



STUDENT CATALOG

2019 - 2020 VOLUME I

Contents

Welcome	4
MISSION STATEMENT	5
FACILITY & TYPE OF EQUIPMENT USED FOR INSTRUCTION	5
ORGANIZATIONAL CHART	6
OWNERSHIP AND FACULTY	6
PROGRAM INFORMATION	7
BOOKS	12
TUITION & FEES	12
COURSE NUMBERING SYSTEM	13
DEFINITION OF A CLOCK HOUR	13
PROGRAM COMPLETION	13
GRADING POLICY	14
STUDENT'S RIGHT TO CANCEL AND REFUND POLICY	14
WITHDRAWAL PROCEDURE	15
SATISFACTORY ACADEMIC PROGRESS	16
FINANCIAL AID DISCLOSURE	16
NEW STUDENT ORIENTATION	16
STUDENT ID BADGE	16
MAKE-UP POLICY	17
COURSE REPETITION	17
ATTENDANCE	17
STUDENT CONDUCT	17
APPEAL PROCESS	18
GRIEVANCE POLICY	18

HARRASMENT AND DISCRIMINATION POLICY	19
OFFICIAL TRANSCRIPT REQUEST	19
EXPOSURE TO BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS	20
DISABILITIES	20
NON-DISCRIMINATION	20
STUDENT RECORDS	21
RECORD RETENTION	21
ACCREDITATION STATUS	21
CREDIT GIVEN FOR EXPERIENCE	21
TRANSFER OF CREDITS	21
CLINICAL REQUIREMENTS & EXPECTATION	22
WORK OPPORTUNITIES—JOB PLACEMENT	22
STUDENT SERVICES	23
FINANCIAL AID AND LOAN REPAYMENT	23
NON- ACADEMIC SERVICES	23
ACADEMIC CALENDAR	23
REQUIRED DISCLOSURES	25

Welcome!

At Amelia Island Medical Institute, we believe in providing you with a quality education. A sound education begins with the qualified educators and the industry current resources. Our goal is to make sure you are successful in our nursing program and in the profession of nursing.

In order to have a smooth transition, the institution has developed a student Catalog to assist you in understanding your role and expectations as a nursing student at Amelia Island Medical Institute. It includes academic information for the program, the organizational structure of the school, specific policies and procedures and other important information that you will need as you pursue your education. Amelia Island Medical Institute reserves the right to change policies at any time in this catalog and without prior notice. All students are responsible for the information contained in the current student catalog. Also, students are expected to comply with all policies of the institutions with which the school affiliates. Students shall be notified of any changes. Tuition and fee changes shall not affect currently enrolled students.

Once again, on behalf of the Amelia Island Medical Institute team, we welcome you! We wish you all the best in your academic program. We believe that you have chosen the best place for your education!

Approved by Florida Board of Nursing

4052 Bald Cypress Way
Tallahassee, FL 32399

Licensed by the Commission for Independent Education, Florida Department of Education.
Licensed by the Florida Board Of Nursing

Amelia Island Medical Institute LLC.
34 N. 14th Street, Fernandina Beach, Florida 32034

Telephone: (904) 252-5018
Email: ameliaislandmedicalinstitute@gmail.com
Website: www.ameliaislandmedicalinstitute.com

MISSION STATEMENT

Our Mission is to provide higher education to students who are interested in pursuing an education towards a new path. The certified instructors at Amelia Island Medical Institute ensure that our students are fully prepared to meet the workforce challenges that they will face upon graduation. Our goal is to motivate our students in their pursuit of personal and professional goals to become productive members of the healthcare team, while building their confidence to continue with a desire to learn more.

VISION

Our vision is to be chosen by our staff, our students and our community as one of the best places to learn.

