2.5 credits**

This course presents and discusses case studies. 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**

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

AT 709 Medical Qi Gong II **10 hours/0.5 credit**

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

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 – Western Science & Biomedical Sciences

AW 512 Human Biology **45 hours/4.5 credits**
This course 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 introduces the etymology and technical language used in western biomedicine. Additionally, this course provides a brief, basic survey of western medical history and healthcare practices. It familiarizes beginning students with the theoretical foundations of medical treatment provided by western medical doctors. A wide variety of specialties and modalities of western medicine are discussed. Recognition of symptoms related to medical emergencies, infectious diseases, and other serious medical issues are introduced.

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

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
Prerequisite 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.

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

RS – Research Course

RS 500 Graduate Level Research Methods **30 hours/3 credits**

This course in research design and methods is oriented to prepare students for performing effective and responsible graduate level research in any discipline of choice. It is primarily oriented towards beginning graduate students working on a M.S. degree of Acupuncture and will provide the tools necessary for students to perform and communicate research effectively. The emphasis is oriented towards acupuncture research but nearly the entire course applies to other areas of health science. The course is designed to provide an understanding of basic research methods and techniques used in medical science but also applicable to almost any area of investigation and scholarship.

AC – Clinical Training Courses

AC 522 Clinical Observation I **30 hours/1.5 credits**

This course is designed to allow students to learn the role of an acupuncturist in an actual clinical setting. Students learn basic principles of diagnosis and treatment through observing treatments performed by AIAM faculty and upper level students in the Faculty and Intern Clinics. Students keep a clinical record of treatments observed and are expected to learn the basic principles and practices that are involved in maintaining the Acupuncture clinic. Treatment room set-up, patient scheduling, steps of patient care, AIAM clinic policies, and introductions to the Clean Needle Technique are emphasized.

Prerequisite or Corequisite: AT 500, AT 501, AT 506

AC 523 Clinical Observation II **30 hours/1.5 credits**

This course is a continuation of the Clinical Observation course series. The expectations and learning objectives of this course build on those from AC 522. In addition to continued learning of the basic clinic rules, regulations and practices in the AIAM clinics, students also learn to apply information from courses as they pertain to the clinical setting. Patient confidentiality, ethics, and communications are some of the skills taught

Prerequisite: AC 522

Prerequisite or Corequisite: AT 507, AT 508

AC 524 Clinical Observation III **30 hours/1.5 credits**

This course is a continuation of the Clinical Observation course series. The expectations and learning objectives of this course build on those from AC 523. In addition to continued learning of the basic clinic rules, regulations, and practices in the AIAM clinics, students also learn to apply information from prior courses as they pertain to the clinical setting. Recognition of acupoints, basic TCM diagnostic skills, basic biomedical principles, and opening and closing duties of the clinic are some of the skills emphasized.

Prerequisite: AC 523

Prerequisite or Corequisite: AT 510

AC 610 Clinical Observation IV **30 hours/1.5 credits**

This course is a continuation of the Clinical Observation course series. The expectations and learning objectives of this course build on those from AC 524. In addition to continued learning of the basic clinic rules, regulations, and practices in the AIAM clinics, students also learn to apply information from courses as they pertain to the clinical setting. Understanding basic TCM principles used in patient assessment, acupoint selection, basic biomedical principles, basic OSHA/CNT guidelines, and understanding the methods used to gather patient information for case presentation are all emphasized.

Prerequisite: AC 524

Prerequisite or Corequisite: AT 600, AT 602, AT 603, AW 612

AC 615 Clinical Observation V **30 hours/1.5 credits**

This course is a continuation of the Clinical Observation course series. The expectations and learning objectives build on those from AC 610. In addition to continued learning of the basic clinic rules, regulations, and practices in the AIAM clinics, students

also learn to apply information from courses as they pertain to the clinical setting. Identification of adjunct clinical techniques, use of basic reference materials for clinic and patient information gathering are all emphasized.
Prerequisite: AC 610
Prerequisite or Corequisite: AT 604, AT 605, AT 606, AT 607

AC 619 Clinical Internship A **60 hours/3 credits**
This course provides students with the opportunity to do internships in a professional Acupuncture clinic. Under the supervision of licensed practitioners, student interns handle all phases of clinic organization and operation, differentiation of symptoms and treating patients with Acupuncture, moxibustion, and other TCM healing modalities. The student intern is responsible for the safe and appropriate provision of Acupuncture, which includes all aspects of the case: the initial patient visit, diagnosis, record keeping, and case management. Communication of CNT/OSHA regulations, AIAM clinic policies and procedures, basic practice management, and introductory level skills of TCM principles and practices applied in the clinical setting are all emphasized.
Prerequisite: AC 615, AT 507, AT 607, AW 512, AW 513, AW 616
Prerequisite or Corequisite: AW 617

AC 620 Clinical Internship B **60 hours/3 credits**
This course is a continuation of the clinical internship series. As the student intern progresses through the series, increased levels of skills and responsibilities are expected. Communication of CNT/OSHA regulations, AIAM clinic policies and procedures, basic practice management, use of basic reference materials, and introductory level skills of TCM principles and practices applied in the clinical setting are all emphasized.
Prerequisite: AC 619

AC 710 Clinical Internship C **60 hours/3 credits**
This course is a continuation of the clinical internship series. As the student intern progresses through the series, increased levels of skills and responsibilities are expected. Patient information gathering, case writing and presentation, basic needling and correct acu-point location, practice management, and basic adjunct modalities are all emphasized.
Prerequisite: AC 620

AC 711 Clinical Internship D **60 hours/3 credits**
This course is a continuation of the clinical internship series. As the student intern progresses through the series, increased levels of skills and responsibilities are expected. Patient information gathering, case writing and presentation, basic needling and correct acu-point location, practice management, and basic adjunct modalities are all emphasized.
Prerequisite: AC 710

AC 712 Clinical Internship E **60 hours/3 credits**
This course is a continuation of the clinical internship series. As the student intern progresses through the series, increased levels of skills and responsibilities are expected. Patient information gathering, case writing and presentation, basic needling and correct acu-point location, practice management, and basic adjunct modalities are all emphasized.
Prerequisite: AC 711

AC 713 Clinical Internship F **60 hours/3 credits**
This course is a continuation of the clinical internship series. As the student intern progresses through the series, increased levels of skills and responsibilities are expected. Increased accuracy of acu-point location, proper needling, proper adjunct modalities, case writing and presentation, and involvement in practice building are all emphasized. Student interns at this level are also expected to show increased level of independence if forming the assessment, treatment principle, and treatment plan.
Prerequisite: AC 712

AC 714 Clinical Internship G **60 hours/3 credits**
This course is a continuation of the clinical internship series. As the student intern progresses through the series, increased levels of skills and responsibilities are expected. Increased accuracy of acu-point location, proper needling, proper adjunct modalities, case writing and presentation, and involvement in practice building are all emphasized. Student interns at this level are also expected to show increased level of independence if forming the assessment, treatment principle, and treatment plan.
Prerequisite: AC 713

AC 715 Clinical Internship H **60 hours/3 credits**

This course is a continuation of the clinical internship series. As the student intern progresses through the series, increased levels of skills and responsibilities are expected. Increased accuracy of acu-point location, proper needling, proper adjunct modalities, case writing and presentation, and involvement in practice building are all emphasized. Student interns at this level are also expected to show increased level of independence if forming the assessment, treatment principle, and treatment plan.
Prerequisite: AC 714

AC 716 Clinical Internship I **60 hours/3 credits**

This course is a continuation of the clinical internship series. As the student intern progresses through the series, increased levels of skills and responsibilities are expected. Increased accuracy of acu-point location, proper needling, proper adjunct modalities, case writing and presentation, and involvement in practice building are all emphasized. Student interns at this level are also expected to show increased level of independence if forming the assessment, treatment principle, and treatment plan.
Prerequisite: AC 715

AP – Professional Development

AP 506 Medical Ethics & Professional Issues I **20 hours/1.5 credits**

This course is the first of a two-part discussion on the standards of professional behavior and conduct, as well as appropriate interpersonal behavior, and examines legal compliance, laws and regulations governing the practice of Acupuncture in the U.S. with special emphasis on Ohio. HIPAA (Health Insurance Portability and Accountability Act) is included. Patient confidentiality and cultural differences, as well as potential offenses to patients are also covered. The first part of these discussions will be focused on preparation for clinical studies.

AP 707 Medical Ethics & Professional Issues II **10 hours/0.5 credit**

This course is the second part of a two-part discussion on the standards of professional behavior and conduct, as well as appropriate interpersonal behavior, and examines legal compliance, laws, and regulations governing the practice of Acupuncture in the U.S. with special emphasis on Ohio. HIPAA (Health Insurance Portability and Accountability Act) is included. Patient confidentiality, cultural differences and potential offenses to patients are also covered. The second part of this discussion focuses primarily on application of ethical behaviors in private practice.
Prerequisite: AP 506

AP 708 Practice Management **30 hours/2.5 credits**

This course familiarizes the students with the process of opening and managing a successful healthcare practice, including formulating an effective business proposal, developing office policies and procedures, patient and financial record keeping, informed consent, patient expectations, patient contracts, professional liability, insurance and billing procedures, advertising, and marketing. Upon completion of this course, students are expected to have a firm grounding in these business skills and be able to apply them in a private practice.

AP 609 Counseling **30 hours/2.5 credits**

This Course presents methods to assist students in developing the communications and counseling skills used in daily practice by health care providers. Techniques for establishing rapport with patients are one major focus. Effective listening/communication skills are also emphasized. This course will be primarily experiential in format. Research in acupuncture applicable to course topic is also explored.
Prerequisite: AW 614

#AIAMSTRONG

MEDICAL MASSAGE THERAPY PROGRAM

MISSION

To provide quality education leading to a Medical Massage Therapy diploma for all qualified persons desiring a meaningful career as a Licensed Massage Therapist.

OVERVIEW

Total program hours: 600
Curriculum: Part Time
Total Quarter Credit Hours: 33.5
Duration to Complete: Four 12-week quarters (12 months)

COURSEWORK SUMMARY

Science:	Ethics:	Business:	Massage Hours:
266 clock hours	10 clock hours	25 clock hours	299* clock hours *includes 120 clinic hours

Note: Students in Technique and Anatomical Kinesiology classes are required to massage and receive massage from other students. Additionally, all students are required to massage and receive massage from any gender. In a massage techniques class, students are required to undress down to shorts for men, and shorts and sports bra for women. It is required that students work directly on each other's skin for learning purposes.

Student-Teacher Ratio: For labs and hands-on classes, the ratio is 14:1. For theory classes, the ratio is 20:1

INTRODUCTION TO THE PROGRAM

AIAM's Medical Massage Therapy curriculum covers basic massage therapy and medical massage techniques, as well as all related studies and clinic practice in the AIAM Student Massage Clinic. The State Medical Board of Ohio governs the scope of practice and licensing components of the program. The required 600-clock hour/33.5 quarter credit curriculum can be completed in 4 quarters/12 months. Please see the Academic Calendar for program availability. This is a hybrid program. Some theory courses are online. Skills classes and clinic experiences are on campus. This program prepares the graduate to be an entry level healthcare professional.

MASSAGE CAREER OPPORTUNITIES

With a diploma from AIAM's Massage Therapy program, graduates are permitted to take the Massage & Bodywork Licensing Examination (MBLEx). Students who pass this exam are eligible to apply for an Ohio State Medical Board Limited Practitioner's Certificate that enables them to apply for entry-level careers in therapeutic massage as a Licensed Massage Therapist (LMT). Ohio was the first state to license the practice of massage, and the first applicant was licensed in 1916. Ohio is unique in that it defines massage therapy as a "limited branch of the practice of medicine." By successfully passing the MBLEx licensing exam, students may be eligible to practice in other states. Please see individual states for their requirements.

PROGRAM GOALS

1. Graduates earn a diploma in Medical Massage Therapy.
2. Graduate massage therapists prepared to work in independent medical massage practice or attain employment utilizing Massage Therapy training.
3. Prepare graduates to successfully pass the Massage & Bodywork Licensing Examination (MBLEx) for licensure in the state of Ohio. Additional licensure information for other states may be viewed in the Disclosure section of this catalog.

CLINICAL EXPERIENCES

We believe that students are most successful when they practice what they are learning. AIAM has one of the oldest massage student clinics in Ohio where students get hands-on practice under the close supervision of a licensed massage therapist. Our students also have the benefit of internship in local professional massage therapy businesses as part of their training in their final quarter. Clinic hours are outside of regular class days/times.

For more information about our graduation rates, median debt of students who completed the program, and other important information, please visit:
AIAM.edu

EDUCATIONAL GOALS & OUTCOMES

1. Students will be prepared to pass the appropriate licensure or certification examination required by the state where they can practice.
2. Students will demonstrate knowledge in anatomy and physiology as applied to massage therapy.
3. Students will demonstrate confidence, knowledge, and skills in massage theory and techniques.
4. Students will demonstrate efficient body mechanics supportive of their individual style that is both safe and efficient.
5. Students will be able to share concepts of wellness.
6. Students will demonstrate an awareness of interpersonal interactions, client/therapist relations, and ethics.
7. Students will demonstrate the ability to communicate in a professional manner with other healthcare providers for the purpose of referral and consultation.
8. Students will know how to develop a business plan in order to establish and manage a massage therapy practice.
9. Students will communicate with the public to raise awareness and will seek to promote the value of bodywork in untapped markets.

MTT COMPLETION REQUIREMENTS

1. Complete all course work with a minimum average of 75% on all courses and pass student clinic courses.
2. Meet or exceed attendance requirements.
3. Maintain high standards of conduct and follow the student conduct policy.
4. Payment in full of all tuition and settlement of all financial obligations with the school.
5. Complete the program within 1.5 times the attempted credit hours, which is 50.25 attempted credits.

MEDICAL MASSAGE THERAPY CURRICULUM

4 quarters | 12 months

Quarter 1

Course #	Title	Clock Hours	Credits
ETH 101c	Ethics for Massage Therapists	10	0.5
MTT 101c	Basic Massage Therapy Techniques	50	2.5
MTS 101d	Anatomy & Physiology I	30	2.0
MTS 102c	Musculoskeletal Anatomy	48	3.0
INCL 101c	Introduction to Massage Therapy Clinic I	10	0.5
Totals		**148**	**8.5**

Quarter 2

Course #	Title	Clock Hours	Credits
MTTH 102d	Massage Therapy Theory	26	1.5
MTS 103d	Anatomy & Physiology II	30	2.0
INCL 102d	Introduction to Massage Therapy Clinic II	14	0.5
MTS 104d	Anatomical Kinesiology	36	2.5
MTT 102d	Advanced Deep Tissue Massage Therapy Techniques	15	0.5
MTCL 102d	Student Clinic I	29	1.5
Totals		**150**	**8.5**

Quarter 3

Course #	Title	Clock Hours	Credits
MTS 105d	Anatomy & Physiology III	32	2.0
MTS 106Ac	Pathology for Massage Therapists I	18	1.0
MTCL 103c	Student Clinic II	32	1.5
BIW 101	Body Integration & Wellness	12	0.5
AB 102c	Asian Bodywork	12	0.5
PPB 103A	Professional Practice & Business I	12	0.5
NMT 101c	Intro to Neuromuscular Therapy	28	1.5
Totals		**146**	**7.5**

Quarter 4

Course #	Title	Clock Hours	Credits
MTS 108	Anatomy & Physiology IV	22	1.5
MTS 106Bc	Pathology for Massage Therapists II	15	1.0
MTCL 104c	Student Clinic III	37	2.0
MTS 107c	Anatomy & Physiology Review	35	2.0
MBXR 103	MBLEx Review	16	1.0
PPB 103B	Professional Practice & Business II	13	0.5
MTT 103d	Advanced Medical Massage Techniques	18	1.0
Totals		**156**	**9.0**

MEDICAL MASSAGE THERAPY TUITION & FEES

Students are legally responsible for educational expenses during enrollment. When current with payments, students are entitled to all privileges of enrollment. Failure to remain current with payments may result in suspension and possible dismissal.

Tuition & Required Fees

33.5 credit hours of tuition at $326 per credit hour	$10,921.00
Matriculation Fee	$100.00
Graduation Fee+	$150.00
Uniform (AIAM Polo Shirt)	$75.00
Student Identification Card	$10.00
Technology Fee ($783.34 per quarter, includes webcam)	$3,133.36
Compliance Fee	$425.00
TOTAL TUITION & REQUIRED FEES* **	**$14,814.36**

Other Student Costs (estimated)	
Approximate Cost of Required Textbooks**	$720.69
Laptop and Warranty	$600.00
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]	$160.00
TOTAL OTHER COSTS	**$2,683.69**

Other Student Costs (estimated)	
3% Service Fee when making credit card payments	Varies
Library Fees (materials returned late, lost, or damaged)	Varies
Replacement Student Identification Card (if lost or damaged)	$10.00
Returned Check Fee/NSF Fee (or up to legal limit)	$37.50
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
TOTAL OPTIONAL FEES* ** *(May be greater pending fee frequency)*	**$227.50**

1 Pre-start Cost
2 Pre-clinical Cost
3 Requirement for licensure. When required conditions are met, AIAM will reimburse these costs. (See Licensing Exam policy.)
4 Post-graduation Cost

** *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.*
+ *Graduation Fee is non-refundable*

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.

COURSE DESCRIPTIONS

Medical Massage Therapy & Related Studies

AB 102c Asian Bodywork **12 hours/0.5 credits**

This course systematically presents the basic theories and principles of Traditional Chinese Medicine as well as its application. An introduction to other alternative healing methods are also presented.

BIW 101 Body Integration and Wellness **12 hours/0.5 credits**

This course will provide a framework for students and future massage therapists to understand and demonstrate healthy wellness principles on a personal and professional level. Students will explore various aspects of selfcare for the mind and body important for a career in massage therapy. This class will take an in-depth look at taking care of one's physical and emotional self and explore the physical, intellectual, emotional, and spiritual dimensions of wellness.

MBXR 103 MBLEx Review **16 hours/1 credit**

The practical aspects of applying for candidacy for the Massage and Bodywork Licensing Examination (MBLEx) will be delineated. Reviewed will be the specific theory of therapeutic massage, including techniques, physiological effects, common pathologies, benefits, and contraindications. Sanitation, safety, hydrotherapy, ethics, law, massage for special populations, and guidelines for professional practice will be considered.
Prerequisite: AB 102c, BIW 101, ETH 101c, MTT 101c, MTTH 102d, INCL 102d, MTS 106Ac, PPB 103A
Prerequisite OR Corequisite: PPB 103B, MTS 106Bc

MTT 101c Massage Therapy Technique **50 hours/2.5 credits**

Students will practice the basic procedures of massage therapy, then begin to put them together into protocols for the various parts of the body. Students will learn theory protocols for general therapeutic massage and will then develop their own approach for a general full body therapeutic massage. Communications, proper body mechanics, and tableside manner will be equally important in their success with their massage.

MTT 102d Advanced Deep Tissue Massage Techniques **15 hours/0.5 credits**

The class experience focuses on performing Deep Tissue massage techniques to treat disorders, dysfunction, or pain those clients present.
Prerequisite: MTS 102c, MTT 101c
Corequisite: MTS 104d, MTTH 102d

MTT 103d Advanced Medical Massage Therapy Techniques **18 hours/1 credit**

The class experience focuses on performing Medical Massage techniques to treat disorders, dysfunction, or pain for those clients present.
Prerequisite: MTS 104c, MTS 106Ac, MTTH 102d
Corequisite: MTS 106Bc

NMT 101c Intro to Neuromuscular Techniques **28 hours/1.5 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 102c, MTS 103d, MTS 104d, MTT 101c, MTT 102d, MTTH 102d
Prerequisite OR Corequisite: MTS 105d

MTTH 102d Massage Therapy Theory **26 hours/1.5 credits**

The scientific theory of therapeutic massage will be covered, including physiological effects, common pathologies, benefits, and contraindications. Current massage laws and regulations will be surveyed, as well as hydrotherapy, massage history and culture, and modern research. Aspects of the MBLEx (Massage and Body Work Licensing Examination) will be introduced.
Prerequisite: ETH 101c, MTT 101c

Biomedical Sciences

MTS 101d Anatomy & Physiology I **30 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 102c Musculoskeletal Anatomy **48 hours/3 credits**

This course will begin with a discussion of basic anatomical terminology. Students will gain an understanding of the structure of the body with an emphasis on the skeletal system, joints, and muscles.

MTS 103d Anatomy & Physiology II **30 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 and nervous 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, and the autonomic nervous system.
Prerequisite: MTS 101d

MTS 104d Anatomical Kinesiology **36 hours/2.5 credits**

This practical "hands-on" course is a continuation of MAS 102. Basic anatomy of the skeletal and muscular systems will be reviewed and the students will work to improve their palpatory skills in identifying bony landmarks, connective tissue, and muscular structures. This knowledge will allow the students to relate to human movement in "real life" and have the ability to analyze this movement. In the final part of this course, ROM assessments and different types of stretches will be considered.
Prerequisite: MTS 102c

MTS 105d Anatomy & Physiology III **32 hours/2 credits**

The principles of human structure and function will continue to be explored in this course. The course will begin with a study of somatic and 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 103d

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 105d

MTS 106Ac Pathology for Massage Therapists II **18 hours/1 credit**

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 101d, MTS 102c, MTS 103d, MTTH 102d
Prerequisite OR Corequisite: MTS 105d

MTS 106Bc Pathology for Massage Therapists II **15 hours/1 credit**

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 105d, MTS 106Ac
Prerequisite OR Corequisite: MTS 108

MTS 107c Anatomy & Physiology Review **35 hours/2 credits**

This course will provide students with a review of the principles of the structure and function of the human body. Each of the major body systems will also be reviewed in preparation for a final anatomy and physiology exam and for state licensure.
Prerequisite: MTS 101d, MTS 102c, MTS 103d, MTS 104d, MTS 105d
Corequisite: MTS 108

Ethics

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

This course will review ethics specific to the practice of massage therapy. A licensed massage therapist needs to demonstrate ethics on many levels—appropriate code of conduct, understanding the scope of practice, and effective communication. The students will gain knowledge of and practice all elements of the Code of Ethics and the standards of practice that govern the profession of massage therapy in Ohio. The students will be presented with real life scenarios to analyze appropriate actions.

Business & Law

PPB 103A Professional Practice & 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 102d

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

his 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 101c Introduction to Massage Therapy Clinic I **10 hours/0.5 credits**

This class orients the Massage Therapy student to the Student Clinic. Through hands-on experience, the student will learn the day-to-day operation of the clinic and gain important information on the essentials needed to running an office.

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

This class is designed to help the students learn how to properly assess and design a massage treatment to specifically meet the needs of the individual client. The students will also learn how to document their treatment by using the SOAP method of charting. Proper medical terminology and abbreviations to be used in charting will be taught for more professional documentation. This knowledge will allow the students to function more confidently in the student clinic.
Prerequisite: INCL 101c, ETH 101c, MTS 101d, MTS 102c, MTT 101c
Corequisite: MTS 104d, MTTH 102d

MTCL 102c Student Clinic I **29 hours/1.5 credits**

The clinical experience focuses on performing Massage Therapy to treat disorders, dysfunction, or pain for those clients present. The specialized techniques that students learn in other classes are utilized under the supervision of the clinic instructors.
Prerequisite: MTT 101c, ETH 101c, INCL 101c, MTS 102c
Corequisite: MTS 103d, MTS 104d, INCL 102c, MTT 102d, MTTH 102d

MTCL 103c Student Clinic II **32 hours/1.5 credits**

The clinical experience focuses on performing Massage Therapy to treat disorders, dysfunction, or pain for those clients present. The specialized techniques that students learn in other classes are utilized under the supervision of the clinic instructors.
Prerequisite: INCL 102d, MTCL 102c, MTS 103c , MTS 104c, MTT 102c
Corequisite: MTS 105C, MTS 106A, NMT 101

MTCL 104c Student Clinic III **37 hours/2 credits**

The clinical experience focuses on performing Massage Therapy to treat disorders, dysfunction, or pain for those clients present. The specialized techniques that students learn in other classes are utilized under the supervision of the clinic instructors. Off-site clinical hours will be required.

Prerequisite: MTCL 103c, MTS 105d, MTS 106Ac, NMT 101c

Corequisite: MTS 106Bc, MTS 107c, MTS 108, MTT 103d

NURSING PROGRAMS

NURSING MISSION

The mission of the AIAM Department of Nursing is to provide quality nursing education based on holistic nursing philosophy in Central Ohio and to facilitate the provision of exceptional health care in the region.

NURSING APPROACH

AIAM offers an integrative approach to nursing education that includes a traditional and scientific foundation combined with an understanding of alternative therapeutic modalities and approaches to promote health (healing) at a diploma level. We believe the core concepts of holistic practice (client focused, whole person care, and therapeutic use of nurse, health education, science and intuition) are synonymous or similar to traditional nursing practices and generalizable enough to support the entry level of practical nursing. In addition, Standards of Holistic Nursing Practice are developed at the diploma through doctorate levels (Frisch, 2003).

The program encompasses the spirit of the holistic conceptual framework and not serving or purporting to prescribe or endorse the exclusive use of Complementary or Alternative Therapies, there is no preclusion from a legal perspective. The students of AIAM nursing programs do not learn any alternative therapies for the purpose of practice. All other instruction on Complementary or Alternative Medicine (CAM) or Integrative Medicine is from a theoretical perspective to expose and educate the nurse to the many health practices their clients may also be utilizing.

PROGRAM STRUCTURE

Applicants to the Practical Nursing Program must take an entrance exam and meet the published minimum score. Applicants who have earned a bachelor or above degree from a U.S. school recognized by the U.S. Department of Education are exempt from taking the entrance exam.

PHILOSOPHY

The faculty of AIAM (AIAM) Nursing Education Program supports the mission and goals of the Institute to provide outcome based education. AIAM promotes an integrative healthcare philosophy, and this is reflected in its nursing program that integrates concepts from complementary nursing theorists.

The faculty believes that each person is a unitary energy field with a unique pattern existing within an energy field in mutual process with the human being (Rogers, 1988). This energy manifests as a client system composed of physiological, psychological, sociocultural, developmental, and spiritual variables in interaction with the internal and external environments (Neuman, 2002). These environments are the manifestation of the energy fields in mutual process with the client (Rogers, 1988) which provides a protective, coping shield developed unconsciously by the client (Neuman, 2002).

Health is a state of optimal wellness and functioning that operates on a continuum and is dynamic in nature, indicating that all system needs are being met (Neuman, 2002). The AIAM Nursing Curriculum places emphasis on promoting self-care (Orem, 1995), access to community resources, while recognizing cultural values and beliefs.

Nursing is a caring relationship with the client and family to promote human health and well-being (Rogers, 1988) by helping clients meet their self-care needs (Orem, 1995), and to attain, retain or maintain optimal system stability (Neuman, 2002) through managing and providing care. Nursing responds to the interaction between the person and the environment to facilitate a state of dynamic equilibrium or change in the level of health at any point along the wellness-illness continuum. Nursing is directed toward reducing stress factors that influence or could influence the attainment of an optimum level of wellness by an individual, family, or community.

This goal is achieved through the nursing process, a systematic, problem-solving technique used for implementing independent, interdependent, and dependent nursing actions. This process consists of assessing the person's actual and/or potential health problems, constructing a diagnostic statement, formulating goals and objectives with expected outcomes, implementing therapeutic interventions, and evaluating the effectiveness of these interventions/preventions. This philosophy is actualized through the integrative application of the Neuman Systems Model, Orem's Self-Care Deficit Theory, and Roger's Science of Unitary Human Beings.

Nursing is advancing into a new era of expanding roles, responsibilities and functions in primary, secondary, and tertiary preventions and institutions. Faculty are responsible for the preparation of professional nurses who can assume current nursing roles and adapt to future health needs and evolving health care requirements. Thus, professional nursing education requires a flexible outcome directed curriculum that emphasizes a whole person approach and is based on evolving nursing theory and knowledge from the sciences and other related disciplines.

The faculty believes that learning is a process that influences and promotes changes in behavior. Learning is viewed as a life-long process involving the continuing development of personal, intellectual, and professional growth. Learning is facilitated by professional role modeling and an educational environment conducive to the exchange of ideas, critical thinking, decision-making, creativity, experimentation, and innovation. Inherent in the teaching/learning process is the reciprocal responsibility of faculty and learners in influencing the process of learning outcomes. In this relationship, faculty serve as role models and valuable resources.

The faculty recognizes diversity in the community including cultural and ethnic backgrounds, language, beliefs, values, learning styles, and support systems. This diversity is viewed as an asset that is incorporated into curriculum development, implementation, and evaluation. The learner is expected to exhibit self-direction, and a sense of responsibility and accountability in mastery of knowledge and skills consistent with professional practice.

As both nurses and citizens, faculty accept the responsibility for the development of the profession and improvement of health care through continuing practice and study. The faculty believes that well developed leadership abilities are essential in professional practice. The faculty is committed to an educational process that prepares Practical Nurses for entry level positions in nursing.

CONCEPTUAL FRAMEWORK

Incorporating this philosophical interpretation of the Neuman Systems Model, Orem's Self-Care Deficit Theory, and Roger's Science of Unitary Human Beings with the American Holistic Nurses' Association (AHNA) core values (AHNA, 2004), we believe the presence of self-defined health (healing) exists when

there is perceived harmony and balance within the Biological, Sociocultural, Psychological, and Spiritual domains. The scientific nursing process of assessment, problem identification, planning, intervention, and evaluation is simultaneously combined with the art form of therapeutic nurse presence and guidance to promote or restore the dynamic perception of health (healing) within the nurse healer, individual, and community.

These domains interact with the nurse and environment. These domains represents the key components of the traditional nursing meta-paradigm with the respective postulates of Rogerian, Neuman, and Orem Theories and Holistic Nursing Core Values. Brief interpretive definitions of traditional meta-paradigm concepts: health, human, environment and nursing are provided. Associated key terms as well as Rogerian, Neuman, and Orem, as well as holistic sub-concepts within the meta-paradigm will follow.

Health Is defined as a fluid, individual-defined term for a behavioral or physical state of being. The perception of a "healthy (healing) state" is promoted by nursing through exploration with the client into the Spiritual, Biological, Psychological, and Sociocultural domains. Health patterning describes a process of facilitating unitary well-being by assisting clients with their knowing participation in change. Holistic Nursing Practice systematically reviews and promotes client specific health (healing) via the human functioning patterns of communicating, valuing, relating, knowing, feeling, moving, perceiving, choosing, and exchanging.

Spiritual Domain gives life meaning and purpose and therefore power. Spirituality is not synonymous with Religion but a manifestation of homeodynamic principles including:

1. **Integrality:** interconnectedness of individuals and/or communities that provide a process for change
2. **Helicy:** nature of change, and resonancy—how change takes place (valuing and relating patterns).

Biological Domain the physical or bodily functions of life including patterns of human functioning (fluid/gas exchange, movement, communicating and knowing patterns).

Psychological Domain includes the mental and emotional components of life and change (perceiving, choosing, feeling, relating patterns).

Sociocultural Domain includes aspects of the human, environmental, and cultural domains that have direct or indirect effects on health (healing) and/or change within an individual.

Human Is defined as four-dimensional energy fields (spiritual, biological, psychological, and sociocultural domains) identified by pattern and manifesting characteristics and behaviors that are different from those parts and which cannot be predicted from knowledge of the parts. The integration of physiological, psychological, sociocultural, and spiritual life components are inherent in the concept of Human as a holistic being. The development that occurs in these components over the lifespan from conception through death influences the Human's health care behaviors and guides the management of nursing care.

Environment consists of all that is external to the human individual. The concept of Environment provides the structure for understanding those elements external to the person which affect health seeking behaviors. Individual and family relationships, the values and beliefs of one's culture, and the resources available within the home and community encompass the person's environment. Following the Rogerian principles of homeodynamics (change is ever persistent and present), we believe that life and

health/healing perceptions are fluid and ever changing within the context of the environment. The nurse assists and empowers the client to adapt to the changing environment in an effort to maintain perceived balance of the mind-body-spirit-social connection. Respect is essential to therapeutic nurse-client relationship and incorporates notions of cultural diversity, harmonious dwelling, and self-actualization.

Nurse is defined as a facilitator of healing energy delivered to the client via nursing interventions of patterning (assisting clients to recognize one's own power related to health, wellness, disease, or illness which may or may not facilitate well-being), presence (therapeutic use of self in being with or in collaboration with rather than doing for the client), and exploration (creative or scientific testing) of imbalance. Nursing is a nurturing, interpersonal, caring relationship that focuses on the person and the environment in the promotion, maintenance, and restoration of health or provision of support through the dying process.

SUMMARY OF AHNA CORE VALUES

American Holistic Nurses Association (AHNA), 2004

The following core values and standards of care are overarching for all levels of nursing practice. Whereas, not all standards are appropriate for entry level practice as proposed within our diploma program of study, the trajectory of the conceptual framework is helpful to clarify the purpose and beginning aspects of what it means to practice holistically.

VALUE 1

Holistic Philosophy, Theories, and Ethics

Holistic nursing practice is based on the philosophical and theory of holism and the foundation of ethical practice.

1.1 Holistic Philosophy. Holistic nurses develop and expand their conceptual framework and overall philosophy in the art and science of holistic nursing to effectively model, practice, teach, and conduct research.

1.2 Holistic Theories. Nursing theories that are holistic, and other relevant theories, provide the framework for all aspects of holistic nursing practice and leadership.

1.3 Holistic Ethics. Holistic nurses hold to a professional ethic of caring and healing that seeks to preserve wholeness and dignity of themselves and all persons/families/communities in all practice settings.

VALUE 2

Holistic Education and Research

Holistic Nursing practice is guided by and developed through, holistic education, and research.

2.1 Holistic Education. Holistic nurses acquire and maintain current knowledge and competency in holistic nursing practice.

2.2 Holistic Research. Holistic nurses provide care and guidance to persons through nursing interventions and holistic therapies consistent with research findings and other sound evidence.

VALUE 3

Holistic Nurse Self-Care

Holistic nursing practice requires the integration of self-care and personal development activities into one's life.

3.1 Holistic Nurse Self-Care. Holistic nurses engage in holistic self-assessment, self-care, and personal development, aware of being instruments of healing to better serve self and others.

VALUE 4

Holistic Communication, Therapeutic Environment, and Cultural Diversity

Holistic nursing practice honors and includes holistic communication, therapeutic environment, and cultural diversity as foundational concepts.

4.1 Holistic Communication. Holistic nurses engage in holistic communication to ensure that each person experiences the presence of the nurse as authentic and sincere; there is an atmosphere of shared humanness that includes a sense of connectedness and attention reflecting the individual's uniqueness.

4.2 Therapeutic Environment. Holistic nurses recognize that each person's environment includes everything within and surrounding the individual, as well as patterns not yet understood.

4.3 Cultural Diversity. Holistic nurses recognize each person as a whole bodymind-emotion-spirit being and mutually create a plan of care consistent with cultural background, health beliefs and practices, sexual orientation, values, and preferences.

VALUE 5

Holistic Caring Process

Holistic nursing practice is guided by the holistic caring process, whether used with individuals, families, population groups, or communities. This circular process involves the following six steps, which may occur simultaneously.

5.1 Assessment. Holistic nurses assess each person holistically using appropriate conventional and holistic methods while the uniqueness of the person is honored.

5.2 Patterns/Challenges/Needs. Holistic nurses identify and prioritize each person's actual and potential patterns/challenges/needs and life processes related to health, wellness, disease, or illness, which may or may not facilitate well-being.

5.3 Outcomes. Holistic nurses specify appropriate outcomes for each person's actual or potential patterns/challenges/needs.

5.4 Therapeutic Care Plans. Holistic nurses engage each person to mutually create an appropriate plan of care that focuses on health promotion, recovery, restoration, or peaceful dying so that the person is as independent as possible.

5.5 Implementation. Holistic nurses prioritize each person's plan of care, and holistic nursing interventions are implemented accordingly.

5.6 Evaluation. Holistic nurses evaluate each person's response to holistic care regularly and systematically and the continuing holistic nature of the healing process is recognized and honored.

THE HOLISTIC NURSING PROCESS

This is the method used to form an organizational framework for providing care incorporating the five AHNA Core Values as appropriate. Self-care is the practice of activities that persons perform on their own behalf to maintain life, health, and well-being.

Communication is a dynamic interpersonal process utilizing verbal and nonverbal skills to share information. The nurse uses the communication skills of interviewing, listening, counseling, negotiating, delegating, collaborating, documenting, and teaching in professional practice.

Critical thinking is a framework for problem solving by which a person can identify and analyze the assumptions underlying the actions, decisions, values, and judgment of themselves and others. As the

student progresses through the nursing curriculum, critical thinking skills are developed to enhance logical reasoning in the application of biological, psychological, and sociocultural sciences.

CONCEPTUAL FRAMEWORK

Major Concepts

	Human	Environment	Health	Nurse
Sub-Concepts	Physiological Psychological Sociological Spiritual Lifespan Development	Family Cultural Diversity Community	Promotion Maintenance Restoration	Relationships Roles
Threads	Holistic Nursing Process Self-Care Communication Critical Thinking AHNA Core Values			

NURSING OVERVIEW REFERENCES

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Hartweg, D. (1991). Dorothea Orem: Self-Care Deficit Theory. Sage Publications: Newbury Par, CA.

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PRACTICAL NURSING (PN) PROGRAM

MISSION

To provide quality education leading to a Practical Nursing diploma for all qualified persons desiring a meaningful career as a Licensed Practical Nurse.

OVERVIEW

Total program hours: 821 **Total Quarter Credit Hours:** 50.5
Duration to Complete: Four 12-week quarters (12 months)

COURSEWORK SUMMARY

Nursing Theory:	Nursing Clinical:	Nursing Lab:	Non-Nursing Theory:
402 hours	104 hours	188 hours	127 hours

Clinicals and labs may be outside regular hours, including weekends.

Student-Teacher Ratio: The lab teacher/student maximum ratio is 1:25. The clinical teacher/student maximum ratio is 1:10. The maximum number of students in PN classes is 50.

INTRODUCTION TO THE PROGRAM

AIAM's PN program prepares students to competently and safely provide basic Nursing care within various healthcare settings as mandated by the State of Ohio Nurse Practice Act. This is a hybrid program. Theory courses are on-line. Lab experiences will be virtual simulations and on campus. Clinicals may be virtual simulations, on-campus simulation, or at a designated clinical site.

PN CAREER OPPORTUNITIES

Upon successful completion of the program, graduates are awarded a diploma and are eligible to take the NCLEX-PN exam. Graduates must pass the NCLEX-PN exam to practice as an LPN.

Upon licensure, the role of an LPN is at the bedside. LPN's provide routine care, maintain medication and treatments for clients, collect general data, and teach healthy lifestyles within physicians' offices and clinical settings. LPNs can work in multiple care settings including, but not limited to, doctor's offices, long-term care facilities, and home health. This program prepares the graduate for entry level employment.

PROGRAM GOALS

1. Earn a diploma in Practical Nursing based on the holistic Nursing process approach.
2. Prepare graduates to successfully pass the National Council Licensure Exam (NCLEX) certification exam for licensure in the state of Ohio. Additional licensure information for other states may be viewed in the Disclosure section of this catalog.

For more information about our graduation rates, median debt of students who completed the program, and other important information, please visit:
AIAM.edu

EDUCATIONAL OBJECTIVES & OUTCOMES

1. Utilize the holistic Nursing process approach in providing safe, Practical Nursing care to client's biological, psychological, spiritual, and sociocultural needs.
2. Provide Practical Nursing interventions that integrate the science of traditional modalities with the awareness of holistic caring.
3. Demonstrate safe, competent, nurturing care in the practice of Nursing across the lifespan.
4. Promote an environment of respect and harmony by consistently displaying professionalism in interactions and communication skills with clients, peers, and members of the interdisciplinary team.
5. Demonstrate knowledge of computer technology and informational literacy appropriate for the entry level healthcare professional.
6. Complete requirements for application for licensure by the Ohio Board of Nursing and/or other appropriate certifying entity including successful demonstration of readiness for NCLEX testing.
7. Account for competence and personal growth.