VALUES

1. Academic excellence and integrity
2. Diversity and equality
3. Trust and Respect
4. Commitment to student success
5. Professional Development and Scholarship
6. Collaboration and Teamwork

ORGANIZATIONAL GOALS/OBJECTIVES

- Demonstrate basic medical knowledge to apply prepare-assist, follow all HIPPA guidelines, laws, rules and regulations, professionalism
- To provide quality and affordable education in nursing field
- Ability to demonstrate all procedural skills at 100%
- Demonstrate the ability to analyze and record all medical documentation with quality and understanding

FACILITY & TYPE OF EQUIPMENT USED FOR INSTRUCTION

Amelia Island Medical Institute is located at 34 N. 14th Street Suite A, Fernandina Beach, Florida, 32034. The institution has an excellent facility that is conducive for academic and hands on learning. It has classrooms, Administrative offices and a skills lab with industry current equipment. Courses have been

designed to incorporate skills and advanced academic teaching methodology. The institution will also utilize the Library and Information Resource Network “LIRN” to the students to provide them with instant access to peer-reviewed and full-text journals, magazines, newspaper articles, e-books and audio resources.

ADMISSIONS

ADMISSIONS REQUIREMENTS

- Student must be at least 18 years of age or older
- High School Diploma or GED
- Admission application and nonrefundable application fee- \$150.00
- Valid Identification card (driver’s license, state ID, Passport)
- Social Security card
- Criminal Background check
- TB Test (PPD test/ chest X-ray)
- Students must pass a pre-screening entrance exam. The entrance exam covers Mathematics, English and Reading. A passing score of 20 or higher on the Wonderlic entrance exam is required.

ADMISSION/ENROLLMENT PROCESS

- Students will complete an application form and pay non-refundable application fee
- Application is reviewed within 1 week for completeness by admissions staff
- If the student qualifies for admission, the student is then enrolled in the program
- Student must have a Criminal background check with a certified criminal background company or County Background check
- All admission requirements are submitted at the time of admission by student
- Students will not be allowed to enroll in a class after the first week from the class start date
- Student will complete a New Student Orientation prior to first day of class

PROGRAM INFORMATION

PRACTICAL NURSING PROGRAM (7-15 MONTHS) 1350 HOURS = THEORY AND LAB 810 HRS/EXTERNSHIP CLINICAL 540 HRS

The practical nursing program is a comprehensive program designed to educate and train students to gain knowledge and skills to safely care for patients across the lifespan. The program will introduce students to theory, lab and clinical experiences. Course work covers human anatomy & physiology, concepts in nursing, disease processes, pharmacology and the duties, responsibilities, laws and regulations of a practical nurse. Students should develop the skills needed for entry level job. Upon successful completion of all courses, students will be required to pass the PN-Exit Exam to be eligible for graduation. Students who graduate from this program will receive a certificate of completion and are eligible to take the NCLEX- PN Examination offered by the Florida Board of Nursing. Upon completion, students are qualified to be able to work in health care settings such as long-term care nursing facilities, clinics, hospitals, physician's office and home health agencies.

Clinicals

AIMI will provide clinical experiences in various health care settings. The clinical practicum helps students gain experience that prepares them for entry level positions and real-world experiences. Students will be placed in clinical sites and may need to travel up to 50 miles distance to fulfill this obligation. Be advised that clinical times may differ or may be off shift times such as night shift. There may be varying shifts including morning, evening, weekend and 12-hour shifts. It is the student's responsibility to make provisions and get to the setting on time.

Students will not be accommodated for travel to clinical locations. It is the student's responsibility for their own accommodations. Clinical sites will be assigned based on a 50 miles radius from the students address that is listed on the Enrollment Agreement. Once a student registers and if there is not a clinical location within 50 miles available, the institution will work to obtain another clinical location, sign an affiliation agreement and coordinate the process of having the site approved with both the Florida Board of Nursing and the CIE. Students, as a part of the clinical requirements for the Practical Nurse program, are required to participate in and complete clinical components that require travel to various locations around Amelia Island and surrounding areas. Students are not compensated for reimbursement for travel to locations greater than 50 miles from the address of the institution.

Program Goals

Upon completion of Amelia Island Medical Institute LPN program, students should be able to:

1. Sit for the NCLEX examination and practice as an entry level professional Practical Nurse.
2. Apply knowledge acquired to safely and competently care for clients with illnesses and conditions across the lifespan.
3. Utilize critical thinking skills in assessment, planning, intervention and evaluation of clients.
4. Demonstrate behaviors that reflect personal, professional growth and accountability for nursing practice.
5. Demonstrate knowledge in the implementation of a nursing care plan within the scope of a Practical Nurse.
6. Organize, prioritize, plan and deliver safe nursing care.
7. Exhibit professional behaviors, including good work ethics in the role of a graduate Practical Nurse.
8. Demonstrate effective communication and interpersonal skills with clients and the health care members.
9. Assume ethical and legal responsibilities in nursing care delivery.

COURSE DESCRIPTIONS

PN 100 MEDICAL TERMINOLOGY

Theory Hours: 60

Medical terminology is the study of the principles of medical word building to help the student develop the extensive medical vocabulary used in health care occupations. Students receive a thorough grounding in basic medical terminology through a study of root words, prefixes and suffixes. The study focuses on correct pronunciation, spelling and use of medical terms. Anatomy, physiology, and pathology of disease are discussed yet no previous knowledge of these topics is necessary.

PN 101 ANATOMY AND PHYSIOLOGY

Theory Hours: 100

Lab Simulation Hours: 20

This is an overview of the normal structure and function of the human body from the cellular level to the body systems and functions. Topics include cell structure and function, the major chemicals required for normal function, levels of organization, medical terminology and anatomy and physiology of organ systems including human growth. The course explains the basic anatomy and physiology of the individual systems, how each system interacts with other systems to maintain homeostasis. Students will examine and discuss different human anatomy models in a lab setting.

PN 102 NUTRITION AND DIET THERAPY

Theory Hours: 50

This course emphasizes on the role of nutrition in application to patient-centered care in health and disease. Nutrients, diet planning, food selection, age, culture, religion and socioeconomic conditions will be discussed. Students will be instructed on reading food labels, healthy meal planning and diet modifications in relation to patient care. Topics include the food pyramid, the impact of culture and development on diet, calories and energy, the role of nutrition in maintaining wellness, planning a healthy diet, the role of exercise and fitness in maintaining health and helping the client to meet nutritional needs.

PN 103 FUNDAMENTAL CONCEPTS & SKILLS

Theory Hours: 60

Lab Simulation Hours: 20

This course emphasizes the importance of the fundamental needs of humans across the lifespan and the development of therapeutic nurse-client relationships as well as competence in basic nursing skills as prerequisites to providing comprehensive nursing care. Instruction is based on nursing process and critical thinking principles. Concepts covered include: the nursing process, cultural consideration, infection control, basic human needs and the healthcare delivery system to include interpersonal relationship skills. Students will demonstrate knowledge of the healthcare delivery system, and health occupations, basic infection control procedures, HIPAA guidelines, and general law and ethical responsibilities of healthcare workers. Emphasis throughout the course is placed on understanding the diversity of individuals and the importance of individualizing nursing plan of care.

PN 104 MATERNITY & PEDIATRIC NURSING

Theory Hours: 80

Lab Simulation Hours: 20

Clinical Hours: 100

This course emphasizes on women's health and obstetrics. Antepartum, intrapartum, postpartum and the care of the newborn are examined. The course also focuses on nursing care for children of all ages and at various stages of growth and development during the continuum of health/wellness and illness. Other topics taught include: health promotion in pregnancy, fetal development, the progression of normal pregnancy, common problems during pregnancy, the new mother's role, care of the newborn and the client's psychosocial adaptation to parenting. Acute and chronic health problems of the infant, toddler, pre-school child and the adolescent are covered including personal; and family concepts . Psychological developments throughout the lifespan are addressed. A clinical experience will expose students to the pediatric population in different settings There is a clinical component for this course where students are exposed to women's health, maternity.

PN 105 COMMUNITY & PUBLIC HEALTH

Theory Hours: 30

Lab Simulation Hours: 20

This course introduces the students to the core functions of public health with an emphasis on community health programs and current trends of population health. The course emphasizes on the role of community health practice in maximizing the health status of all populations. Legal and ethical responsibilities of the practical nurse are emphasized. The course will include an overview of the organizational structure of federal, state, and local health-related agencies and examine the interrelationship of political, social, cultural and economic dimensions of community-based population health activities.

PN 106 PHARMACOLOGY

Theory Hours: 50

Lab Simulation Hours: 20

This course emphasizes on drug classifications, modes of administration and dosage calculations. Students will be prepared for safe medication administration in the practice setting. Principles of drug action and interaction are presented. The therapeutic use of medications in the clinical management of disease and illness is discussed. Major drug classifications are discussed in terms of action, effects, indications, contraindications and responsibilities relating to administration.