PN COMPLETION REQUIREMENTS

1. Complete all coursework with a minimum of 80 percent on all class, lab, and clinical work.
2. Meet or exceed attendance requirements.
3. If the (posted) required minimum score is not met on the Exit Exam in PNUR 109c the course will not be passed and the student will be required to repeat the course. This course (only) may be repeated twice (for a total of three attempts to pass the course); failing it a third time will result in dismissal without opportunity for readmission.
4. Attend all days and hours in full of the Live Review. *
5. Payment in full of all tuition and settlement of all financial obligations with the school.
6. Complete the program within 1.5 times the length of the program (75.75 attempted credits).

**If any time is missed of the Live Review, the full Live Review must be retaken when offered again. Student cannot graduate until this criterion has been fulfilled.*

PRACTICAL NURSING CURRICULUM

4 Quarters | 12 months | Clinical Requirements

Quarter 1

Course #	Title	Theory Hours	Non-Nursing Lab Hours	Nursing Lab Hours	Clinic Hours	Clock Hours	Credits
HOL 100c	Holistic Nursing Concepts	10	0	0	0	10	0.5
MED 100	Medical Terminology	20	0	0	0	20	1
COL 100	College Success Skills	11	0	0	0	11	0.5
MAT 100 DCc	Dosage Calculations	24	0	0	0	24	1.5
BIOL 100c	Anatomy & Physiology I	30	0	0	0	30	2
PNUR 101A	Theoretical Foundations Nursing I	40	0	28	0	68	4.5
Totals		**135**	**0**	**28**	**0**	**163**	**10**

Quarter 2

Course #	Title	Theory Hours	Non-Nursing Lab Hours	Nursing Lab Hours	Clinic Hours	Clock Hours	Credits
PNUR 101B	Theoretical Foundations Nursing II	36	0	24	24	84	5
BIOL 101c	Anatomy & Physiology II	32	0	0	0	32	2
PNUR 108	Mental Health Nursing	40	0	8	0	48	3
PNUR 102c	Pharmacology I	32	0	24	0	56	3.5
Totals		**140**	**0**	**56**	**24**	**220**	**13.5**

Quarter 3

Course #	Title	Theory Hours	Non-Nursing Lab Hours	Nursing Lab Hours	Clinic Hours	Clock Hours	Credits
PNUR 105c	Theoretical Foundations Nursing III	42	0	0	0	42	3
PNUR 103d	Pharmacology II	40	0	24	0	64	4
PNUR 104d	Adult Medical Surgical Nursing I	48	0	24	40	112	6.5
Totals		**130**	**0**	**48**	**40**	**218**	**13.5**

Quarter 4

Course #	Title	Theory Hours	Non-Nursing Lab Hours	Nursing Lab Hours	Clinic Hours	Clock Hours	Credits
PNUR 106d	Adult Medical Surgical Nursing II	48	0	24	40	112	6.5
PNUR 107	Maternal Child Nursing	40	0	32	0	72	4.5
PNUR 109c	Practice Transitions	36	0	0	0	36	2.5
Totals		**124**	**0**	**56**	**40**	**220**	**13.5**

Clinical Experiences

There are significant clinical experiences required in this program. AIAM has multiple clinical sites that offer diverse experiences to Nursing students. Clinical hours are set to meet the needs of the clinical sites and may require hours to be scheduled on evenings, nights, weekends, and/or out-of-town experiences outside of regular class days/times. Such assignments may not be adjusted, and failure to meet the assigned clinical schedule will result in course failure.

PRACTICAL NURSING TUITION & FEES

Students are legally responsible for educational expenses during enrollment. When current with payments, students are entitled to all privileges of enrollment. Failure to remain current with payments may result in suspension and possible dismissal.

Tuition & Required Fees

50.5 credit hours of tuition at $326 per credit hour	$16,463.00
Nursing Supply Bag	$625.00
Matriculation Fee	$100.00
Graduation Fee+	$150.00
Lab Fee ($150 per quarter)	$600.00
Student Identification Card	$10.00
Uniform (2 patches)	$30.00
Technology Fee ($813.75 per quarter, some eBooks included)	$3,255.00
Compliance Fee	$425.00
TOTAL TUITION & REQUIRED FEES* **	**$21,658.00**

Other Student Costs (estimated)	
Approximate Cost of Required Textbooks**	$100.00
Laptop and Warranty	$600.00
Approximate Cost of Medical Exam[2]	$30.00
Approximate Cost of TB Test[2]	$25.00
CPR Card[2]	$50.00
Entrance Exam[1]	$10.00
Hepatitis B Vaccination (series of 3)[2]	$150.00
NCLEX Examination Fee[3]	$200.00
State Licensure Application[3]	$75.00
Background Check for Licensure[3]	$70.00
TOTAL OTHER COSTS	**$1,310.00**

Other Student Costs (estimated)	
3% Service Fee when making credit card payments	Varies
Library Fees (materials returned late, lost, or damaged)	Varies
Replacement Student Identification Card (if lost or damaged)	$10.00
Returned Check Fee/NSF Fee (or up to legal limit)	$37.50
Clinical Make-up Fee	$100.00
Course Add/Drop Fee	$50.00
Transfer Credit Fee per Course Accepted	$50.00
Live Review Make-up Fee	$202.00
TOTAL OPTIONAL FEES* ** *(May be greater pending fee frequency)*	**$449.50**

1 Pre-start Cost
2 Pre-clinical Cost
3 Requirement for licensure. When required conditions are met, AIAM will reimburse these costs. (See Licensing Exam policy.)
** *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*
+ *Graduation Fee is non-refundable*

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.

COURSE DESCRIPTIONS

COL 100 College Success Skills **11 hours/0.5 credit**
This course emphasizes skills and resources necessary for students to be successful in their academic pursuits. Basic computer skills, time management, study skills, and test-taking strategies are covered. Outside work is required in this course.

BIOL 100c Anatomy and Physiology I **30 hours/2.0 credits**
This course is the first part of a two-course series. Students are introduced to the fundamentals of structure and function of the human body. The course is organized by body system and topics explored include foundations of environmental science, nutrition, metabolism, chemistry, and cellular biology. Outside work is required in this course.

BIOL 101c Anatomy and Physiology II **32 hours/2.0 credits**
This course is the second part of a two-course series. Students continue to learn the fundamentals of structure and function of the human body. The course is organized by body system and topics explored include foundations of environmental science, nutrition, metabolism, chemistry, and cellular biology. Outside work is required in this course.
Prerequisite: BIOL 100c, PNUR 101A, MED 100

HOL 100c Holistic Nursing Concepts **10 hours/0.5 credit**
This course is designed to focus on holistic concepts based on the Core Values in Holistic Nursing endorsed by the American Holistic Nurses Association. Self-care, scope and standards of practice, evidence-based practice, and current trends in holistic and integrative health and wellness are covered. Outside work is required in this course.

MAT 100 DCc Dosage Calculations PN **24 hours/1.5 credits**
This course is designed to provide students with the mathematical skills and strategies required for success as a practical nursing student. Outside work is required in this course in practicing and solving math equations. Outside work is required in this course.

MED 100 Medical Terminology **20 hours/1.0 credits**
This course is designed to develop skills in medical Language. The student will learn to identify word parts (prefixes, suffixes, and roots) and abbreviations commonly used in the nursing field. This course introduces word parts, medical terms, and abbreviations by body systems. It covers diseases, disorders, signs and symptoms, and medical procedures, Emphasis is placed on proper pronunciation, spelling, and usage of medical terms. Outside work is required in this course.

PNUR 101A Theoretical Nursing Foundations I **68 hours/4.5 credits**
This course is the first part of a 3-course series. This course includes the beginning knowledge and skills that serve as a foundation for a career in Nursing and are based on theoretical frameworks. The Holistic human functioning patterns are introduced to organize the student's learning of Nursing problems and interventions across the lifespan. Learning occurs in theory and laboratory environments. Learning occurs in theory and laboratory environments. Outside work is required for this course.

PNUR 101B Theoretical Nursing Foundations II **84 hours/5.0 credits**
This is the second part of a 3-course series. This course continues exploration of the concepts of person, nursing, health and environment, with emphasis on holistic understanding of the individual's experience of illness in the context of the determinants of health, professional practice and primary health care. Students will also gain understanding of the local and national environments in which nurses practice. Learning occurs in theory, laboratory, and clinical environments. Outside work is required for this course.
Prerequisites: BIOL 100c, PNUR 101A, MAT 100DCc, MED 100
Prerequisite or Corequisites: COL 100, HOL 100c, BIOL 101c, PNUR 102c, PNUR 108

PNUR 102c Pharmacology I **56 hours/3.5 credits**
This course will be the first part of two courses which will prepare the student to utilize the nursing process for drug therapy. Dosage calculations will be covered. The students will be prepared for client interaction and safe drug administration. Learning occurs in theory and laboratory environments. Outside work is required in this course.
Prerequisite or Corequisite: BIOL 100c, PNUR 101A, MAT 100DCc, MED 100

PNUR 103d Pharmacology II **64 hours/4.0 credits**

This course is the second of two courses and prepares the student to utilize the nursing process for drug therapy. Dosage calculations and the Ohio rules and regulations concerning IV therapy administration by Licensed Practical Nurses are covered. Students are prepared for client interaction and safe drug administration. Learning occurs in theory and laboratory environments. Outside work is required in this course.

Prerequisites: PNUR 102c, PNUR 101B, PNUR 108, BIOL 101c, MAT 100DCc

PNUR 104d Adult Medical Surgical I **112 hours/6.5 credits**

This course is the first of a two-course series and includes nursing knowledge and skills that promote a higher understanding of selected health alterations in adult populations. Students build upon previously learned skills. The holistic nursing process will be utilized to promote, maintain, and restore balance within the mind-body-spirit-social connection. Learning occurs in theory, laboratory, and clinical environments. Outside work is required in this course.

Prerequisite: PNUR 102c, PNUR 101B, BIOL 101c, PNUR 108

PNUR 105c Theoretical Foundations Nursing III **42 hours/3.0 credits**

This is the third part of 3-course series. This course continues to build on the knowledge and skills gained in Theoretical Foundations I and II. Basic nursing care, client comfort, and advanced beginner practical nursing skills are included in the course to complete the foundation for a career in Nursing and are based on theoretical frameworks. The Holistic human functioning patterns are utilized to promote problem solving and nursing interventions throughout the lifespan. Outside work is required in this course.

Prerequisites: BIOL 101c, PNUR 101A, PNUR 101B, PNUR 102c, PNUR 108

PNUR 106d Adult Medical Surgical II **112 hours/6.5 credits**

This course is the second of a two-course series that continues with nursing knowledge and skills that promote a higher understanding of selected health alterations in adult populations. Students build upon previously learned skills. The holistic nursing process will be utilized to promote, maintain and restore balance within the mind-body-spirit-social connection. Learning occurs in theory and clinical environments. Outside work is required in this course.

Prerequisites: PNUR 104d, PNUR 103d, PNUR 105c

PNUR 107 Maternal/Child Nursing **72 hours/4.5 credits**

This course teaches the students to care for families. The student will apply concepts of normal growth and development in providing holistic nursing care and planning health promotional nursing interventions. The course features modules on the care of the pregnant female, birthing process, routine post-partum and newborn care, well-childcare, reproductive health, and sexually transmitted infections. Learning occurs in theory, laboratory, and clinical environments. Outside work is required in this course.

Prerequisite: PNUR 103d, PNUR 101B, PNUR 105c

PNUR 108 Mental Health Nursing **48 hours/3.0 credits**

This course is designed to focus on holistic nursing care and intervention for clients and families experiencing alterations specific to the human psychosocial domain. Students will explore mental health, substance abuse, eating disorders, terminally ill clients, palliative care, and end-of-life care. Learning occurs in theory and clinical environments. Outside work is required in this course.

Prerequisite: PNUR 101A, BIOL 100c, MED 100,

Prerequisites or Corequisites: COL 100, HOL 100c, BIOL 101c, PNUR 102c, PNUR 101B

PNUR 109c Practice Transitions **26 hours/1.5 credits**

This course provides a comprehensive content review that prepares students to meet graduation, licensure, employment, and practice requirements. Asynchronous proctored and/or non-proctored computer assisted practice testing, remediation, and instruction are utilized. Successful completion of the comprehensive exit examination is required to meet program completion criteria with three attempts permitted to meet the posted minimum requirement. Business communication topics are included in the course. Outside work is required in this class.

Prerequisite: PNUR 103d, PNUR 105c, 104d

Prerequisite or Corequisite: PNUR 106d, PNUR 107

NURSING POLICIES

For more information:
Pam Frost, Ph.D, MSN-Ed, BSN, RN: pfrost@AIAM.edu / 614.825.6255

CHANGE OF POLICY NOTIFICATION

Students will receive notice of a policy change 30 days prior to date of implementation via email. The school will not implement changes to policies for student progression, or requirements for completion of the program, regarding students enrolled in the program at the time the changes are adopted. All other policies may be changed at any time.

CLINICAL PERFORMANCE EVALUATIONS

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. Failure to submit clinical evaluations by the required date is grounds for automatic course failure.

CLINICAL REQUIREMENTS POLICY

For New Students:
Clinical Requirements below are required to be completed by the designated due date set by the administration. Failure to do so may result in course failure. Students are responsible for keeping all requirements current during the academic program; failure to do so will result in associated nursing course failure.

1. Completed background checks—BCI and FBI.
2. Negative drug screen result.
3. Completed Physical Health Exam Form (by 30th day of first quarter).
4. Two-Step Mantoux Test (or negative result from X-ray for persons unable to have the Mantoux). OR a T-Spot for TB. One-step may be accepted for documented recipients of previous Two-Step.
5. Vaccinations/Immunizations/hepatitis B (see medical documents checklist).
6. CPR certification from the American Heart Association.

For Continuing Students:
All documents are due by the date set by administration. If a student does not submit requirements by the due date, the student will fail the clinical and corresponding class and lab. Failure to comply: The college is not required to provide alternate sites for clinical practicum or rotations for students that do not comply with the requirements. Therefore, failure to comply with this policy will result in student's failure of the nursing clinical and associated nursing course and lab.

COUNSELING & GUIDANCE

(Compliance with Ohio Administrative Code 4723-5-12)
Purpose: Ensuring students have an academic plan for efficient & timely completion

1. The AIAM Director of Nursing assists students in developing and following an academic plan that will provide for the timeliest and most efficient completion of his/her program of study.
2. The Director of Nursing or qualified designee assumes responsibility for admitted nursing program students in order to expedite nursing program related program of study or related concerns.

3. All readmitted nursing students who were dismissed previously for academic reasons will be required to meet with the NCLEX Success and Remediation Specialist as part of their Academic Improvement Plan.
4. All academic advising interactions will be noted in the student's electronic file.
5. Students are encouraged to contact the Director of Nursing on a consistent basis to ensure satisfactory academic progress is achieved.
6. The Director of Nursing is responsible for overseeing the timely completion of student progress through monitoring reports via school software.

Counseling

AIAM students seeking personal counseling should contact the Director of Education and Student Services, who can direct students to appropriate external community resources. Additional information can be found in the Information Center.

Tutoring Policy

Students who are on Academic Warning/Probation for not meeting Satisfactory Academic Progress (SAP) have tutoring requirements which must be met. All students are encouraged to reach out for tutoring/review assistance and may ask the program director/manager or the Director of Education and Student Services for assistance in coordinating, if needed.

DRESS CODE POLICY

1. Students must wear clean and pressed scrubs of the students' choice in all courses in the nursing program, including the on-line environment.
2. All nursing program students must wear a clean, pressed and well-fitting uniform in the AIAM designated style for on-campus labs and at clinical sites. The only exception to this policy will be made by the Director of Nursing for participation in clinical environments in which AIAM uniforms are not appropriate (for example: surgery and/or newborn nurseries).
3. The current AIAM Nursing uniform consists of light blue scrub tops and bottoms for PN students with AIAM insignia. All nursing students with clinical assignments in an OhioHealth facility must wear a white scrub top with their appropriate color scrub bottoms when at an OhioHealth facility.
4. Shoes and hosiery/socks must always be worn in the clinical setting. Shoes must be all white or all black, slip resistant safety shoes, and must be clean and look professional with the uniform. Beach sandals, flip flops, canvas shoes, open-toe shoes, or "Crocs" with holes are not permitted in the clinical setting. Clogs may be worn if they have a closed back. For class or labs, shoes may be of any color but must be flat, with a closed toe and heel.
5. Appropriate undergarments must be worn and remain non-visible through the uniform at all times.
6. The student may wear a scrub-style lab coat of the same color as the scrubs, bearing the AIAM school insignia, on top of the uniform- climate permitting. Students may elect to wear additional articles of clothing under the uniform for warmth, but they must not be visible to keep the uniform and student looking consistent and professional.
7. Jewelry must be kept to a minimum to reduce the risk of injury and spread of infectious agents. Students are permitted to wear a plain wedding band, but no other rings, bracelets, or visible necklaces. One watch appropriate for the clinical setting (washable and has a second hand) may be worn on the wrist. One pair of small stud earrings may be worn on the lower ear lobe.

8. Hair must be kept off the collar and away from the face. Men may wear a mustache or beard provided that it is kept short and well-groomed. Please note that some clinical environments (Oncology) will not permit students to have excessive facial hair for the safety of the patients served.
9. Perfume and colognes may cause an allergic reaction, aggravate asthmatic patients, or stimulate the vomit center in ill clients. Therefore, students may not wear perfume or cologne in clinical settings.
10. Nails must be kept short and clean. No artificial or gel nails are permitted in the nursing class, lab, or clinical setting. Nail polish is not permitted in the clinical setting.
11. In the clinical setting, visible tattoos must be covered.
12. Name Badges must be worn while participating in clinical activities and in class.

DRUG & ALCOHOL POLICY (Nursing Program)

An AIAM Nursing Program student is subject to immediate discipline, including but not limited to dismissal from AIAM in AIAM's sole discretion, based on a violation of any of the following:

1. An AIAM Nursing Program student shall not self-administer or otherwise take into the body any dangerous drug, as defined in Ohio Revised Code Section 4729.01, in any way not in accordance with a legal, valid prescription issued for such student.
2. An AIAM Nursing Program student shall not habitually indulge in the use of controlled substances, other habit- forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
3. An AIAM Nursing Program student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol or other chemical substances that impair the ability to practice.
4. An AIAM Nursing Program student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.
5. Using, possessing, attempted or actual soliciting or selling of drugs (except drugs prescribed and used and possessed in accordance with such prescription and in accordance with law), alcohol or other chemical substances by an AIAM Nursing Program student on or off AIAM property, including but not limited to AIAM Clinical Agency sites.
6. An AIAM Nursing Program student being under the influence of drugs (except drugs prescribed and used and possessed in accordance with such prescription and in accordance with law), alcohol or other chemical substances on or off on or off AIAM property, including but not limited to AIAM Clinical Agency sites.
7. The presence of any drugs (except drugs prescribed and used and possessed in accordance with such prescription and in accordance with law), alcohol or other chemical substances in an AIAM Nursing Program student's system following a Screen.
8. The refusal by an AIAM Nursing Program student to submit to any Screen authorized in the Authorization.
9. The failure of an AIAM Nursing Program student to cooperate and to comply with all requirements and procedures of AIAM, the AIAM Screening Company, the AIAM Screening Laboratory, the Clinical Agency, the Clinical Agency Screening Company, the Clinical Agency Screening Laboratory, or any of their personnel in connection with a Screen.
10. An AIAM Nursing Program student's failure or refusal to provide AIAM a fully completed and originally executed AIAM Authorization to Drug and/or Alcohol Screen ("Authorization").
11. A violation by an AIAM Nursing Program student of any of the terms and conditions of this Policy or the Authorization.

Drug and/or Alcohol Screens

The term "Screen" means submitting for testing a sample of urine, breath, and/or blood on an observed or non-observed basis for the presence of drugs (including drugs prescribed), alcohol, and/or other chemical substances:

1. To a screening company designated by AIAM in AIAM's sole discretion ("AIAM Screening Company"), for analysis by the AIAM Screening Company and/or a laboratory designated by AIAM and/or the AIAM Screening Company in their sole discretion ("AIAM Screening Laboratory");
2. To a screening company designated by the clinical agency to which I am assigned for clinical experience ("Clinical Agency") in such Clinical Agency's sole discretion ("Clinical Agency Screening Company"), for analysis by the Clinical Agency Screening Company and/or a laboratory designated by the Clinical Agency and/or the Clinical Agency Screening Company in their sole discretion.

Screens shall be performed:

1. Prior to initial participation in AIAM clinical experience, at AIAM's cost.

Screens may be performed:

1. Upon AIAM's reasonable suspicion of an AIAM Nursing Program student's possession, use, or abuse of, or being under the influence of drugs (including drugs prescribed), alcohol, and/or other chemical substances, at the student's cost;
2. Upon an AIAM's Nursing Program student's involvement in the death, injury, and/or damage to person or property, regardless of the cause, time, or location, at the student's cost; and/or
3. Randomly, upon request by AIAM, at AIAM's cost.

Reasonable suspicion of the possession, use, or abuse of, or being under the influence of drugs including drugs prescribed), alcohol, and/or other chemical substances can be based on observation, information, or evidence, including but not limited to the following:

1. Observable phenomena including but not limited to unusual, slurred, or rapid speech; noticeable change in appearance and/or hygiene; impaired physical coordination; inappropriate comments, behaviors, or responses; trembling hands; persistent diarrhea; flushed face; red eyes; unsteady gait; declining health; irritability; mood swings; isolation; decreased alertness; and/or pupillary changes
2. Abnormal, unusual, or erratic conduct or behavior
3. Repeated absenteeism, tardiness, and/or deterioration in performance,
4. Evidence of tampering with a Screen
5. Information that the student has caused or contributed to an death, injury, and/or damage to person or property, regardless of the cause, time, or location
6. The possession, use, abuse, sale, or solicitation of drugs (excluding possession and/or use of drugs prescribed to me when used in accordance with the prescription and applicable law), alcohol, and/or other chemical substances
7. The odor of drugs, alcohol, or other chemical substances on my person.

In the event of a Screen based on reasonable suspicion or involvement in the death, injury, and/or damage to person or property, the AIAM Nursing Program student shall be immediately placed on suspension until the Screen results are received by AIAM. If the Screen is negative, and if AIAM determines in its sole discretion that the AIAM Nursing Program student is in full compliance with the Policy and all other AIAM requirements and policies for participation in the Nursing Program, the suspension will be lifted and the AIAM Nursing Program student will be permitted to continue their course of study.

EXPOSURE CONTROL POLICY FOR BLOODBORNE PATHOGENS

Occupational Exposure to Bloodborne Pathogens

Avoiding blood exposures is the primary way to prevent transmission of hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV) in health-care settings. AIAM is committed to providing a safe and healthful clinical environment for our students. In pursuit of this endeavor, what follows is an exposure control plan (ECP) for bloodborne pathogens in accordance with OSHA standards. This plan includes: determination of exposure; implementation of various methods of exposure control, including universal precautions; Hepatitis B vaccination, post-exposure evaluation and follow-up, communication of hazards; record keeping and procedures for evaluating circumstances surrounding an exposure incident.

Procedure & Plan Administration

The faculty member in charge of the course in which a student is enrolled is responsible for the implementation of the ECP. Director of Nursing will maintain, review, and update the ECP at least annually, and whenever necessary to include new or modified tasks and procedures.

Exposure Determination

All students in clinical rotations are considered at risk for exposure. An exposure is defined as a percutaneous injury (e.g., a needle stick or cut with a sharp object) or contact of mucous membrane or non-intact skin (e.g., exposed skin that is chapped, abraded, or afflicted with dermatitis) with blood tissue, or other body fluids that are potentially infectious. In addition to blood and body fluids containing visible blood, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, and amniotic fluid also are considered potentially infectious. Feces, nasal secretions, saliva, sputum, sweat, tears, urine, and vomitus are not considered potentially infectious for bloodborne pathogens unless they contain blood.

Methods of Implementation and Control

All students are taught universal precautions in the programs that require clinical/laboratory learning. Training in use of personal protective equipment (PPE) is provided in the clinical programs. Personal protective equipment is provided in laboratory settings and in clinical sites. The types of PPE will be based on the clinical laboratory setting. In the event of exposure to bloodborne pathogens, first aid and follow-up care is vital. The process outline describing essential first aid measures to be taken and follow-up care is reviewed with all students during orientation to the clinical program. (See description at end of policy.)

All students in clinical/laboratory settings must observe the following precautions:

1. Wash hands immediately or as soon as feasible after removal of gloves or other PPE.
2. Remove PPE after it becomes contaminated, and before leaving the work area.
3. Dispose of used PPE in appropriate containers designated by the clinical/laboratory setting.
4. Wear appropriate gloves when it can be reasonably anticipated that there may be hand contact with blood or blood pathogens, when handling or touching contaminated items or surfaces; replace gloves if torn, punctured, contaminated, or if their ability to function as a barrier is compromised.
5. Never wash or decontaminate disposable gloves for reuse.
6. Wear appropriate face and eye protection when splashes, sprays, spatters, droplets of blood or bloodborne pathogen fluids pose a hazard to the eye, nose, or mouth.
7. Wear gowns when there is a risk of blood contamination to clothing.

8. Remove immediately or as soon as feasible any garment contaminated by blood or bloodborne pathogen fluid, in such a way as to avoid contact with the outer surface.

All students who are at risk of exposure receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen disease. In addition, the training program covers, at a minimum, the following elements:

1. An explanation of the OSHA bloodborne pathogens standard.
2. An explanation of methods to recognize tasks and other activities that may involve exposure to blood and bloodborne pathogen fluids, including what constitutes an exposure incident.
3. An explanation of the use and limitations of PPE.
4. An explanation of the basis for PPE selection.
5. Information on the appropriate actions to take and people to contact in an emergency involving bloodborne pathogen exposure.
6. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
7. Information on the post-exposure evaluation and follow-up that AIAM requires to provide for the student following an exposure incident.
8. Orientation to new clinical/laboratory experiences.
9. An opportunity for interactive questions and answers with the person conducting the training session.

Yearly educational review of bloodborne pathogens is mandatory for all students in clinical programs.

GRADING SCALE (Nursing)

A 95-100.....4.0	*A– 90-94.....3.7*
B+ 87-89.....3.5	*B 83-86.....3.0*
B– 80-82.....2.7	*C+ 78-79.....2.3*
C 75-77.....2.0	*C– 70-74.....1.7*
D+ 67-69.....1.5	*D 63-66.....1.0*
D– 60-62.....0.7	*F Below 60....0.0*

HEPATITIS B VACCINATION

All students are required to submit current documentation of completed or in progress the Hepatitis B vaccination series prior to entry into clinical experiences.

Post-Exposure Evaluation and Follow-Up:
Should an exposure incident occur, the student must promptly contact the clinical faculty in charge of the clinical/laboratory setting following the initial first aid (clean the wound, flush eyes or other mucous membrane, etc). The exposed AIAM student should be managed initially according to the occupational bloodborne exposure policy of the institution where the exposure occurred. The bloodborne pathogen disease status (e.g. HIV, Hepatitis B and/or C) of the source patient involved in the exposure may provide valuable information for appropriate follow-up care of the exposed student. The student must make formal written request of the clinical agency in order for source patient testing to occur and for disclosure of the test results.

Students receiving exposure to bloodborne pathogens while on clinical rotations should go immediately, or as soon as possible, to the nearest health care facility for treatment. NOTE: It is recommended that post-exposure evaluation and follow-up care be initiated within two hours following the exposure.

Administration of Post-Exposure Evaluation and Follow-Up:
The clinical/laboratory faculty is responsible for notifying the Director of Nursing as soon as possible, but not later than 96 hours following the initial evaluation. Copies of all records are confidentially transmitted (should not be emailed or faxed) as soon as possible. Students are strongly encouraged to follow up with their private physician within 96 hours of the exposure for educational and medical support. Emergency evaluation and subsequent treatment is the financial responsibility of the student.

Procedures for Evaluating the Circumstances Surrounding an Exposure Incident:
The Director of Nursing will review the circumstances of all reported exposure incidents to determine need for follow-up and evaluate the need for changes in policy, practice or education. The Director of Nursing will record all percutaneous injuries from contaminated sharps in a sharps injury log, which is kept in the locked office. The Program Administrator reviews this log periodically as part of the annual evaluation of the program; the log is maintained for at least five years following the end of the calendar year in which the exposure occurred. Information from the log that is used for reporting to other individuals must have any personal identifiers removed from the report. Changes in the policy and procedure of the ECP may be made based the evaluation of each exposure incident.

Responsibilities for Exposure Follow-Up:
The student will:

1. Institute first aid measures immediately following exposure.
    a. Wounds and skin sites that have been in contact with blood or body fluids should be washed with soap and water.
    b. Eyes and other mucous membranes should be flushed with water.
    c. Use of antiseptics for wound care is not contraindicated.
    d. Application of caustic agents (e.g., bleach) or the injection of antiseptics or disinfectants into the wound is not recommended.
2. Notify responsible person at the clinical agency. (i.e. preceptor, supervisor, infection control specialist, etc.)
    a. Contact the clinical faculty in charge of the clinical setting.
    b. Follow institutional protocol for post-exposure evaluation and follow-up care. If institutional protocol is unknown, student should go immediately to nearest health care facility for treatment. (Post-exposure evaluation and follow-up care should be initiated within two hours following the exposure.)
    c. If desired, make formal written request of clinical agency in order for source patient testing to occur and to receive disclosure of test results.
    d. Maintain contact with clinical facility and/or AIAM clinical faculty through final resolution of exposure incident.

The clinical faculty will:

1. Ensure appropriate orientation to new clinical/laboratory experiences.
2. Educate/review with students regarding exposure control plan, including:
    a. Universal precautions and OSHA bloodborne pathogens standard;
    b. Selection, use and limits of personal protective equipment;

    c. Immediate follow-up actions and contacts to be made in the event of exposure.
3. Make follow-up contact with clinical agency and Directory of Nursing regarding appropriate follow-up measures.

The Director of Nursing will:

1. Interpret ECP to faculty and/or students, as requested.
2. Update programs/clinical coordinators of exposure to bloodborne pathogens policy.
3. Review exposure incidents to determine need for follow-up.
4. Maintain sharps injury log.
5. Evaluate need for changes in policy, practice or education, as warranted.
6. Draft policy updates.
7. Trouble-shoot individual situations, as needed.

MANDATED ROLES OF FACULTY & TEACHING ASSISTANTS

(Compliance with Ohio Administrative Code 4723-5-12 and 4723-20)

The following represent the minimum mandated guidelines for Nursing Program Faculty and Clinical Instructors in terms of student supervision.

1. A faculty member of a nursing education program is responsible for planning the student's clinical experience and for evaluating the student's performance. Clinical nursing experiences are assigned by faculty based on course objectives and student learning needs. Faculty, teaching assistants or preceptors shall supervise student practice by providing guidance, direction, and support appropriate to the clinical situation.
2. Supervision of a nursing student shall be provided for each clinical experience involving the delivery of nursing care to an individual or group of individuals. This supervision shall be provided only by a faculty member, teaching assistant, or preceptor who meets the qualifications set forth in rule 4723-5-11 of the Administrative Code for a practical nursing education program.
3. All experiences for a nursing student in a clinical setting involving the delivery of nursing care to an individual or group of individuals shall be performed under the direction of a faculty member who functions only as a faculty member during the nursing student's clinical experience. The faculty member providing direction shall:
    a. Establish clinical objectives or outcomes within the framework of the course in which the student is enrolled;
    b. Communicate clinical objectives or outcomes to:
        - The student
        - The teaching assistant and preceptor, if utilized
        - The staff at the clinical site
    c. Provide for orientation of each student to the clinical site, including introduction to staff;
    d. Make assignments, in conjunction with the teaching assistant or preceptor, if utilized, for the student's experience, consistent with the specific objectives or outcomes of the course in which the student is enrolled;
    e. Provide for supervision of each student in accordance with this chapter; and
    f. Evaluate the student's experience, achievement, and progress in relation to the clinical objectives or outcomes, with input from the teaching assistant or preceptor, if utilized.
        - The faculty member may assign an observational experience as appropriate to meet course objectives.

- The faculty or teaching assistant to student ratio for direct patient care experiences shall be no greater a ratio than ten students to one faculty or teaching assistant, or a smaller ratio in clinical settings where necessary to ensure the safe delivery of nursing care.
- The teaching assistant or preceptor providing supervision of a nursing student shall at least:
  - Have competence in the area of clinical practice in which the teaching assistant or preceptor is providing supervision to a student
  - Design, at the direction of a faculty member, the student's clinical experience to achieve the stated objectives or outcomes of the nursing course in which the student is enrolled

g. Clarify with the faculty member:
   - The role of the teaching assistant or preceptor;
   - The responsibilities of the faculty member;
   - The course and clinical objectives or outcomes;
   - The clinical experience evaluation tool

h. Contribute to the evaluation of the student's performance by providing information to the faculty member and the student regarding the student's achievement of established objectives or outcomes.
   - A preceptor shall provide supervision to no more than two nursing students at any one time, provided the circumstances are such that the preceptor can adequately supervise the practice of both students.

MANDATED STUDENT CONDUCT

(Compliance with Ohio Administrative Code 4723-5-12)

The following student conduct behaviors are mandated by the OAC 4723-5-12, as such, violation of any section may result in immediate dismissal from the Nursing Program.

1. A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
2. A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
3. A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
4. A student shall implement measures to promote a safe environment for each patient.
5. A student shall delineate, establish, and maintain professional boundaries with each patient.
6. At all times when a student is providing direct nursing care to a patient the student shall:
   - Provide privacy during examination or treatment and in the care of personal or bodily needs;
   - Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
7. A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse.

8. A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code.
9. A student shall not:
   - Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;
   - Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
10. A student shall not misappropriate a patient's property or:
    - Engage in behavior to seek or obtain personal gain at the patient's expense;
    - Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;
    - Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
    - Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

    For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.
11. A student shall not:
    - Engage in sexual conduct with a patient;
    - Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
    - Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
    - Engage in verbal behavior that may reasonably be interpreted as seductive or sexually demeaning to a patient. For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

    For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.
12. A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
    - Sexual contact, as defined in section 2907.01 of the Revised Code;
    - Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
13. A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.
14. A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
15. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.
16. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.
17. A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.
18. A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.
19. A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

20. A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
21. A student shall not prescribe any drug or device to perform or induce an abortion or otherwise perform or induce an abortion.
22. A student shall not assist suicide as defined in section 3795.01 of the Revised Code.
23. A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.
24. A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing, or any other form of communication.
25. To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
26. For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11), and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

NURSING PROGRAM ATTENDANCE POLICY

In theory courses, students missing more than 20% of total course hours will lose ½ letter grade for each 5% time increment after the 20% and up to but not exceeding 30% of the course hours. Absences over 30% of the course hours will result in failing the course, but this grade penalty may be waived by the Director of Nursing in rare extenuating circumstances only. For non-nursing courses, absences over 30% of the course hours will also result in failing the course, but this grade penalty may be waived by the Director of Education and Student Services in rare extenuating circumstances only. An "excused" absence means the student may make up in-class work/tests missed, however, all time out of the classroom counts towards the overall attendance.

All missed class time is part of total percentage—tardiness, leaving class early, leaving class during class and returning, and absences. The Director of Nursing may waive grade reduction for time missed between 20% and 30%, in rare extenuating circumstances, but will not waive course failure for missed time over 30% in nursing courses. For non-nursing courses, the grade penalty for absences between 20% and 30% of the course time may be waived at the discretion of the Director of Education and Student Services in rare extenuating circumstances. An "excused" absence means the student may make up in-class work/tests missed, however, all time out of the classroom counts towards the overall attendance.

Students arriving later than 10 minutes on test days will not be allowed to sit for the test. The student will be asked to leave/may be removed from the test situation until the test is over so there is no distraction for other students. Students will be advised to contact the Director of Education and Student Services (non-

nursing courses) or the Director of Nursing (nursing courses) for permission to make up the test. If a student is late 10 minutes or more a third time in a class, regardless if related to a testing situation, the student will be required to set an appointment within 48 hours with the Director of Education and Student Services (or the Director of Nursing for nursing courses).

The missed class time policy at AIAM is all encompassing and includes late arrival to class, unscheduled breaks during class time, late return from breaks, sleeping in class, being off camera if applicable, and leaving class before the scheduled end time. Absent time is cumulative.

If a student has not attended classes for 14 consecutive calendar days and has made no previous arrangements to return to class, the student will be administratively withdrawn from the program (See Financial Impact of Withdrawal). Grades in progress will be awarded Fs.

All exam days missed must be approved and/or documented excuses or the exam may not be made up and the student will receive a "0" for that exam. This includes check-off exams in labs.

Regardless, if absence is excused, all time missed over 10% (cumulative) in each course must be made up using the Make-Up Hours Log and procedure. All time must be made up within 14 calendar days of the missed time, OR by the last day of the quarter if class time is missed in the last 2 weeks. Failure to make up the time required will result in course failure.

All exam days missed must be approved and/or documented excuses or the exam may not be made up and the student will receive a "0" for that exam. This includes check-off exams in labs.

Lab: If absent or tardy from lab, the student must complete a Lab Make Up Request Form (in Populi) and turn in all documentation for the absence to the Lab Coordinator by day seven (7) after the absence. Starting on day 8 if no attempt has been made to complete and turn in paperwork/documentation, no makeup will be accepted which will result in failure of the lab/clinical/theory. An unexcused absence for lab will result in failure of the lab (and corresponding course and clinical, as applicable).

For labs with 6 or more meeting sessions, three absences regardless of the circumstance will result in failure of the lab. Students may miss up to the equivalent of 2 lab sessions for labs with 6 or more sessions, which can accumulate from missed time from tardiness, returning late from break, or leaving early. If the same lab (Ex. PNUR 101 Lab) is held on different days each week, one equivalent lab session from accumulated missed time will be hours equal to the shorter of the two sessions. A third missed day for any reason will result in failure of the lab (and associated course and clinical as applicable).

For labs with 5 or fewer sessions, two absences regardless of the circumstance will result in failure of the lab. Students may miss up to the equivalent of 1 lab session for labs with 5 or fewer sessions, which can accumulate from missed time from tardiness, returning late from break, or leaving early. If the same lab is held on different days each week, one equivalent lab session from accumulated missed time will be hours equal to the shorter of the two sessions. A second missed day for any reason will result in failure of the lab (and associated course and clinical as applicable).

Students must contact the instructor at least two hours prior to absence of lab. A No Call/No Show for Lab is automatic course failure. The student must request lab make-up within 7 days of the missed lab.

On-campus lab checkoffs will be scheduled by the Lab Coordinator. Failure to attend the scheduled time for lab checkoffs by the final scheduling date will result in a failure of the checkoff, and failure of lab, theory and clinical.

All lab skill assignments must be submitted on the due date for credit. Late assignments are not possible, there can be no exceptions to this policy. Please plan accordingly. Failure to submit lab evaluations by the required date is grounds for automatic course failure.

Students must contact the instructor at least two hours prior to absence of checkoff. A no Call/No Show for checkoff is an automatic course failure. The student must request make-up within 7 days of the missed checkoff.

Tardies will not be tolerated. The lab doors will be locked 5 minutes after the start time, and you will not be allowed to join class until the class break. This includes returning from breaks. All missed time must be approved and made up if approved. Tardy time is cumulative.