PN 107 MENTAL HEALTH CARE

Theory Hours: 40

Lab Simulation Hours: 20

Clinical Hours: 100

This course introduces the student to psychiatric disorders manifested throughout the lifespan. It focuses on therapeutic communication skills necessary for caring for clients with mental health illness. Clinical experiences will be provided to expose the student to mental illnesses. Current treatment modalities and psychiatric care from a historical perspective will be discussed. Principles of community health will also be presented. Students will be exposed to a mental health clinical setting and to mental health community organizations and resources.

PN 108 GERIATRIC NURSING

Theory hours: 40

Lab Simulation Hours: 20

Clinical Hours: 100

This course examines the process of aging. Physical, psychological, sociocultural and spiritual aspects of aging are examined within the context of the family and society. Theoretical concepts of aging will be examined using the nursing process including human growth within the lifespan. The course will also discuss client's rights, elderly abuse, neglect and abandonment. Clinical experience will expose students to aging population and the care of a geriatric client.

PN 109 SURGICAL NURSING

Theory hours: 100

Lab Simulation Hours: 20

Clinical Hours: 240

While discussing the body's physical and mental responses to illness this course encompasses the nurse's comprehensive responsibilities surrounding patient care and the administrative and nursing role that complements it. Understanding the legal, ethical, interpersonal pharmacology and administration of medications and to be able to distinguish between PN independent interventions and when supervision is required. In order to understand when a PN supervisory intervention is needed one must understand the preemptive roles. Clinical experience encompasses theoretical knowledge and a variety of topics all working together to provide and utilize the most current evidence-based practices of medicine and clinical care in an acute care clinical setting.

This course will also discuss the body's immune mechanism and other responses to illness, current theories on cancer and its causes and latest treatment modalities, and nursing responsibilities when performing patient data collection and the care of surgical patients as well as pharmaceutical disbursement and uses. Comprehending drug theory is necessary for PN's to do their due diligence in relation to the disbursement of pharmaceuticals as certain drugs require RN supervision and assessment.

PN 110 STUDENT LEADERSHIP

Theory Hours: 40

The course focuses on the concept of leadership within the contexts of professional's health systems. Learning leadership skills role management, work ethics, conflict resolution, role transitioning from student to PN are explored.

BOOKS

PRACTICAL NURSING REQUIRED BOOKS AND MATERIAL

Book Name	Author Name	ISBN
Medical Terminology, 3 rd Edition	L. Finnegan & Sharon Eagle	9780803643680
Pharmacology Clear and Simple, 3 rd Edition	Cynthia Watkins	9780803666528
Textbook of Basic Nursing, 11 th Edition	Carolina Bunker and Mary Kowalski	9781469894201
Workbook for Textbook of Basic Nursing, 11 th Edition	Carolina Bunker and Mary Kowalski	9781496302731
Understanding Anatomy and Physiology, 2 nd Edition	Gale Thompson	9780803643734

TUITION & FEES

- Application fee \$150.00 (non-refundable)
- Course Tuition..... \$12,500.00
- Books..... \$396.00
- Total Tuition and Fees \$13,046.00**

Other Charges

- Any program payment late fee..... \$55.00
- Badge replacement charge.....\$25.00
- The background check is included in the tuition of the program
- Students must purchase all textbooks, scrubs for clinicals and study material for the Certification test. Textbooks, scrubs and study material are not included in the tuition.
- NCLEX fees is not included, this is the student's responsibility after successful completion of the program.

COURSE NUMBERING SYSTEM

AIMI has adopted the following numbering system for the courses offered in the program:

1. Initial two alphabets are abbreviated for the credential and program: PN- Practical Nursing
2. Last two digits are used for providing the sequence in which students must follow to complete the program: 100, 101, 102, etc.
3. If a student falls out of sequence due to failure or withdrawals, the Director of Education will provide an academic advising plan for the student to follow and approve the change of sequence if applicable

DEFINITION OF A CLOCK HOUR

Clock hours are the total number of actual hours per week a student spends attending class or other instructional activities that count toward completing the program. A clock hour represents 50 minutes of class instruction and a 10-minute break.