Clinical: For extenuating and excused/approved circumstances approved by the Director of Nursing only, students may miss up to the equivalent of 2 days clinical (which can accumulate from missed time from tardiness or leaving early). All clinical hours missed must still be made up: the excuse/approval is the permission to make up the time. If the make-up day requires adding an additional clinical date, the student will be charged $100 clinical make-up fee. A third missed day for any reason will result in failure of the clinical (and associated course and lab, as applicable). Unexcused absences will result in failure of the clinical. Students must contact the instructor at least two hours prior to absence of clinical. A No Call/No Show for Clinical is automatic course failure. Failure to submit all required documentation, including medical documentation by the required date or clinical evaluations by the required date, is grounds for automatic course failure. The student must request lab make-up within 7 days of the missed clinical.

All skill assignments must be submitted on the due date for credit. Late assignments are not possible, there can be no exceptions to this policy. Please plan accordingly.

Missed Class Time

The missed class time policy at AIAM is all encompassing and includes late arrival to class, unscheduled breaks during class time, late return from breaks, and leaving class before the scheduled end time. A student is counted as absent for each fifteen (15) minute increment of class missed. Absent time is cumulative, and forty-five (45) minutes cumulative absence shall count as one (1) clock-hour absent.

All missed class time is part of total percentage—tardiness, leaving class early, leaving class during class and returning, sleeping in class, and absences. An “excused” absence means the student may make up in-class work/tests missed, however, all time out of the classroom counts towards the overall attendance. Students who cannot complete the on-campus portions of their program for any reason will not be able to pass the course(s) associated with the on-campus requirements. Should a student encounter a significant medical situation they may be eligible for a Medical Leave (ML) and should contact the Director of Education and Student Services.

Missed Work

It is the student’s responsibility to contact the instructor regarding missed coursework that was done in class on the date the student was absent. Any such in-class work missed must be completed within seven

(7) calendar days of absence or the student will receive a zero (0) for the missed in-class course work. Missed quizzes/weekly tests will not be available for make-up due to unexcused tardiness.

Homework and assignments are required to be turned in via Populi or Evolve, as applicable on the date due, regardless of absence. Note that late homework or assignments will be accepted, except for Evolve assignments; however, the late assignment penalty will be applied (see "Late Assignments" policy) since these can be uploaded to Populi or Evolve from any place with internet connection. Individual instructors may institute an exception to this rule for specific types of homework that are not able to be easily uploaded to Populi. Otherwise, only the Director of Education and Student Services (or Director of Nursing for nursing courses) can waive this grade penalty on homework submitted past the assigned due date in rare and extenuating circumstances. Evolve assignments cannot be accepted late in any case. All clinical lab skills, and V-Sim assignments must be submitted on the due date for credit. Late assignments are not possible, there can be no exceptions to this policy. Please plan accordingly.

Late Assignments

Students are expected to submit required class/clinical assignments by the stated due date and time. In the Nursing programs, assignments on Evolve must be done by the due date; no late assignments will be accepted. Late submission of other assignments unrelated to absences will be penalized by dropping one half letter grade (5%) per each day past the due date, up to 7 days after the due date. After 7 days from the due date, no submissions will be accepted, and the student will receive a 0 for that assignment. One exception to the 7 days policy is for assignments due on the last day of a course, which must be submitted that day by the course start time and will not be accepted late, and the student will receive a 0 for that assignment. If there is a possibility that your work may be late, you should communicate this with the instructor before the assignment is due. There will be no exceptions unless there is an extenuating circumstance, which has to be granted by the Director of Education and Student Services (or the Director of Nursing for nursing courses – PNUR prefixes).

Only those students with documented absences approved by the faculty will be allowed to make-up exams or quizzes missed (See Exams and Make-up Exams Policy). In rare circumstances, an absence may be excused without documentation at the discretion of the Director of Nursing for nursing courses or Director of Education and Student Services for non-nursing courses.

Example of supporting documentation:

- Illness of self or minor child with verifiable doctor's excuse
- Obituary – Death in family
- Court Subpoena

Timely attendance at clinical classes/clinical rotations/clinical shifts is mandatory as these practices while in school develop the professional work ethic desired in the workplace. When an absence is unavoidable, students must notify their instructor at least two hours prior to the start of their clinical class/clinical rotation/clinical shift. All clinical class/clinical rotation/ clinical shift absences MUST be made up and will require the payment of a $100 fee payable by the student directly to AIAM if additional clinical time (outside of the quarter's regularly scheduled student clinic and clinical rotations) needs to be scheduled.

A clinical class/rotation/shift absence without supporting documentation or administrator/manager approval for the emergency will result in course failure. A No Call/No Show for your clinical class/clinical rotation/clinical shift will result in course failure.

The student is responsible for making arrangements to make up all missed class work, assignments and/or clinical time. All clinical and lab hours missed must be made up; the excuse/approval is the permission to make up the time. Lab time must be made up during Open Lab or by appointment with a lab instructor.

All approved absences from clinical or lab must be made up. Lab hours must be made up during Open Lab or by appointment with a lab instructor within 7 days of the missed lab.

NURSING GRADING

Nursing theory is failed during quarter due to a serious issue such as cheating:
1. They stop attending the course, and lab/clinical, if applicable.
2. They receive an F in lab/clinical, as applicable, and an F in the course.
3. We finalize that student at that point, after all appeals are done.
4. Student cannot continue to attend any part of the course.

Nursing theory course is failed at the end of the quarter:
1. Lab/clinical are given an F, regardless of grade in that part of the course.
2. All parts are finalized.

Nursing clinical/lab failed during the quarter due to a serious infraction such as cheating, not getting in medical documentation, or other reason not related to check-off performance:
1. F is entered as grade for all parts of the course and finalized at that point.
2. Student cannot continue attending any part of the course.

Nursing lab/clinical is failed at the end of the quarter, however, theory may still have a final:
1. Student is expected to finish the theory part of the course when within the last two weeks of the course end date.
    a. If they choose not to do so, outstanding tests/assignments are given a 0.
    b. If they take the final and finish any related assignments, those grades are entered.
    c. If the student's theory grade is less than the passing grade for that program, that is the grade that gets finalized. (Example: They have a C- at the end of the theory portion. That is what gets finalized, along with the F in the lab/clinical.)
    d. If the student's theory grade ends up either at the passing grade or above for that program, the theory grade is lowered to the highest non-passing grade for that program. Then finalized, along with the lab/clinical grade.

PN PROGRAM COMPLETION

AIAM Practical Nursing Program completion requirements are as follows:
1. Complete all coursework with a minimum of 80 percent on all class, lab and clinical work.
2. Meet or exceed attendance requirements.
3. If the (posted) required minimum score is not met on the Exit Exam in PNUR 109c the course will not be passed, the course will not be passed and the student will be required to repeat the course.

This course (only) may be repeated twice (for a total of three attempts to pass the course); failing it a third time will result in dismissal without opportunity for readmission.
4. Attend the AIAM designated Live Review in full.
5. Payment in full of all tuition and settlement of all financial obligations with the school.
6. Complete the program within 1.5 times the length of the program (75.75 attempted credits).

PN PROGRAM OUTCOMES

1. Utilize the holistic Nursing process approach in providing safe, Practical Nursing care to client's biological, psychological, spiritual, and sociocultural needs.
2. Provide Practical Nursing interventions that integrate the science of traditional modalities with the awareness of holistic caring.
3. Demonstrate safe, competent, nurturing care in the practice of Nursing across the lifespan.
4. Promote an environment of respect and harmony by consistent display of professionalism in interactions and communication skills with clients, peers and members of the interdisciplinary team.
5. Demonstrate knowledge of computer technology and informational literacy appropriate for the entry level healthcare professional.
6. Complete requirements for application for licensure by the Ohio Board of Nursing and/or other appropriate certifying entity including successful demonstration of readiness for NCLEX testing.
7. Account for competence and personal growth.

PERIODIC PERFORMANCE EVALUATION FOR THEORY & CLINICAL COURSES

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 course grade does not meet the minimum standard of 80% for the Practical Nursing program the student has the option to repeat a course no more than once on a space available basis and at their additional expense. Failing the same course twice will result in academic withdrawal from the nursing program. The only exception to this is PNUR 109c. This course (only) may be repeated again without dismissal; however, failing it a third time will result in dismissal without opportunity for readmission. If the curriculum has changed in the readmitting quarter, the student is required to adhere to the curriculum in place at the time of readmission and may have to take additional coursework. Granting of any readmission to the nursing program is conditional upon approval from Readmissions Committee, 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.

PROFESSIONAL STUDENT CODE

The appearance and demeanor of the student in any professional or social setting conveys a message about the student, the school and nursing as a profession. Therefore, students are expected to abide by the following guidelines while on school property, utilizing components of the electronic communication system (ie: email and web-based learning) and/or participating in a professional/clinical setting.

1. Students are expected to follow all attendance policies. The student is responsible for making arrangements to make up all missed class work, assignments and/or clinical time. Students may miss the equivalent of 2 days clinical (which can accumulate from missed time from tardiness or leaving early) with excused/approved (by the Director of Nursing or Nursing Programs Manager only). All clinical hours missed must still be made up; the excuse/approval is the permission to make up the time. If the make-up day requires adding an additional clinical date, the student will be charged $100 clinical make-up fee. A third missed day for any reason will result in failure of the clinical (and associated course and lab, as applicable). Unexcused absences will result in failure of the clinical.
2. Students are expected to conduct themselves professionally in the learning environment, which means students should be prepared for class/lab/clinical, ask questions appropriate to the current topic and be respectful of others. This includes not talking when the instructor is teaching or demonstrating a procedure. Students may not sleep in the class, lab, or clinical setting. Students sleeping or giving the appearance of sleeping by closing eyes, putting head down, etc. in the clinical or lab setting will fail the clinical or lab (and all parts of the associated nursing course) and be placed on behavioral warning for unprofessional conduct. Students may be asked to leave the classroom or clinical area due to disrespectful behavior. Instructors will report disrespectful behavior to the Director of Nursing. If a student is found to have been disrespectful or displaying unprofessional behavior, at minimum s/he will be placed on behavioral warning and up to suspension and/or dismissed from the program, depending on the severity of the behavior.

   If a student has two incidents of disrespectful and/or unprofessional behavior during class/lab/clinical, the student will be placed on behavioral probation and up to suspension and/or dismissed from the program, depending on the severity of the behavior.

   A third occurrence will result in the student continuing on behavioral probation, failing the course in which it occurs and dismissed from the program. (Note that when a class, lab, or clinical is failed, all three components are then failed.)
3. Students are expected to submit required class/clinical assignments by the stated due date and time. Late submission of assignments will be penalized by dropping one half full letter grade per each day past the due date—up to 7 days later. After 7 days, no late assignment will be accepted. If there is a possibility that your work may be late, you should communicate this with the instructor before the assignment is due. In the classroom setting, students must dress in scrubs of their choice.
4. In the professional/clinical environment, all students must abide by the AIAM uniform policy as outlined in the professional dress code policy.
5. No cell phones are permitted to be used in the classroom or clinical site, unless authorized for academic purposes by the course instructor. If the student chooses to carry the cell phone in the classroom, it must be in the off/silent vibrate position. If the student's cell phone rings or otherwise disrupts the class/lab, the student may be sent home for the day. A second violation will result in behavioral probation. A third violation may result in dismissal from the program. Cell phones are not allowed to be used or even carried by students in the clinical setting. This is a normal clinical floor rule, as these phones can too easily be used to violate HIPAA. If a student violates this policy,

she/he will be placed on behavioral probation and fail the clinical. (Note that when a class, lab, or clinical is failed, all three components are then failed and must be repeated together.) If a clinical site is lost due to a student with a cell phone (or any behavior), the student will be dismissed immediately from AIAM.

6. While tattoos and body piercing are common in today's social culture, they are viewed as potentially offensive and infectious in the professional clinical setting. Therefore, no student may participate in clinicals with any visible tattoos or body piercing other than ONE pair of small stud earrings in the lower ear area.
7. Smoking or chewing tobacco is not permitted while participating in any clinical experience.
8. There is a clear expectation that all students will perform assignments with honor and integrity. (See Academic Integrity and Plagiarism Policy in Institute Policies.)
9. If a clinical site is lost due to any student-related behavior/issue, the student will be dismissed immediately from AIAM.
10. A student who is found to have submitted a fraudulent medical document will be dismissed from the program without opportunity for readmission.

PROGRESSION & READMISSION, & ADVANCED PLACEMENT FOR THE NURSING PROGRAMS

(Compliance with Ohio Administrative Code 4723-5-12)

AIAM Nursing Program progression and readmission requirements are as follows:

Satisfactory Academic Progression

1. The student must progress through the curriculum as laid out by the Program of Study in which the student is admitted under.
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 (theory, lab, or clinical, as applicable) is not passed, all parts of the course are failed. If theory 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 theory 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 theory grade in PN is 80% or above it will be changed to 79.4% (C+). For theory 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 theory when lab and/or clinical is failed. The exit exam minimum required score must be reached in PNUR 109c 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 109c 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.

   Students who fail a nursing course for not having their medical documents in on time, for academic integrity reasons, no-call/no-show for clinical or lab, or other behavioral warning/probation reasons, must stop attending the associated course (theory and lab/clinical, as applicable). Students who fail lab or clinical or theory in a course based on grades/evaluations, may continue attending all aspects of the course; however, the failed grade policy will apply to all parts of the course still at the end of the quarter.

3. In the event a student's final course grade does not meet the identified minimum standard for that course, the student has the option to repeat a course no more than once, on a space available basis, and at their additional expense.
4. If the same course in the RN program fails to meet the required minimum grade twice, the student will be academically dismissed from the program with the exceptions of NRS 206c for the RN program. This course (only) may be repeated again without dismissal; however, failing it a third time will result in dismissal without opportunity for readmission. Granting of any readmission to the nursing program is conditional upon approval from the Director of Nursing, space available and good standing within AIAM and meeting the requirements for Readmission (see Readmission Policy).

   If the same course in the PN program fails to meet the required minimum grade, the student will be academically dismissed from the program with the exception of PNUR 109c. This course (only) in the PN program may be repeated again without dismissal; however, failing it again will result in dismissal with opportunity for readmission. If the curriculum has changed in the readmitting quarter, the student is required to adhere to the curriculum in place at the time of readmission and may have to take additional coursework. Granting of any readmission to the nursing program is conditional upon approval from the Director of Nursing, space available and good standing within AIAM and meeting the requirements for Readmission (see Readmission Policy).
5. Students must be physically present and meet the identified attendance standard (see attendance policy) of the scheduled class theory, lab sessions, and of the clinical regardless of the achieved course grade. Students failing to meet the identified attendance standard (see attendance policy), the course sessions and submit all of the course assignments may not progress to the next course level or quarter of classes.
6. Students must "make up" clinical time that was missed during the quarter or within two weeks immediately following the end of the current term. If the time is made up in the two weeks following the end of the term, there WILL BE an additional fee associated with make-up clinical time to cover AIAM fees to secure instructors.
7. If a student needs to take a medical leave, the student must re-enter in the program within 180 calendar days on a space available basis.

Readmission

1. A student must apply for readmission in writing to the attention of the Campus President to any Nursing Program if they have been withdrawn from the program for any reason. Readmitting nursing students last date of attendance from the previous enrollment must be within 12 months of the first date of the readmitting quarter to receive transfer credit for nursing courses taken and passed at AIAM and cannot receive transfer credit unless the student is seeking readmission into the RN program and has been licensed as a practical nurse from the time of leaving the program to the time of readmission enrollment.
2. A new background check is required for readmission if readmission date is over 12 months from previous last date attended for re-entering students with any remaining courses with a clinical component. A new physical is required if the previous physical exam on file will be over six months old from the start date of the returning quarter. All medical documentation required at the time of readmission for re-entering students with any remaining courses with a clinical component must be current and not expire by the start date of the quarter for which the student is reapplying. If these will expire by the start date of the quarter for which the student is reapplying, these must be renewed for application for readmission for reentering students with any remaining courses with a clinical component.

3. Readmission committee, including the Director of Nursing will evaluate readmission applications, the circumstances surrounding the lack of success and make a decision to readmit or deny admission.
4. The student must have a minimum GPA of 2.0 to apply for readmission. The Readmission Committee may approve an appeal for and waive the GPA requirement. The student will be placed on academic warning immediately upon readmission with an Academic Improvement Plan.
5. The readmitted student must meet the current admission guidelines.
6. The readmitted student must meet the curriculum requirements effective at the time of readmission.
7. Returning students to the AIAM Nursing program must repeat technical (nursing) courses if date of withdrawal is over 12 months prior to readmitting quarter start date.
8. Returning students to the AIAM practical nursing program dismissed for course failure per the program's policy must pass the failed course in one attempt in the readmitting enrollment. Failure to do so will result in dismissal from the program with no opportunity for readmission. Any additional course(s) failed only one time in the previous enrollment in the must be passed in the readmitting enrollment or the student will be dismissed but will have opportunity for readmission for a third attempt. The only exception to this is PNUR 109c. This course (only) may be repeated again without dismissal; however, failing it a third time will result in dismissal without opportunity for readmission. Readmitting students will go by the Readmission policy in place at the time of the readmitting quarter.
9. The student must have a $0 balance with AIAM.
10. Readmission Committee will have the final decision to admit or deny readmission due to academic circumstances, failure to meet course objectives, failure to follow school and/or nursing policy and procedures including time and attendance and professional ethical issues.

The Nursing program does not accept nursing course transfer credits from nursing courses taken at other institutions. AIAM nursing courses from a previous AIAM enrollment may be eligible to for transfer credit if the nursing courses were taken within 12 months of the re-entering quarter are equivalent in content and the student received a minimum grade of B- (80 percent) or above to courses in the current curriculum. Practical Nursing and Registered Nursing program nursing courses have different scope of practice/different content, thus nursing courses (course codes beginning with PNUR and NRS, respectively) are not eligible for transfer between the two programs.

RN PROGRAM COMPLETION

(Compliance with Ohio Administrative Code 4723-5-12)

AIAM Registered Nursing Program completion requirements are as follows:

1. 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.
2. Meet or exceed attendance requirements.
3. If the (posted) required minimum score is not met on the Exit Exam in NRS 206c, the course will not be passed and the student will be required to repeat the course. This course (only) may be repeated again without dismissal; however, failing it a third time will result in dismissal without opportunity for readmission.
4. Attend the AIAM designated Live Review in full.
5. Payment in full of all tuition and settlement of all financial obligations with the school.

6. Complete the program within 1.5 times the attempted credit hours, which is 165 attempted credits (or 135 attempted credits).

RN PROGRAM OUTCOMES

Upon completion of the AIAM Registered Nurse Program, the graduate will be prepared to:

1. Utilize the holistic care process to assess, plan, and evaluate Nursing care interventions that honor the uniqueness of individuals, families and communities.
2. Plan care for persons of all ages using the Nursing process.
3. Demonstrate safe, competent, nurturing care in the practice of Nursing.
4. Communicate effectively, including the use of teaching and counseling techniques, in the promotion, maintenance, and restoration of health.
5. Manage Nursing care for a diverse population of clients in a variety of practice settings.
6. Synthesize knowledge from Nursing and related disciplines using critical thinking skills.
7. Analyze legal, ethical, and economic concepts that influence Nursing practice.
8. Recognize the need for lifelong learning, service and commitment to self-care to develop personal awareness of being an instrument of healing to better care for the client's biological, psychological, spiritual and sociocultural needs.
9. Complete requirements for application for licensure by the Ohio Board of Nursing and/or other appropriate certifying entity including successful demonstration of readiness for NCLEX testing.

STUDENT HEALTH SERVICES

AIAM Nursing Education Program Student Health Services Policy is as follows:
Students are encouraged to maintain a healthy lifestyle including adequate nutritional intake, sleep, stress management and participation in healthy relationships. These behaviors are key to success in the selected Program of Study.

Students are required to provide documentation of a physician statement finding the student free of communicable disease and capable of participating in classroom and clinical learning prior to clinical participation.

Prior to clinical participation, the student must submit documentation of negative Tuberculosis screening (two step mantoux) OR a T-Spot for TB or chest X-ray documented within the last year and receipt of the following immunizations: Tetanus, Diphtheria, Measles, Mumps, Rubella. Students failing to maintain current documentation of personal health status will be excluded from clinical participation. COVID-19 vaccination or alternative measures are required when required by the clinical site.

Prior to clinical experience, the student must submit to a drug test via the stipulated procedures at AIAM. Failure to submit will result in exclusion from clinical and a fee for any make up. Students may be called for subsequent tests and must complete in accord, with the procedure.

Given the risk of Bloodborne Pathogen exposure, all nursing students are required to complete a Hepatitis B vaccination series. Documentation of Hepatitis B vaccination series completion, progress thereof is required prior to participation in clinical activities.

All students must follow the established post-exposure Bloodborne Pathogen Policy should an exposure occur in the course of school activity or clinical learning.

A student who is found to have submitted a fraudulent medical document will be dismissed from the program without opportunity for readmission.

In the event of contagious illness on a clinical day, follow the student policy to notify the appropriate clinical instructor/facility in advance of your absence, as well as the Nursing Office as soon as possible. In addition, you must also submit a doctor's or nurse practitioner's note for the absence to be counted as excused. All absences greater than two days in length require a doctor's or nurse practitioner's note to return to the school.

In the event of student illness in the classroom or clinical site, the student should report illness immediately to the instructor at hand. If the illness is too severe to allow the student to transport himself/herself home, the instructor will notify the school administration and the administration will facilitate transportation by contacting student's documented emergency contact person.

FINANCIAL POLICIES

Information: Paying for your education and Financial Aid Guide
American Institute of Alternative Medicine reserves the right to make changes and designate the effective date of changes in financial aid programs, policies, and procedures as necessary.

FINANCIAL AID OPPORTUNITIES

Education is an investment in yourself. AIAM recognizes that costs and finances are important factors that play an important role in your decision to attend AIAM—we look forward to assisting you with this process. Financial aid may help to bridge the gap between the cost of attendance and your family's resources. It is intended to supplement, not replace, the amount you and your family can afford toward the cost of attendance. For most students, the aid packages offered will consist of "self-help" assistance (loans), with some receiving "gift aid" awards (grants and scholarships).

AIAM ALUMNI GRANT

AIAM now offers a grant for AIAM alumni who want to enroll in the Practical Nursing program. The alumni grant is a 10% discount on current nursing tuition rates ($301.50 instead of $335) and is valid as long as alumnus is an enrolled student at AIAM. This new grant is designed to assist our valuable alumni with the cost of furthering their education.

Eligibility Guidelines:

1. Alumnus must have earned a diploma or degree from AIAM
2. Alumnus must follow the current admissions process to enroll in a nursing program; grant will be applied each quarter and will be discussed during financial aid appointment
3. Alumnus will be eligible for the grant as long as they are enrolled at AIAM

Important Notes:

Alumni grant is only available to newly enrolled or readmitted alumni, as well as those alumni currently enrolled at AIAM. The grant will not be "back-dated" and/or discount cannot be given for classes that have already been completed prior to January 1, 2019.
Any AIAM graduate is eligible for a 10% discount on tuition for any additional program taken at AIAM.

TUITION PAYMENTS

Students of the American Institute of Alternative Medicine (AIAM) are required to pay program tuition and fees in full, either during each payment period, or in total by the program end. Payment period tuition and fees are due in total unless a student is on an approved payment plan. Payments can be easily paid at the Front Desk. Each student has access to his or her account. Cash payments can be made at Reception. Students can make payments in-person at Reception using either a credit card or a checking account. It is important to note that payments made by debit or credit card will be subject to a 3% surcharge. Total program charges must be paid in full before the student's last day in his or her respective programs. Failure to pay total program charges will result in consequences which may include: a student being unable to obtain his or her diploma or an official program transcript; AIAM withholding the notification required by any State Medical Board or any professional licensure that the student has completed his or her program; and a student being unable to participate in Commencement and/or Pinning ceremonies. AIAM also reserves the right to send balances that are severely delinquent to a collection agency, and AIAM reserves

the right to determine what constitutes a severely delinquent balance, in accordance with all applicable State and Federal laws.

Payment Plans:
Students are not billed for the entire program at one time; instead, students are billed one payment period at a time. Students are required to pay tuition and fees in full for a payment period only within the first five days of this period, unless a student has met with the Financial Aid Office and instead enrolled in an approved payment plan. AIAM acknowledges that tuition and fees can vary quarter to quarter (or payment period), which may cause the amount due each quarter to fluctuate. To allow students a more structured approach to paying his or her tuition and fees over a year instead of a quarter/payment period, a student may instead agree to a payment plan which will last through a student's academic year.

All students, regardless of whether they plan to use outside funding sources or not, will receive a Payment Summary, outlining program costs based on current information. Students who choose or need to pay AIAM directly for anticipated tuition and fees will receive a Promissory Note with total amount due for an academic year. Students paying the School directly for tuition and fees will be offered the opportunity to make payments, and should they choose to enroll instead of paying each payment period in full, will be provided a payment plan. Students receiving financial aid and/or outside funding will also receive a payment plan outlining his or her estimated gap between how much outside funding is anticipated, and how much tuition and fee charges will be, per one academic year at a time. Payments are calculated based on this gap between funding and anticipated tuition and fee charges for an academic year. Students enrolled in a payment plan are required to provide checking account or debit/credit card information for payments to be auto-deducted from the account specified. Students can choose between two different monthly dates the payment will be deducted, one approximately mid-month, and one approximately the beginning of the month. Dates may vary per calendar year but will be specified in the ACH/Payment Authorization Form provided. AIAM strongly recommends students provide checking account information, as credit/debit card authorizations will have a 3% surcharge applied. A student can revoke agreement for auto-deduction of payments in writing at any time. Revocation takes up to 14 days to take effect. If a student enrolled in a payment plan at AIAM severs AIAM's ability to auto-deduct payments, the student will no longer be considered enrolled in a payment plan and all tuition and fees still owed for the payment period will immediately come due. Furthermore, the next payment period the student will be required to pay in full all tuition and charges within the first 5 days. Failure to make payments may result in consequences such as suspension from a student's program until his or her account is current, being barred from attending any classes until payments are current, or dismissal from the program in circumstances where a student cannot make appropriate arrangements or payments. Application for funding, such as financial aid or for a scholarship, does not release a student from the requirement to pay his or her account in full, so students are required to follow up on all aid applications and make sure all steps have been followed and the aid has been awarded, and then applied to student account, per rules and regulations of each funding source (Federal, State, private, and otherwise).

Students are required to resubmit financial aid and other applications as necessary, such as each academic and/or award year, and review the award letter he or she receives. Payments and/or funding may change due to course failures, approved medical leave, transfer credits, loss or gain of eligibility between years, loss or gain of outside funding, and more. AIAM reminds students that it is the responsibility of the student to work with the Financial Aid Office and/or outside funding sources to maintain eligibility, and monitor changes in payments needed to help a student pay off remaining tuition and fees. Students are advised that failure to meet the requirements of each funding source, such as completing applications

and/or providing all requested documents to the Financial Aid Office (see VERIFICATION) will result in loss of funding eligibility (see FINANCIAL AID).

Many students opt to use financial aid, or other funding sources, to help cover the cost of their program. Please note that an application for financial aid or receiving a separate outside funding source (i.e., Ohio Means Jobs, BVR, Scholarship, Employer Tuition Reimbursement, NEALP, Private Education Loans, Union Education Trust, or any additional funding) does not mean that total charges for a student's program are covered. Students must work with the AIAM Financial Aid Office to determine what remaining financial responsibility he or she may have, and pay any amount not covered by any funding sources. It is also student responsibility to monitor his or her account to determine that it is paid in full.

AIAM acknowledges that students can experience financial challenges and encourages any student who finds her or himself struggling with payments or tuition and fees charges to immediately contact the Financial Aid Office at AIAM to discuss alternative arrangements. AIAM does not discount or otherwise adjust tuition and fee charges, and a student will still be responsible to pay the total amount due to AIAM before program completion.

DISHONORED PAYMENTS & COLLECTIONS

AIAM accepts checks as payments and encourages students to pay by check to avoid credit/debit card surcharges when paying payment period tuition and fee charges in full, or when enrolling in a payment plan (which requires auto-deducted payments). AIAM reserves the right and will assess a fee of $37.50 for any returned checks/ACH notices. This same fee will be applied for any payments made by credit card/debit card as well that is returned to AIAM for non-payment. Students enrolled in a payment plan need to meet with AIAM Financial Aid Office personally when they need to change bank account information to avoid payment interruptions or when they believe the payment may reject. Rejected payments without student effort to get account back on track will mean student is no longer enrolled in his or her payment plan, and total tuition and fees due on student's account will immediately come due. Students with account balances that are not current their approved payment plans may be subject to further disciplinary action, including administrative dismissal from the program and being sent to a collections agency. Students will be responsible for any fees assessed for returned payments, and all collections fees incurred.

CANCELLATION OF ENROLLMENT AGREEMENT

An enrollment agreement or application may be canceled by the student within five calendar days after the date of signing. The school must be notified of the cancellation in writing. The school shall refund in full all tuition and fees paid in connection with the enrollment agreement in such cancellations, 30 days after cancellation. This provision shall not apply where a student has already started classes. Please see the school's refund policy, and/or add/drop policies.

Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either 1) the regularly scheduled orientation procedures or 2) following a tour of the facilities and inspection of equipment where training and services are provided.

INTERRUPTION OF VETERAN'S ADMINISTRATION (VA) PAYMENTS DUE TO ATTENDANCE

Veterans must adhere to the same attendance requirements as other students. Failure to do so will result in him/her being reported to the VA, which will interrupt the payment of benefits at that point.

FINANCIAL IMPACT OF WITHDRAWAL

Upon admission, students are responsible for each quarter's full tuition amount. Unless a student pays for the entire quarter or payment period tuition when the term begins, it is possible the student will not receive a refund and may owe a balance to the school in the event of withdrawal or dismissal at any time prior to the end of the quarter. Students receiving financial aid may also be obligated to return to the government or sponsoring agency some or all of any financial aid awards received. Please see the Financial Aid Administrator for applicable return of funds policies (Treatment of Title IV Aid When a Student Withdraws). Monies in excess of that obligation will be refunded to the student. Students wishing to officially withdraw should contact the Director of Education and Student Services to state intent of withdrawal. This will begin the official withdrawal process (official notification). If students cease attendance for 14 consecutive days, they will be administratively withdrawn for non-attendance (unofficial notification).

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 Director of Education and Student Services 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. For refund calculation purposes, the last date of attendance is used with the State Board of Career Colleges and Schools for the State of Ohio approved refund schedule below. Percentages are based on each quarter's total tuition and time in school.

REFUND SCHEDULE

Standard Credit-Hour Refund Breakdown per the official credit-hour refund schedule mandated by the Ohio State Board of Career Colleges and Schools:

If you withdraw or are dismissed from a term, your tuition obligation is capped based on the week you exit based on last date of attendance:

- **First Week:** You owe **25%** of the tuition and refundable fees. The school must refund you **75%**.
- **Second Week:** You owe **50%** of the tuition and refundable fees. The school must refund you **50%**.
- **Third Week:** You owe **75%** of the tuition and refundable fees. The school must refund you **25%**.
- **Fourth Week or Later:** You owe **100%** of the tuition and fees. No refund is due.

First-Time Student 15-Day Window:

AIAM provides a safety net for **newly enrolled students** during their very first term:

- If you withdraw within the **first 15 calendar days**, you are only financially responsible for "consumable fees" (such as laptop, used physical supplies or uniform items that cannot be reused).
- The school **will remove all tuition** or non-consumable fees from your account if you withdraw within the first 15 calendar days of the first term, providing a risk-free trial period to ensure the program matches your educational goals.

REFUND FOR FEES AND SUPPLIES

If a student withdraws or is dismissed from school, all efforts will be made to refund pre-paid amounts for fees and supplies except for those items determined to fall within the first and second bullet points below. Charges for required purchase of supplies can be non-refundable if the student has consumed or used the fees and/or supplies. Consumption of fees and supplies shall be defined as:

1. Items that were special ordered for a particular student and cannot be used by or sold to another student; or,
2. Items that were returned in a condition that prevents them from being used by or sold to new students.
3. Individually documented non-refundable fees for goods or services provided by third-party vendors.

Items or services not delivered to the student cannot be considered consumed except for those items covered in the first bullet point above.

REFUND FOR EDUCATIONAL MATERIALS, TEXTBOOKS, AND TECHNOLOGY FEES

Student-Purchased Course Textbooks (Non-Institutional Charges)

Students are responsible for independently sourcing and purchasing all required physical and third-party textbooks or individual access codes required for their respective programs.

a. **Institutional Fee Separation:** The cost of these student-purchased books is **not** included in the institution's tuition or required fee schedules, and the school will not bill or collect these fees from the student.
b. **Refund Eligibility:** Because these items are purchased from external, third-party vendors, the institution bears no financial responsibility for them. These purchases are entirely non-refundable by the school upon a student's withdrawal or termination from a program.

Required Technology Fee and Digital Resources (Institutional Charges)

All enrolled students are assessed a mandatory, non-tuition **Technology Fee** per term. This fee covers the provisioning of a bundled digital resource package, which includes institutional network access, the learning management system (LMS), online library databases, and assigned institutional eBooks.

a. **Refund and "Consumption" Policy:** In accordance with Ohio Administrative Code Rule 3332-1-10.1, refunds for the Technology Fee upon withdrawal or termination are determined based on item delivery and digital consumption as follows:
    - **Undelivered/Unaccessed Resources:** If a student officially withdraws from the institution prior to the start of the term or before being granted access credentials to the LMS and digital e-resource platform or within the college's published timeframe for cancellation of the enrollment, the Technology Fee is **100% refundable**.
    - **Consumed/Accessed Digital Goods:** The digital resource package and eBooks are deemed "consumed" and utilized by the student at the moment the student logs into the institutional LMS, redeems an assigned digital product key, or accesses any portion of the assigned eBooks for that term. Once digital resources are accessed or the institution's official drop period (first five business days of the term) has passed, the Technology Fee is **wholly non-refundable**.

A record of the refund determination shall be kept in the student's record.

REFUND TIME FRAME

Refund Time Frame AIAM shall refund any monies due the student within 30 days from the last date of student attendance or within 30 days from the date of receipt of payment if the payment is after the student's last date of attendance. If any other person or agency paid for any portion of a student's tuition, any refund due would be reimbursed to that person or agency. Monies in excess of that obligation would be refunded to the student.

FINANCIAL AID

AIAM FINANCIAL AID OPTIONS

AIAM offers financial aid through the Department of Education in the form of Federal Pell Grants and Federal Direct Stafford Loans. Completion of a FAFSA (Free Application for Federal Student Aid) is necessary for application. Depending on the length of your program and time entering the program, it is likely that completion of more than one FAFSA will be necessary during the time you are in school. VA Programs, BVR, WIA, and NEALP loans are also administered and accepted by the school as payment for eligible students.

Please visit AIAM.edu or contact the Financial Aid Office at 614.825.6255 ext. 223 for further details.

RECEIVING FINANCIAL AID

To qualify:

1. Complete a FAFSA and be an eligible student. For grant and subsidized lending, this is determined by the Student Aid Index (SAI)warded via the FAFSA. NOTE: This can vary by award year. Eligibility may change between award years.
2. Not be in default on a federal student loan or in overpayment status (as determined via the National Student Loan Data System).
3. Not have exceeded Lifetime Eligibility of Pell grant funding (as determined by the National Student Loan Data System).
4. Loan recipients cannot have met aggregate loans limits (as determined by the National Student Loan Data System). Students close to their aggregate may have limited borrowing available to keep from exceeding levels.
5. All students who have completed a Bachelor's degree are no longer eligible for Pell grant funding. Students enrolled in graduate level coursework, such as our Professional Masters Level Acupuncture students, are also ineligible for grant funding or subsidized lending.
6. Be a citizen or eligible non-citizen.
7. Be enrolled at least half-time for loan recipients and grant recipients, and must be attempting to earn credit/clock hours.
8. Title IV Loan Recipients must complete Direct Loan Entrance and Exit Counseling as a requirement of receiving Title IV loans. They must also have a completed Master Promissory Note, which can be completed at www.studentaid.ed.gov. Financial Aid staff can be contacted via email and/or appointment to ensure that any questions that arise from completing Direct Loan Entrance Counseling can be answered quickly.
9. Meet all requirements to receive financial aid, such as resolution of verification, verification of citizenship status, and any other items requested by Financial Aid Office.
10. Be making Satisfactory Academic Progress (SAP) for financial eligibility (see SAP policy in School Policies section). Failure to maintain a 2.0 average at the end of each quarter, as well as failure to complete all classes on track to maintain completion of program within 150 percent of required timeframe will result in Unsatisfactory Academic Progress.
11. Be on track to complete program within 1.5 times published length. Failure to stay on track to complete within 150 percent published length both via classes attempted and/or total time in the program will result in total loss of Financial Aid eligibility with no ability to regain.

FINANCIAL AID QUICK GUIDE

Our staff is here to help provide financial assistance direct to a student. We encourage you to begin the process as soon as possible. Meeting all deadlines and properly completing all required documents will assist the financial aid process.

FAFSA PROCEDURE

1. Register for your FSA Username and FSA Password at https://fsaid.ed.gov/npas/index.htm.
2. After creating a FSA Username and Password, electronically complete your FAFSA application at https://studentaid.gov/h/apply-for-aid/fafsa.
3. To send your information to AIAM, add the school code: 035344.
4. Receive SAR (Student Aid Report) and review before your appointment with the Financial Aid Office.
5. Complete Entrance Counseling, and then Complete a Master Promissory Note (MPN) at www.studentaid.ed.gov.

FASFA VERIFICATION

After completion of FAFSA, you may be selected for verification. You must supply the Financial Aid Office with all requested documentation in order to receive funds. Interim disbursements will not be issued. Failure to complete verification prior to completion of the earlier of 1) your academic year, 2) the processing deadlines issued by award year, such as the end of the prior award year, or 3) completion or withdrawal of your program will lead to total aid ineligibility.

ENTRANCE COUNSELING & MASTER PROMISSORY NOTE

NOTE: If you have not completed your FAFSA, you will not be able to apply for Financial Aid.

1. Go to www.studentaid.ed.gov.
2. Using your FSA username and password, log in and Complete Entrance Counseling.
3. Once complete, please complete your Master Promissory Note.
4. Make sure to follow all steps until done.

FINANCIAL AID APPLICATION WITH AIAM

1. During your appointment with financial aid, you will be presented with an application for financial aid funding.
2. You must complete this financial aid application before receiving financial aid at AIAM.
3. Once awarded, you will receive a financial aid award via email, and will be able to see your awarded aid on Populi.

THINGS TO REMEMBER

1. Information given to the Financial Aid Office will be treated confidentially and within FERPA guidelines.
2. Please check with the Financial Aid Office for the deadline that corresponds with the quarter you are applying.
3. The amount of aid a student receives is not guaranteed. A new FAFSA must be submitted annually and aid eligibility can change year to year. We will try to provide resources to help you find the funding necessary to complete your educational objectives. It is the responsibility of the student to be aware of when estimated funding changes due to an increase or decrease in eligibility between award years and to make an appointment with Financial Aid to discuss implications.

4. Additional assistance (scholarships or outside grants) that you receive after you have been awarded federal financial aid may reduce or eliminate certain need-based awards you were previously offered or given. In some cases, federal aid awards may need to be refunded to the federal government.
5. Eligibility for financial aid is determined by the difference between the cost of attendance at AIAM and the calculated family contribution determined by the Department of Education. *(Cost of Attendance – Family contribution = Need)*

PELL GRANT

This is a grant or "gift aid". Eligibility is determined by SAI student FAFSA.

FSEOG

A Federal Supplemental Educational Opportunity Grant (FSEOG) is a grant for undergraduate students with exceptional financial need.

AIAM will follow the following policy in awarding SEOG funds:

FIRST SELECTION GROUP: Students with the lowest student aid index (SAI) who will also receive Pell Grants in that award year.

- A student who receives a Pell Grant at any time in the award year may be awarded an FSEOG for that award year; the student does not have to receive a Pell Grant in the same payment period as the FSEOG. For example, in the case of a student who receives a Pell Grant and then reaches his or her LEU, the student may still be awarded the full academic year.

  SECOND SELECTION GROUP: If there are remaining FSEOG funds after making awards to all Pell Grant recipients for that award year, students with the lowest EFCs who are not receiving Pell Grants will then receive awards. This group includes students who have reached their LEU previously and are not able to receive a Pell Grant in the award year.

However, if the student loses Pell Grant eligibility prior to disbursement of the FSEOG, the FSEOG award will and must be cancelled.

AIAM disbursement policies are:

- The amount of the disbursement will be based on the total FSEOG award divided by the number of payment periods the student will attend in his or her academic year.
- Payments will be made WITHIN a payment period in whatever installments will best meet the student's needs.
- AIAM will pay SEOG each year based on Summer, Fall, Winter, Spring(Crossover) starts
- Eligible categories of students will be established from the Selection Groups by enrollment status, program, class standing, and a combination of these factors.

There are a limited number of awards available.

- This is not application-based and cannot be requested. AIAM's Financial Aid Office has final discretion on FSEOG award. It is the job of the Office to award in accordance with established federal guidelines.

FEDERAL DIRECT STAFFORD LOAN OPTIONS

Federal Subsidized Stafford Loan program provides subsidized loans. Subsidized loans are need-based

aid and eligibility is awarded based off of Cost of Attendance (COA) minus SAI (Total need must not be met). Interest is paid by the Federal government while the student is in school.

Unsubsidized Stafford Loan is non-need based aid. The federal government charges interest from the time the first disbursement is made until the loan is paid in full.

Parent Direct PLUS Loan program allows parents to borrow on behalf of their dependent undergraduate children. Parents may borrow up to the amount of the Cost of Attendance, minus any other financial aid or other aid sources being received. This is non-need based aid, and interest accumulates from date of first disbursement.

Graduate Plus Direct Loan program allows graduate level students to borrow additional funds up to the cost of education (after subtracting out other sources of aid, such as Title IV or scholarship aid, etc.). This loan is credit-based and requires approval. See the Financial Aid Office or visit www.studentaid.ed.gov for more information.

NOTE: Students are not required to borrow loans or do not have to borrow total eligibility. Discussion with Financial Aid Office is strongly encouraged. Information published by the U.S. Department of Education is available during normal working hours to students. An appointment is desired so that Financial Aid has the ability to discuss any questions. The publications include information about rights and responsibilities of students and schools under the Title IV, HEA loan programs. The loan(s) requested and originated for each and every student will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system.

DEPARTMENT OF VETERANS AFFAIRS & DEFENSE EDUCATIONAL BENEFIT PROGRAMS

If you served on Active Duty, you might be eligible for education benefits offered by the Department of Veterans Affairs. For example, the Post-9/11 GI Bill provides financial support for educational and housing expenses to individuals with at least 90 days of aggregate service after September 10, 2011, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill.

If you are currently serving in the military, you may be eligible for funding offered through the Department of Defense Tuition Assistance program. Check your eligibility status and the amount for which you qualify with your Service prior to enrolling.

If you are the spouse or child of a service member who is serving on active duty Title 10 orders in the pay grades of E1-E5, O1-O2, or W1-W2, you may be eligible for financial assistance from the Department of Defense for education, training, and/or the occupational license and credentials necessary for a portable career.

If you are the spouse or child of a service member, you may be eligible for transfer of the service member's Post-9/11 GI Bill benefits to you.

Veterans Benefits and Transition Act of 2018: As pursuant to the Veterans Benefits and Transition Act of 2018, a Covered Individual (defined as any individual who is entitled to education assistance under Chapter 31, Vocational Rehabilitation, or Chapter 33/Post-9/11 GI Bill® benefits) will be permitted to attend

or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance. AIAM will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or require a Chapter 31 or Chapter 33 recipient to borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

BUREAU OF VOCATIONAL REHABILITATION (BVR)

BVR provides grant programs for undergraduate students with disabilities. The Rehabilitation Services Commission in the student's state of residence determines a student's eligibility. Students with disabilities who are interested in applying can go online and check the web at http://www.state.oh.us/rsc for more information.

OHIO'S ONE-STOP SYSTEM & LOCAL WORKFORCE DEVELOPMENT AREAS

The One-Stop System is the method of delivering employment and training services to businesses, job seekers, and youth. It was established by the Workforce Investment Act of 1998. The One-Stop System consists of numerous partner agencies that deliver a variety of employment and training services to a universal population through a "no wrong door" setting. In Ohio, there are 31 comprehensive, full service One-Stop sites and 59 satellite sites throughout 20 local workforce development areas, with at least one site in every Ohio county. The local workforce development areas, which are formed based on population, economic development, educational resources, and labor markets, allow the One-Stop to tailor their services to meet local customer needs.

Visit: http://jfs.ohio.gov/workforce/jobseekers/onestopmap.stm to determine the location for the One-Stop office servicing your county. Allow ample time for processing.

FINANCIAL AID & ACADEMIC LOAD

The estimated amounts for loans, scholarships, and grants that are paid per quarter will be adjusted to the actual number of hours enrolled at registration. Awards offered in set amounts may be pro-rated for enrollment less than full-time. Students attending full-time will be awarded aid based on full-time enrollment. If the student drops, or withdraws from any classes ceasing to be enrolled full-time, the Office of Financial Aid reserves the right to reduce the student's aid based upon this change in enrollment. This will also depend on the eligibility requirements for each individual award, or as required by federal, state, and institutional policy.

The Office of Financial Aid attempts to award the student using the most current information available related to the expected enrollment level. However, students are cautioned that dropping classes after being awarded on a full-time basis may affect their eligibility for certain types of aid.

Exit Counseling and Half-Time Enrollment

Important Note: Federal regulations require all student loan borrowers to complete exit counseling and to provide updated information at the time a borrower ceases at least half-time enrollment.

DISBURSEMENTS

These are made each quarter as long as student remains eligible. Disbursements are applied to student accounts to apply towards institutional charges. Students will receive a financial aid notification letter with

general information of what to expect in Title IV funds. Notifications of when disbursements are posted to a student's account card are sent to students via email. Students have the right to then cancel all or a portion of the grant or loans received by the school. If a student affirms that they want to do this, this must be done by the later of the first day of a payment period or 14 days after the date the school notifies the student or parent of his or her right to cancel all or a portion of a loan or grant; or if the school does not obtain affirmative confirmation from the student, within 30 days of the date the school notifies the student or parent of his or her right to cancel all or a portion of a loan. If AIAM receives a borrower's request for cancellation outside of the period during which the borrower is required to cancel the loan, grant, or loan or grant disbursement, the school has the option of canceling the loan or directing the borrower to contact the appropriate service. AIAM must inform the student or parent in writing of the outcome of the request.

STUDENT CREDIT BALANCE CHECK

Students who have incoming assistance/aid funds over the cost of institutional charges on their account will then receive a credit balance check for the (negative) balance they have on their account. Credit balance checks will be made available for pick up at the front desk for 7 days. The student will be notified through their AIAM student email address. After the seventh day credit balance checks will be mailed to the address in Populi. Students asking that funds over the cost of tuition and fees be applied to subsequent terms/payment periods must sign an authorization. These authorizations are available for signature during initial Financial Aid appointment. Students may see the Finance or Financial Aid Office to obtain these forms. Notification that disbursements have been posted to student accounts are emailed to the student. The Front Desk will notify the student when a check is ready, and students have 5 business days in which to pick up the check before it will be mailed to the address on file. Students wishing to return all or a portion of funds received are to read the notification and contact the Business Office or Financial Aid Office within the timeframe specified on the notification. Students have 30 days from the disbursement date to cancel or decrease a disbursement.

SUPPLIES

AIAM allows students to obtain or purchase select required supplies and charge these items to their student account. This includes grant eligible students who will have a credit balance with the school. Students are encouraged to track the amount of supplies being charged on their account. Students must sign an authorization if they want to charge supplies to their account. *See the Financial Aid office for more details*.

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

- Students are responsible for independently sourcing and purchasing all required physical and third-party textbooks or individual access codes required for their respective programs. The cost of these student-purchased books is not included in the institution's tuition or required fee schedules, and the school will not bill or collect these fees from the student. These items purchased from external, third-party venders are entirely non-refundable by the school upon a student's withdrawal or termination from a program.
- It is the student's responsibility to review the book list on our website and confirm the title and ISBN number for the current book being used for the course with their instructor, as editions can change frequently.
- E-books in the Practical Nursing and Registered Nursing programs are included with the program as part of the Technology Fee. Other books are the responsibility of the student.

TREATEMENT 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. Upon determining student withdrawal date and student's last date of attendance at an academically related activity, the Financial Aid Office will apply applicable Federal policies. If a student has attended more than 60 percent of the quarter or payment period, all aid for which the student has received or is eligible will be considered earned. If student is calculated to have attended/earned less than 60 percent, the student will not be eligible to receive/retain the full amount of aid. The calculation of percentage for quarter-based students involves the amount of calendar days in the quarter (minus scheduled breaks of 5 days or more) the student has been attendance, divided by total calendar days.

If the student does not earn all the funds received (or parent funds received on the student's behalf) and there are Title IV program funds that must be returned, AIAM must return the lesser of:

1. Institutional charges (tuition and fees) multiplied by the unearned percentage of your funds, or
2. The entire amount of Title IV funds received minus the earned portion, which is the unearned portion. 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 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

Aid calculated into the amount the student has earned must be aid for which the student was otherwise eligible. If the student has been disbursed all aid for which they are eligible in a payment period that earns less than 60 percent, they will have funds returned.

If the student has not yet had aid disbursed for which they are eligible, the percentage for which they are eligible will be available in the form of a post-withdrawal of funds.

Any **post-withdrawal of grant funds** will be posted within **45 days** of the date of determination and does not require a student's permission to be applied to their account.

Post-withdrawal of loan funds will be offered to the student (and parent if applicable) within **30 days** of the date of withdrawal. Confirmation of this request is required in a timely manner. Type and amount of the Title IV loan funds that will make up the post-withdrawal disbursement **will be posted to the student's account first and those funds not credited to student's account will be identified.** A student or parent may accept all or part of the disbursement. The student or parent is advised that no post-withdrawal disbursement of Title IV loan funds will be made unless the school receives a response within the timeframe established by the school, which needs to be as soon as possible, but no later than the 14 calendar days required above.

All credit balance that occurs during the R2T4 calculation will be disbursed as soon as possible but not later than 14 calendar days after completion of the calculation.

AIAM may automatically use all or a portion of a post-withdrawal disbursement (including loan funds, if you accept them) for institutional charges. For all other school charges, AIAM needs the student's or parent's permission to use the post-withdrawal disbursement. AIAM must return any amount considered unearned. Any loan funds that the student returns must also still be repaid in accordance with the terms of the promissory note. Loan funds must be repaid via scheduled payments to the holder of the loan over a period of time.

It is possible that student may have received an overpayment, as unearned Pell grant funds that are received in excess of a 50 percent protection are considered an overpayment. The amount of a grant overpayment that is a debt then owed to the Department of Education. You must make arrangements with AIAM or the Department of Education to return the unearned grant funds over 2 years. Overpayment status will result in a loss of financial aid eligibility.

Students are responsible for any Title IV program funds that AIAM is required to return. A copy of the AIAM school refund policy is published in the AIAM catalog.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1.800.4.FEDAID (1.800.433.3243). TTY users may call 1.800.730.8913. Information is also available on Student Aid on the web at ***www.studentaid.ed.gov***.

FINANCIAL AID AND MEDICAL LEAVE (ML)

A Medical Leave (ML) is a temporary interruption in a student's program of study. The student must follow the school's policy in requesting the ML. There must be a reasonable expectation that the student will return from the ML, and AIAM must approve the student's request for an ML in accordance with the school's policy. AIAM will not assess the student any additional institutional charges; therefore, the student is not eligible for any additional Federal Student Aid until successfully returning and completing the payment period/term. A student returning from an ML must resume training at the same point in the academic program that he or she began the ML with the exact same schedule the student left. AIAM will not grant a student an ML merely to delay the return of unearned Title IV funds, nor to help a student avoid a punitive grade.

Student failure to return from an ML may have negative consequences on the student's loan repayment terms, including the expiration of the student's grace period. Please note that failure to return from ML will report last date of attendance to loan holders as the beginning of 6 month grace period. This can lead to immediate repayment at the end of a 180 day ML. Also see ML policies under Academics. ML policies and procedures are to be requested from the Director of Education and Student Services. Questions on Financial Aid impact are to be directed to the Financial Aid Office.

Pursuant to Ohio Revised Code section 3332.20 institutions shall grant a student a military leave of absence from the institution while the student is serving on active duty and for one year after the conclusion of that service. The student shall not suffer academic penalty as a result of the leave of absence. Tuition refunds for students on a military leave of absence shall be calculated in accordance with Ohio Revised Code section 3332.20.

BUDGET CONSIDERATION FOR EACH PROGRAM

Acupuncture

Students are considered graduate level for budgeting and awarding purposes and must be enrolled in at least 225 clock hours during the quarter to be considered full-time students. Acupuncture Students taking 150 – 224 clock hours are considered to be attending three-quarter time during a quarter, and those taking 149 – 75 clock hours are considered to be attending half-time during a quarter. Those taking less than 75 clock hours are considered to be attending less than half-time during a quarter.

Medical Massage Therapy

Students are considered credit-hour students; however, the amount of hours students attempt each quarter are utilized and converted to credits for financial aid budgeting and awarding purposes. In order to determine if a student is half-time, or less than-half-time, the Financial Aid Office will add up both a student's "in-seat" clock hours and the outside prep hours associated with each class and divide that total amount of hours attempted by 20. A student must attempt 128-161 cumulative hours to be considered half-time; and attempting less than 128 cumulative hours will be considered less-than-half-time for purposes of awarding grants and loans.

Practical Nursing

Students are considered credit-hour students; however, the amount of hours students attempt each quarter are utilized and converted to credits for financial aid budgeting and awarding purposes. In order to determine if a student is full-time, three-quarter time, half-time, or less-than-half-time, the Financial Aid Office will add up both a student's "in-seat" clock hours and the outside prep hours associated with each class, and divide that total amount of hours attempted by 20. A student must attempt 244-258 cumulative "in-seat" plus outside clock hours to be considered full time for financial aid purposes; 181-239 cumulative hours to be considered three-quarter time; 120-172 cumulative hours to be considered half-time; and attempting less than 120 cumulative hours will be considered less-than-half-time for purposes of awarding grants and loans.

Registered Nursing

Students are considered undergraduate credit hour students for Financial Aid budgeting and awarding purposes and must be enrolled in at least 12 credit hours during the quarter to be considered full-time students. Registered Nursing students taking 9 – 11 credit hours are considered to be attending three-quarter time during a quarter, and those taking 6 – 8 credit hours are considered to be attending half-time during a quarter. Those taking 5 or less credit hours are considered to be attending less than half-time during a quarter.

STUDENT SERVICES

AIAM student and graduate services are available to assist you while completing your training and beyond. During new student orientation, you will become acquainted with the range of services available to AIAM students including ID badges, parking, books, disability services, and more. The Director of Education and Student Services is familiar with the issues facing incoming students and can be a source of assistance as you complete your program.

For more information:

Geoffrey Gould: ggould@AIAM.edu / 614.825.6255

All Services are applicable to all students whether on-campus or taking online classes.

ACADEMIC ADVISING

The Director of Education and Student Services provides academic advising to all students with each academic program chair also providing program specific advising. The Academic Program director/coordinator provides academic advising services: the Director of Nursing provides academic advising to students in AIAM's Nursing program; the Acupuncture Program Chair provides academic advising to acupuncture students; and the Medical Massage Therapy Program Coordinator provides academic advising to massage therapy students.

ALPHA BETA KAPPA HONOR SOCIETY

Alpha Beta Kappa (ABK) is an honor society recognizing excellence in the arts, the sciences, the trades, business, and technical and general studies. ABK has established Chapters in nationally accredited institutions which have demonstrated high standards over a period of many years in the education and training of adults in various fields, trades, and occupations. The Society encourages and recognizes superior student academic achievement, character, and leadership. AIAM is proud to be the officially authorized Gamma Delta Chapter of Ohio.

ALTERNATIVE MEDICINE SERVICES

Current AIAM students may schedule acupuncture and massage treatments in the student and professional clinic. Students receive a 20 percent discount on all scheduled appointments with licensed massage therapists and acupuncturist in the professional clinic. Current student clinic rates apply for services received in the student clinic.

BOOKS

The book lists by program with all the information needed to purchase books, including approximate market costs, are maintained on the AIAM website at https://www.AIAM.edu/resources/.

CAREER SERVICES ASSISTANCE

AIAM regularly receives job-opening notices from diverse businesses seeking massage therapists, acupuncturists and nurses. This information is available on the AIAM website to current students and AIAM alumni. AIAM does not guarantee placement. The Director of Education and Student Services is available to assist graduates with resume development and interviewing skills. A career fair is held bi-annually to assist current students and alumni with career services assistance. Program placement rates are available upon request from the Director of Education and Student Services and are also available on the AIAM website at https://www.AIAM.edu/consumer-information/.

COMPUTER ACCESS

The use of Peer-to-Peer (P2P) file sharing applications for the unauthorized acquisition or distribution of copyrighted or licensed material is prohibited on any school computer or network. Further, P2P file sharing applications commonly used for such purposes, may not be installed on any school computer. Any violation of this policy may result in the suspension of access to network resources or other appropriate school discipline, including dismissal and/or termination of enrollment.

COUNSELING

AIAM students seeking personal counseling should contact the Director of Education and Student Services, who can direct students to appropriate external community resources. Additional information can be found in the Information Center.

Homeless students cannot stay with AIAM personnel due to AIAM non-fraternization rules for AIAM employees. Please see Director of Education and Student Services for external community resource referrals.

DISABILITY SERVICES

AIAM offers a range of support services for persons with documented disabilities who have been accepted into the school. Support services are made available to qualified students with a documented disability. Determination of eligibility for support services is based on disability documentation from appropriate medical, educational, and/or psychological sources received by the Admissions Office at the time a student submits an application, or by the Director of Education and Student Services at the time the need for support services becomes evident for current students.

Students needing supportive services are encouraged to submit an Accommodations Request Form with the required supporting documentation as early as possible in the application process so that consideration for appropriate accommodations can be arranged. Students who choose not to utilize their approved accommodations for a testing situation may not subsequently re-test using the approved accommodation. For further information or to arrange for support services contact the Director of Education and Student Services, Geoffrey Gould, at ggould@AIAM.edu.

All tests, including quizzes, examinations, and other assessments that require proctoring as an approved accommodation, must be scheduled and completed within two (2) business days of the original testing date. Extensions beyond the two (2) business-day period must be approved by the Director of Student Services and Education, the Campus President, or the Director of Nursing, as applicable. Extensions will be granted only in unusual or extenuating circumstances and may require supporting documentation upon request. Students are responsible for coordinating testing accommodations in advance to ensure timely completion of assessments.

LIABILITY INSURANCE

AIAM provides “Student Blanket Professional Liability Insurance” to all active enrollees. Such coverage is applicable during authorized school activities only.

LIBRARY

The AIAM library stocks over 1300 reference books, magazines, DVDs, CDs and videos of various topics including Anatomy, Physiology, Massage, Acupuncture and Nursing. The library also hosts a collection of

community resource information on topics including domestic violence, anxiety, drug and alcohol abuse, and housing. Students have access to open-source electronic databases on and offsite through the AIAM Library website. The circulating collection of AIAM Library resources may be checked out for a 2-week period. Please bring AIAM Library RETURN materials to the AIAM Front Desk. If the item(s) are not returned within two weeks, a daily fee of $1.00 per item will be assessed. After 30 days, if the item is not returned, the student will be fined $50 or the replacement cost of the item, whichever is greater. The AIAM Library copies of most current classroom textbooks (the Reserves Collection) are non-circulating and they are not to leave the building. These textbooks only get checked out for 4 hours at a time as they are in high demand. AIAM has also established a borrowing relationship for AIAM students through The Ohio State University Health and Sciences Library. To use the OSU library, AIAM students must present valid identification including your AIAM student ID. Please see librarian for more details.

LODGING

Lodging is available at many nearby hotels and motels. Direct your inquiries to the Director of Education and Student Services to learn about local accommodations.

PARKING

Parking for AIAM students, faculty, staff, and visitors to the campus is available in the AIAM parking lot. Additional parking may be available at other designated off-site locations and will be announced to students as necessary. Cars may not be parked overnight for more than 3 days. Illegal parking (any other location not identified herein) will result in a vehicle towing at the offender's expense.

PRINCIPLES OF EXCELLENCE

Executive Order 13607

If you are eligible for Federal Military and Veterans Educational Benefits:

- You will receive a personalized and standardized form outlining total cost of your educational program as set forth by the US Secretary of Education.
- You will be informed of potential eligibility for Federal Financial Aid funding.
- You will be treated professionally and in compliance with Department of Education regulations.
- You will be allowed to be readmitted to a program if temporarily unable to attend class or suspend your studies due to service requirements and short absences due to service obligations will be accommodated if satisfactory academic progress is being made before the absence.
- You will be provided by your School Certifying Official and your school catalog with an educational plan detailing how to fulfill all the requirements necessary to graduate and the expected timeline of completion.
- You will have a designated point of contact for academic and financial advising for assistance in the completion of your studies. This designated point of contact is your School Certifying Official in the Financial Aid/Veterans Affairs Office.
- AIAM's refund policy aligns with Federal Student Aid rules as well as in compliance with State of Ohio refund policy.

TRANSCRIPTS/DIPLOMAS

An official transcript or duplicate diploma will be provided to students and graduates for a $10 charge by going to the AIAM website, https://www.AIAM.edu/transcript-and-diploma-requests/. Please allow 3 to 5 business days for processing.

Upon graduation, students receive a complementary official copy of their transcript and diploma.

Federal regulation does not require schools to release transcripts for non–Title IV periods where there is an unpaid balance. If a student owes money for a term in which **they did not receive Title IV aid**, the institution may withhold the credits (i.e., not include those terms on the transcript), which may result in a partial transcript hold.

Transcripts will be released in which a student received **Title IV** (federal) financial aid, provided that the institutional charges for that period are either:

1. Paid in full, or
2. Covered by an agreement to pay (e.g., a payment plan) and the student had made the first payment/current with payments under the payment agreement at the time the student requests the transcript/upon graduation.

If a student did not receive any federal Title IV aid for their enrollment (i.e., they paid tuition out of pocket, used private loans, or non-federal funding), then the Federal regulation's protection does not apply. The rule only mandates transcript release for terms where federal aid was received. Transcripts will be withheld for students with an unpaid balance for non–Title IV-funded terms.

VOTER REGISTRATION FORMS

The Director of Education and Student Services can provide voter registration forms when needed during normal business hours Monday through Friday, as well as links to voter information. Visit www.sos.state.oh.us/SOS/elections.aspx for voter registration information for the state of Ohio or https://www.AIAM.edu/consumer-information/.

SCHOOL POLICIES

Students and applicants are responsible for reviewing, understanding, and complying with current rules and policies in effect. American Institute of Alternative Medicine does not discriminate because of age, race, color, national origin, religion, sex, sexual orientation, political affiliation or belief, disability or any other characteristic protected under applicable federal or state law in admission to, access to, treatment in, or employment in its programs and activities. In addition, pursuant to Title IX of the Education Amendments of 1972 and supporting regulations, AIAM does not discriminate on the basis of sex in its education programs, activities, admissions, or employment.

For more information:
Anita Santamaria, *Title IX Coordinator* email: asantamaria@aiam.edu

The admissions department is available to provide hard copies of any of the information contained herein.

This catalog is a guide to school policy and requirements and is not a contract. Enrollment may be terminated at any time for violation of school rules or policies. Information in this catalog is subject to change.

All Policies apply to Distance Education/online classes unless otherwise noted.

ACADEMIC INTEGRITY

Ensuring academic integrity is an educational objective taken very seriously at AIAM. Students have a responsibility to maintain both the academic and professional integrity of the Institute and to meet the highest standards of academic and professional conduct. Students are expected to do their own work on examinations, class preparation, and assignments and to conduct themselves professionally when interacting with fellow students, faculty, and staff.

Student academic misconduct includes, but is not limited to, cheating on examinations and lab checkoffs, plagiarism, bribery, and falsification of student records.

The following explanations may be helpful in interpreting what are considered to be violations of academic integrity specifically related to taking examinations, completing course assignments/projects, and writing research reports:

1. Examinations: Using unauthorized notes, looking at another student's test paper, providing another student with answers during an examination or quiz, as well as evidence of remote access including but not limited to IP address irregularities, and other behaviors indicative of a breach of academic integrity in online or on campus testing.
2. Course Assignments/Projects: Collaborating with another student on assignments intended to be completed independently or submitting another student's work as your own are violations of the policy unless a course assignment is specifically designated as a group/team assignment.
3. Research Reports: Using another person's ideas, words, expressions, or findings in your writing without acknowledging the source is to plagiarize. A writer who does not provide appropriate credit when quoting or paraphrasing another's writing is guilty of plagiarism and in violation of the policy.
4. Lab Checkoffs: Using unauthorized notes, attempting to delete, redo, or otherwise manipulate video, asking others for help, and other behaviors indicative of a breach of academic integrity.

Plagiarism Policy

Plagiarism is using the ideas, data, or language of another without specific or proper acknowledgment. In speaking or in writing, plagiarism is the intentional or unintentional act of representing someone else's work as one's own. In addition, plagiarism is defined as using the essential style and manner of expression of a source as if it were one's own.

Examples of plagiarism include:

1. Copy and pasting any material from any source, online or other, and/or submission of word-for-word passages of others' work. (A short quote in quotation marks with proper acknowledgment (citation) is the only acceptable instance of word-for-word passages, and these must be used sparingly/one or two per paper.)
2. Paraphrasing others' work, which contains specific information or ideas and which is not properly acknowledged.
3. Two or more submitted papers, lab assignments, tests, etc., which contain a resemblance decidedly beyond the bounds of reasonable coincidence.
4. A paper, examination or assignment that contains data or conclusion which, upon questioning, the student cannot explain, support, or demonstrate coincidence.
5. All assignments are to be completed independently and without collaboration or assistance from anyone else, unless specifically designated as a group project by the instructor. Study groups should not work together creating the same written homework assignments. Unless specified as a group project, assignments with more than reasonable likeness will be considered plagiarized.

If there is any doubt, the student should consult his/her instructor or use a "when in doubt, document" philosophy.

Artificial Intelligence/ChatGPT

Students may not engage in any unauthorized collaboration or make use of ChatGPT or any other AI composition software. Students who use ChatGPT and/or similar tools on assignments are in violation of AIAM's Academic Integrity policies.

Homework Sharing/Help Websites

Homework cannot be shared on homework sharing/help websites or with other students/prospective students. If a student is found to have shared homework with others or uploaded AIAM homework assignments or other intellectual property to a homework sharing/help website, the student will automatically fail the associated course. Additional offenses could result in termination from the educational program.

Consequences for Academic Misconduct

Students who are found guilty of academic misconduct shall receive the following consequences:

1. For a first offense, the student must meet with the Director of Nursing regarding nursing courses/nursing behavioral decisions; the Director of Education and Student Services regarding General Education courses in the Nursing programs for related courses/issues; the Program Coordinator regarding all courses/issues in the massage therapy program, and the Acupuncture Program Chair regarding acupuncture program courses/issues. The student will be placed on Behavioral Warning and will also receive a "0" on the test, assignment, or lab checkoff. Additional attempts on lab checkoffs are not permitted when failed for academic misconduct. The student may appeal to the Campus President, per the Appeals Policy, within 5 days of the date of the letter of Behavioral Warning.

2. For a second offense, the student must meet with the Director of Nursing regarding nursing courses/nursing behavioral decisions; the Director of Education and Student Services regarding General Education courses in the Nursing programs for related courses/issues; the Program Coordinator regarding all courses/issues in the massage therapy program, and the Acupuncture Program Chair regarding acupuncture program courses/issues. They will be placed on Behavioral Probation and will also fail the associated course. The student may appeal to the Campus President, per the Appeals Policy, within 5 days of the date of the letter of Behavioral Probation.
3. For a third offense, the student will be dismissed from the program by the Director of Nursing regarding nursing courses/nursing behavioral decisions; the Director of Education and Student Services regarding General Education courses in the Nursing programs for related courses/issues; the Program Coordinator regarding all courses/issues in the massage therapy program, and the Acupuncture Program Chair regarding acupuncture program courses/issues without opportunity for readmission. The student has the right to Appeal to the Campus President within 5 days of the letter of dismissal, per the Appeals Policy.
4. Behavioral Warning/Probation incidents in a previous enrollment will be counted cumulatively in a readmission enrollment with the consequences applying per the relevant policies.

Students who are found guilty of academic misconduct for cheating on an exit exam (Comprehensive Predictor/Terminal Competencies/MBLEx Review) test shall receive the following consequence:
1. The student will fail the associated course of the exit exam and the student will be dismissed from the program without opportunity for readmission.
2. The student has the right to Appeal in all the above situations. (See Appeals policy)

Testing

Students taking tests on-campus may not use a Virtual Private Network (VPN) IP address. Students who are found to have IP address irregularities during testing will be held to the policies described in "Consequences for Academic Misconduct".

Students who borrow another student's laptop to take a test assume responsibility for logging into the Populi test under their own Populi account login instead of the other student's saved login information. Students who do not login and test using their own account prevent the other student from accessing the test. Any student who tests under another student's login will receive a "0" on the exam. Multiple logins on separate browsers or devices during testing are prohibited. Students who are found to have multiple logins will receive a "0" on the exam and held to the policies described in "Consequences for Academic Misconduct."

Student ID must be presented for on-campus testing and is to be placed on the desk face up.

The Director of Nursing or Director of Education and Student Services may discount a test found to be with anomalies in their judgment and at their discretion. The test will be required to be retaken in the proctor room.

Temporary Student ID

Occasionally, a student may have forgotten their Student ID badge which is needed to take a test. If this occurs during hours the Front Desk is staffed, a student may be issued a black and white temporary student ID badge valid for that date only. A temporary student ID badge will look different than a permanent badge. Temporary student ID badges:

- Are printed in black and white
- Do not have a badge holder and lanyard
- Will have the following written on the back of the badge:
  Valid only for (current date) and the signature of the receptionist who printed it.

A temporary student ID for testing purposes may only be issued once per quarter.

If the student has forgotten their Student ID more than once per quarter, the student must reschedule the test with the proctor.

If the student has forgotten their Student ID needed for testing purposes outside of the Front Desk hours, the student must reschedule the test with the proctor.

Testing Compromise
Students found duplicating test questions through any means including but not limited to printing, copying, video, screen shots, writing down questions and/or answers, will be dismissed without opportunity for readmission.

Students found disseminating test questions through any means will be dismissed without opportunity for readmission.

ADDING OR DROPPING A COURSE

All students who wish to add a course must request via email to Add or Drop a course to the Director of Education and Student Services. A student may add or drop a course during the first five business days of a quarter with approval. Course additions or drops must be approved by the Director of Education and Student Services. Any requests to add or drop a course submitted after the deadline may be subject to a $50 Add/Drop Fee. Tuition for the course changes will be adjusted on the student's account.

ANTI-HAZING

AIAM complies fully with state laws and regulations related to anti-hazing initiatives. Collin's Law went into effect in the state of Ohio on October 7, 2021 and requires all Ohio colleges and schools to adopt anti-hazing policies. AIAM prohibits engagement in any act of hazing or hazing related activity by any member of the AIAM community, including students, administrators, employees, faculty members, alumnus, and volunteers. This policy applies to acts conducted both on and off-campus.

Failure To Report Knowledge of Hazing
AIAM requires any administrator, employee, faculty member, alumnus, or volunteer associated with its programs and operations to report knowledge of hazing to a law enforcement agency in which the victim of hazing resides or in which the hazing is occurring or has occurred. Any individual acting in an official and professional capacity related to AIAM who recklessly fails to immediately report the knowledge of hazing as described is in violation of the law. This violation is a misdemeanor of the fourth degree. If the hazing causes serious physical harm, the violation is a misdemeanor of the first degree.

AIAM's Anti-Hazing Plan

AIAM's anti-hazing policy prohibits students and other individuals associated with the organization from engaging in hazing or any violation of section 2903.31 of the Ohio Revised Code (included below). AIAM provides anti-hazing education and training for all enrolled students during their orientation, and to administrators, faculty members, and individuals employed by AIAM during onboarding and faculty in-service meetings. Students are given information regarding hazing awareness, prevention, intervention, and the AIAM anti-hazing policy. While AIAM has no sanctioned organizations such as sororities or fraternities, all members of the campus community will nevertheless receive education and training on anti-hazing guidelines.

Definitions

Hazing: Any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse, as defined in section 3719.011 of the Revised Code.

Organization: A national or international organization with which a fraternity or sorority is affiliated.

Policy Violations

Any AIAM community member found to be in violation of anti-hazing laws or in violation of AIAM's anti-hazing policies will be subject to disciplinary procedures and/or referral to the appropriate authorities for legal prosecution. Campus disciplinary sanctions include, but are not limited to, written warnings, withholding of diplomas or transcripts pending compliance with rules or payment of fines, loss of privileges, probation, suspension, and or/dismissal or termination.

Any individual who permits the hazing or recklessly participates in the hazing of another person associated with AIAM or participates in or recklessly permits the hazing of another when the hazing includes coerced consumption of alcohol or drugs of abuse resulting in serious physical harm to the other person, is guilty of hazing. Depending on the offense, the violation is a misdemeanor of the second degree or (when alcohol or drugs of abuse are involved) a felony of the third degree.

Beginning with the 2022-2023 academic year, a report of all violations of the AIAM anti-hazing policy will be posted on the college's publicly accessible website.

State Of Ohio Collin's Law: The Ohio Anti-Hazing Act

From the Ohio Revised Code, Section 2903.31 | Hazing.

(A) AS USED IN THIS SECTION:

1) "Hazing" means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization or any act to continue or reinstate membership in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse, as defined in section 3719.011 of the Revised Code.
2) "Organization" includes a national or international organization with which a fraternity or sorority is affiliated.

(B)

1) No person shall recklessly participate in the hazing of another.
2) No administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of any organization, including any primary, secondary, or post-secondary school or any other educational

institution, public or private, shall recklessly permit the hazing of any person associated with the organization.

(C)

1) No person shall recklessly participate in the hazing of another when the hazing includes coerced consumption of alcohol or drugs of abuse resulting in serious physical harm to the other person.
2) No administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of any organization, including any primary, secondary, or post-secondary school or any other educational institution, public or private, shall recklessly permit the hazing of any person associated with the organization when the hazing includes coerced consumption of alcohol or drugs of abuse resulting in serious physical harm to that person.

(D)

Whoever violates this section is guilty of hazing. A violation of division (B)(1) or (2) of this section is a misdemeanor of the second degree. A violation of division (C)(1) or (2) of this section is a felony of the third degree.

APPEALS

A student has the right to officially appeal an academic grade or behavioral probation decision within five calendar days of the event. The Director of Nursing will make the initial decisions regarding nursing courses or nursing behavioral decisions; the Director of Education and Student Services will make the initial decision regarding General Education courses in the Nursing programs for related courses/issues; the Program Coordinator will make the initial decisions regarding all courses/issues in the massage therapy program, and the Acupuncture Program Chair will make the initial decisions for all courses in the acupuncture program.

Appeals regarding the decisions of any of the above must be submitted in writing to the Campus President within 5 calendar days of the rendered decision to be considered. All appeals to the Campus President must be submitted in writing by submitting a letter/ document and including any evidence to show cause as to why the decision should be overturned. Appeals may be submitted by attaching to an email (not in the body of an email) or placed in an envelope with “Campus President” written on the envelope on it and put in the Drop Box in the Lobby of AIAM or mailed to AIAM to the Campus President’s attention per the timeframes given in this policy. Face-to-face meetings for appeals are not required and held solely at the discretion of the Campus President, as applicable. The decision of the Campus President is final.

If the complainant or respondent in an on-campus student conduct proceeding involving reported sex offenses, relationship violence and stalking wishes to appeal the “result” or final decision of the Disciplinary Council, they have 5 calendar days of the rendered decision to appeal. The appeal must be submitted in writing to the Campus President. The decision of the Campus President is final.

ATTENDANCE POLICIES

Nursing attendance policy can be found in the Nursing Policies.

ACUPUNCTURE ATTENDANCE POLICIES

In theory (including science) courses, students missing more than 20% of total course hours will lose ½ letter grade for each 5% time increment after the 20% and up to but not exceeding 30% of the course hours. No excused absence will be allowed over 30% and the course will be failed. The Director of Education and Student Services may waive this penalty in very rare and extenuating circumstances. All missed class time

is part of total percentage—tardiness, leaving class early, leaving class during class and returning, sleeping in class, and absences. An "excused" absence means the student may make up in-class work/tests missed, however, all time out of the classroom counts towards the overall attendance.

In techniques/hands-on courses students missing more than 10% of total course hours will lose ½ letter grade for each 5% time increment after the 10% and up to but not exceeding 20% of the course hours; no excused absence will be allowed over 20%, regardless of circumstance and the course will be failed. All missed class time is part of the percentage counted — tardiness, leaving class early, leaving class during class and returning, sleeping in class, absences. The Director of Education and Student Services may waive grade reduction for time missed in rare extenuating circumstances.

Students arriving more than 10 minutes late will not be allowed to sit for the test. The student will be asked to leave/may be removed from the test situation until the test is over so there is no distraction for other students. Students will be advised to contact the Director of Education and Student Services for permission to make up the test. If a student is late 10 minutes or more a third time in a class, regardless if related to a testing situation, the student will be required to set an appointment within 48 hours with the Director of Education and Student Services.

If a student has not attended classes for 14 consecutive calendar days and has made no previous arrangements to return to class, the student will be administratively withdrawn from the program (See Financial Impact of Withdrawal). Grades in progress will be awarded Fs.

The missed class time policy at AIAM is all encompassing and includes late arrival to class, unscheduled breaks during class time, late return from breaks, sleeping in class, being off camera if applicable, and leaving class before the scheduled end time. Absent time is cumulative.

Missed Class Time: The missed class time policy at AIAM is all encompassing and includes late arrival to class, unscheduled breaks during class time, late return from breaks, and leaving class before the scheduled end time. A student is counted as absent for each fifteen (15) minute increment of class missed. Absent time is cumulative, and forty-five (45) minutes cumulative absence shall count as one (1) clock-hour absent.

All missed class time is part of total percentage—tardiness, leaving class early, leaving class during class and returning, sleeping in class, and absences. An "excused" absence means the student may make up in-class work/tests missed, however, all time out of the classroom counts towards the overall attendance.

Students who cannot complete the on-campus portions of their program for any reason will not be able to pass the course(s) associated with the on-campus requirements. Should a student encounter a significant medical situation they may be eligible for a Medical Leave (ML) and should contact the Director of Education and Student Services.

Missed Work: It is the student's responsibility to contact the instructor regarding missed course work that was done in class on the date the student was absent. Any such in-class work missed must be completed within seven (7) calendar days of absence or the student will receive a zero (0) for the missed in-class course work. Missed quizzes/weekly tests will not be available for make-up due to unexcused tardiness.

Homework and assignments are required to be turned in via Populi, as applicable on the date due, regardless of absence. Note that late homework or assignments will be accepted; however, the late assignment penalty will be applied (see "Late Assignments" policy) since these can be uploaded to Populi from any place with internet connection. Individual instructors may institute an exception to this rule for specific types of homework that are not able to be easily uploaded to Populi. Otherwise, only the Director of Education and Student Services can waive this grade penalty on homework submitted past the assigned due date in rare and extenuating circumstances.

Late Assignments: Students are expected to submit required class/clinical assignments by the stated due date and time. All other late submission of assignments unrelated to absences will be penalized by dropping one half letter grade (5%) per each day past the due date, up to 7 days after the due date. After 7 days from the due date, no submissions will be accepted, and the student will receive a 0 for that assignment. If there is a possibility that the student's work may be late, the student should communicate this with the instructor before the assignment is due. There will be no exceptions unless there is an extenuating circumstance, which has to be granted by the Director of Education and Student Services.