PROGRAM COMPLETION

In order to be considered eligible to receive a certificate of completion, the student must meet the following criteria:

1. Must pass all chapter tests, quizzes and final exam with an 80 percentile
2. Must complete all assigned work and training hours as listed for the program
3. Must participate in class discussions and activities
4. Must attend all clinical rotations as scheduled
5. Must demonstrate 100% proficiency with skills demonstration
6. All fees must be paid in full prior to the start of the clinical rotation
7. Must pass the PN-Exit Exam
7. All required items must be completed prior to being considered for graduation

GRADING POLICY

Graded Course Activities

Grade Points	Descriptions of Graded activities
50	Chapter Test and Quizzes
15	Class Activity, Homework, and Skills participation
20	Final Exam
15	Attendance and Class Participation

Letter Grade Percentage

A = 90-100%

B = 80-89%

C = 75-79%

D = 60-74%

F = 0-59%

STUDENT'S RIGHT TO CANCEL AND REFUND POLICY

The student shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received or the third business day after enrollment, whichever is later. Cancellation is effective on the date the written notice of cancellation is made by the student. The withdrawal date is determined when the student provides a written notification to the school of the student's withdrawal OR in the case that the student has not reported for class to the institution, the institution will use the last date of attendance as the withdrawal date and date of determination. The institution shall make the refund as per the calculation consistent with the Florida Administrative Code. Refunds shall be made within 30 days of the withdrawal date and the date of determination that the institution recognizes when the student has canceled or withdrawn either voluntarily or involuntarily by their absence to class (regardless if the institution delivered the first lesson and materials before an effective cancellation notice was received).

In the event the institution does not accept the enrollment, a full refund of all monies will be made to the applicant. An applicant may cancel his/her enrollment within three (3) business days from the student signing of this enrollment agreement and all monies paid by an applicant (less non-refundable fees paid that include the application fee listed on page three (3) of this enrollment agreement) will be

refunded within three (3) business days after the student signed the enrollment agreement. An applicant subsequently requesting cancellation of enrollment prior to the class start date shall be entitled to a refund of all monies paid (less non-refundable fees paid that include the application fee listed on page three (3) of this enrollment agreement). All monies due to the applicant will be refunded within 30 days of the date of determination from the cancellation.

The refund policy for students who have started attending and who have completed through sixty (60) percent of the period of attendance will result in a pro rata refund computed on the number of hours completed to the total program hours. The institution shall pay or credit refunds within 30 days of the date of determination of a student's cancellation or withdrawal.

No refunds are due once the student has attended more than sixty (60) percent of the program in any given period of attendance. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn by the date of determination and in accordance with the withdrawal policy stated in the institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 30 days of the date of determination of the student's withdrawal or cancellation.

This institution shall refund any credit balance on the student's account within 30 days of the date of determination after the date of the student's completion by means of completing all courses required in the student's program of study, or by withdrawal from, the educational program in which the student was enrolled.

WITHDRAWAL PROCEDURE

1. A student choosing to withdraw from the school after the start of classes is to provide a written notice to the administrative staff. The notice must include the expected last date of attendance and be signed and dated by the student. The written notice may be submitted in person, by mail or by electronic transmission.
2. If special circumstances arise, a student may request, in writing, which should include the date the student anticipates the leave beginning and ending.
3. A student will be determined to be withdrawn from the institution if the student misses eight (8) days of classes.
4. Approval of the withdrawal will allow the student to re-register and continue in the program on a date no later than the beginning of the start of the next class.
5. A student granted readmission is subject to the tuition rates and fees at the time of re-entry.

6. A student's last date of attendance is the last day a student had academic related activity, which may include projects, clinical experience, or examinations. The last date of attendance is the date that the institution has determined that a student is no longer active in any registered courses.

SATISFACTORY ACADEMIC PROGRESS

A student must meet the following minimum standards of academic achievement and successful course completion while enrolled at AIMI. Satisfactory Academic Progress is calculated based on all courses completed and periods of attendance and is applied consistently to all students. Student progress is measured by grade percentage and attendance and is reported at the end of each course via Progress Reports and again at the halfway point with an official SAP.

In order for students to have Satisfactory Academic Progress and obtain an average grade of 80% or higher is required. If a student is not meeting SAP at the halfway point of their program, they will be placed on Academic Probation for 30 calendar days. If the student fails to meet these actions or does not meet compliance at the end of the probationary period, he/she will be withdrawn from the program. A student is only allowed to be placed on Academic Probation one time, falling below standards a second time will result in academic dismissal from the program.

Students who are dismissed for unsatisfactory academic progress may submit a written appeal (see Appeal Process in the catalog). Only extraordinary circumstances will be considered for appeal, such as death or severe illness in the immediate family. All program requirements must be met within a maximum time frame of 150% of the normal program length. Time spent on an approved leave of absence is not counted against the maximum time frame.

FINANCIAL AID DISCLOSURE

Amelia Island Medical Institute LLC. Does not offer any financial aid.

NEW STUDENT ORIENTATION

New Student Orientation provides vital information which assists new students and their families with their transition in starting their educational journey. All students must attend the New Student Orientation prior to starting classes. During orientation, students are advised on course selection, informed about important policies and procedures, review the student catalog, which is provided to the student at this time, given information on services and activities available and introduced to the overall academic environment.

STUDENT ID BADGE

AIMI student ID badges are issued after the beginning of the first term for all new students. The ID badge will be available for students to pick up from the campus after two weeks of the first term. ID badges are required when attending a clinical site. Please contact the Administration office if you need to be issued another ID badge. Badge replacement charge is \$25.00.

MAKE-UP POLICY

Students are expected to complete all scheduled exams, clinical and laboratory experiences. Make-up exams are given only for exceptional circumstances such as documented illness, immigration appointments, jury appointments, military appointments, pregnancy emergencies and cases deemed necessary as approved by the Campus President. Students will present supporting document (court letter, doctor's note, immigration document etc.). Students must discuss the absence with the instructor and arrange a make-up period for exam or missed course work. Academic work must be completed within the make-up period.

COURSE REPETITION

If a student fails a course, the student may seek permission from faculty and president to repeat the course. The student will be given a chance to repeat the course and earn a passing grade of 80% or better. The student must pass and complete all the course work, lab and clinical hours in a module before advancing to the next module. The student will pay the repeated class tuition in full at time of repetition.

ATTENDANCE

Attendance is a vital component of a student's success. Students are expected to participate in courses - lecture, lab and clinical sessions through regular attendance. Students are required to attend all classes weekly, complete required laboratory work, and complete clinical and externship hours. Attendance is monitored for all class and clinical sessions and is recorded and tracked by the Administrative Staff.

Students who are inactive for three (3) consecutive days will be flagged and contacted for inactivity in the course. Students will be automatically withdrawn from a course if they are inactive for eight (8) consecutive days without notifying the instructor and the Administrative Staff of any unforeseen circumstances.

STUDENT CONDUCT

Cheating and plagiarism are dishonest behaviors and will not be tolerated. This includes behavior, actions and attitudes that create the appearance or suspicions of cheating or plagiarism. Cheating means unauthorized use of assistance, copying someone's work, using authorized materials. This includes illegally securing examinations, copying during an examination and/or using items containing information with answers to an examination, forging, altering or misuse of documents. Plagiarism is the act of copying an author or producer's work and relabeling or presenting it as personal work (see

copyright law). A student will receive a “0” grade if caught in such an act. Student may be dismissed from the program.

Examples of Academic Dishonesty

- Purposely allowing other students to copy from your test during an exam
- Giving your homework, term paper, or other academic work to another student to copy
- Having another person submit work in your name
- Telling lies in order for a faculty or school official to change your grade
- Making changes in submitted work after it has been graded
- Forging signatures and information on school documents
- Asking others to write your paper(s)

Instructors are expected to maintain appropriate standards in the area of academics:

- A. To take practical steps to prevent and detect cheating.
- B. To report suspected academic misconduct to the President.
- C. To report evidence of plagiarism, cheating on exams or lab/clinical reports, falsification of records to the President.

Students are expected to maintain appropriate standards in the area of academics:

- A. To follow faculty instructions regarding exams and assignments.
- B. To be certain that special rules regarding documentation of papers, examination procedures, use of computer-based information and programs, etc. are clearly understood.
- C. If students believe that practices by the instructor are conducive to cheating, it must be reported to the President.