Only those students with documented absences approved by the faculty will be allowed to make-up exams or quizzes missed (See Exams and Make-up Exams Policy). In rare circumstances, an absence may be excused without documentation at the discretion of the Director of Education and Student Services.

Example of supporting documentation:

- Illness of self or minor child with verifiable doctor's excuse
- Obituary – Death in family
- Court Subpoena

Timely attendance at clinical classes/clinical rotations/clinical shifts is mandatory as these practices while in school develop the professional work ethic desired in the workplace. When an absence is unavoidable, students must notify their instructor at least two hours prior to the start of their clinical class/clinical rotation/clinical shift.

A clinical class/rotation/shift absence without supporting documentation or administrator/manager approval for the emergency will result in course failure. A No Call/No Show for your clinical class/clinical rotation/clinical shift will result in course failure.

All clinic absences must be made up.

MEDICAL MASSAGE THERAPY ATTENDANCE POLICIES

In theory (including science) courses, students missing more than 20% of total course hours will lose ½ letter grade for each 5% time increment after the 20% and up to but not exceeding 30% of the course hours. No excused absence will be allowed over 30% and the course will be failed. The MMT Program Coordinator may waive this penalty in very rare and extenuating circumstances. All missed class time is part of total percentage—tardiness, leaving class early, leaving class during class and returning, sleeping in class, and absences. An "excused" absence means the student may make up in-class work/tests missed, however, all time out of the classroom counts towards the overall attendance.

In techniques/hands-on courses students missing more than 10% of total course hours will lose ½ letter grade for each 5% time increment after the 10% and up to but not exceeding 20% of the course hours; no

excused absence will be allowed over 20%, regardless of circumstance and the course will be failed. All missed class time is part of the percentage counted — tardiness, leaving class early, leaving class during class and returning, sleeping in class, absences. The MMT Program Coordinator may waive grade reduction for time missed in rare extenuating circumstances.

Students arriving more than 10 minutes late on test days will not be allowed to sit for the test. The student will be asked to leave/may be removed from the test situation until the test is over so there is no distraction for other students. Students will be advised to contact the MMT Program Coordinator for permission to make up the test. If a student is late 10 minutes or more a third time in a class, regardless if related to a testing situation, the student will be required to set an appointment within 48 hours with the MMT Program Coordinator.

If a student has not attended classes for 14 consecutive calendar days and has made no previous arrangements to return to class, the student will be administratively withdrawn from the program (See Financial Impact of Withdrawal). Grades in progress will be awarded Fs.

The missed class time policy at AIAM is all encompassing and includes late arrival to class, unscheduled breaks during class time, late return from breaks, sleeping in class, being off camera if applicable, and leaving class before the scheduled end time. Absent time is cumulative.

Regardless if absence is excused, all time missed over 10% (cumulative) in each course must be made up using the Make-Up Hours Log and procedure. All time must be made up within 14 calendar days of the missed time, OR by the last day of the quarter if class time is missed in the last 2 weeks. Failure to make up the time required will result in course failure.

All exam days missed must be approved and/or documented excuses or the exam may not be made up and the student will receive a "0" for that exam.

Clinical: For extenuating and excused/approved circumstances approved by the Campus President, students may miss up to the equivalent of 2 days clinic (which can accumulate from missed time from tardiness or leaving early). All clinic hours missed must still be made up: the excuse/approval is the permission to make up the time. A third missed day may result in failure of the clinical unless waived by the Campus President for extreme extenuating circumstances, and all hours must be made up.

Students must notify their instructor as soon as possible, preferably at least 24 hours prior to the starting time and no later than two hours prior to the starting time of their clinic shift.

NOTE: Medical Massage Therapy Program students will be charged a $30 fee per hour for last minute cancelled appointments in the student clinic, payable to AIAM, unless excused by the Campus President.

All clinic absences MUST be made up and Massage Therapy students are required to contact the Clinic Manager within (7) days of the absence to schedule the make-up date. After (7) days, students will fail the course unless a waiver for extenuating circumstances for the delay in contacting to schedule the make-up date is received from the Campus President.

- A clinic shift absence without supporting documentation or administrator/manager approval for the absence will result in course failure.
- A No Call/No Show for your clinic shift will result in course failure.

Examples of supporting documents include:

- Court Subpoena
- Illness of self or minor child with verifiable doctor's excuse
- Obituary – Death in family

Missed Class Time: The missed class time policy at AIAM is all encompassing and includes late arrival to class, unscheduled breaks during class time, late return from breaks, and leaving class before the scheduled end time. A student is counted as absent for each fifteen (15) minute increment of class missed. Absent time is cumulative, and forty-five (45) minutes cumulative absence shall count as one (1) clock-hour absent.

All missed class time is part of total percentage—tardiness, leaving class early, leaving class during class and returning, sleeping in class, and absences. An "excused" absence means the student may make up in-class work/tests missed, however, all time out of the classroom counts towards the overall attendance. Students who cannot complete the on-campus portions of their program for any reason will not be able to pass the course(s) associated with the on-campus requirements. Should a student encounter a significant medical situation they may be eligible for a Medical Leave (ML) and should contact the Director of Education and Student Services.

Missed Work: It is the student's responsibility to contact the instructor regarding missed course work that was done in class on the date the student was absent. Any such in-class work missed must be completed within seven (7) calendar days of absence or the student will receive a zero (0) for the missed in-class course work. Missed quizzes/weekly tests will not be available for make-up due to unexcused tardiness.

Homework and assignments are required to be turned in via Populi, as applicable on the date due, regardless of absence. Note that late homework or assignments will be accepted, however, the late assignment penalty will be applied (see "Late Assignments" policy) since these can be uploaded to Populi from any place with internet connection. Individual instructors may institute an exception to this rule for specific types of homework that are not able to be easily uploaded to Populi. Otherwise, only the MMT Program Coordinator can waive this grade penalty on homework submitted past the assigned due date in rare and extenuating circumstances.

Late Assignments: Students are expected to submit required class/clinical assignments by the stated due date and time. All other late submission of assignments unrelated to absences will be penalized by dropping one half letter grade (5%) per each day past the due date, up to 7 days after the due date. After 7 days from the due date, no submissions will be accepted, and the student will receive a 0 for that assignment. If there is a possibility that the student's work may be late, the student should communicate this with the instructor before the assignment is due. There will be no exceptions unless there is an extenuating circumstance, which has to be granted by the MMT Program Coordinator.

Only those students with documented absences approved by the faculty will be allowed to make-up exams or quizzes missed (See Exams and Make-up Exams Policy). In rare circumstances, an absence may be excused without documentation at the discretion of the MMT Program Coordinator.

Example of supporting documentation:

- Illness of self or minor child with verifiable doctor's excuse

- Obituary – Death in family
- Court Subpoena

Timely attendance at clinical classes/clinical rotations/clinical shifts is mandatory as these practices while in school develop the professional work ethic desired in the workplace. When an absence is unavoidable, students must notify their instructor at least two hours prior to the start of their clinical class/clinical rotation/clinical shift.

A clinical class/rotation/shift absence without supporting documentation or administrator/manager approval for the emergency will result in course failure. A No Call/No Show for your clinical class/clinical rotation/clinical shift will result in course failure.

AUDITING COURSES

AIAM does not allow a class(es) to be audited for courses students have received transfer credit awarded from another institution. Auditing classes for current students who have already taken and passed the course at AIAM for review purposes may be considered on a case-by-case basis contingent upon space availability and approved by the Campus President only. In AIAM sponsored remediation plans for students who have graduated but not yet passed their board exam, audits will be permitted based on space availability and must be approved by the Campus President.

BADGES & UNIFORMS

All students, faculty and staff at AIAM are issued an Identification (ID) Card, which should be carried at all times. Lost or expired ID's may be replaced in the Administrative Office for a cost of $10. Please consult with the clinic supervisor for applicable ID guidelines. Acupuncture students will be required to wear assigned AIAM Acupuncture Clinic nametags. Medical Massage Therapy students working in the Student Clinic will be required to wear the AIAM issued uniforms. Nursing students must also wear AIAM ID badges in class and in clinical settings, as well as any respective identification issued by a clinical agency at the clinical site.

Temporary Student ID

Occasionally, a student may have forgotten their Student ID badge which is needed to take a test. If this occurs during hours the Front Desk is staffed, a student may be issued a black and white temporary student ID badge valid for that date only. A temporary student ID badge will look different than a permanent badge. Temporary student ID badges:

- Are printed in black and white
- Do not have a badge holder and lanyard
- Will have the following written on the back of the badge:
  Valid only for (current date) and the signature of the receptionist who printed it.

A temporary student ID for testing purposes may only be issued once per quarter.

If the student has forgotten their Student ID more than once per quarter, the student must reschedule the test with the proctor.

If the student has forgotten their Student ID needed for testing purposes outside of the Front Desk hours, the student must reschedule the test with the proctor.

CAMPUS SECURITY

American Institute of Alternative Medicine employs no security personnel. The AIAM Campus President is responsible for the building's security and appoints Campus Security Authorities. A CSA has significant responsibility for student and campus activities and the personnel students may report crime allegations. CSA reports to the Director of Education and Student Services, and those allegations of Clery Act Crimes that he/she concludes were made in good faith on the AIAM Universal Crime/Incident Report Form within 24 hours. The CSA does not have the authority to arrest individuals. The Columbus Police Department is notified via 911 in emergency situations.

Campus Security Authorities for AIAM are:
Acupuncture Program Chair/Clinic Manager • Campus President • Chief Executive Officer • Confidential Advisor • Director of Nursing • Director of Financial Aid • Director of Education and Student Services • Title IX Coordinator • Medical Massage Therapy Program Coordinator

CAMPUS HOURS (GENERAL)

Monday through Thursday: 7:30 a.m. to 7:00 p.m.
Friday: 7:30 a.m. to 4:00 p.m.
Saturday: 8:00 a.m. to 3:00 p.m.
Sunday: 11:00 a.m. to 3:00 p.m.

These hours are subject to change based on student clinic hours and classroom schedules. Except for the main lobby all outside doors are locked from entering. Staff offices are locked when not in use. AIAM employs no security personnel and relies on each member of the AIAM community doing their part to keep the campus safe.

CONDUCT

Students must observe the American Institute of Alternative Medicine's code of conduct and govern themselves in a professional manner. A mutual respect of individual rights must exist between students and fellow students as well as students and staff to ensure a positive learning atmosphere. Students whose actions constitute misconduct will be subject to disciplinary action by the American Institute of Alternative Medicine that may lead to suspension or termination. Courteous behavior and professional conduct, appropriate to a professional environment is to be displayed at all times. Inappropriate conduct and/or communication may be a cause for suspension or termination. Every student is subject to federal and state law and respective county and city ordinances.

Duty To Warn

Students who communicate intent for self-harm implicitly or explicitly will be referred to emergency services and the appropriate law enforcement agency will be contacted for a wellness check at the student address on file. The appropriate law enforcement agency will be contacted regarding students who communicate intent to harm another.

Infringements of the Student Code of Conduct

The conviction of a student for any criminal offense which interferes with the orderly operation of the school or which the American Institute of Alternative Medicine administration feels would endanger

members of the American Institute of Alternative Medicine community shall be subject to disciplinary action.

Infringements of the Student Code of Conduct are handled by the Campus President.

The following offenses (but not limited to) are considered misconduct and may result in dismissal from American Institute of Alternative Medicine:

Offenses Related to Conduct

Positive ethical behavior is expected of all students while enrolled in any program. Nursing Programs have additional Student conduct criteria noted in the Nursing Policies section. Violation of school policies may result in written reprimand, suspension, probation or dismissal. Students must follow all school policies, which include:

1. Appropriate student appearance and personal hygiene: any item of clothing that contains profane messages is deemed inappropriate and the student will be asked to change that article of clothing.
2. Following the attendance policy.
3. Students may not engage in any sexual activity and/or any sexual innuendo or sexual harassment on school premises. Sexual harassment is defined as unwelcome advances, requests for sexual favor, or other verbal visual, or physical actions of a sexual nature.
4. Working in a professional and responsible manner.
5. Respecting personal and school property, students are expected to leave any space they use during a course of instruction neat and clean. Students will be introduced to various lubricants appropriate for Medical Massage Therapy. Students may not use massage oil in the AIAM building.
6. Academic Honesty.
7. Honest representation of yourself as an unlicensed student practitioner and of the therapeutic value of Acupuncture, Chinese or Swedish massage, and neuromuscular therapy.
8. Since massage students are not licensed, tipping is not allowed in any form.
9. No cell phone use in class. Cell phones must be turned off or on vibrate while in class unless authorized for academic purposes by the course instructor.
10. Students must keep mailing and email addresses current, as well as cell phone and home phone numbers, for communication with the school. Students can update their information in Populi themselves. The finance office must be notified separately.
11. Students may not bring children to campus, including leaving in private vehicles or common spaces.
12. Students may not bring animals/pets to campus, including leaving in private vehicles or common spaces with the exception of registered Service Animals with prior notification to the Director of Education and Student Services.

Offenses Related to Persons

An offense related to a person is committed when a student:

1. Intentionally or knowingly and without authority or consent limits and/or restricts the freedom of a person to move about in a lawful manner.

2. Threatens by any means, intimidates or uses physical or sexual force in a manner than endangers the health or safety of another person or which reasonable causes another person to be fearful of physical or emotional harm.
3. Intentionally harasses another person including but not limited to impeding another persistently or wronging or bothering another persistently.
4. Engages in any activity related to other persons that are prohibited by law or court order.

Offenses Related to Property

An offense related to property is committed when a student:

1. Knowingly and without consent or authorization possesses, removes, uses misappropriates, or sells the property or services of another person or the American Institute of Alternative Medicine.
2. Intentionally or negligently damages or destroys property owned or in the possession of another person of the American Institute of Alternative Medicine.
3. Obtains the property of another person by misrepresentation or deceptive means.
4. Enters or uses the American Institute of Alternative Medicine's facilities or property without consent or authorization.
5. Commits a computer-related offense.

Offenses Related to the Operation of American Institute of Alternative Medicine

An offense to the operation of the American Institute of Alternative Medicine is committed when a student:

1. Engages in illegal, obscene, or indecent conduct on the American Institute of Alternative Medicine property or at an American Institute of Alternative Medicine sponsored event.
2. Forges, alters, possesses, duplicates, or uses documents, records, keys, or identification without consent or the authorization of appropriate American Institute of Alternative Medicine officials.
3. Engages in solicitation in or on American Institute of Alternative Medicine property or involving the use of American Institute of Alternative Medicine property unless such solicitation is approved by appropriate American Institute of Alternative Medicine officials.
4. Commits intentional acts to impair, interfere with or obstruct the orderly conduct processes and functions of American Institute of Alternative Medicine.
5. Commits violation of the Copyright Policy.
6. Commits violation of the Internet Access and Usage policy.
7. Engages in actions that bring the name or reputation of American Institute of Alternative Medicine into disrepute.
8. Engaging in smoking on AIAM grounds is prohibited, except in their own vehicle (see Smoking policy).

Offenses Related To Welfare Health Or Safety

An offense related to welfare, health or safety is committed when a student:

1. Uses, possesses or manufactures without American Institute of Alternative Medicine authorization, firearms, explosives, weapons, unregistered fireworks, illegal chemical, or biological agents or other dangerous articles or substances injurious to persons or property.
2. Falsely reports a fire, activates emergency warning equipment, or communicates false information regarding the existence of explosives or hazardous materials on American Institute of Alternative Medicine property.
3. Abuses, removes, or damages fire and safety equipment or fails to vacate a building or facilities when a fire alarm is activated.

4. Fails to leave a building, streets, walks, driveways, or other facilities of the American Institute of Alternative Medicine when directed to do so by an American Institute of Alternative Medicine official having just cause to do so.
5. Uses, possesses, distributes, sells, or is under the influence of alcohol, narcotics, hallucinogens, dangerous drugs, or controlled substances, except as permitted by law.
6. Commits violation of the American Institute of Alternative Medicine Drug and Alcohol abuse policy.

- ***Readmission for students previously dismissed for misconduct is subject to Campus President's approval.***
- ***Fs will be awarded for all courses in progress when a student is dismissed for misconduct during an academic term***

CONTACT NUMBERS (ON CAMPUS)

Elaine Hiatt, Ph.D., Campus President .....614.825.6255, ext. 234
Geoffrey Gould, Director of Education and Student Services ..... 614.825.6255, ext. 237

CONTACT NUMBERS (OFF CAMPUS)

Emergency.....911
Police Department (non-emergency)..... 614.645.4545
Fire Department (non-emergency)..... 614.221.2345

AIAM continues to provide a safe campus environment for students as noted in our Annual Campus Crime Reports. A copy of this report is available in the Director of Education and Student Service's office.

For AIAM's policy regarding the possession, use and sale of alcoholic beverages and illegal drugs, see the Drug-Free School and community Act as noted in AIAM policies section of the catalog. For a detailed listing of criminal offenses in the public geographical area in which AIAM resides, please contact the Director of Education and Student Services.

CONSEQUENCES

Academic and/or professional misconduct is subject to disciplinary action. Instructors who suspect cheating will escalate the issue to the Director of Education and Student Services (or Director of Nursing if involving a nursing course). A student may be placed on probation, fail a graded course component, fail a course, or be dismissed.

COURSE CANCELLATION

If AIAM cancels a scheduled course, all monies paid by the student for that course will be refunded in full within 30 days after notification.

COURSE SURVEY

Students are provided the opportunity to communicate commendations and concerns about their courses or instructors through confidential course and faculty evaluations at the end of each quarter. Students with concerns may contact the applicable Program Director/Coordinator at any time to discuss their concerns.

DISMISSAL

Student dismissal is viewed as the last recourse at AIAM. At the discretion of the Campus President, a student may be dismissed from the school for behavior disruptive of AIAM's educational mission, for academic dishonesty, for acts or inattention which violate professional ethics in client care, and for, but not limited to, the following reasons:

1. Violation of the school rules and policies.
2. Failure to fulfill the terms and conditions of the enrollment agreement.
3. Failure to meet financial obligations.
4. Unsatisfactory academic progress.
5. Failure to complete the program within 1.5 times the length of the program.
6. Illegally bringing or bearing firearms or other lethal weapons on campus.
7. Being under the influence or in possession of any illegal drugs or alcohol while on school property or at school sponsored activities.
8. Threatening behavior or remarks.
9. Altering required documentation including medical/doctor's excuses, official letters, transcripts, or other official documentation. A student who is found to have submitted a fraudulent medical document will be dismissed from the program without opportunity for readmission.

A student who receives a notice of dismissal will have five (5) calendar days from the date of dismissal to file a request in writing for a review of the dismissal by the Campus President and to show cause as to why the dismissal should be overturned. This request must be in writing and sent to the Campus President by registered mail or electronic submission with confirmation or proof of delivery. Face-to-face meetings are not required and held solely at the discretion of the Campus President. The decision of the Campus President shall be final in all cases. Students who are dismissed during a quarter for behavioral conduct reasons will receive Fs in all courses in progress.

DRESS CODE

Acupuncture

1. Techniques classes on campus: appropriate attire for practice includes shorts, tee shirts/tank tops. While outside the classroom, there should be appropriate coverage (no midriff tops, appropriate underclothing).
2. Designated AIAM Clinic Attire per the Acupuncture Clinic Handbook for Student Clinic.

Medical Massage Therapy

On-Campus:

1. Techniques classes: In the classroom, appropriate attire for receiving a practice massage techniques practice on others includes sweats, shorts, tee shirts/tank tops/sports bras in good condition (no holes or tears). While giving a massage/working on others in the classroom or while outside the classroom during breaks, there should be appropriate coverage (no midriff tops/sports bras/swim tops, appropriate underclothing). Leggings are not acceptable attire for techniques classes.
2. Designated AIAM Clinic Attire per the Massage Clinic Handbook when working in the Student Clinic.

Online Courses:

1. Appropriate street clothes (no pajamas).

Practical and Registered Nursing

1. Scrubs of your choice are to be worn in all online and on-campus courses.
2. Designated AIAM Clinic Attire per the Nursing Dress Code for Nursing students.

DROPPING A COURSE

To drop a course, students must submit a written request to the Director of Education and Student Services by the published official quarter add/ drop date for that quarter. This request should be by email to the Director of Education and Student Services stating the course number and name. If this submission is on time, no notation is made on the students' transcript of the drop, and all related tuition and fees for that quarter will be refunded except for any supplies that have been charged to the students' account. Supplies may be returned if they are in new condition.

A student who stops attending a class or does not request an official Drop within the required time frame will receive a letter grade of "F" for the class. The student must secure Director of Education and Student Services' approval by email, which will be documented in the student's file. And Add/Drop form is completed by the Registrar. The completed form is saved to the student's file by the Registrar's office, which also will notify the Financial Aid office.

It is the student's responsibility to complete the Add/Drop process by the written request via email, and ensure the email is received by requesting email receipt and/or receiving the approval/denial reply from the Director of Education and Student Services.

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. 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 in the AIAM School Catalog.

Section change requests based on personal preferences are not permitted. The institution may make section changes based on staffing availability, class size, or other administrative reasons.

DRUG-FREE SCHOOL AND COMMUNITY ACT

AIAM is a dynamic learning environment. Its students, faculty, staff, alumni, and guests interact in a wide variety of intellectual and social activities that may extend outside of the classroom. We value and promote an environment of legal and responsible alcohol use and support alcohol-free environments. We recognize alcoholic beverages may be available at some activities. Such activities are consistent with the AIAM's values when they foster moderation and safety in alcohol consumption.

AIAM complies fully with local, state, and federal regulations regarding the sale, possession and consumption of alcoholic beverages. The unlawful manufacture, possession, use or distribution of illicit drugs or controlled substances on campus or as part of AIAM activities is strictly prohibited. All members of the AIAM community are held responsible for their behavior and for respecting the rights of others. We are committed to providing the community with education as it relates to illicit drug use, the consumption of alcohol in general as it relates to high-risk alcohol use, in particular.

We provide programs, support and resources that promote making health-enhancing experiences a priority.

Definitions

Open container: Any holder or receptacle that allows access to alcohol, including any bottle, can, or similar container on which the original seal has been broken. A bottle must be re-corked by the permit holder.

Physical control of a vehicle: Being in the driver's position of the front seat of a vehicle and having possession of the vehicle's ignition key or other ignition device.

Regulations Governing Alcoholic Beverages

Alcohol Guidelines: The use of alcoholic beverages is prohibited on AIAM's campus unless an exception for a special event is granted by the Campus President. When alcohol is present at an event, strict controls must be enforced in order to prevent underage drinking. These controls are consistent with local, state, and federal laws and AIAM's Student and Staff handbooks.

Policy Violations

Any student, faculty, or staff member, or visitor found to be in violation of local, state, and/or federal law, or who violate AIAM's alcohol and other drug policies, are subject to disciplinary procedures and/or referral to the appropriate authorities for legal prosecution. Campus disciplinary sanctions include, but are not limited to, written warnings, loss of privileges, probation, participation in an alcohol or other drug assistance or rehabilitation program, suspension, and/or dismissal. Sanctions may also apply to off-campus conduct.

If alcohol violations occur, the following systems may be used:

- Students are subject to appropriate discipline.
- Faculty and Staff will be disciplined per Employee Handbook guidelines.

Alcohol policy violations can be reported to the Campus Security Authority who will forward the information to the appropriate personnel.

Regulations Governing Illicit Drugs

The unlawful manufacture, possession, use or distribution of illicit drugs or controlled substances on campus or as part of AIAM activities is strictly prohibited. AIAM expects students, faculty, staff, and campus visitors to abide by all applicable local, state, and federal laws regarding illicit drugs and controlled substances.

Legal Requirements

Under local, state, and federal laws, it is a crime to do any of the following. For more information, see: www.dea.gov

Underage Drinking

1. Purchase, order, pay for, or share the cost of alcohol if you are under 21.
2. Possess alcohol if you are under 21.
3. Consume alcohol if you are under 21, unless it is provided by and consumed in the presence of your parent, legal guardian, or adult spouse.
4. Sell alcohol to or buy alcohol for anyone under 21.
5. Furnish alcohol for anyone under 21, unless you are the parent, legal guardian, adult spouse in your own home or apartment, or one or more specified for religious, educational, or medical purposes.
6. Allow anyone under 21, other than your own child/dependent, who possesses or consumes alcohol to remain in your home, apartment, or in other property that you own or occupy.

False Identification

1. Show or give false information about your name, age, or other identification to purchase or obtain alcohol if you are under 21.
2. Provide false information about the name, age, or other identification of another person under 21 to purchase or obtain alcohol for that person.

Open Containers

1. Have an open container of alcohol in your possession in any unlicensed public place.
2. Have an open container of alcohol in your possession while driving or riding in or on a motor vehicle.
3. Have an open container of alcohol in your possession while in or on a motor vehicle that is parked in or on a highway, street, or other place open to the public for parking.

Transportation

If you are under 21, you are considered to be driving under the influence if:

1. Your blood alcohol level is .02 or higher and 0.08 at age 21. Refusing an alcohol test results in an immediate administrative license suspension.
2. You consume alcohol while in a motor vehicle.
3. You drive while under the influence of alcohol.
4. You are in physical control of a vehicle while drinking or under the influence of alcohol.

Disorderly Conduct

Engage in conduct that offends, inconveniences, annoys, or alarms others or that poses a risk of physical harm to yourself, to others, or to property while you are voluntarily intoxicated.

Alcohol Sales

Hold an event where alcohol is sold, or an event where alcohol is provided without charge but there is an entrance fee, cover charge, or other fee, without an appropriate permit. Information on how to obtain a temporary liquor permit is available from the Ohio Division of Liquor Control by phone at **614.644.2360** and on the web at https://com.ohio.gov/divisions-and-programs/liquor-control/liquor-control. You must also have permission to serve alcohol on campus from the Campus President or CEO.

Illicit Drugs

1. Selling or offering to sell any controlled substance, or preparing or packaging any controlled substance for sale.
2. Distributing any controlled substance.
3. Knowingly obtaining, possessing, or using a controlled substance.

State Of Ohio Alcohol And Drug Law Criminal Sanctions

1. Underage Drinking: Ohio Revised Code (O.R.C.) 4301.63 provides that no person under the age of 21 shall purchase beer or intoxicating liquor. Penalty for a violation: A fine of not less than $25 but not more than $100 may be imposed. The court may order that the fine be paid by the performance of public work at a reasonable hourly rate established by the court, and may specify the designated time in which the public work shall be completed.
2. False identification used to purchase alcohol for someone under 21: O.R.C. Section 4301.633 provides that no person shall knowingly furnish any false information as to the name, age, or other identification of any person under 21 years of age for the purpose of obtaining or with the intent to obtain, beer or intoxicating liquor for a person under 21 years of age, by purchase, or as a gift.

Penalty for a violation: Violation of O.R.C. section4301.633 is a misdemeanor of the first degree. The maximum penalty is imprisonment for not more than 6 months and a fine not more than $1,000.

3. False identification used to purchase alcohol by someone under 21: O.R.C. Section 4301.634 provides that no person under the age of twenty-one years shall knowingly show or give false information concerning the person's name, age, or other identification for the purpose of purchasing or otherwise obtaining beer or intoxicating liquor in any place in this state where beer or intoxicating liquor is sold under a permit issued by the division of liquor control or sold by the division. Penalty for violation: Violation of O.R.C. Section 4301.634 is a misdemeanor of the first degree, punishable by up to 6 months imprisonment and fines up to $1,000. If a false or altered state identification card was used in commission of a violation of O.R.C. Section 4301.634, the punishment is a first-degree misdemeanor with a fine of at least $250 to $1,000 and up to six months imprisonment.
4. Open container in a motor vehicle: O.R.C. Section 4301.64 prohibits the consumption of beer or intoxicating liquor in a motor vehicle. Penalty for violation: A violation of O.R.C. Section 4301.64 is a misdemeanor of the fourth degree punishable by up to thirty days in jail and a fine up to $250.
5. Furnishing or selling alcohol to someone under 21: O.R.C. Section 4301.69(A) prohibits any person from selling or furnishing beer or intoxicating liquor to a person under 21 years of age, or buying it for any person under the age of 21. Penalty for violation: Violation of O.R.C. Section 4301.69(A) is a misdemeanor punishable by a fine of at least $500 but not more than $1,000, and in addition imprisoned for up to 6 months.
6. Underage purchase, possession or consumption of alcohol: O.R.C. Section 4301.69(E) provides that no underage person shall knowingly order, pay for, share the cost of, attempt to purchase, possess, or consume any beer or intoxicating liquor in any public or private place or knowingly be under the influence of any beer or intoxicating liquor unless he or she is accompanied by a parent, spouse, or legal guardian who is not an underage person, or unless the beer or intoxicating liquor is given for religious purposes or by a physician for medical purposes. Penalty for violation: A violation of O.R.C. Section 4301.69(E) is a misdemeanor of the first degree. The maximum penalty is imprisonment for not more than 6 months and a fine up to $1,000.
7. Driving while intoxicated: O.R.C. Section 4511.19 prohibits any person from driving a motor vehicle while under the influence of alcohol or drugs. Penalty for violation: A violation of O.R.C. Section 4511.19 is a misdemeanor of the first degree, the maximum penalty for which is a jail term of up to 6 months and a fine up to $1,000. In addition, the court may impose additional fines, community rehabilitation or intervention programs, and suspend or revoke the offender's driver's license. Additional penalties exist for repeat offenders of O.R.C. Section 4511.19.
8. Selling or distributing illicit drugs: O.R.C. Section 2925.03 prohibits any person from selling or offering to sell any controlled substance, preparing or packaging any controlled substance for sale, or distributing any controlled substances. Penalty for violation: Anyone who violates this statute is guilty of drug trafficking. Violation of this statute is a felony, the level of which depends on the specific criteria set forth in Section 2925.03(C), including type and weight of drug. The minimum penalty for a fifth-degree felony can include 6 to 12 months in jail and/or a fine up to $2,500. The maximum penalty for a first-degree felony can include imprisonment up to 10 years and a fine up to $20,000.
9. Possessing or using illicit drugs: O.R.C. Section 2925.11 prohibits any person from knowingly obtaining, possessing, or using a controlled substance. Penalty for violation: Violation of this statute is drug abuse, which may be a misdemeanor or a felony depending on the specific criteria set forth in Section 2925.11(C), including type and weight of drug. The minimum penalty, a fourth-degree misdemeanor, is punishable by imprisonment of up to 30 days and a fine up to $250. The

maximum penalty, a first-degree felony, is punishable by up to 10 years in prison and a fine up to $20,000.

This information is provided as a general summary of the major applicable laws. Laws frequently are amended and reinterpreted, and the application of law to specific situations generally requires an analysis of all of the facts and circumstances. This information should not be substituted for specific legal advice. If you are charged with a crime it is a good idea to seek advice of an attorney. Legal representation is not permitted for student judiciary processes. Updates to these laws are generally reflected on the websites mentioned here, but individuals are ultimately responsible for knowing the laws. This information should not be substituted for specific legal advice.

Violation of the laws referenced previously may also be a violation of AIAM's policies and rules and could result in sanctions. It should also be noted that AIAM's expectations for appropriate behavior may be higher than those under the law.

FEDERAL DRUG LAWS

Federal law prohibits the trafficking and illegal possession of controlled substances as outlined in 21 United States Code, Sections 841 and 844. Depending on the amount possessed, first offense maximum penalties for trafficking marijuana range from five years' imprisonment with a $250,000, fine to imprisonment for life with a $4 million fine for an individual, and from five years' imprisonment with a $1 million fine to imprisonment for life with a $20 million fine for more than one offender.

Also depending on the amount possessed, first offense maximum penalties for trafficking Class I and Class II controlled substances (methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl analogue) range from five years' imprisonment with a $2 million fine to imprisonment for life and a $4 million fine for an individual, and from five years' imprisonment with a $5 million fine to imprisonment for life and a $10 million fine for more than one offender. First offense penalties for simple possession, 21 USCS §844, range from at most one years' imprisonment or at least a $1,000 fine, or both; to at most 20 years' imprisonment and at least a $1,000, fine. For the most current and complete information regarding Federal penalties for drug trafficking, visit the U.S. Drug Enforcement Administration's website at: https://www.dea.gov.

PREVENTION AND ASSISTANCE

Alcohol and other drugs affect the health and safety of students, faculty, staff, and campus visitors, and interferences with the learning environment. AIAM is committed to providing a safe, healthy learning community. The new AIAM personnel and student orientation programs provide information on alcohol and drug abuse prevention. AIAM's Nursing Program Drug and Alcohol Policy (published in AIAM catalog and "Alcohol and Drug Prevention" brochure) lists agencies that can provide prevention and assistance.

HEALTH EFFECTS OF ALCOHOL

Alcohol is a central nervous system depressant that is rapidly absorbed from the stomach and small intestine into the bloodstream. A standard drink equals 0.6 ounces of pure ethanol, or 12 ounces of beer; 8 ounces of malt liquor; 5 ounces of wine; or 1.5 ounces (a "shot") of 80-proof distilled spirits or liquor (e.g., gin, rum, vodka, or whiskey).

Risks & Possible Health Effects of Alcohol

Intoxication	Intoxication can impair brain function and motor skills. Intoxication increases the risk of death from automobile crashes, the leading cause of death of college-aged people.
Heavy drinking ***Men:*** More than 15 drinks per week. ***Women:*** More than 8 drinks per week.	Heavy drinkers have a greater risk of liver disease, heart disease, sleep disorders, depression, stroke, bleeding from the stomach, sexually transmitted infections from unsafe sex, and several types of cancer (liver, mouth, throat, larynx and esophagus). They may have problems managing diabetes, high blood pressure, and other conditions.
Injuries	Drinking too much increases your chances of being injured or even killed. Alcohol is a factor, for example, in about 60% of fatal burn injuries, drownings, and homicides; 50% of severe trauma injuries and sexual assaults; and 40% of fatal motor vehicle crashes, suicides, and fatal falls.
Birth Defects	Drinking during pregnancy can cause brain damage and other serious problems in the baby. Because it is not yet known whether any amount of alcohol is safe for a developing baby, women who are pregnant or may become pregnant should not drink.
Alcohol use Disorders	Alcoholism or alcohol dependence is a diagnosable disease characterized by a strong craving for alcohol, and/or continued use despite harm or personal injury. Alcohol abuse, which can lead to alcoholism, is a pattern of drinking that results in harm to one's health, interpersonal relationships, or ability to work.
Source: www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm	

Health Effects of Commonly Abused Drugs (i.e. illegal or not used as prescribed)

Cannabinoids **Hashish Marijuana**	Cough, frequent respiratory infections, impaired memory and learning, increased heart rate, anxiety, panic attacks, tolerance, addiction.
Depressants: Barbiturates *(Phenobarbital)* Benzodiazepines *(Ativan, Valium)* Flunitrazepam *(Rohypnol)* GHB & Methaqualone *(Quaalude)*	Fatigue, confusion, impaired coordination, memory, judgment, addiction, respiratory depression and arrest, death. **For Barbiturates:** depression, unusual excitement, fever, irritability, poor judgment, slurred speech, dizziness, life-threatening withdrawal. **For Benzodiazepines:** dizziness. **For Flunitrazepam:** visual and gastrointestinal disturbances, urinary retention, memory loss for the time under the drug's effects. **For GHB:** drowsiness, nausea/vomiting, headache, loss of consciousness, loss of reflexes, seizures, coma, and death. **For Methaqualone:** depression, poor reflexes, slurred speech, and coma.
Dissociative Anesthetics: Ketamine PCP and analogs	Memory loss, numbness, nausea/vomiting. **For Ketamine (at high doses):** delirium, depression, respiratory depression and arrest. **For PCP and Analogs:** possible decrease in blood pressure and heart rate, panic, aggression, violence/loss of appetite, and depression.
Hallucinogens: LSD Mescaline Psilocybin	Altered states of perception and feeling, nausea, persisting perception disorder (flashbacks.) **For LSD and Mescaline:** increased body temperature, heart rate, blood pressure, loss of appetite, sleeplessness, and numbness. **For LSD:** persistent mental disorders. **For Psilocybin:** nervousness, and paranoia.
Opioids and Morphine Derivatives:	Nausea, constipation, confusion, sedation, respiratory depression and arrest, tolerance, addiction, unconsciousness, coma, and death. **For Codeine:** less analgesia, sedation, and respiratory depression than morphine.

Codeine *(Robitussin A-C, Tylenol with Codeine)* Fentanyl *(Duragesic)* Heroin Morphine Opium Oxycodone HCL *(Oxycontin)* Hydrocodone Bitartrate Acetaminophen *(Vicodin)*	**For Heroin:** staggering gait.
Dextromethorphan *(Found in some cough and cold medications)*	Memory loss, numbness, and nausea/vomiting
Inhalants *(Solvents, gases, nitrites)*	Unconsciousness, cramps, weight loss, muscle weakness, depression, memory impairment, damage to cardiovascular and nervous systems, and sudden death
Stimulants: Amphetamine Cocaine MDMA Methamphetamine *(Ritalin)* Nicotine	Unconsciousness, cramps, weight loss, muscle weakness, depression, memory impairment, damage to cardiovascular and nervous systems, and Rapid or irregular heart beat, reduced appetite, weight loss, heart failure, nervousness, and insomnia. **For Amphetamine:** rapid breathing/tremor, loss of coordination, irritability, anxiousness, restlessness, delirium, panic, paranoia,, impulsive behavior, aggressiveness, tolerance, addiction, and psychosis. **For Cocaine:** increased temperature/chest pain, respiratory failure, nausea, abdominal pain, strokes, seizures, headaches, malnutrition, panic attacks. **For MDMA:** mild hallucinogenic effects, increased tactile sensitivity, empathic feelings/impaired memory and learning, hyperthermia, cardiac toxicity, renal failure, and liver toxicity. **For Methamphetamine:** aggression, violence, psychotic behavior/memory loss, cardiac and neurological damage, impaired memory and learning, tolerance, and addiction. **For Nicotine:** additional effects attributable to tobacco exposure, adverse pregnancy outcomes, chronic lung disease, cardiovascular disease, stroke, and cancer. sudden death
Other Compounds: Anabolic steroids *(Anadrol)*	Hypertension, blood clotting and cholesterol changes, liver cysts and cancer, kidney cancer, hostility and aggression, acne, in adolescents- premature stoppage of growth, in males- prostate cancer, reduced sperm production, shrunken testicles, breast enlargement, in females- menstrual irregularities, development of beard and other masculine characteristics.
Source: www.drugabuse.gov/publications/drugs-brains-behavior-science-addiction/addiction-health	

Education And Treatment Resources

All faculty, staff, and students are encouraged to seek help early in the discovery of a problem with alcohol and/or other drugs, and to learn how to assist others with problems related to substance abuse. The earlier assistance is obtained, the less likely there will be serious, negative consequences resulting from an alcohol or other drug problem. Persons seeking assistance for a substance abuse problem will not be sanctioned by AIAM as a result of seeking such assistance. The following are some resources for confidential assistance.