Consequences for Academic Dishonesty

Depending on the severity of the infraction, the student may:

- A. Receive a zero “0%” grade on the test, paper or exam;
- B. Have their course grade lowered and/or possibly fail the course;
- C. Student may receive one of the following: Dismissal or Suspension

APPEAL PROCESS

A student may submit a written appeal to the Director of Student Services within three (3) calendar days of their dismissal. The appeal should outline the circumstances: a) preventing Satisfactory Academic Progress; b) Academic disciplinary explanation; c) Non-academic disciplinary explanation. The Director of Student Services and the Director of Education will determine whether the student may be permitted to continue in the program and the student will be notified in writing within ten (10) days of

the initial appeal. The decision of the Directors is final. If the student is reinstated, it will be on the basis of a viable written academic plan for the student.

GRIEVANCE POLICY

All problems and conflicts should be resolved at the lowest possible level and should involve all individuals closely aware of and involved in the issue(s) before a request is made for the President or Grievance Panel to become involved. Any request for resolution at the level of the President or Grievance Panel must be made in writing by the party initiating the complaint, no later than three days after the incident. Complaint/suggestion forms are conveniently located on our website www.ameliaislandmedicalinstitute.com. Students are encouraged to complete the form in order to lodge a complaint/suggestion. The burden of proof is always on the person(s) making the complaint. The standard of proof will be a preponderance of the evidence. The institution maintains a written record of all formal complaints and their dispositions.

AIMI Grievance Panel made up of the President, Administrator and an instructor. It is a body that addresses and investigates grievances pertaining to issues such as exam malpractice, sexual harassment, rumors, fights and other serious grievances that may not be resolved among involved parties or class advisor. The panel normally discusses the issue at hand and strives to come up with a sound and fair resolution. Students are not subject to unfair action/treatment for initiating a complaint.

A student or any member of the public may file a complaint about this institution with the Commission for Independent Education at 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, (888) 224-6684 toll free or by completing a complaint form, which can be obtained on the Commission's Internet web site www.fldoe.org.

HARRASMENT AND DISCRIMINATION POLICY

AIMI takes allegations of harassment on the basis of sex, race, color, religion, national origin, age, disability or sexual orientation very seriously. The institution strives to be free of all improper or unlawful harassment.

Conduct on the part of faculty, staff or students, which violates this policy includes but is not limited to:

- Unwelcome or unwanted sexual advances or requests for sexual favors, or insinuations that a grade or other academic achievement is dependent upon the granting of sexual favors.
- Offensive conduct, verbal or written, including sexually explicit jokes, comments, innuendo or other tasteless actions that would offend a reasonably sensitive person
- The display of sexually offensive pictures, posters, illustrations or objects
- Slurs, jokes, or ridicule based on race, ethnic or national origin, religion, gender or disability.

Individuals who have questions or who experience harassment should immediately report the offence to the President, who will conduct a further investigation on each case and appropriately handle each

situation. If resulting in suspension or dismissal, a student may have the opportunity to appeal their case, if deemed permissible by the President.

OFFICIAL TRANSCRIPT REQUEST

A student will receive an academic transcript upon graduation. To receive another transcript, a student must complete a transcript request form and pay a \$10.00 fee. Official transcript will be mailed within 5 business days. A student requesting a transcript or an official document must be in good financial standing with AIMI prior to any document being released. Financial obligation must be fulfilled.

EXPOSURE TO BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS

In patient care areas and clinical settings, students may be exposed to blood, body fluids or other infectious materials that may contain HBV, HCV, and HIV. Precautions must be taken to protect both the care provider and the patient to minimize any risk of exposure. Prior to handling indulging in hands on activities, all students will be taught standard precautions as part of their education or workplace training. It has been determined that the correct use of standard precautions in care areas is sufficient for disease protection and infection control.