Off Campus Resources

1. **Amethyst, Inc.**
   614.242.1284 • www.amethyst-inc.org
   Intensive outpatient & transitional housing for women & children

2. **Cocaine Anonymous (CA)**
   614.251.1122 • www.ca.org
   Support for those who seek recovery from cocaine
3. **Narcotics Anonymous (NA)**
   614.252.1700 • www.nacentralohio.org
   12-step program for recovering drug addicts
4. **Talbot Recovery Service**s
   614.257.3760
   Adult inpatient and outpatient programs including highly specialized treatment tracks, and outpatient program for adolescents dealing with addictions
5. **Maryhaven**
   614.445.8131 • www.maryhaven.com
   Addiction recovery services, from a holistic behavioral healthcare perspective, to individuals and families regardless of ability to pay and to return to our community recovering men, women, and children
6. **Parkside Recovery Services (The Woods at Parkside)**
   614.471.2552 • www.thewoodsatparkside.com
   Intensive outpatient assessment, counseling, groups, medical services, and medication in association with addictions including special programs for adolescents and OVI offenders

HOTLINES

1. **Alcoholics Anonymous:** 614.253.8501
2. **Choices for Victims of Domestic Violence:** 614.224.4663
3. **Cocaine Hotline:** 614.251.1122
4. **Opiate Crisis Line Hotline:** 614.724.4673
5. **Suicide Hotline:** 614.221.5445

EMAIL ADDRESSES

Upon admission, all AIAM students are required to complete setup with Student Support and utilize their AIAM email address for all school communications. Students are not permitted to disable email communications from the school. Email addresses remain active only for the duration of enrollment. Students are not permitted to forward their school email to their personal email address.

EMERGENCY PREPAREDNESS

The AIAM Emergency Preparedness Plan may be viewed at the Front Desk in the AIAM lobby.

ENROLLMENT CONTRACT CHANGES

AIAM reserves the right to change or modify the program contents, equipment, policy, staff, or materials, as it deems necessary. Changes may be necessary to keep pace with the requirements of governing bodies, industry developments and to improve teaching methods or procedures. In no event will any changes diminish the competency or content of any programs. AIAM may modify any provision of this agreement, including but not limited to tuition amounts, upon 30 days prior written notice to the student. The student's continuation in the program subsequent to such notice shall be deemed to constitute acceptance of AIAM's modification. Notwithstanding the terms of the prior sentence, the student and AIAM agree that the terms and conditions of this agreement will be modified automatically to conform to the enactment of any local, state or federal law or regulation that is applicable to the agreement.

EXAMS & MAKEUP EXAMS

Students are required to take all practical and written exams and quizzes at the time that they are scheduled. However, occasionally there are extenuating circumstances that may require other arrangements. With documentation, approval can be given by the instructor.

Without documentation, allowing the make-up exam grade to be entered must be approved by the Director of Nursing (or designee) for nursing courses (PNUR or NRS prefixes); the Director of Education and Student Services for general education courses in the nursing programs; the Program Coordinator for the massage therapy program courses, and the Acupuncture Program Chair for the acupuncture program courses.

- Students who are absent the day of an exam or test must make up the exam on campus within seven calendar days and prior to the subsequent associated class meeting scheduled with the AIAM proctor.
- Only the Director of Nursing, or designee, for nursing courses (PNUR or NRS prefixes); the Director of Education and Student Services for general education courses in the nursing programs; the Program Coordinator for the massage therapy program, or the Acupuncture Program Chair for the acupuncture program may grant an extension for extenuating circumstances. Failure to make up the test within the time frame will result in a "0" for the test.
- Students who are absent the day of the final exam and have an absence approved by the Director of Nursing, or designee, for nursing courses (PNUR or NRS prefixes); the Director of Education and Student Services for general education courses in the nursing programs; the Program Coordinator for the massage therapy program, and the Acupuncture Program Chair for the acupuncture program will have 48 hours from the missed exam date to make it up. NOTE: Failure to take the test in this timeframe will result in the student receiving a grade of zero (0) for that exam.
- Students who are absent on the day of the exam will be given a different version of the exam in a scheduled proctored setting on the AIAM campus only (not online).

FERPA

AIAM is governed by the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, which is designed to protect the student's rights with regard to educational records maintained by the institution. The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.)

These rights include:

1. The right to inspect and review the student's education records within 45 days after the day AIAM receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

- A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
- If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before AIAM discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
    - The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by AIAM in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of AIAM who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for AIAM.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by AIAM to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

    Family Policy Compliance Office
    U.S. Department of Education: 400 Maryland Avenue, SW • Washington, DC 20202

FIELD TRIPS

Periodically, field trips may be scheduled as part of a specific course. Prior to participating in an off-campus field trip, students must complete the AIAM Waiver form which will be distributed by instructor.

FRAGRANCES AND PERFUMES

Due to client and peer sensitivity, students should refrain from wearing fragrances or perfumes.

GRADING

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 President'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 Campus President 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.

GRADING SCALE

A 95-100.....4.0	*A– 90-94.....3.7*
B+ 87-89.....3.5	*B 83-86.....3.0*
B– 80-82.....2.7	*C+ 78-79.....2.3*
C 75-77.....2.0	*C– 70-74.....1.7*
D+ 67-69.....1.5	*D 63-66.....1.0*
D– 60-62.....0.7	*F Below 60....0.0*

PRESIDENT'S LIST

Students completing a minimum of 7graded credit hours with a GPA of 3.5 or higher for any given term will be named to the President's List for that term in the program in which they are enrolled.

GRADUATION

Students who have met all graduation requirements and have paid their balance to AIAM (or are current on their payment plan agreement) are eligible to participate in the commencement ceremony and will be issued their official diploma and transcript. The Graduation Fee is non-refundable.

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

Students with a CGPA of 3.9 or higher who have no history of academic or behavioral misconduct are eligible to apply for a lifetime membership (paid for by AIAM) in the Alpha Beta Kappa Honor Society. Applications for Alpha Beta Kappa are available after all grades have been finalized in the graduating quarter.

INFECTIOUS CONDITIONS

Hands-on healthcare requires the client and practitioner to know and use safeguards against the spread of infectious conditions. A person who is experiencing abnormal or uncontrollable secretion or excretion of bodily fluids (e.g. abnormal bleeding, vomiting, or diarrhea) should not give or receive a massage. A person with highly contagious infections should not give or receive a massage until the condition has passed the infectious stage. Weeping lesions or infected wounds on the student or client should be brought to the attention of the clinic supervisor. It is the student's responsibility to report any possible infectious condition and to abstain in giving or receiving treatments. The student may proceed with the

therapy if the client is in agreement and the areas of broken skin are protected from touching the other person. The student practitioner must use disposable gloves or a finger cot if the skin is broken on the hand(s). First Aid kits may be found at the front desk, in the employee's restroom, teacher's lounge and student clinic workroom.

LACTATION POLICY

AIAM supports breastfeeding and has adopted this policy in support of lactating students. AIAM will provide lactating students with the accommodations needed to have access to equal educational opportunities while also meeting their health needs. This policy is applicable to students who need to express milk or breastfeed during their studies. To receive accommodations for breastfeeding, submit the accommodations 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 Teams 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.

Definitions

Lactating students: Any student who expresses milk for the nourishment of a child.
Medical necessity: a determination made by a health care provider of the student's choosing
Reasonable accommodation: Changes in the academic environment or operations that enable a lactating student to continue to pursue their studies and enjoy equal educational access. Absence from class includes tardiness or a break for the expression of breast milk within a class period.

Designated Lactation Spaces

AIAM offers its library for the purpose of expressing milk. The room locks and a sign is available to place on the door alerting others to its use. A student sitting at the library's table is not visible.
If the library is not available, the student should go to the front desk and ask for the Director on Duty for assistance in identifying an alternate area.

Lactation Breaks During On-Campus Classes

a. Students will make reasonable efforts to pump between classes or outside of instruction time.
b. Lactating students who must pump during a portion of their class period shall inform the instructor of the need and estimated time away from class.
c. Instructors are prohibited from penalizing breastfeeding students for their absence needed to express breastmilk on campus.
d. Instructors will identify solutions for making up in-class work and instruction missed.

Online Class Accommodations

a. Students will make reasonable efforts to breastfeed between classes or outside of instruction time.
b. Breastfeeding students have the right to breastfeed during class. Breastfeeding students will notify the instructor via chat why the camera will be off and for how long.
c. Instructors are prohibited from penalizing breastfeeding students for their absence needed to breastfeed during online classes.
d. Instructors will identify solutions for making up in-class work and instruction missed.

Other Reasonable Accommodations

a. Students who need other accommodations related to lactation (other than reasonable time and a clean and private place to express milk) may request accommodations by contacting the Title IX Coordinator, Anita Santamaria at asantamaria@aiam.edu.
b. Reasonable accommodations may include avoiding chemicals or exposures, permission to eat or drink, or time off as medically necessary.
c. The Title IX Coordinator will work with the student and any involved faculty to ensure the student's access to educational opportunities and programming is not diminished as a result of their lactation or breastfeeding.

For further questions, please contact the Title IX Coordinator, Anita Santamaria at asantamaria@aiam.edu

LAPTOP COMPUTER POLICY

AIAM students must have a laptop computer on the first day of class which meets the required specifications (below). AIAM will provide a laptop (with 1-year warranty from the manufacturer) to students as part of their fees, which are disclosed in the AIAM School Catalog.

Students who purchase a laptop computer outside of AIAM must provide proof that the laptop they have meets all requirements by the first day of the first quarter of the program. If a student does not produce a laptop which meets the required specifications by the first day of the quarter, AIAM will provide a laptop and the student will be charged.

Students are responsible for communicating directly with the manufacturer on all warranty-related issues for the laptop computer. If the laptop computer is purchased through AIAM, students are responsible to replace the item(s) at full cost if lost, stolen, or damaged beyond repair or outside of the warranty. In addition, AIAM provides a webcam and stand to all entering students (cost included as a small part of the Technology Fee; students may not opt out of the camera with stand). Students are responsible to replace the item(s) at full cost if lost, stolen, or damaged beyond repair. A replacement webcam may be purchased if it lost or stolen from the Front Desk at AIAM at the current cost.

Technical Requirements for Student Laptop Computers

Broadband speeds: We recommend a minimum of 10 Mbps. A VPN is not allowed to be used for school.

NOTE: CHROMEBOOKS, IPADS AND TABLETS ARE NOT ALLOWED AND WILL NOT WORK WITH THE SOFTWARE YOU MUST USE TO TEST

1. PC
    a. Operating System: Windows 11 (NOTE: Windows 10 stops being supported in October 2025)
    b. Minimum of 4GB of RAM
    c. Minimum Resolution of 1024x600
    d. Must download Chrome browser: https://www.google.com/chrome/
    e. Must have pop-up blocker, JavaScript, and cookies **enabled** for testing
    f. Minimum 16GB Solid State or Hard Drive
    g. Must have a working charger and charging port, and laptop must be able to be charged to full capacity
    h. Must have an available, working USB port for adding the testing webcam

2. MAC (MacBook, MacBook Air, MacBook Pro)
    a. MacOS 12 or higher (Monterey)
    b. Minimum 4GB of RAM
    c. Minimum resolution of 1024x600
    d. Must download Chrome browser: https://www.google.com/chrome/
    e. Must have pop-up blocker, JavaScript, and cookies **enabled** for testing
    f. Must have a working charger and charging port, and laptop must be able to be charged to full capacity
    g. Must have an available, working USB port for adding the testing webcam
3. To ensure full participation and access to course content, all students are required to have a laptop that meets these minimum specifications.
    a. **Laptop Screen**: The laptop must have a working display screen capable of clearly showing course materials, presentations, and video content.
    b. **Built in Microphone:** A working microphone is required for participating in online discussions, group work, and oral assessments.
    c. **Built in Speaker**: A functional speaker (or headphone/earbuds) is required to listen to lectures, videos, and other audio-based course materials.
    d. **Built in and External Webcam**: Two webcams are required in order for the student to be viewed from different angles as specified by the instructor during quizzes/exams or at the instructor's discretion. One webcam on a stand with a USB 2 to USB C adapter is provided as part of the students' technology fees.
    e. **Built in Keyboard:** The student must be able to type information, so the keyboard must be functional. Trackpad and /or mouse must be usable. Talk-to-text is not allowed during online classes.

LATE ASSIGNMENTS

Students are expected to submit required class/clinical assignments by the stated due date and time. In the Nursing programs, assignments on Evolve must be done by the due date; no late assignments will be accepted. Late submission of other assignments unrelated to absences will be penalized by dropping one half letter grade (5%) per each day past the due date, up to 7 days after the due date. After 7 days from the due date, no submissions will be accepted, and the student will receive a 0 for that assignment. One exception to the 7 days policy is for assignments due on the last day of a course, which must be submitted that day by the course start time and will not be accepted late, and the student will receive a 0 for that assignment. If there is a possibility that your work may be late, you should communicate this with the instructor before the assignment is due. There will be no exceptions unless there is an extenuating circumstance, which has to be granted by the Director of Education and Student Services for nursing program general education courses, the Director of Nursing for nursing courses, the Acupuncture Program Chair for the acupuncture program, or the Medical Massage Therapy Program Coordinator for the massage program.

All nursing clinical lab skills and V-Sim assignments must be submitted on the due date for credit. Late assignments are not possible; there can be no exceptions to this policy. Please plan accordingly.

MEDICAL LEAVE (ML)

The Medical Leave (ML) is a temporary interruption in a student's program of study and refers to the specific period during a program when a student is not in attendance.

American Institute of Alternative Medicine provides students who encounter significant medical situations a pathway to a Medical Leave (ML). ML allows students the ability to have an interruption in their enrollment without withdrawing or being administratively withdrawn from the College. The ML may be granted for the following reasons:

- A physical illness or injury that is expected to incapacitate the student for an extended amount of time or that incapacitates a member of the student's documentable immediate family (limited to parents, spouse, and children).
- Mental Illness – a diagnosable mental, behavioral, or emotional disorder affecting the student, or immediate family member (limited to parents, spouse, and children).

Students will be required to submit third party documentation supporting their significant medical situation requiring the ML. The student should submit the ML request on or before the requested ML start date (see below) by completing the "Medical Leave" request form, which is available upon request from the Director of Education and Student Services. The form must be completed in its entirety, signed and dated.

AIAM acknowledges that there may be unforeseen circumstances that prevent a student from requesting prior approval for an ML; in such cases, AIAM may submit the ML request on the student's behalf, and if granted, proper submission of the ML Request Form and documentation will be required at a later date.

The Director of Education and Student Services will review submitted requests and may require additional information or documentation from the student. The Director of Education and Student Services will issue an ML approval or denial letter to the student. The letter of approval will indicate the student's last day of attendance (LDA); approved ML start date; and ML end date (scheduled date of return) (see below). An updated graduation date is provided upon return to classes based on the student's return date. A Medical Leave always adds at least one quarter to graduation.

The ML may be approved only if the requesting student demonstrates an intention and ability to return to AIAM. Upon return, the student must resume training at the same point, term, in the academic program that the ML began; therefore, the classes needed upon return must be available in the returning quarter or the ML will not be approved. A student's ML must not exceed a total of 180 days in a 12-month period, either alone or in combination with other approved MLs.

Medical Leave Request

MLs requested while course(s) are in progress must be submitted prior to an attendance violation occurring and/or prior to completing final exams.

- The ML start date is the day following the student's last day of attendance (LDA). The student's LDA, ML start date, and the ML end date will be reflected on the ML approval letter. When determining the length of a student's ML, AIAM includes all periods of nonattendance, including weekends, holidays, and scheduled breaks. As noted above, a student's ML may not exceed a total of 180 days in a 12-month period, either alone or in combination with other approved ML's.

- Students who are placed on a Medical Leave are treated as a withdrawal for program academics and Financial Aid purposes. This may result in a debt owed to the college from charges no longer covered by aid. The student will not be eligible for additional Title IV federal financial aid for the returning quarter because of an ML. See Financial Aid and Medical Leave (ML) policy in Financial section.
- Students approved for an ML must return by the date on their official approval letter or they will be administratively withdrawn.
- Students denied medical leave will be processed as a withdrawal, according to the Withdrawal Policy.

Failure to Return

If you do not return from your ML, you will be considered withdrawn on the last date of attendance. ML. This may have consequences regarding your loans. If a student fails to return from ML, AIAM must report that your enrollment status changed as of the day you withdrew (i.e., the last date of attendance). One possible consequence of not returning from ML might be that your grace period regarding your loans may be exhausted and you will immediately be responsible for repayment of your loans. You will also be responsible for completing Exit Counseling for your loans. You may be able to apply for deferment or forbearance if this occurs

LICENSING EXAMS

AIAM may reimburse the costs associated with obtaining state licensure upon a student's completion of Nursing and Medical Massage Therapy programs.

To be eligible for this cost coverage, students must:

1. Have a $0 balance by the end of their program*.
2. Have successfully completed all coursework*.
3. Sign an agreement that they will meet any review requirements and take their respective Board Exam within 60 days of the last day of the program*.
4. Provide AIAM with documentation of exam results within 10-days of taking the exam*.

Cost coverage includes the following:

<u>For Nursing:</u> Reimbursement of the fees listed below if test is taken and passed, and scores submitted to administration within the stipulated timeframe:

1. Application for Licensure to the Ohio Board of Nursing**
2. Background check sent to the Board
3. Cost of the NCLEX exam

<u>For Medical Massage Therapy:</u>

1. Application for Certificate to Practice – Massage Therapy to the State Medical Board
2. Background check sent to the Board
3. Cost of the MBLEx exam

**AIAM will only provide these services for the first exam attempt.*

*** AIAM will reimburse out-of-state nursing licensure application fee up to current Ohio Board of Nursing application fee.*

PERSONAL INJURIES WHILE ON CAMPUS

Any student or staff person who injuries him/herself while on AIAM campus must report the accident to the appropriate staff in charge. This may be the instructor, staff or the Campus Security Authority (CSA). The Person injured must complete the AIAM Universal Accident/Incident Report Form and turn it into the staff on duty that will forward the form to the Director of Education and Student Services. If the injury warrants, appropriate school personnel will call 911 for emergency medical care. AIAM students and staff are encouraged to exercise care as they move through their daily routines on AIAM property. Accident forms are available from the Director of Education and Student Services.

AIAM PHOTOGRAPHS AND COMMENTS

Throughout your enrollment as an AIAM student, school photographs and comments may be taken as part of the school history and marketing. These photos may be used on the AIAM website, in AIAM advertising and publications, and for AIAM marketing. Your signature on the enrollment agreement is consent for AIAM to use your photographs and comments for these purposes.

PROFICIENCY CREDIT POLICY

All Proficiency Exams must be completed by the end of the second week of the first quarter of the program. Proficiency exams may be taken only once per course. No retakes permitted. The Practical Nursing Program does not award or accept proficiency credit. The Campus President will make the final determination on all situations.

The proficiency exam fee is $50 per exam, paid by the student prior to taking exam(s). 50 percent (50%) of the total course fee will be charged as an institutional course fee for each respective course with a passing proficiency exam. The student must receive a minimum grade of 80% 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.

The proficiency credit does not figure into Grade Point Average (GPA). It will count as credit hours attempted and earned on the transcript. For more information about how to earn proficiency credit, please contact the admissions department.

READMISSION

Students may re-apply for program admission after withdrawal or dismissal from the program except where policy prohibits readmission eligibility. The student must abide by the admissions criteria, policies, and curriculum of study in place at the time of application for readmission. Behavioral Warning/Probation incidents in a previous enrollment will be counted cumulatively in a readmission enrollment with the consequences applying per the relevant policies. The student should contact the Campus President at least five weeks before the quarter begins. A student applying for readmission will need to submit the Readmission Appeal Form to the Campus President requesting readmission. If it is determined that a student may be readmitted, the Campus President will forward the letter to the Readmissions Committee. The student will be required to meet with the committee to discuss the circumstances that led to the student's previous withdrawal. A student who has met with the Readmission Committee and been approved to move forward in the readmission process for a specific quarter(s) but did not complete enrollment for the approved quarter, must submit a new Readmission Appeal form to the Campus President. The appeal form will be reviewed and an additional meeting with the Readmission Committee may be required at the discretion of the Campus President. The student will be notified in writing of the

decision. Former AIAM students who were dismissed for behavioral issues must meet with the Campus President prior to being admitted.

Readmission Committee will have the final decision to admit or deny readmission for reasons including, but not limited to academic circumstances, failure to meet course objectives, failure to follow school policies and procedures, behavioral issues, and professional ethical issues.

The student must submit a written appeal describing why he/she failed to make progress during his/her academic probationary period and what has changed in his/her situation that would allow the student to demonstrate satisfactory academic progress at the end of the next evaluation period.

1. Reasons for an appeal may include: injury or illness of the student, death of a relative, or other special circumstances.
2. If the academic appeal is granted, the student will be eligible for readmission into the program. An academic plan developed with and signed by the Director of Education and Student Services or Program Director/Coordinator is required and the student is readmitted on Academic Warning for at least one quarter.

The student must have a $0 balance with AIAM.

The committee will review the situation to determine if the student should be readmitted. If readmission is denied, then the Campus President will notify the student by mail of the reason for the decision. If the readmitted student's health records are more than one year old, new health records/medical documents may be required. Other documents may be needed for readmission to the Nursing Programs.

Returning Nursing students must repeat technical (nursing) courses if date of withdrawal is over 12 months prior to readmitting quarter start date.

Returning students to AIAM programs dismissed for academic reasons must pass all previously failed classes in the returning quarter. Failure to do so will result in dismissal from the program with no opportunity for readmission.

The student must have a minimum GPA of 2.0 to apply for readmission. The Readmission Committee may approve an appeal for and waive the GPA requirement. The student will be placed on academic warning immediately upon readmission with an Academic Improvement Plan.

Readmitted students dismissed for course failure must pass the failed course in one attempt in the readmitting enrollment. Failure to do so will result in dismissal from the program with no opportunity for readmission. Any additional course(s) failed only one time in the previous enrollment must be passed in the readmitting enrollment or the student will be dismissed but will have opportunity for readmission for a third attempt. Students must follow the policy in place at the time of readmission. For repeating NRS 206c or PNUR 109c only, see Nursing Readmission Policy.

Returning students to AIAM MMT program must perform two evaluations (full body massage) with AIAM instructor if date of withdrawal is over 1 quarter prior but less than 12 months prior to readmitting quarter start date. One evaluation will be with the Student Clinic Manager. Both evaluations must be passed, or the techniques class must be repeated. If a student has not been in school for 12 months or more, they

must repeat the technique class. A new physical is required if the previous physical exam on file will be over 12 months old from the start date of the returning quarter.

Readmission of Service Members:
If a Service Member is returning from an absence required by Active Duty and is readmitted to the same program he or she left, the school will assess the tuition and fee charges that would have been assessed as if the student never left for duty.

REGISTRATION

After the first quarter of school, students in good academic and financial standing are automatically scheduled for the next quarter's courses six weeks prior to the new quarter. Any student requiring an exception to the standard quarter's courses must contact the Campus President no later than the end of the first week of the new quarter to request changes. The Campus President has the final decision on all change requests.

REPORTING CRIMES

All criminal activity and/or emergencies, including sexual assault, should be reported immediately to the Campus Security Authorities (CSA). All crimes reported to these persons will be kept confidential to the extent of the law. The Campus Security Authorities will notify the proper authorities promptly, as necessary.

Campus Security Authorities for AIAM are:
Acupuncture Program Chair/Clinic Manager • Campus President • Chief Executive Officer • Director of Nursing • Director of Financial Aid • Director of Education and Student Services • Title IX Coordinator • Massage Therapy Program Coordinator

Report all emergencies involving a crime in process, a medical emergency, sexual assault or fire to 911 immediately.

Follow up with a report to the CSA. All crimes reported to the CSA will be kept confidential to the extent of the law. In non-life threatening situations, the CSA will notify the proper authorities promptly, as necessary. Timely reporting crimes or other public safety incidents helps keeps the community safe and protects others. After calling 911, contact the Campus Security Authorities.

Please take the following steps if you become the victim of a crime on campus or at a campus-sponsored event:

1. Dial 911 and immediately report the crime to the Columbus Police Department. If possible, do not leave the area until you have spoken with a police officer about the incident; leaving consumes valuable investigative time. Your safety is the primary concern; if you feel safer leaving the area, do so and call the police as soon as you can.
2. Try to get a description of the suspect, noting gender, race, and clothing.
3. If the suspect enters a vehicle, get a description of the vehicle, license plate number, and direction of travel.
4. Preserve evidence; do not touch or move anything. In case of a sexual assault, do not launder clothing or take a shower if you are the victim. There may be valuable transfer evidence on your clothing or body.

5. Victim counseling is available through the Sexual Assault Response Network of Central Ohio (SARNCO) at 614.267.7020, 24 hours a day, 7 days a week. It is confidential and free.

Victims of crime often face many setbacks as a result of their tragic and unexpected circumstances. The Ohio Attorney General's Crime Victim Section provides funding and services to aid victims, training for professionals who assist them, grants for victim service providers, and crime prevention programs for Ohio communities. For more information, visit the Ohio Attorney General's web page at www.ohioattorneygeneral.gov/Individuals-and-Families/Victims.

The Attorney General also provides a web site where you can obtain information about the custody status of an offender 24 hours a day. This web site, called VINELink, is the online version of VINE (Victim Information and Notification Everyday), the National Victim Notification Network.

In the event an incident or emergency occurs on campus that may affect the safety and security of students, staff, and faculty, the school will issue timely warnings, as noted earlier in this report. These timely warnings can be issued through various means such as Emergency Text Messaging (Regroup), AIAM email, Populi, and/or flyers on campus.

REVOCATION OF ACADEMIC AWARD

A diploma or degree may be revoked in the event it was awarded in error or through fraud. Fraud includes evidence of academic misconduct, fraudulent documentation, false representation, or any demonstrable misconduct that puts the integrity of the degree in jeopardy. Intention to commit fraud is not a required condition. Lack of intent to commit fraud is not an acceptable defense.

The revocation of an academic award requires review and agreement by the Chair of the Department. The recommendation is then given to the Campus President, who has the final decision.

SATISFACTORY ACADEMIC PROGRESS (SAP)

1. The student must progress through the curriculum as laid out by the Program of Study in which the student is admitted under.
2. Acupuncture students must complete each acupuncture (prefixes AT) with a minimum of a B– (80%) to progress and all other courses in the program require a C (75%) to progress. Registered Nursing students must complete each nursing course (prefix NRS) and science courses (prefixes with BIO/BIOL/CHEM) with a minimum of a C+ (78%) and all other courses in the RN program must have a C (75%) to progress. All courses in the Practical Nursing program must have a minimum of a B– (80%) to progress. All clinical and lab experiences must be successfully completed to advance to the next nursing course. Medical Massage Therapy program requires C (75%) in each course to progress.
3. In the event a student's final course grade does not meet the identified minimum standard for that course, the student has the option to repeat a course no more than once, on a space available basis, and at their additional expense. If the student fails to meet the required minimum grade of the same course twice, the student will be academically dismissed from the program.
4. Students must be present and meet the identified attendance standard (see Attendance Policy) of the scheduled class course and clinical/externship regardless of the achieved course grade.
5. Students must "make up" clinical/externship time that was missed during the quarter or within two weeks immediately following the end of the current term with permission of the Campus President

in extenuating circumstances. If the time is made up in the two weeks following the end of the term, there will be an additional fee associated with make-up clinic time to cover AIAM fees to secure instructors.

Credit Hour:

To meet Satisfactory Academic Progress and to be considered eligible 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 meet Satisfactory Academic Progress and to be considered eligible for the financial aid programs named above, a student must meet all of the following conditions:

Qualitative – Cumulative Grade Point Average (CGPA)

- Undergraduate credit hour students must maintain a CGPA of at least 2.0 each academic quarter. For financial aid purposes, students must maintain a CGPA 2.0 at the end of each payment period.
- Acupuncture (master degree) students must maintain a cumulative GPA of 3.0 or higher.

Quantitative – Rate of Progress (ROP) All students must successfully complete at least 66.66% of their cumulative attempted credit hours to stay on pace with ROP requirements.

- ROP requires all students to complete their program requirements within 150% of the time it normally takes to complete the degree program. Maximum time-frame for undergraduate level students is measured in credit hours. Maximum time-frame for graduate level students is based on length of the program (see below for graduate level students)*.
- 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. For progression, all students must receive a 75% or higher except for all courses with prefixes of NRS and BIO/BIOL/CHEM, and all courses in the Practical Nursing program, which require 80% or higher to progress. Transfer credits accepted toward the student's program are included in both the attempted credits and completed credits.
- Courses in which a student receives a "W" or "F" will be counted as attempted but not completed.
- Credits for Incomplete courses 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.
- If the student fails to meet the required minimum grade twice in the same course, the student will be academically dismissed from the program. The only exceptions to this are NRS 206c for the RN program and PNUR 109c in the PN program. These two courses (only) may be repeated again without dismissal; however, failing it a third time will result in dismissal without opportunity for readmission.

<u>Rate of Progress for Graduate Level (based on length of program)</u>

Projected 27 month/9 quarter for program completion = Meeting SAP

Projected 40 month/12 quarter for program completion = Academic warning and Financial Aid Warning (if applicable)

Projected 43 month/13 quarter for program completion = Academic Probation and Financial Aid Probation (if applicable)

Over 43 months/13 quarters for program completion = Termination

Financial Aid/Academic Warning, Probation, or Suspension
When a student fails to satisfy SAP requirements, they will be placed on Financial Aid/Academic Warning, Probation, or Suspension and may lose eligibility to receive federal student aid. In addition, students must be able to complete the program within the maximum time frame (MTF) of 1.5 times the length of published credit hours.

Satisfactory Academic Progress (SAP) is calculated at the end of each academic term. An Academic term is defined as 12 weeks for all credit-based programs.

Status Definition – At each pre-determined evaluation point, students will be placed in one of the following four categories:

- *Good Standing:* Students who have met both SAP measurements are considered to be in good standing. No notification or further action needs to be taken.
- *Financial Aid/Academic Warning:* A student will be placed on Financial Aid/Academic Warning the first time they reach the end of an academic term and are determined to have not met one or both SAP measurements. Warning status lasts for one academic term, during which the student may continue to receive federal student aid. Students who are placed on Financial Aid/ Academic Warning will be reinstated to good standing at the end of the academic term if they are deemed to be meeting both SAP requirements. All students on Financial Aid/Academic Warning should complete an academic plan with the Director of Education and Student Services or Program Director/Coordinator.
- *Financial Aid/Academic Probation:* Students who do not meet one or both of the SAP measurements for a consecutive academic term will be placed on Financial Aid/Academic Probation and may receive federal student aid if the student is able to successfully appeal the SAP decision. Additionally, the student must agree to follow an academic plan which demonstrates they will be able to meet satisfactory academic progress standards by a specific time, though an academic plan could instead take the student to successful program completion. Students who are placed on Financial Aid/Academic Probation will be reinstated to good standing at the end of the evaluation period if they meet both SAP requirements.
- *Financial Aid/Academic Suspension:* A student will be placed on SAP suspension if they do not meet satisfactory academic progress for a consecutive academic term, unless the student is meeting the terms of an academic plan. At this time the student will lose eligibility to receive federal student aid. The student may be able to continue their education with alternative funding arrangements as long as they are able to successfully appeal the SAP decision. Additionally, the student must agree to follow an updated academic plan which demonstrates they will be able to meet satisfactory academic requirements upon graduation from the program and within maximum time frame.

SAP Appeals
A SAP appeal may be approved based on undue hardship when the failure to make satisfactory academic progress occurs. Generally speaking, there should be a causal link between the special circumstances and poor academic performance. However, any circumstance that cannot be directly linked to performance during term and/or would continue to affect future performance is not considered grounds for a successful appeal. It is the responsibility of the appeals committee to determine whether the circumstances that lead to the academic problems will continue to interfere with the student's progress before approving a SAP

appeal. If the problems are ongoing, the student should not take classes until the circumstances affecting the student's performance has been resolved. If the student has corrected the problem, then it is reasonable to expect that the student's grades will improve during the next evaluation period, and the appeal should be approved. Students unable to successfully appeal either Financial Aid/Academic Probation, and/or Financial Aid/Academic Suspension will be dismissed from the program.

Factors Affecting SAP

The following list contains examples of events that may negatively affect academic progress:

1. Death of an immediate family member
2. Student illness requiring medical care
3. Illness of a family member where the student is a primary caretaker
4. Abusive relationships
5. Divorce proceedings
6. Previous undocumented disability
7. Work-related transfer during term
8. Natural disaster
9. Family emergency
10. Financial hardship as foreclosure or eviction
11. Temporary incarceration

Program Change – If student changes their program of study, only courses applicable to the current program are included in the evaluation of satisfactory academic progress. Students must be meeting the institution's attendance requirements in order to be eligible for a program change. Students may only change their program of study once during their period of enrollment at the school.

Transfer Credits – Courses accepted for transfer credits will be included in the cumulative quantitative calculation. The cumulative qualitative calculation is unaffected by accepted transfer credits.

Repeated Courses – When a course is repeated, the most recent grade is included in the cumulative qualitative calculation but both attempts of the course are included in the cumulative quantitative calculation.

Grade of W – Courses that are dropped after the drop/add period but earn a grade of W are included in the cumulative quantitative calculation. They are not included in the cumulative qualitative calculation.

Re-entry Students – Upon re-enrollment, students who are not meeting academic progress requirements in their program of study will be placed on Financial Aid/Academic Probation or Financial Aid/Academic Suspension provided a successful appeal is granted.

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 Director of Financial Aid 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:

1. A completed SAP Appeal Application which outlines:
    - A description of the extenuating circumstances that affected the student's ability to meet satisfactory academic progress requirements. The extenuating circumstances must be temporary in nature and directly linked to their performance for that term.

- An explanation of how circumstances have changed that will allow the student to meet SAP in future terms.
- An outline of what the student will do differently to overcome obstacles that would cause them to be placed on a SAP status in the future.

2. Supporting documentation which provides evidence of the circumstances described in the appeal application. Supporting documentation could include; car repair bills, letters from the court, a doctor's note, attestations from non-related people who are aware of the situation, etc.

At the time in which a completed appeal application is received, the SAP Appeal Committee will convene to review the documentation and make a decision as to whether or not the appeal is approved. Members of the SAP Appeal Committee should consist of a minimum of two members including (but not limited to) the Director of Financial Aid and Program Director/Coordinator or their designee.

Students on Financial Aid/Academic Probation whose appeal is granted will retain eligibility for the Title IV (federal student aid) funds. Upon approval, the Director of Financial Aid or their designee will notify the student of the decision. The Director of Education and Student Services or Program Director/Coordinator will present them with their academic plan. The plan should be as prescriptive as possible and could require the student to complete tutoring sessions, individual meetings with the instructor, etc. The appeal paperwork will be placed in the student's file.

Students on Financial Aid/Academic Suspension whose appeal is granted will not retain eligibility for Title IV (federal student aid) funds but may continue their program of studies provided alternative funding has been arranged. Upon approval the Director of Financial Aid or their designee will notify the student of the decision. The Director of Education and Student Services or Program Director/Coordinator will present them with their academic plan. The plan should be as prescriptive as possible and could require the student to complete tutoring sessions, individual meetings with the instructor, etc. The appeal paperwork will be placed in the student's file.

If the committee determines that the student's appeal is denied, all charges accrued for the grading period should be removed. The student may appeal only once per grading period through the appeal process and determination for each appeal will be decided based on the documentation and rationale provided at that time.

Regaining Eligibility for Title IV (Federal Student Aid Funds)
Students can regain eligibility for federal student aid by meeting the requirements of the satisfactory academic progress (SAP) policy, successfully appealing a SAP decision when placed on Financial/Academic Probation and being placed on an academic plan that demonstrates their ability to meet SAP upon completing the program and continues to meet the requirement of an academic plan. Alternatively, if a student loses eligibility and remains on Academic Suspension through successful appeal, a student can regain eligibility for Title IV funds once meeting both measures of SAP.

Notification
Students will be notified in writing when their status changes as a result of SAP. If the graduation date changes, students are notified via email on their exception schedule created by the Director of Education and Student Services or Program Director/Coordinator by the Registrar.

Re-Establishing Aid Eligibility

1. Students who are not making satisfactory academic progress can restore their eligibility for FSA funds after:
    - Successfully appealing to be placed on Financial Aid Probation if unable to meet SAP standards at the end of a Financial Aid Warning period, OR
    - Successfully appealing to be placed on Financial Aid Probation and adhering to the Academic Improvement Plan set forth by AIAM if establishing SAP will take more than one payment period.
    - If a student fails to meet the requirements of an Academic Improvement Plan while on Financial Aid Probation, but can at a later time regain eligibility by meeting both Qualitative and Quantitative standards of progress, financial aid eligibility can be re-established at that time. However, eligibility will not be reestablished for the periods of time in which the student lost funding.
2. Paying for classes and/or sitting out for a term does not affect a student's academic progress status, therefore neither is sufficient to re-establish aid eligibility.
3. Once a student is determined to be unable to complete his or her program within 150% of the length of the program, Title IV eligibility will be terminated.
4. If a student is able to regain the ability to complete within 150% of the program, Title IV eligibility will be re-established.

Re-Establishing Financial Aid Eligibility Without Appeal

If the student is allowed to attend AIAM academically, they may continue at their own expense to attempt to improve completion rates and/or GPA issues.

Eligibility & Enrollment Status for Retaking Coursework

1. AIAM students are allowed to retake and receive Title IV funding for any previously passed course one time only per previously passed course. For this purpose, passed means any grade higher than an "F."
2. The retaken class may be awarded Title IV for the enrollment status based on inclusion of the class.
3. If a student passed a class once, then receives financial aid for retaking it, and fails the second time, that failure counts as their paid retake, and the student may not be paid for retaking the class a third time.

Appeal

1. 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.

Academic Timeframe Appeal

CREDIT HOUR PROGRAMS:

1. Students who have attempted (or will attempt) more than 150% of the credits required for their program of study are not considered to be making Satisfactory Academic Progress and therefore, are ineligible for financial aid funds.
2. Students who are granted an Academic Timeframe Appeal must pay each quarter's tuition in full prior to the first day of the quarter.
3. Students who are granted an Academic Timeframe Appeal are placed on Academic Probation with an AIP and will be required to complete 100% of their attempted coursework.

4. A course being retaken due to double failure in previous enrollment in the "Academic Timeframe Appeal" enrollment which receives a failing grade will result in the student's dismissal from the program without eligibility for future readmission. If failed once in previous enrollment and is failed in the Academic Timeframe enrollment, the student may repeat the course one time. A second failure of the course in the Academic Timeframe Appeal enrollment will result in the student's dismissal from the program without eligibility for future readmission. The only exceptions to this are NRS 206c for the RN program and PNUR 109c in the PN program. These two courses (only) may be repeated again without dismissal; however, failing it again will result in dismissal without opportunity for readmission.
5. Students who are granted an Academic Timeframe Appeal who are being readmitted into the program must successfully complete the program in which they are being readmitted, adhere to all readmission stipulations, and will not be eligible for any subsequent readmission opportunity.

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.

SCHOOL CLOSING & EMERGENCY NOTIFICATIONS

Some on-campus courses may be changed to online for a temporary school closure such as inclement weather. AIAM has a system in place for notifying students, faculty and staff of emergencies and AIAM Closings or Delays due to weather or other reasons. AIAM uses a group communications platform, Regroup, for weather and emergency notifications as well, but the system requires contact information on file be up-to-date. In the event of bad weather, the administration will evaluate the situation and notify students of any closures as early as possible. The school and clinics will close when the county in which we are located (Franklin) declares a Level 3 emergency. Students can call the Franklin County Sheriff's Office if outside the area, 614.462.3333. Also watch for closing notifications on major television and radio stations.

SEXUAL HARASSMENT, MISCONDUCT, & ASSAULT

This is a summary of AIAM's Sexual Harassment and Misconduct Policies. For AIAM's full Title IX Sexual Harassment and Misconduct Policy, go to www.AIAM.edu/campus-security

For AIAM's full document regarding sexual assault, see the Annual Security Report at: https://www.AIAM.edu/wp-content/uploads/2024/10/2024-AIAM-Jeanne-Clery-Annual-Security-Report.pdf

Sexual Harassment & Misconduct

AIAM prohibits sexual harassment and misconduct within its educational programs and activities. Sexual harassment includes quid pro quo sexual harassment, any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access, and any instance of sexual assault, dating violence, domestic violence, or stalking as defined in the Violence Against Women Act.

School employees and students are expected to abide by all local, state, and federal criminal laws. AIAM educates the educates the student community about acceptable student conduct including the desire to have the campus free from sexual harassment and misconduct through mandatory new student orientations four times a year. All programs taught at AIAM involve interpersonal relations and physical touch. Across all curriculums, students receive education on establishing boundaries relative to touch and ethics. Literature is available in the AIAM Information Center as well as from the Title IX Coordinator and the Title IX Confidential Advisor. Student conduct policies require that students not engage in any sexual activity or sexual harassment on school premises.

Reporting an incident: To report an incident of sexual harassment or misconduct you've experienced or observed, contact the AIAM's Title IX Coordinator, Anita Santamaria at asantamaria@aiam.edu or 614-825-6255. Reports can be made outside of business hours. Reporting an incident to the Title IX Coordinator initiates a process during which the student can decide whether or not to file a formal complaint. The Title IX Coordinator must investigate when a violation of Title IX is determined, and therefore cannot guarantee confidentiality.

Confidential Advisor: To discuss an incident of sexual harassment or sexual misconduct confidentially, contact AIAM's Confidential Advisor, Ann Uselman at auselman@aiam.edu or 614-825-6255. The Confidential Advisor can advise the reporting party and provide written information regarding both their rights and AIAM's responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issues by a court of competent jurisdiction or by AIAM. The Confidential Advisor is authorized to liaise with appropriate staff to arrange reasonable accommodations through AIAM to allow the reporting party to change class schedules, obtain accessibility services, or arrange other accommodations. The same accommodations that are offered to reporting party may be offered to the responding party. Any requests for accommodations shall not trigger an Investigation.

Procedures for On-Campus Student Conduct Proceedings Involving Sexual Harassment and Misconduct (Title IX Violations)
This is a summary of AIAM's response procedures. For the full documentation of the response procedures, go to: www.AIAM.edu/campus-security

After a formal report of sexual harassment or sex discrimination is filed, the Title IX Coordinator will respond within 24 hours to the reporting party. The reporting party will meet with the Title IX Coordinator within 3 days to discuss the options for mediation and investigation. The Title IX Coordinator will notify the reporting party of any supportive measures available. Supportive measures are designed to maintain equal access to all parties' educational program or activity without placing unreasonable burden on the other party. Measures to protect safety of all parties and the educational environment are also considered.

Either an informal mediation process or a formal resolution and investigation process can be pursued by the reporting party. The Title IX Coordinator will ultimately determine whether mediation is an appropriate resolution for the dispute. When mediation is offered, both the reporting party and the responding party must voluntarily choose to participate in mediation as an alternative to a formal investigation. Reports of sexual misconduct cannot be resolved in mediation and require formal investigation. Reports of sexual harassment or sexual discrimination by a student regarding an employee require formal investigation.

Within 7 days after a report of sexual harassment or sex discrimination is filed, the Title IX Coordinator will issue a written notice to both parties that includes a discussion of the mediation and formal complaint

process, the specific allegations of sexual harassment or misconduct, and details about the circumstances surrounding the incident, a statement that the responding party is presumed innocent and that a determination of responsibility is not made until the conclusion of the process, a statement regarding both parties' right to an advisor and to review and inspect evidence, and a statement informing both parties of AIAM's prohibition of making false statements or knowingly submitting false information.

The Title IX Coordinator will meet separately with the responding party. The responding party will have the opportunity to share further information regarding the complaints at this time. The Title IX Coordinator will share the reporting party's desired outcomes and choice of mediation or formal investigation.

Mediation: The informal mediation process involves a series of meetings in which attitudes and behaviors that contributed to the conflict or harm are examined with the goal of conflict resolution. The result of mediation is a written agreement outlining the process for dispute resolution. The mediator works with both parties to reach this agreement and supervises compliance with the terms.
Formal Investigation: The formal investigation process involves pre-investigation, investigation, hearing, and corrective action phases. If chosen, an appeal phase may also occur. Investigations are focused on fact-finding and are prompt, fair, and impartial. The Title IX Coordinator or an appointed investigator conducts the investigation, interviews both parties and witnesses, and drafts a report of findings that is provided to the reporting and responding party. Both parties review the report and can respond to the investigator prior to the finalization of the report. Once the report is finalized, a hearing is scheduled. The decision-maker in the outcome of the hearing is the Campus President. The Campus President does not play a role in the investigation process.

Both parties have the right to have an advisor present at the hearing. Advisors can cross-examine the other party, but the reporting party and responding party are not permitted to directly cross-examine each other. The standard of proof used at AIAM in Title IX proceedings is the preponderance of evidence standard. Either party can appeal the decision.
Corrective Action: Corrective action is designed to restore or preserve equitable access to AIAM programs and activities and to promote safety or prevent further harm. Possible corrective action includes removal from courses or activities, suspension, expulsion, or employment termination.

A formal Title IX complaint can be withdrawn by the reporting party at any time by notifying the Title IX Coordinator in writing.

Sexual Assault
Criminal Sanctions/Disciplinary Actions
The Ohio revised Code 2907.01-2907.09 provides legal definitions and categories for sexual offenses. These include sexual assault, sexual contact, sexual conduct, public indecency, voyeurism, sexual imposition, gross sexual imposition, sexual battery, and rape. In addition to criminal sanctions and possible liability under such laws, sex offenses, relationship violence, and stalking will subject a student or employee to institutional disciplinary action.

Violation of school policies for offenses may result in written reprimand, suspension, probation, or dismissal and employees will be subject to warning, suspension, or termination from employment. AIAM does not employ security personnel, thus student and/or staff disciplinary decisions rendered during a proceeding on the above identified categories of sexual offenses, relationship violence, and stalking will rely heavily on final investigative results provided by the local police authority.

Seeking Assistance

If you are a victim of a sexual assault on the campus of AIAM, you should:

1. Call 911.
2. Get to a safe place.
3. Notify the campus security authority, Title IX Coordinator, or Confidential Advisor.
4. Get medical assistance and maintain evidence, preferably in a paper bag.
5. Discuss opportunities for emotional support and crisis intervention with the Title IX Coordinator or Confidential Advisor.
6. File a police report with the Columbus Police.
7. Seek Academic Options and supportive measures if needed.

Students can receive assistance from:

1. Columbus Police Department 911 or 614.645.4545
2. St. Ann's Hospital, 500 S. Cleveland Avenue, Westerville, OH • 614.898.4000
3. Sexual Assault Response Network • 614.267.7020

The Title IX Coordinator is available to help refer students to the appropriate off-campus resources when such requests are made. Off-campus sexual assaults should be reported to the Columbus Police.

All school personnel are required to report that a felony has been or is being committed once aware. Notify the Title IX Coordinator or other personnel of on-campus incidents. Notify the Columbus Police Department of off-campus incidents.

Academic Issues

In the aftermath of a sex offense, relationship violence and stalking situation a victim's academic performance may be affected. Students may seek assistance with academic issues with their Program Director/Coordinator and will work collaboratively with the student for any needed academic changes.

Legal Issues

The victim of a reported sex offense, relationship violence or stalking has the right to full and prompt cooperation from school personnel. The student or employee also has the right to pursue prosecution in a court of law. Even if the victim does not want to press charges, they can speak with a police officer regarding the assault in order to keep options open for the future.

If a victim initially chooses not to prosecute, it can be helpful to report an assault to police right away and seek immediate medical care so that prosecution can be pursued at a later date if the victim chooses to do so. This allows for timely evidence collection and early interviews with the victim and witnesses, and gives more credibility if prosecution is pursued at a later date. Information about prevention of sex offenses is available in the AIAM Information Center and from the Title IX Coordinator.

Compliance with these provisions does not constitute a violation of the Family Education Rights and Privacy Act of 1974 (FERPA).

Director of Education and Student Services is available to help refer students to the appropriate off-campus resources when such requests are made. The Ohio Attorney General provides an updated registered sex offenders database at: www.icrimewatch.net/index.php?AgencyID=55149&disc=

Students may also find information regarding sex offenders by contacting the local police department, the regional state police, or www.nsopw.gov

SMOKING

AIAM is a tobacco-free, non-smoking facility. This means vaping (smoking electronic cigarettes), smoking or use of chewing tobacco, smoking or use of marijuana is prohibited in the building, on AIAM, Alpine House Assisted Living Facility or ARC Industries property. If a student chooses to indulge in the above, it may be done in the privacy of his/her car and if applicable, the cigarette butts should be disposed of there. Please note that students may not be under the influence of marijuana, alcohol, or any other recreational drugs while on school property or attending school related activities. Smoking or vaping are not permitted on camera in online courses.

Also, prior to returning to class, please thoroughly wash hands, change clothes and establish a routine that will remove the smell of cigarettes from your clothing and hands. This odor is very offensive to classmates, patients and clients with whom you work. A student discount for treatment is available at the Acupuncture clinic if you would like assistance with quitting.

STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES

The following Statement of Student Rights and Responsibilities clarifies the rights, freedoms and responsibilities afforded to all students at the AIAM, which include but are not limited to:

1. The rights afforded to all AIAM students as described in officially promulgated campus policies and procedures
2. The right to be free from sexual harassment, physical threats and discrimination on the basis of race, religion, color, sex, age, disability, marital status, sexual orientation, and national origin
3. The right to expect that confidential educational records will not be disclosed to others, except as permitted by state and federal law
4. The right to due process in disciplinary proceedings
5. The right to petition for redress of grievances
6. The right to expect professional conduct from faculty in the assignment and evaluation of academic work
7. The right to receive assistance and service from members of the AIAM administrative staff
8. The right to learn in an academic environment that is free of inappropriate interruption, due to the use of electronic communication devices during class, or other activities that might be considered distracting to others
9. The freedom of inquiry, conscience, responsible expression, and association
10. The responsibility to exercise the above mentioned rights and freedoms in a manner that will not violate AIAM rules and regulations or infringe on the rights of other students, faculty, and staff
11. The responsibility to treat all members of the campus community with civility, respect, and courtesy
12. The responsibility to hold others accountable for their actions when they violate AIAM rules and regulations that negatively influences our campus community
13. The responsibility to complete, on schedule, the requirements and meeting the standards of any course taken
14. The responsibility to become an active learner, fully engaged in both intellectual and human growth
15. The responsibility to contribute to the overall welfare and common good of all students, faculty, and staff at AIAM

STUDENT GRIEVANCE PROCEDURE

A grievance is a complaint or concern regarding College policies, procedures, or unfair treatment, that are nonacademic related. Academic appeals should follow the "Academic Appeal Policy."

The American Institute of Alternative Medicine encourages students to meet with the Campus President to informally resolve any grievance(s). In the event the student is not satisfied with the outcome, the student is asked to follow the steps outlined below.

1. Submit in writing using the Student Grievance Form (available in the Information Center located in the hallway outside the kitchen area), within five (5) business days, a detail of the grievance and a recommendation of resolution to the Campus President. The Campus President will formally respond, in writing, to the student within three (3) business days.
2. If the student feels the grievance has not been satisfactorily resolved, the student may appeal to the Chief Executive Officer. Appeals must be submitted in writing using the Student Grievance Form (available in the Information Center located in the hallway outside the kitchen area), within five (5) business days of receiving the Campus President's decision.
3. The Chief Executive Officer will convene an unbiased panel to review the request. The Chief Executive Officer will formally respond, in writing, to the student within three (3) business days. This decision is final, and no further appeal will be considered by the College.
4. Failure to follow the timelines prescribed in the grievance procedure will result in an automatic denial of appeal and forfeiture of future consideration from American Institute of Alternative Medicine.
5. At any time, a student may direct their concerns to:
   Executive Director
   State Board of Career Colleges and Schools
   30 East Broad Street, 24th Floor, Suite 2481 • Columbus, OH 43215
   ph: 614.466.2752

AIAM is accredited by the Accrediting Commission of Career Schools and Colleges. If a student does not feel that the Institute has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. A copy of the Commission's Complaint Form is available at the school A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the Director of Education and Student Services. The form may also be obtained by contacting complaints@accsc.org
or at https://www.accsc.org/StudentCorner/Complaints.aspx.

Please direct all inquiries to:
Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd., Suite 302 • Arlington, Virginia 22201
ph: 703.247.4212
www.accsc.org | complaints@accsc.org

Students enrolled in the Acupuncture program may also direct their concerns to:
Accreditation Commission for Acupuncture and Herbal Medicine

500 Lake Street, suite 204 • Excelsior, MN 55331
ph: 952.212.2434

AIAM's acupuncture program is approved by the Department of Higher Education. If a student does not feel that the Institute has adequately addressed a complaint or concern, the student may consider contacting the Department of Higher Education. All complaints considered by the Ohio Department of Education must be in written form using the form supplied by the Chancellor's staff and also available at https://highered.ohio.gov.

Please direct all inquiries to:
Ohio Department of Higher Education
25 South Front Street • Columbus, OH 43215
ph: 614.466.6000

STUDENT RECORDS POLICY

Purpose

To inform students of their rights and responsibilities pertaining to their AIAM records, in compliance with federal notification requirements. To protect the privacy of student records. To articulate definitions relating to student records, how they may be accessed and disclosed, the complaint procedure and other information relevant to the student record.

Applies To

AIAM employees (faculty, staff, student employees) and other covered individuals (e.g., affiliates, vendors, independent contractors, etc.) in their accessing and handling of student records, data, or information in any form (paper, digital text, image, audio, video, microfilm, etc.) during the course of conducting AIAM business (administrative, financial, teaching, research or service).

Policy Statement

Overview

AIAM protects the privacy of its students' education records in compliance with the federal Family Educational Rights and Privacy Act (FERPA) and its implementing regulations. FERPA and AIAM's Student Records Policy also provide students the right to inspect and review their educational records. A notice of this policy is published each year on the AIAM website. Notification of this publication is made annually to enrolled students via email. Questions regarding AIAM's policy should be directed to the Office of the Registrar.

Student Access to Education Records

A student has the right and shall be accorded the opportunity to inspect, review, and/or receive copies of the student's educational records upon written request to the Registrar. AIAM must comply with the student's request within a reasonable period of time, not to exceed 45 days after the request is received.

Such copies will be provided at the student's request and expense; however, the charge to the student for any such records, except for official academic transcripts, statements of degree, and enrollment certifications may not exceed the copy charges allowed by AIAM. AIAM may not charge a fee to search for or retrieve a record requested by a student regarding only the education record. The student shall be asked

to provide the student's AIAM I.D. and/or other government issued/approved identification in order to receive and/or view the student's educational records.

A student who is financially indebted to AIAM may have restrictions on receiving a copy of his or her academic transcript/ diploma, as well as requests to transmit the academic transcript/diploma released to another person or agency so long as the debt remains within the provisions of regulation 34 CFR 668.14(b)(34) as described below. Students receiving non-Title IV funds or self-paying will not receive a copy of his or her transcript/diploma nor will these be released to another person or agency except directly to an employer for employment purposes only. However, the student will be permitted to view the documents in accordance with the provisions of this policy.

The regulations under 34 CFR 668.14(b)(34) provide that an institution must provide an official transcript that includes all the credit or clock hours for payment periods in which a student received Title IV funds and for which all institutional charges were paid or included in an agreement to pay at the time the request is made. This may result in a partial transcript release.

- Partial transcript release refers to transcript holds related to individual payment periods where a balance is owed. If a student has not paid for all the institutional charges associated with the credits they have earned an institution may withhold specific transcript credits from payment periods in which the student has not paid for all institutional charges.
- For equipment issued to students which are considered an allowable institutional charge and the late or failure to return results in a debt, all institutional charges will not have been paid for that payment period. For purposes of these provisions, we consider an institutional charge to be "for a payment period" if they are allowable charges for the payment period, as defined under § 668.164(c)(1).

The school is not required to include on that transcript credits for periods where a student received non-Title IV funds, unless the student has fully paid the institutional charges, or credits where a student received Title IV funds and has not paid all the institutional charges (and does not have a signed agreement to pay).

- For purposes of determining whether a student is entitled to an official transcript that includes credits earned for a particular payment period, a school must consider a student to have fully paid for a payment period if an institutional payment plan has been established by the student, or on the student's behalf, to cover the charges and the responsible individual is current on the plan (i.e., has not missed any payments). The institution is permitted to wait for the student to make their first payment from their agreement before providing them with their transcript.
- When a student is on a payment agreement but does not pay or has missed payments the school will not transcript credits for periods where the student has not paid for all the institutional charges associated with the credits they have earned, except when such charges are covered by a payment plan. In this case, the institution will withhold transcripts or transcript credits from payment periods in which the student has not received Title IV, HEA funds or has not paid for all institutional charges. The school will still provide a transcript with the credits from all other payment periods in which the student has received title IV, HEA funds and has paid for all institutional charges.

AIAM will not confer a degree or other credential to a student who has not fully paid the amount they owe to the school (unless the institution made an error in its administration of Title IV funds, in which case 34 CFR 668.14(b)(33) applies).

- The college will provide a student with an official transcript that includes all the credits that the student earned for periods in which the student received Title IV funds and for which all institutional charges were paid (or were included in an agreement to pay). The degree award will not be listed on the transcript, nor will a diploma be issued.

AIAM is not required to allow inspection and review of the following records:

1. Financial records of the student's parents submitted as part of the financial aid process or for other official AIAM purpose;
2. Confidential letters and statements of recommendation that were placed in the student's education records prior to January 1, 1975, as long as they are used only for the purpose for which they were specifically intended;
3. Confidential letters and statements of recommendation received after January 1, 1975, for which the student has signed a waiver of the right to access and that pertain to (a) admission to this or any other educational institution or agency; (b) application for employment; or (c) receipt of an honor or honorary recognition; so long as these letters are used solely for the purpose for which they were specifically intended.

If an education record contains information on more than one student, the student may inspect only the information about their own records.

Waiver of Rights

AIAM may request, but not require, students to waive rights under this policy. The waivers must be in writing and signed by the student or must be positively indicated electronically and include appropriate electronic authorization. A student may waive right to inspect and review confidential statements and confidential letters of recommendation only if: (1) the student, upon request, is notified of the names of all persons providing letters/statements; (2) the letters/statements are used only for the purpose for which they were originally intended; (3) the waiver is not required as a condition of admission to or for any other service or benefit of AIAM.

The student may revoke any waiver in writing, the revocation to apply only to documents received or entered into the record after the date of execution of the revocation.

Disclosure of "Personally Identifiable" and "Directory Information"

AIAM shall obtain the written consent, or system consent via appropriate electronic authorization in an authorized system (i.e. Populi, Office 365, etc) from the student before disclosing personally identifiable information from the education records of the student, other than directory information, except as otherwise provided in this policy.

AIAM may, without the consent of the student, disclose directory information, as described in Section 1.B. If a student wishes to have such information withheld, the student must notify the registrar in writing. This notification may occur at any time; however, if a student wishes to prevent the publication of directory information in the AIAM telephone directory, the student must notify the registrar by the end of the first week of the term.

AIAM may disclose personally identifiable information from a student's Education Record(s) without the consent of the student if the disclosure is made to:

1. School officials within the institution determined to have a legitimate educational interest(s).

2. Authorized persons to comply with a judicial order or lawfully issued subpoena, provided AIAM makes a reasonable effort to notify the student in advance of compliance; except AIAM will not disclose to the student information about a grand jury subpoena, a subpoena issued for a law enforcement purpose when notice is prohibited, or a court order obtained by the United States Attorney General or Assistant Attorney General in investigations or prosecutions of certain criminal offenses or an act of terrorism, in accordance with by law or regulation; certain officials of the U.S. Department of Education, the Comptroller General and state and local educational authorities in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs.
3. Financial aid personnel in conjunction with an application for or receipt of financial assistance, provided that the disclosure is needed: (1) to determine the eligibility of the student for financial aid; (2) to determine the amount of financial aid; (3) to determine the conditions that will be imposed; or (4) to enforce the terms or conditions of the financial aid.
4. Parent(s) or legal guardian(s) of dependent students who provide a written request for grades to AIAM Registrar pursuant to Ohio Department of Higher Education policy. Dependency, for this purpose, is defined by the Internal Revenue Code of 1954, Section 152. The student will be notified in writing and/or electronically of any disclosure of grades made to the student's parent(s) or legal guardian(s).
5. Appropriate parties, including parents, in the event of an emergency, if knowledge of the information is necessary to protect the health or safety of the student or other individuals. In making a determination to disclose personally identifiable information (PII) from an education record in a health and safety emergency, AIAM shall take into account the totality of the circumstances pertaining to the threat or health of the student or other individuals. If AIAM determines that there is an articulable and significant threat to the health or safety of a student or other individuals, disclosure may be made to any person whose knowledge of the information is necessary to protect the health and safety of the student or others. All disclosures will be documented.
6. Organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate, or administer predictive tests; to administer student aid programs; to improve instruction or services in a manner that does not permit personal identification of students by individuals other than representatives of the organizations that have legitimate interests in the information. AIAM and the organization will enter into a written agreement, containing: the purpose, scope, and duration of the study, and the information to be disclosed in the study; restrictions to use information only for the purpose of the study, to destroy or return the information when no longer needed, to specify the time period for destruction of information; and agreement to not disclose information. The AIAM Registrar must provide clearance for the release of and will maintain a record of all student records involved in the release. AIAM may release records or information from education records after the removal of all personally identifiable information or when the release is of de-identified student level data for the purpose of education research by attaching a code to each record that cannot be used to ascertain personally identifiable information about a student.
7. Accrediting organizations to carry out their accrediting functions.
8. An outside contractor, consultant, or other party who is acting for AIAM, subject to the written direction and security requirements of AIAM, and who is performing a service or function that AIAM would otherwise have to perform for itself.
9. To initiate legal action against a parent or student, or to defend AIAM if a parent or student initiates legal action against AIAM, when the student's education records are relevant to the legal action.
10. Individuals requesting academic information for deceased students. The AIAM Registrar will evaluate each request for the release of a transcript or other academic records of a deceased

student on the individual merits of that request. AIAM may deny the request in whole or to release only part of the academic records that are requested.

11. Officials of another school, school system, or postsecondary institution where a student seeks or intends to enroll, or is already enrolled, to supplement, update or correct any records sent by AIAM during the student's application or transfer period.
12. To a victim of an alleged perpetrator of a crime of violence or non-forcible sex offense, as defined in 8 U.S,C. 16, the final results of the disciplinary proceeding conducted by AIAM against the alleged perpetrator of that crime or offense, regardless of the conclusion. See: Clery Act Compliance Information.
13. To Veterans Administration officials pursuant to 38 U.S.C. 3690 (c).
14. To the public concerning sex offenders and other individuals required to register under community notification programs.
15. Information AIAM has designated as "directory information," unless a hold has been placed upon release of the information by the student.
16. As described by the parental notification policy.

Notice to Third Parties

AIAM must inform the parties to whom personally identifiable information (PII) is given that they are not permitted to disclose that information to others without the written consent of the student and that the information is to be used only for the purpose(s) intended. However, parties to whom PII is given may make further disclosures of the information if they are acting on behalf of AIAM and as directed by AIAM. The names of the additional parties to which the receiving party may disclose the information and the legitimate interests of each of these additional parties must be provided as part of the request process. If a third party outside AIAM permits access to PII in violation of this policy, AIAM shall not permit access to information from education records to that third party for a period of not less than five (5) years. Once the third party that is acting on behalf of AIAM has finished the project or contract under which PII is utilized, the third party shall be required to return the information to AIAM, or if directed by AIAM, to securely destroy and/or wipe systems containing such data.

Maintaining Education Records and Records of Requests and Disclosures

Each department that maintains education records shall adopt its own policy regarding the destruction of education records, subject to AIAM Record Retention policy. No education record, however, may be destroyed if there is an outstanding request or notice of pending request to inspect and review the record. Also, the record of requests for and disclosures of the education record and any explanations that are a part of the record must be maintained for as long as the education record to which it pertains is maintained.

The record custodian shall maintain documentation of requests and disclosures of personally identifiable information from a student's education records. The record shall include, whether requests are granted or not, the name(s) of the person(s) who requested the information; the names of the additional parties to whom the receiving party may disclose the information on behalf of AIAM; and their legitimate interests in the information. Records of requests and disclosures will not be maintained for: (1) requests made by the student; (2) requests for which the student has given written consent; (3) requests made by school officials with legitimate educational interests; or (4) requests for directory information.

The record of requests and disclosures may be inspected by the student, by school officials responsible for the custody of the records, and by federal and state officials for the purpose of auditing record keeping procedures.

Student's Right to Request Amendment of Information Contained in Education Records

A student may request amendment of the content of an education record on the grounds that the record is inaccurate, misleading, or otherwise in violation of the privacy of the student. If AIAM does not amend the record as requested, then the student has an opportunity for a hearing. No hearing under this policy shall be granted for challenging the underlying basis for a grade; however, the accuracy of the recording of the grade could be challenged. The following procedure for challenging the content of an education record shall apply:

1. The student has the right to receive a brief explanation and interpretation of the record in question from the respective record custodian.
2. The custodian of the challenged education record, after reviewing the record with the student, may settle the dispute informally with the student in regard to the deletion or modification of the education record. The custodian shall make a decision within a reasonable amount of time and shall notify the student of the decision.
3. In the event the custodian disapproves the student's request to delete or modify the record in question, the student shall be notified by the custodian, in writing, of the decision and of the student's right to a formal hearing upon the request.
    - All requests for formal hearings by the student shall be directed to the Campus President and shall contain a concise written statement of the specific facts constituting the student's claim.
    - The hearing shall be conducted by an AIAM staff member (Hearing Officer) who does not have a direct interest in the outcome of the challenge and who shall be appointed by the Campus President. The hearing shall be held within a reasonable time of receipt of the student's request and the student shall be notified reasonably in advance by the hearing officer of the date, place and time of the hearing.
    - At the hearing, the student shall be afforded a full and fair opportunity to present evidence relevant to the student's claim and may, at personal expense, receive assistance or be represented by any individuals. Notes of the hearing will be made, and a copy of the notes will be made if requested and the cost of making the copy will be paid by the requester of the copy. No transcript of the hearing will be made.
    - Based solely on the evidence presented at the hearing and within ten (10) working days of the hearing, the hearing officer shall make a written recommendation to the Campus President, or the CEO or designee together with written findings of fact concerning the student's request. Within an additional fourteen (14) working days of receipt of the hearing officer's report, the designee shall notify the student in writing of the decision. The decision must include a summary of the evidence and the reasons for the decision.
        - *In the event the decision is adverse to the student's request, the student shall be notified of the opportunity to place with the education record a summary statement commenting upon the information in the records and/or setting forth any reason for disagreeing with the decision. If the questioned document is released to a third person, the student's summary statement shall accompany the release of any such information. The summary information shall be maintained for as long as the contested record is maintained. There is no appeal of the decision within AIAM.*
        - *If a student challenge to the content of a given record is successful, AIAM shall amend the education record accordingly and so inform the student in writing. Upon the student's specific written request to the designee, AIAM shall make a reasonable effort to contact student designated third persons who have received copies of the previous record to inform them of the change that has been made.*

Complaint Procedure
If a student believes that AIAM is not in compliance with the AIAM Student Record Policy and/or the Family Educational Rights and Privacy Act (FERPA), the student should check first with the Campus President.

If a student wishes to file a complaint with the federal government concerning AIAM's failure to comply with FERPA, the student must submit the complaint, in writing, to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920, (http://www.ed.gov/policy/gen/guid/fpco/ferpa/students.html). The Family Policy Compliance Office will notify the student and AIAM when the complaint has been received. They will investigate the complaint, and they may require further information. Following its investigation, they will provide written notification of its findings and basis for such findings. In the event AIAM is found not to be in compliance, the College will be afforded the necessary time to comply. If the College does not then comply, additional action may be taken by the Family Policy Compliance Office. For guidelines concerning this complaint procedure, see 34 CFR Paragraph 99.64 and the subsequent regulations of the Family Educational Rights and Privacy Act.

Exclusions or Special Circumstances
Faculty, staff and/or contracted employees who violate this policy may be subject to disciplinary action for misconduct and/or performance based on the administrative process appropriate to their employment. Students who violate this policy may be subject to proceedings for non-academic misconduct based upon their student status.

Faculty, staff, contracted employees, and/or students may also be subject to the discontinuance of specified information technology services based on the policy violation.

Contact
Registrar
American Institute of Alternative Medicine
6685 Doubletree Ave • Columbus, OH 43229
614.825.6255

Related Statutes, Regulations, and/or Policies:
1. Code of Student Rights and Responsibilities
2. Information Hold Form
3. Information Release Form
4. AIAM Catalog Policy Sections
5. Open Records Policy
6. Parent Notification Policy
7. AIAM Record Retention Policy
8. Student Records Policy Primary Records Custodians
9. US Department of Education Family Educational Rights and Privacy Act Website

Definitions:
Attendance: Attendance at AIAM is considered to begin on the announced first day of classes for the initial quarter (Fall, Winter, Spring, or Summer) for which a person is enrolled in one or more classes, and shall include any person "attending" on campus or by any electronic means (including for example webinar, correspondence, and the like) as prescribed by the class requirements. Non-credit bearing courses, workshops, seminars, etc. developed, targeted to external audiences or consisting solely of minor children

shall not be considered in attendance for the purposes of this policy, although information related to these audiences should be treated in accordance with the appropriate data handling and privacy policies and procedures.

Consent: Some AIAM systems incorporate electronic provision of consent within the system. In these systems, proper authentication will require a login with the AIAM Student on-line ID, secure password and positive action to indicate release. Such authentication shall constitute consent. In all other cases, consent shall be in writing and shall be signed and dated by the student giving consent. For both written and electronic categories, the consent shall include (a) specification of records to be released; (b) purposes of such release; and (c) parties or class of parties to whom such records may be released.

Custodian of Student Records: Except as otherwise designated in this policy, the head of each academic or administrative unit is responsible for the education records within the unit. A list of custodians of primary records is found in the document "Student Record Policy Records Custodians". In all cases of subpoenas or court orders, these custodians should consult General Counsel. For all interpretations of this policy and/or if there is a question concerning privacy of the Education Record, these custodians should refer to the AIAM Registrar.

Directory Information: The student related directory information is defined by AIAM as: name; current address and telephone number; permanent address and telephone number; e-mail address (except as limited below); level and school; month and day of birth; major field of study; enrollment status (full-time; half-time; less than half-time); dates of attendance; degrees, honors and awards received; the most recent previous educational institution attended by the student and participation in officially recognized activities (including participation status). For purposes of official AIAM news releases, or conducting AIAM business and advancement, student photographs and parent name, address, telephone number and e-mail are also defined as directory information. In order to protect individual privacy, a student's personal email address is not considered "directory information" where requests by non-AIAM organizations for multiple e-mail addresses are made. Information not included above is not directory information and thus is to be maintained as confidential information; this includes but is not limited to Social Security Numbers, full date of birth including year, etc.

Disclosure: Permitting access to or the release, transfer, or other communication of any part or all of the education records of the student or the PII contained therein, orally, in writing, by any electronic means, or by any other means to any party. Disclosure does not include the return of the Education Record from an instructor to the student, so long as the student may inspect the Education Record in the possession of the instructor. Release of information from education records as required or permitted by law will not be considered a disclosure under this policy.

Education Records: Those records that are directly related to a student and that are maintained by AIAM or by a party acting for AIAM. A record means any information recorded in any way, including, but not limited to, handwriting, print, tape, film, microfilm, microfiche, computerized and/or digitized storage.

Records described in items 1-4 below are excluded from the category of ''education records,'' therefore, the law does not guarantee the right of student access to the following:

1. Records created by and kept in the sole possession of an individual staff member that are not revealed to any other individual except to a person who might temporarily substitute for the original staff member.
2. Medical and psychological records that are maintained only in connection with provision of treatment to the student and that are not available to persons other than those providing treatment except that such records may be personally reviewed by a physician or other appropriate professional of the student's choice and with the student's written consent.

3. Records that contain only information relating to a person after that person is no longer a student at AIAM. An example would be information collected by AIAM or the Alumni Association pertaining to the accomplishments of an alumnus/alumna.
4. Employment records of any person if maintained in the normal course of business and used only for purposes relating to the employment.

Electronic Authentication System: At AIAM electronic authentication consists of a unique on-line ID given to each student and a strong password intended to be known only by the user. The e-signature is used to electronically access systems at AIAM. It is NOT communicated in written or oral form to permit access and/or signify consent.

Legitimate Educational Interests: The interest of AIAM personnel who have a demonstrably legitimate need to review records in order to fulfill their official professional responsibilities. Such responsibilities must involve AIAM in its primary educational and scholarly functions and/or secondary administrative functions of maintaining property, disbursing funds, keeping records, sponsoring activities, recognizing student educational achievements, and protecting the health and safety of persons or property in the AIAM community. If a question arises concerning the legitimacy of a request to review records, such questions shall be referred to the AIAM Registrar.

Parent: Includes a parent, a guardian, or an individual acting as a parent of a student in the absence of a parent or guardian.

Personally Identifiable Information (PII): Includes the name of the student, the student's parent or other family members, the address of the student or parent, personal identifiers such as social security or student numbers, personal characteristics or information requested by a person whom AIAM reasonably believes knows the identity of the student to whom the education record relates. In cases where aggregate data is released, this definition includes any cell sizes with five or fewer students.

School Official: Faculty, staff, contracted employees, or committees (when the members of the committee are appointed or elected to an officially constituted committee) who perform a function or task on behalf of, and at the request of, AIAM, its faculty, college, schools, departments or units are School Officials for purposes of this policy. Additionally, agencies, organizations, contractors, consultants, volunteers and other outside service providers officially acting on behalf of AIAM and subject to the control of AIAM and that provide services, functions or conducts research AIAM would otherwise perform itself are considered school officials for the purposes of this policy (e.g., accountants, attorneys, degree or transcript services, testing services, computer security services, etc).

Student: For purposes of this policy, an eligible student is anyone who is currently attending or who has previously attended AIAM. with the following exceptions:

1. A person who has applied for admission to, but has never been in attendance at AIAM, even if that individual is or has been in attendance at another component unit of AIAM, is not considered to be a student with respect to the component to which an application for admission has been made.
2. A minor child who is taking non-credit classes, workshops, seminars, clinics, camps etc. designed and targeted exclusively for minor children.
3. Attendees at conferences, seminars, workshops or similar activities for which academic credit is not conferred.

TECHNICAL REQUIREMENTS

Students must have a functioning mobile phone available for the multi-factor authentication (MFA) required for accessing student accounts and educational platforms. Students must have a functioning computer to access the school learning system for course work, checking grades, syllabus, etc., and for accessing Microsoft 365 and their student email for all school communications. See Laptop Computer

Policy for laptop requirements and/or see Distance Education Policy for more hybrid program technology requirements.

TRANSFER CREDIT POLICY

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, except for acupuncture students who may receive transfer credit for up to only 50% of the total program credit requirements. Of that 50% for acupuncture students, no more than 25% of the program clinical training requirements may be accepted as transfer credit. 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 Campus President or designee. AIAM does not grant transfer credit for prior learning experience.

Credit for courses previously taken may be transferred into a 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).
    - A program accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM) or a program that has been granted pre-accreditation status by ACAHM and is a Candidate School (or program) (Acupuncture only).
    - An accredited institution of higher education recognized by the United States Department of Education (or foreign degree equivalent that has been officially evaluated).
    - The course was taken within the last five years (for science courses). General Education courses for Acupuncture have no time restriction for transfer credit.
    - The course meets or exceeds the hour, credit and content requirements of the equivalent course at AIAM.
    - The grade received in the course is equivalent to a “C” (75%) or higher, except for courses in the PN program or acupuncture courses (AT prefix), which must have a “B-“ (80%) or higher for transfer consideration.

Credit for science courses or TCM courses taken previously that exceed the time limit of transferability (i.e. greater than five years) or do not meet the hour/credit requirements may be awarded through the proficiency credit process (see Proficiency Credit Policy).

For students who have taken sciences courses more than five years ago and are currently licensed and practicing in the medical or mental healthcare fields, previous course credit may be accepted for transfer credit without the proficiency exam.

Nursing programs do not accept nursing course transfer credits from nursing courses taken at other institutions. AIAM nursing courses from a previous AIAM enrollment may be eligible to for transfer credit if the nursing courses were taken within 12 months of the re-entering quarter, are equivalent in content, and the student received a “B-” (80%) or above to courses in the current curriculum for Practical Nursing. Practical Nursing and Registered Nursing program nursing courses have different scope of practice/ different content, thus nursing courses (course codes beginning with PNUR and NRS, respectively) are not eligible for transfer between the two programs.

All non-nursing course transfer credits in the PN program must be equivalent in content and credit value, and if a science course must have been taken less than 5 years from the time of the start of the entering quarter, and the student received a "B-" (80%) or above to courses in the current PN curriculum.

Massage technique courses from a previous AIAM enrollment may be eligible to for transfer credit if the courses were taken within 9 months of the re-entering quarter, are equivalent in content, and the student received a "C" or above to courses in the current curriculum. For massage techniques courses taken over 9 months from the readmitting quarter start date, the student must successfully pass (75% or higher) a full body massage evaluation on a qualified AIAM instructor.

Massage techniques courses from a program other than AIAM may be eligible to for transfer credit if the courses were taken within 9 months of the admitting quarter, are equivalent in content, and the student received a "C" or above to courses in the current curriculum, and the student must successfully pass (75% or higher) a full body massage evaluation on a qualified AIAM instructor.

Nursing programs & Medical Massage Therapy

1. At least 25% of the program must be taken at AIAM for successful completion of the program.

Acupuncture program:

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. Acupuncture course credits earned more than five (5) years prior to admitting quarter start date will not be accepted for transfer.
6. Applicants may receive transfer credit for up to 50% of the total program credit requirements. Of that 50%, no more than 25% of the program clinical training requirements may be accepted as transfer credit.
7. Applicants with active state licensure in a healthcare profession at an undergraduate level (LMT, RT, RD, and others licensed medical professionals as approved by the Campus President; state licensure is required to be considered) may receive course transfer credit for science and Western Medicine coursework on a case-by-case basis for equivalent content courses in the acupuncture program. Coursework to be transferred will be determined by the Program Chair. The Campus President's decision on transfer credits is final.
8. Applicants with active licensure in professional level healthcare professions (examples: RN, MD, DC, DO, FNP, Counselors/Social Workers) may receive transfer credit for specific coursework in the sciences and Western Medicine courses in the acupuncture program. Coursework to be transferred will be determined by the Program Chair. The Campus President's decision on transfer credits is final.

ACU Block Transfer Credit for Licensed Medical Practitioners (RN, MD, DO, DC, FNP, NP)

WMED 500	50 credits	510 Hours
AW 515 HUMAN ANATOMY I & PHYSIOLOGY I	5.0	50
AW 519 ANATOMY I & PHYSIOLOGY II	4.5	45
AW 512 HUMAN BIOLOGY	4.5	45
AW 514 WESTERN APPROACHES TO ILLNESS & MEDICAL TERMINOLOGY	3.0	30
AW 518 MICROBIOLOGY	4.0	40
AW 521 WESTERN MEDICINE PATHOLOGY I	4.5	45
AW 613 WESTERN MEDICINE PATHOLOGY II	3.0	30
AW 614 PSYCHOLOGY OF HEALTH & WELLNESS	3.0	30
AW 615 FIRST AID & CPR	0.5	10
AW 616 WESTERN MEDICINE DIAGNOSTICS/PHYSICAL EXAM TECHNIQUES	3.5	40
AW 611 WESTERN MEDICAL DIAGNOSTICS/IMAGERY & LAB READING	2.0	20
AW 618 OVERVIEW OF WESTERN CLINICAL PRACTICES I	3.0	30
AW 715 OVERVIEW OF WESTERN CLINICAL PRACTICE II	3.0	30
AW 617 WESTERN MEDICINE PHARMACOLOGY	4.5	45
AW 716 MEDICAL RED FLAGS	2.0	20

For Acupuncture Students enrolling in the master's degree program, the following courses may be challenged through proficiency testing within the first 2 weeks of the program: (See Proficiency Credit Policy.)

- AW 512 Human Biology
- AW 514 Western Approaches to Illness & Medical Terminology
- AW 515 Human A & P I
- AW 519 Human A & P II
- AW 521 Western Medicine Pathology I
- AW 613 Western Medicine Pathology II
- AW 518 Microbiology
- AW 617 Western Medicine Pharmacology
- AW 611 Western Medicine Diagnostics/Imagery & Lab Data Reading
- AW 616 Western Medicine Diagnostics/Physical Exam Techniques
- AW 618 Overview of Western Clinical Practices I
- AW 715 Overview of Western Clinical Practices II

AIAM evaluates military transcripts for possible transfer credit. Courses must be applicable to one of our programs to receive transfer credit. The DD 214 form and/or other relevant documents, including military transcripts along with attached ACE credit recommendations, should be submitted. Military Transfer Credit becomes D with all other labeling adjusted accordingly (ACE credit is not eligible for transfer except for related military training).

If a course is not listed on a transcript, regardless of that person's prior experience, no credit can be awarded.

Transfer credit cannot be awarded twice for the same course.

An official transcript must be submitted 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 of the program in which the student is enrolled. If awarded, the student will receive specified credits. Which credits will transfer is solely at the discretion of AIAM.

Once a student is enrolled in the American Institute of Alternative Medicine, all coursework and credits needed to complete the program must be taken at AIAM in order to assure quality and consistency in the educational outcome.

Please note that Transfer Credits may impact financial aid awards throughout the term of a student's program. Please contact the Financial Aid office for more information.

A $50.00 Transfer Credit fee will be charged for each transfer course accepted.

AIAM does not guarantee the transfer of coursework into another institution's program. Please check with the receiving institution regarding its transfer credit policy.

VERIFICATION AND STUDENT PRIVACY POLICY

The student who registers in distance-education courses or programs must be the same student who participates in and completes and receives the academic credit. AIAM verifies student identity through issuing a secure login and passcode, as well as proctored examinations where students are required to show their picture AIAM Student ID card. Student privacy is ensured through the unique login and passcode provided and the picture Student ID card, both of which are issued directly to and only to the enrolled student.

VIOLATIONS TO STUDENT CONDUCT EXPECTATIONS

AIAM reserves the right to take all necessary and appropriate action to protect the safety and well-being of the campus community. The Campus President (or designee) may immediately suspend any student whose conduct threatens the health and/or safety of any person or property, or exhibits severe conduct that warrants removal from the campus. The suspension shall remain in effect until the matter is resolved through the disciplinary and inquiry process, which should be completed within three business days. If the Campus President (or designee), in his or her sole discretion, determines that the student's behavior may have violated the Student Conduct expectations but does not warrant a suspension or dismissal, the Campus President (or designee) shall promptly provide the student with a written warning. Multiple written warnings may result in a suspension or dismissal.

WITHDRAWAL

Students wishing to officially withdraw should contact the Director of Education and Student Services or the Financial Aid Office to state intent of withdrawal. This will begin the official withdrawal process (official notification). If students cease attendance for 14 consecutive days, they will be administratively withdrawn for non-attendance (unofficial notification) with Fs for any courses in progress.

Students who officially notify to withdraw prior to the 8th week of the quarter will receive Ws for uncompleted courses in progress; students withdrawing the 8th week of the quarter or after will receive the grade earned, inclusive of receiving 0s for work not turned in or tests not completed through the end of the term. New and readmitted students who do not attend any classes in the first full week of the quarter will be administratively withdrawn from the school, unless previous arrangements have been approved by the Campus President. Students considering withdrawal should also refer to AIAM's refund policy; see Financial Policies for more information.

DISTANCE EDUCATION POLICIES

The admissions department is available to provide hard copies of any of the information contained herein.

ATTENDANCE

All attendance policies are the same for online courses as for on-campus courses (see Attendance Policy in Student Policies section and nursing students should also review Nursing Attendance Policy in the Nursing Policies section). Being late to class has the same policies and penalties as if on campus. If a student knows s/he will be late, or leave early, etc., they are to notify the instructor prior to the class so s/he is aware, or if a sudden issue arises during the class session, they should use the private chat feature to send the instructor a message on what's going on and the need to leave the session early.

The online class is to be treated as onsite. Students may not be driving or riding in a car, working, shopping, sleeping, laying down, be in a hospital bed, or other non-learning/education activities while in the online course room. Students may not be on the AIAM campus for online courses; exceptions for a one-time need in rare circumstances may be approved by the Campus President or designee.

All students must use their full name used to enroll into their academic program to be admitted into all online classes for attendance purposes. Student IDs must be available to show on camera upon request.

CAMERAS & SOUND

The online class is to be treated as onsite. Students may not be driving or riding in a car, working, shopping, sleeping, laying down, be in a hospital bed, or talking on the phone or other non-learning/education activities while in the online course room. Students observed doing non-learning activities will be given one warning and if the behavior continues will be removed from the course room and must communicate with the applicable Program Chair/Coordinator or Director of Education and Student Services for non-nursing courses in the nursing programs, or with the Director of Nursing for nursing courses (NRS or PNUR prefix) to be admitted to the next course meeting session. Consequences may include behavioral warning/probation and not being allowed to make up missed work/tests, at the discretion of the applicable Program Chair/Coordinator or Director of Education and Student Services for non-nursing courses in the nursing programs, or the Director of Nursing for nursing courses (NRS or PNUR prefix). All time missed from the course room is subject to the Attendance Policies of the associated course.

See Attendance Policy in Student Policy section for absence penalties. If the student needs to step away for any reason (for example, needing a restroom break), the student should use the Chat feature on "private" to the instructor to inform them, and may turn off the camera at that time, but must turn it back on when back at the computer. Online classroom time is the same as in the building in an on-campus course. The student must attend for the duration of the course and the camera provides proof of attendance, and sound allows students to hear any instructor communications. Most class sessions are recorded.

DISTRACTIONS

HIGHLY RECOMMENDED: Be in a room with a door that should be closed during class if possible. During testing, this will be required. Students should provide for childcare during online classes.
REQUIRED: Phones muted. Students should not be texting, etc., during class, the same as if on-campus, but may have muted to watch for critical messages, except during testing.

DRESS CODE
The dress code for each program applies in the online course room, as applicable. (See Dress Code in School Policies section.)

NAMES
All students must use their correct and full name for Teams or they will not be admitted to the course room.

ORIENTATION FOR DISTANCE LEARNING
AIAM provides an orientation to the new student online utilizing Teams, covering school policies, the LMS, orientation to the online environment, and expectations.

OWNERSHIP POLICY
American Institute of Alternative Medicine maintains ownership rights to the distance education content and resources.

PARTICIPATION
Instructors will keep all students muted except for specific times to unmute for education purposes to keep the noise level down from ambient noise in the environment.

Instructors are required to periodically perform question/comment check-ins for students to ensure students can ask questions during lecture/class. If a student has a question, it is recommended to jot it down to ask during these check-ins during class and/or use the chat feature. The instructor will read the question or comment and address it, as appropriate. Class discussions will be in break-out rooms in small groups, or at specified times using the “raise hand” feature in the course room.

PREREQUISITE TO PARTICIPATION
A Student Readiness Assessment is required to be completed prior to enrollment. Enrolled students are required to meet with their designated support person for training prior to the first day of classes.

STUDENT ID
Students may be asked to show their school ID for attendance, and always prior to testing.

TECHNICAL REQUIREMENTS
Students must have a functioning cell phone available for the multi-factor authentication (MFA) required for accessing student accounts and educational platforms.

AIAM students must have a laptop computer on the first day of class which meets the required specifications (below). AIAM will provide a laptop (with 1-year warranty) to you as part of your tuition and fees at a cost of $600 which are disclosed in the AIAM School Catalog. Students are responsible for communicating directly with the manufacturer(s) on all warranty-related issues. If the laptop computer or camera and stand are purchased through AIAM, students are responsible to replace the item(s) at full cost if lost, stolen, or damaged beyond repair or outside of the warranty.

Students who purchase a laptop computer outside of AIAM must provide proof that the laptop they have meets all requirements by the first day of the first quarter of the program. If a student does not produce a

laptop which meets the required specifications by the first day of the quarter, AIAM will provide a laptop and the student will be charged.

A stand-alone webcam is being provided to all students in MMT, PN, and RN programs as part of their technology fees.

Technical Requirements for Student Laptop Computers
Broadband speeds: We recommend a minimum of 10 Mbps. A VPN is not allowed to be used for school.

Note: Chromebooks, iPads, and tablets are not allowed and will not work with the software you must use to test.

1. PC
    a. Operating System: Windows 11 (NOTE: Windows 10 stops being supported in October 2025)
    b. Minimum of 4GB of RAM
    c. Minimum Resolution of 1024x600
    d. Must download Chrome browser: https://www.google.com/chrome/
    e. Must have pop-up blocker, JavaScript, and cookies **enabled** for testing
    f. Minimum 16GB Solid State or Hard Drive
    g. Must have a working charger and charging port, and laptop must be able to be charged to full capacity
    h. Must have an available, working USB port for adding the testing webcam
2. MAC (MacBook, MacBook Air, MacBook Pro)
    a. MacOS 12 or higher (Monterey)
    b. Minimum 4GB of RAM
    c. Minimum resolution of 1024x600
    d. Must download Chrome browser: https://www.google.com/chrome/
    e. Must have pop-up blocker, JavaScript, and cookies **enabled** for testing
    f. Must have a working charger and charging port, and laptop must be able to be charged to full capacity
    g. Must have an available, working USB port for adding the testing webcam
3. To ensure full participation and access to course content, all students are required to have a laptop that meets these minimum specifications.
    a. **Laptop Screen**: The laptop must have a working display screen capable of clearly showing course materials, presentations, and video content.
    b. **Built in Microphone:** A working microphone is required for participating in online discussions, group work, and oral assessments.
    c. **Built in Speaker**: A functional speaker (or headphone/earbuds) is required to listen to lectures, videos, and other audio-based course materials.
    d. **Built in and External Webcam**: Two webcams are required in order for the student to be viewed from different angles as specified by the instructor during quizzes/exams or at the instructor's discretion. One webcam on a stand with a USB 2 to USB C adapter is provided as part of the students' technology fees.
    e. **Built in Keyboard:** The student must be able to type information, so the keyboard must be

functional. Trackpad and /or mouse must be usable. Talk-to-text is not allowed during online classes.

Technical Requirements for Student Webcam and Stand
Students are provided with a webcam and stand upon enrollment as part of their technology fees. Should it need replaced for any reason, these are the following requirements which must be met:

1. The webcam must be a minimum of 1280x720 pixels (720p). A wired webcam rather than Bluetooth is recommended.
2. The stand for webcam mounting must be at least 8 inches tall from the desktop to the mount for the webcam.

Authentication Policy

Authentication is the process through which a user proves his or her identity by providing sufficient User Credentials. The User Credentials include:

- User ID that is a unique and persistent identifier assigned to an individual upon initial association with AIAM. This User ID required is the student's assigned AIAM email address.
- Password set by the user meeting AIAM password guidelines.
- We require all students to download the Google Authenticator app on their cell phone during their mandatory Student Support setup appointment. The authenticator app is used throughout the student's schooling to access Microsoft 365 and Populi (our learning management system) accounts. The student email address given by AIAM and student password created by the student will give access to both of these apps within your Chrome browser.

TESTING

Most significant tests (for example mid-terms, finals, and instructor specified exams) will be taken on the AIAM campus. Only the Campus President, Director of Education and Student Services, or the Director of Nursing for nursing courses (only) may allow an exception. All protocols must be followed, or the test will be discontinued, and the student will receive a "0" and referred to the applicable Program Chair/Coordinator or Director of Education and Student Services for non-nursing courses in the nursing programs, and the Director of Nursing for nursing courses. NOTE: All make-up exams (all types) must be made up on campus at AIAM with an AIAM proctor within 7 days of the missed test (within 48 hours for final exams).

WARNING WHEN TESTING ON ANOTHER STUDENT'S LAPTOP
Students who borrow another student's laptop assume responsibility for logging into the Populi test under their own Populi account login instead of the other student's saved login information. Students who do not login and test using their own account prevent the other student from accessing the test. Any student who tests under another student's login will receive a "0" on the exam.

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.

- All online multiple-choice tests will be timed at 1.5 minutes per test question allotted. (Math courses and writing courses may have different time allotments.)
- Using a webcam 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. The face and mouth must be visible during testing time. Eating and/or chewing gum is not allowed during any tests. Talking, texting, and/or communicating are not allowed during testing. Students must focus their attention on the screen during test time. Earbuds cannot be worn during tests. After submitting the test, the student's camera must remain on until class resumes, even if the student steps away or the instructor indicates that a break can be taken.
- If a student has any situations, etc., requiring the teacher's input/help, he/she should use the Chat feature on Teams, and be sure it is set to PRIVATE, so it goes only to the instructor.
- **Testing sessions may be recorded. This allows for review if any irregularities.**
- If the instructor/proctor sees an issue, they will message the student using the private chat feature and/or verbally alert the student to check the chat, change the camera view, or address the specific concern.
- If the student does not respond to communication attempts or does not correct the issue, the student will be removed from the classroom and receive a zero on the exam. The student will be referred to the applicable Program Chair/Coordinator or Director of Education and Student Services for non-nursing courses in the nursing programs, or Director of Nursing for nursing courses.
- Students can leave the exam to go to the restroom, etc., if absolutely needed. Breaks may not exceed 3 minutes. The student must private message (pm) using the chat feature on Teams the instructor/proctor asking them to pause the test stating 'bathroom emergency' or whatever the situation is. However, the clock will not stop on the student's testing time.
- Students should clear browser cache prior to submitting tests on Populi.

VIRTUAL BACKGROUNDS

Virtual backgrounds or blurring filters are not permitted for any online learning.

PROGRAM DISCLOSURES

ACUPUNCTURE

AIAM has determined that its curriculum meets the State educational requirements for licensure or certification in the following states:	AIAM has determined that its curriculum does NOT meet the State educational requirements for licensure or certification in the following states:	AIAM has not made a determination that its curriculum meets the State educational requirements for licensure or certification in the following states:	State does not have licensure requirements for this profession or licensure is optional for this profession:	Physician Only:
Alaska Colorado Connecticut Delaware Georgia Idaho Illinois Indiana Iowa Kansas Kentucky Louisiana Maine Maryland Michigan Minnesota Missouri Montana Nebraska New Jersey New York North Carolina North Dakota Ohio Oregon Pennsylvania South Carolina Tennessee Utah Virginia Washington Washington DC West Virginia Wisconsin Wyoming	Arizona Arkansas California Florida Hawaii Massachusetts Nevada New Mexico Rhode Island Texas Vermont Washington DC	Mississippi New Hampshire	N/A	Alabama Oklahoma South Dakota

MEDICAL MASSAGE THERAPY

AIAM has determined that its curriculum meets the State educational requirements for licensure or certification in the following states:	AIAM has determined that its curriculum does NOT meet the State educational requirements for licensure or certification in the following states:	AIAM has not made a determination that its curriculum meets the State educational requirements for licensure or certification in the following states:	State does not have licensure requirements for this profession or licensure is optional for this profession:	*Curriculum meets the state educational requirements; endorsement is required for licensure:	** Curriculum meets the state educational requirements; additional criteria must be met for licensure
Alaska, Arkansas**, California**, Colorado, Delaware**, Florida**, Georgia**, Hawaii**, Idaho**, Illinois*, Indiana*, Iowa*, Kansas*, Maine**, Maryland**, Michigan*, Missouri**, Nevada, New Jersey**, North Carolina**, Montana, Ohio, Oregon**, Pennsylvania**, Rhode Island, South Carolina**, South Dakota, Tennessee, Texas, Washington, West Virginia**, Wisconsin**, Washington DC**	Alabama, Arizona, Connecticut, Nebraska, New Hampshire, New Mexico, New York, North Dakota, Oklahoma	Louisiana, Minnesota, Mississippi, Utah, Vermont, Virginia, Wyoming	N/A	Illinois* Indiana* Iowa* Kansas* Michigan*	Arkansas**, California**, Delaware**, Florida**, Georgia**, Hawaii**, Idaho**, Maine**, Maryland**, Missouri**, New Jersey**, North Carolina**, North Dakota**, Oregon**, Pennsylvania**, South Carolina**, West Virginia**, Wisconsin**, Washington DC**

PRACTICAL NURSING

AIAM has determined that its curriculum meets the State educational requirements for licensure or certification in the following states:	AIAM has determined that its curriculum does NOT meet the State educational requirements for licensure or certification in the following states:	AIAM has not made a determination that its curriculum meets the State educational requirements for licensure or certification in the following states:	State does not have licensure requirements for this profession or licensure is optional for this profession:
Alabama, Arizona, Arkansas, Colorado, Delaware, Florida, Georgia, Idaho, Iowa, Indiana, Kansas, Kentucky, Louisiana, Maine, Michigan, Mississippi, Missouri, Montana, Nebraska, New Hampshire, New Jersey, New Mexico, North Carolina, North Dakota, Ohio, Oklahoma, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, West Virginia, Wisconsin, Wyoming	N/A	Alaska, California, Connecticut, Hawaii, Illinois, Maryland, Massachusetts, Minnesota, Nevada, New York, Oregon, Pennsylvania, Washington	N/A

REGISTERED NURSING

AIAM has determined that its curriculum meets the State educational requirements for licensure or certification in the following states:	AIAM has determined that its curriculum does NOT meet the State educational requirements for licensure or certification in the following states:	AIAM has not made a determination that its curriculum meets the State educational requirements for licensure or certification in the following states:	State does not have licensure requirements for this profession or licensure is optional for this profession:
Alabama, Arizona, Arkansas, Colorado, Delaware, Florida, Georgia, Idaho, Iowa, Indiana, Kansas, Kentucky, Louisiana, Maine, Maryland, Michigan, Mississippi, Missouri, Montana, Nebraska, New Hampshire, New Jersey, New Mexico, North Carolina, North Dakota, Ohio, Oklahoma, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, West Virginia, Wisconsin, Wyoming	N/A	Alaska, California, Connecticut, Hawaii, Illinois, Massachusetts, Minnesota, Nevada, New York, Oregon, Pennsylvania, Washington	N/A

FACULTY

AIAM's cohesive administration is caring, well-educated, dynamic, and professionally experienced. We are continually working hard to support students' ambitions and progress—we believe that your success is our success.
Our faculty are practitioners of what they teach. They facilitate and focus on an open, creative atmosphere for learning in both hands-on classroom and lab environments.
AIAM faculty is available for personal assistance by appointment or by email at their AIAM.edu accounts.

AIAM email accounts:
Use the first initial of first name, last name@AIAM.edu (example: *Elaine Hiatt* would be ehiatt@AIAM.edu)

Ola Ali, MD, PhD – Dr. Ali received her MD from Mansura University in Egypt in 1991. She earned a Master's of Medicine from Al-Azhar University in 2004. She earned a PhD in Epidemiology from The Ohio State University in 2015. Dr. Ali has over 10 years of teaching experience. She has taught human anatomy, human physiology, general biology, and molecular and cell biology. She also created recall cards. Dr. Ali teaches science courses in the Acupuncture, Massage, and Nursing programs.

Miguel Alvarez, L.Ac, LMT, CR – Miguel Alvarez is an Acupuncture Diplomate, Licensed Massage Therapist, and Certified Reflexologist with over 15 years of experience in the field of health and wellness. Miguel is an alumnus of AIAM, graduating from the first class offered in the Master Level Acupuncture Program from American Institute of Alternative Medicine. He maintains a private practice in Delaware, Ohio offering Acupuncture, Acupressure, Therapeutic Massage, Reflexology, and Reiki. Miguel teaches in the Medical Massage Therapy programs.

Adeline Baker, MSN, BSN, RN – Adeline earned her diploma in nursing from Mercy School of Nursing in 1976, her BSN from Chamberlain in 2009, her MSN from Norwich University in 2011. She has been an RN since 1976. Adeline has 18 years of experience as a critical care staff nurse at Mercy Medical Center and served as Director of Nursing at Arbors of Canton, and Director of Nursing Services at The Pines, as well as a Regional Clinical manager and Quality Specialist for Atrium Centers. She was inducted into Sigma Theta Tau International in 2010 and has been a Certified Case Manager (CCM) since 2000. Adeline teaches in the Nursing programs.

Kara L. Beebee-Mosher, LMT, BS, QMHS – Kara is an alumnus from AIAM's Massage Therapy program. She received her diploma in 2003 and has been a licensed massage therapist since 2004. She earned an Associate of Science from Columbus State Community College in 2013, and went on to earn her Bachelor of Science from The Ohio State University in 2017. Kara has one year of experience in neurological rehab as an LMT, as well as six years of experience in a chiropractic office. She has been self-employed for over 15 years. She has several years of experience teaching in massage programs, including designing the curriculum for a program. She has been a member of the AMTA since 2004; SMB license since January 2004; NCBTMB certified since 2003; and has her 1st degree black belt in Tae Kwon Do in June 2002. Kara teaches in the Medical Massage Therapy Program.

Janki Bodalia, DC – Janki Bodalia (Dr. B) earned her Bachelor of Science in biological Sciences in 2012 from Rutgers University. She continued her education at Northeast College of Health Sciences where she earned her Doctor of Chiropractic in 2016. Dr. Jan has had a clinical practice for the past six years. She was the District President of the New York State Chiropractic Association from 2016 through 2018. Dr. Jan teaches sciences in the Massage program.

Jamie Bourn MSN, CNP - Jamie received her Bachelor of Nursing in 2000 from The University of Akron. She earned her Master of Nursing from Otterbein University in 2015. She has worked as a Nurse Practitioner in both inpatient and in outpatient settings. Jamie teaches in the Nursing programs.

Jennifer Brown, LMT – Jennifer has a Bachelor of Arts in English and Theatre. She received her Juris Doctorate from Ohio Northern University. She was a practicing lawyer when she decided to return to school to receive her massage certification from Central Ohio School of Massage Therapy. She has been a licensed massage therapist since 1995. Jennifer teaches in the Medical Massage Therapy program.

Kyung Chai, MS, L.Ac. – Kyung received her undergraduate degree in Science and studied Nutrition in Korea. She studied at the Midwest College of Oriental Medicine. There, she received her graduate degree in Oriental Medicine, as well as her Acupuncture Degree. In China, she earned a Certificate of Advanced Training in Acupuncture and Tuina at Guangzhou. She is board certified and licensed in Acupuncture through the NCBAHM (formerly NCCAOM) and State of Ohio, is also a Certified Pharmacy Technician through the PTCB. She has over 10 years of experience in the Acupuncture field, including meridian massage, cupping, guasha, moxa, cosmetic acupuncture, and ear acupuncture. Kyung is a clinic supervisor for the Acupuncture intern clinic.

Hong Chen, MS, L.Ac. – Hong received her Master of Science at Texas A&M University in the US. She received a Master of Medicine from Institute of Chinese Materia Medica, China Academy of Traditional Chinese Medicine in 1996. She earned her Bachelor of Medicine in Beijing University of Traditional Chinese Medicine (TCM) in 1990. She has worked as a physician in the Department of Internal Medicine at Guanganmen Hospital in Beijing, China. She has more than 30 years of practicing TCM. She is an Ohio licensed acupuncturist and has national certification (NCBAHM (formerly NCCAOM)) in both Acupuncture and Herbology. Hong is the Acupuncture Program Chair, Acupuncture Clinic Manager, and teaches in the Acupuncture program.

Kimberly Craig, BS, LMT – Kimberly received her Medical Massage Therapy diploma from aIAM in 2022. She earned her Bachelor of Science in Communications from Franklin University in 2018. She also has training in Reflexology. Kimberly is the Clinic Manger and teaches in the Medical Massage Therapy program.

Jayne Culloo, MS, BS, LMT – Jayne holds a Bachelor of Science degree in Education from the University of Dayton. She graduated from the Central Ohio School of Massage in 1994. In 2011, she earned a Master of Science degree in Human Movement from A.T. Still University. Jayne is a Licensed Massage Therapist and has earned her National Certification through MBLEX. In addition, Jayne has training in Craniosacral Therapy, Sports Massage, and NMT. She has more than 40 years of teaching experience with the last 27 years at massage schools in both Ohio and Texas. While in private practice as a massage therapist, her clients included Ballet Met dancers, Columbus Symphony musicians and various touring performers in both the theatre and arts. Jayne likes to incorporate real world experiences and humor in her Medical Massage Therapy classes to make learning more interesting and enjoyable. Jayne is the Medical Massage Therapy Program Coordinator and teaches sciences in the Medical Massage Therapy program and science and math in the RN program.

Gretchen Fabian, MSN, RN, LSN – Gretchen received her bachelor's degree (2011) and master's degree (2016) in Nursing from Capital University. Her master's degree has a focus in nursing education. Gretchen also received her certification to be a Licensed School Nurse from Ashland University in 2021. She has been a Registered Nurse since 2011. She was a pediatric nurse for five years. She has three years of

experience as a nurse educator. She was a school nurse for five years. As a Nurse Educator, Gretchen taught Employee Wellness at Nationwide Children's Hospital, which included diabetes education, mindfulness, self-care, and resilience training. She also did continuing education course planning, taught chronic disease self-management programs, and biometric education related to metabolic-syndrome prevention and behavior change, and health coaching. She is a member of Sigma Theta Tau, and the National Association of School Nurses. Gretchen teaches in the Nursing programs.

Pamela J. Frost, PhD, MSN-Ed, BSN, RN – Pam received her Associate of Applied Science in Nursing from Lima Technical College in 1993 and continued on to receive her Bachelor of Science in Nursing in 2008 and her Master of Science in Nursing from the University of Phoenix in 2010. She earned her Doctor of Philosophy in Psychology from Capella University in 2018. Pam has over 20 years of nursing experience in several hospitals and healthcare centers throughout the state, including experience in Medical Oncology Nursing and Hospice Nursing. She began her career as a teacher in 2010 and has teaching experience in Mental Health Nursing, Medical Surgical Nursing, Fundamentals of Nursing, and Critical Care Nursing. Dr. Frost is the Director of Nursing.

Malerie Giaimo, L.Ac, Dipl. OM – Malerie received her master's degree from the Daoist Traditional College of Chinese Medical Arts in 2017. She has a bachelor's degree in communications from the University of Toledo which she earned in 1007. She has been an acupuncturist and herbalist in private practice since 2017 and joined University Hospital in 2024. Malerie teaches in the Acupuncture program.

Lee Gilbert, BA, LMT – Lee graduated from Bowling Green State University with a Bachelor of Arts in Sociology in 1982. She graduated from Massage Away (now American Institute of Alternative Medicine) in 2001. She has been working in private practice as an LMT since 2002 and worked as a Senior Consultant with Aetna, Inc from 1985 until 2017. Her prior teaching experience includes 18 years of teaching Microsoft Excel and two years as a Trainer for Aetna, Inc. Lee has been teaching at AIAM since Fall 2016. Lee is the Medical Massage Therapy Clinic Manager and teaches in the Medical Massage Therapy program.

Eva Goubeaux, MD, MSN, APRN, CNP – Eva earned her Bachelor of Science in Nursing from Bicol University College of Nursing in the Philippines in 1996. In 2007, Eva completed her Master of Science in Nursing at Xavier University. Eva also holds a post-master's certificate as a Family Nurse Practitioner; earned in 2013 from Charles R. Drew University of Medicine and Science. In addition to Eva's nursing degrees, she also earned a doctorate in medicine (MD from the University of the East Ramon Magsaysay Memorial Medical Center in Quezon City, Philippines. Eva has a strong background in medical-surgical nursing, inpatient rehabilitation, and family practice. Dr. Goubeaux teaches Western Medicine in the Acupuncture programs and teaches in the Nursing programs.

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. Beth teaches in the Nursing programs.

Paul Aruthur Gudde, BA, LMT – Paul received his Bachelor of Arts from the Ohio State University in 1994. He earned his diploma in Massage Therapy from aIAM (Massage Away) in September 1999. He has been a Licensed Massage Therapist since January 2000. He has experience working at massage therapy clinics, as well as 15 years of owning his own practice. He currently works for Elements Massage where he has been since 2022. In addition to working as an LMT, Paul has 15 years of experience teaching Tai-Chi based

movements to elderly dementia patients, three years of experience teaching new employees at a massage clinic, and two years as a graduate teaching assistant at OSU. He has been a member of the American Massage Therapy Association Ohio Chapter since 1998, and he was an active volunteer with the Board of Directors of state chapter for 10 years. Paul teaches in the Medical Massage Therapy Program.

Valerie Hessler, BSN, RN – Valerie received her Bachelor of Science from The Ohio State University in 2013. She earned her Associate of Applied Science in Nursing in 2011 from Columbus State Community College. She has been a practicing Registered Nurse since 2012. Valerie is a school nurse and has been for 12 years. She is a certified trainer for CPR and AED through the American Red Cross and has taught this in schools for the past 2 years. Valerie teaches in the Practical Nursing program.

Jessica High, LMT, BCTMB – Jessica received her Massage Therapy diploma from Bancroft School of Massage Therapy in 2015. She has been working as a Licensed Massage Therapist since 2015. She has had her own business for seven years. Jessica's experience also includes a years' experience as a Clinic Supervisor, and four years as an instructor in a massage therapy program. Jessica teaches in the Medical Massage Therapy program.

Catherine Ho, L.Ac – Catherine is a graduate of the American Institute of Alternative Medicine's Master Level Acupuncture program. She earned her degree in 2008. She has maintained a private practice for over 17 years. Catherine teaches in the Acupuncture program.

Jeannette Hoffman, BS, LMT – Jeannette received her diploma in massage therapy from AIAM and her Bachelor of Science in Athletic Training from Shawnee State University. She has been a practicing licensed massage therapist since 2006. She has been a lead therapist and trainer at Elements since 2008. Jeannette teaches in the Medical Massage Therapy program.

Fran Hutchison, MSN, BSN, RN – Fran received her Associate of Applied Science in Nursing from Columbus State Community College in 2003; she received her Bachelor of Science in Nursing in 2010 from Chamberlain College, and her Master of Science in Nursing Education in 2014 from Chamberlain College. Fran began her career in healthcare as a Medical Assistant in 1988 after graduating from Aristotle Institute; she also received her certificate as a Surgical Technician from Fort Hayes Career Center in 1978. Fran's nursing practice was focused on medical-surgical nursing and skilled/rehabilitative nursing. Fran has been teaching since 2011 and has taught in PN, RN, and MA programs. Fran teaches in the Nursing programs.

Paula Jackson, MSN-Ed, BSN, RN – Paula received her Bachelor of Nursing in 2019 and her Master of Nursing Education from Purdue University Global in 2022. She earned her Associate Degree of Nursing from Owens Community College in 1991. She has been a Registered Nurse since 1992. She worked in subacute care, LTC, skilled nursing, and rehabilitation at Renal St. Vincent Toledo. Paula has also taught in PN and RN programs, and lab simulations at Owens CC. She taught skilled rehab to her staff. She was in the Golden Key International Honour Society, Sigma Theta Tau International Honor Society of Nursing, and Alpha Beta Kappa – Delta Zeta chapter. Paula teaches in the Nursing programs.

Sulin Jiao, L. Ac. – Sulin received her Master of Medicine majoring in Acupuncture, Moxibustion, and Tui-na from Tianjin University of Traditional Chinese Medicine (TCM). She earned her Bachelor of Medicine majoring in Traditional Chinese Medicine from Anhui University of TCM. She worked as a physician specializing in acupuncture, tui-na, and rehab in the First Affiliated Hospital of Anhui University of TCM in China. She participated in all the clinical activities related to traditional Chinese medicine. She also taught

acupuncture in Anhui University of TCM and did clinical research related to acupuncture, moxibustion, and tui-na. She is a licensed acupuncturist in Ohio. Sulin teaches in the Acupuncture program.

Christine Kaiser, DACM, BS/MSAOM – Christine received her Doctorate in Acupuncture and Chinese Medicine from Pacific College of Health and Sciences. Her Bachelor and Master of Science in Acupuncture and Oriental Medicine were received from Bastyr University. She has been a manager and acupuncturist at University Hospital for over 5 years, and has had a private acupuncture practice for over 10 years. Christine over 5 year experience teaching acupuncture programs and clinic instruction as well as being a clinical supervisor. She is the President of the Ohio Association of Acupuncture and Oriental Medicine and a fellow of the American Board of Oriental Reproductive Medicine. Christine teaches in the Acupuncture program.

Kurtis Little, CNMT, LMT – Kurtis received his diploma in Massage Therapy from the Massage Institute of North Texas in 2023. He also received his Certification in Neuromuscular Therapy at the same time. Kurtis has a bachelor's in science from Ohio University which he earned in 2009. He worked as a massage therapist for a hockey team for two years and currently practices at Elements Massage. Kurtis teaches in the Medical Massage Therapy program.

Joshua Mann, LMT – Joshua attended Columbus State Community College where he received his massage diploma in 2017. He has been a Licensed Massage Therapist since 2017. Joshua teaches in the Medical Massage Therapy program.

Meliha Martin, CNP, APRN – Meliha earned her Associate Applied Science in Nursing in 2012 from Cuyahoga Community College. She received her Master of Science in Nursing with a specialization in Family Nurse Practitioner in 2016 from Chamberlain College of Nursing. She has 2 years of experience as a Registered Nurse in Med Surg in a Telemetry Unit and 2 years of experience in a Paranesthesia Acute Care unit. She has been practicing as a CNP since 2017. Meliha teaches in the Nursing programs.

Kathleen Mierzejewski, MSN, BSN, RN – Kathleen received her Master of Science Degree in Nursing from Southern New Hampshire University in 2017 focusing on Patient Quality and Safety and earned her Bachelor of Science in Nursing from Ohio University in 2013. She received her Associate Degree in Nursing from Bryant & Stratton College in 2010. Kathleen has 11 years of experience in LTC nursing, and 6 years as a Hospice Case Manager. She also has 3 years of experience as an RN Case Manager with home care. In both hospice and home care, Kathleen has held director positions, first as Director of Nursing for home care, and most recently as the Quality Assurance Director at a local hospice. Kathleen teaches in the Nursing programs.

Saundra (Sandy) Neds, MS, LMT – Sandy graduated from Wittenberg University in 1978 with a BA in Business Administration and minor in Physical Education and graduated in 1986 from the University of Dayton with an MS in Education. In 1980, Sandy became a paramedic. She has worked as an Accountant, Paramedic, School Director, teaching at high school level and teaching Anatomy and Physiology, Massage, Medical Terminology, Nutrition, and Math for both Nursing and massage programs. Sandy has also taught Basic First Aid and CPR, Basic and Advanced Emergency Medicine, Advanced Cardiac Life Support and Basic Trauma Life Support. She has training in several different areas such as Reiki, Healing Touch, Sport Massage and Lymphatic Drainage. Sandy teaches science and drug dosage in the RN program and sciences in the massage therapy program.

Stacey Nemith, MS, BSN, RN – Stacey received her Master of Science in Business Leadership from Ohio Dominican University in 2018. She earned her Bachelor of Science in Nursing from Ashland University in 2018. She also has a Bachelor of Arts in Business Administration from University of Mount Union. She has been a Registered Nurse since 2019. Stacey teaches in the Practical Nursing program.

Megan Quesada, MAc – Megan is currently working on her Doctorate in Acupuncture from Five Branches University. She received her Master of Science in Acupuncture from Tristate College of Acupuncture. Her Bachelor of Fine Arts degree is from New York University. Megan has been a licensed acupuncturist since 2016. She had a private practice until beginning her position as an acupuncturist at University Hospital in 2018. She has two years of clinical teaching experience. She is a member of the Ohio Association of Acupuncture and Oriental Medicine, American Society of Acupuncturists, and diplomate of the National Certification Commission for Acupuncture and Oriental Medicine. Megan teaches in the Acupuncture program.

Kathy L. Floyd Ross, DNP, MHA, BSN, RN – Kathy earned her associate degree in nursing from Columbus State Community College in 1989. She earned her Bachelor of Nursing from Capital University in 1997, and her master's in health administration from Capella University in 2016. She received her Doctorate as a Nursing Practitioner in 2022 from Mount Carmel College of Nursing. Kathy has been working as an RN since 1989. Her experience is in acute care (3 years), maternity, pediatric nursing (1 year), private practice (10 years), and a hospital nurse leader(10 years). She also has 2 years of teaching experience in health policy, compliance, and regulations. She is a Daisy Award recipient. Kathy teaches in the Nursing programs.

Lina Sbrocco, ND, LAc – Lina attended Bastyr University where she received her Doctor of Naturopathic Medicine and her Master of Science in Acupuncture. She has been a licensed acupuncturist and naturopathic doctor since 2004. She has been working at University Hospital for 9 years as an ND and licensed acupuncturist. She has had a private practice as an ND and licensed acupuncturist for 8 years. Lina received the Joseph Silber Student Fellowship Award granted by American Cancer Society. She is a past member of the Ohio Association of Acupuncture and Oriental Medicine and the American Association of Naturopathic Physicians. She is a member of the Ohio Naturopathic Doctors Association. Lina teaches in the Acupuncture program.

Rania Shaheen MD – Rania received her MD in 2005 from Misr University for Science and Technology in Egypt. She practiced as an OB/GYN resident doctor for six years. She has been teaching anatomy and physiology and general biology in the United States since 2014. Rania teaches sciences in multiple programs.

Stephanie Smith, BSN, RN – Stephanie received her Bachelor of Science in Nursing from Austin Peay State University in 2002. She has been a Registered Nurse since 2002. She has over 20 years of experience as an ICU RN and has spent the past eight years as a travel Preop, PACU, and ICU RN. Stephanie teaches in the Practical Nursing program.

Mor Tandiang, MSN, FNP-BC – Mor received his Master of Science in Nursing from Mount St. Joseph in 2021 and his Family Nurse Practitioner certification from Mount Carmel College of Nursing in 2023. He also has his Bachelor of Science from Ohio University in Biological Sciences that he earned in 2020. He has been a Registered Nurse since 2021 and a Cardiology Nurse Practitioner since 2023. Mor teaches in the Nursing programs.

Ann Uselman, MSN, BSN, RN – Ann received her Master of Nursing in Nursing Education from Aspen University in 2025. She earned her BSN in 1986 from The Ohio State University and has experience in surgical oncology, urology, neurosurgery, and oral surgery. Ann has taught computer tech anatomy and physiology, and surgical technology; Ann also mentored nursing students while a staff nurse at OSU for 5 years. Ann teaches labs and clinicals in the Nursing programs.

Matthew Weisgarber, MSN, BSN, RN – Matthew received his associate degree in nursing from Fortis College in 2012. He earned his Bachelor of Science in Nursing from Ohio University in 2014, and his master's degree in nursing education from Walden University in 2021. Matthew has been working as an RN since 2012. He has previous clinical and theory instruction experience, teaching and mentoring nursing students, integrating theory with hands-on practice in long-term, acute, and ambulatory care environments. Matthew teaches in the Nursing programs.

Maranda Wirebaugh, BSN, RN – Maranda received her Associate Degree in Nursing from Columbus State Community College in 2015. She earned her Bachelor of Science in Nursing from The Ohio State University in 2019. She has eight years of experience in med/surg, oncology, PCU, and ICU. Maranda was a triage RN with pulmonologists and sleep clinic for one year, and has been in ICU and ED for two years. Maranda teaches labs and clinicals in the Nursing programs.

Dan Zheng, MS, L.Ac. – Dan received his Master of Integrative Medicine (Combined Traditional Chinese Medicine, acupuncture with Western Medicine focusing on hematology from Tianjin University of Traditional Chinese Medicine (TCM). He earned his Bachelor in Shanxi University of TCM. He started working as a physician since 2006 in China. Also, he worked as a journalist and vice-chief editor in a public health field newspaper named LifeTimes in Beijing for 6 years. He brings all Integrative medicine ideas from TCM, acupuncture, and modern medicine experience. He is an Ohio licensed acupuncturist and has national certification (NCBAHM (formerly NCCAOM)) in both Acupuncture and Herbology. Dan teaches in the Acupuncture program.

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