Students must follow the following procedures when exposed to blood, body fluids or other potentially infectious materials:

1. Students must report any occupational exposure to their faculty immediately
2. Obtain any necessary assistance to clean/flush wound, mucous membranes, or eyes, or otherwise provide necessary palliative measures to the contaminated area at the time of exposure.
3. Faculty will complete the Blood borne Pathogen Exposure Worksheet
4. The faculty member will immediately arrange student's transportation to the nearest emergency room for immediate treatment and evaluation
5. The faculty member initiates follow-up to determine the source patient's HIV, HBV, or HCV status and to evaluate whether the source and/or exposure are considered high risk
6. The clinical faculty sends a copy of both the Exposure Worksheet to the Campus President.

The school will respect the confidentiality of individuals with blood borne disease so far as the safety of others is not compromised. The school will refer questions and inquiries to the local health department which on a confidential basis provides counseling, consultation and education.

DISABILITIES

Learning disabilities are addressed on an individual basis. Students who have a learning disability will address such disability with the admissions office upon enrollment. Reasonable accommodations may be made to suit the student. Accommodations may result in modifications to the curriculum, but not substantially alter course content or involve waiving requirements essential to the program. Some examples of reasonable accommodation are:

- a) Extended time on exams and assignments
- b) Use of auxiliary equipment

c) Modified examination formats and/or oral examination

NON-DISCRIMINATION

AIMI is an equal opportunity environment; equal opportunity is given to all students and employees. It is the schools' policy to select the qualified student for the program. Equal opportunity is given to employment, education and training regardless of race, sex, color, religion, age, ethnicity, sexual orientation, disability.

STUDENT RECORDS

Student records are permanently and indefinitely retained by the institutions and are available to students upon individual request. The institution's guarantee of the students' right to access their records and its policy for releasing information about an individual student, in accordance with the Family Education Rights and Privacy Act (FERPA). Students must contact the Administrative staff and request access to their records. Faculty who have a legitimate need to use the student records will be allowed access. Records will not be removed from the school premises. Student will have to sign a release to allow an institution or agency from which the student is seeking financial assistance or any other assistance access to and mailing of pertinent records. Data will be furnished to accrediting bodies and government officials without permission of the student.

Court orders and subpoenas for records will be honored. The school will make a reasonable effort to notify the student of the release of such information.

RECORD RETENTION

AIMI will maintain records on all enrolled students permanently and indefinitely. Students' transcripts, financial transactions including refunds, payments from students and other transactions made with AIMI on behalf of a student will be retained permanently in a hard copy form.

ACCREDITATION STATUS

This institution is not accredited by an accrediting agency recognized by the United States Department of Education. A diploma program that is unaccredited or from an unaccredited institution is not recognized for some employment positions, including but not limited to, positions with the State of Florida. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

CREDIT GIVEN FOR EXPERIENCE

AIMI will not give credit for work experience. Students who enroll in all programs must start from the beginning and complete the program.

TRANSFER OF CREDITS

AIMI will not accept credits from another program from another post-secondary institution. Students will enroll from the beginning a course or program.

The transferability of credits you earn at Amelia Island Medical Institute LLC. is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits you earn in the educational program from Amelia Island Medical Institute LLC. is also at the complete discretion of the institution to which you may seek to transfer. If the credits that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Amelia Island Medical Institute LLC. to determine if your credits will transfer.

CLINICAL REQUIREMENTS & EXPECTATION

1. Students will be on clinical site under the direct supervision of a preceptor from the site.
2. A preceptor will not supervise more than 2 students at a clinical site.
3. Students are expected to conform to preceptor's rules and rules and regulations of the facility.
4. Prior to clinical attendance, students must submit documentation, background checks and current TB/Chest x-ray, etc.
5. A current CPR card for healthcare providers from the American Heart Association is needed.
6. If these items are not in the student's file, the student will not be allowed to participate in clinical.
7. Students are required to provide their own transportation to and from the clinical site.
8. Student clinical assignments and clinical schedules shall be prepared prior to each rotation and given to students in advance. It's the student's responsibility to follow the schedule.
9. Students are expected to participate in pre-and post-conferences.
10. Students will maintain professional appearance, demeanor, behavior and attitude while at clinical facility.
11. Students must arrive at clinical site on time and check in with preceptor.
12. Lateness and absences will not be tolerated.
13. If a student misses a clinical day, the student must arrange a make-up day with clinical coordinator. However, if a student misses 2 days from a clinical rotation due to any circumstances, the student must withdraw from that clinical rotation. This will lead to an incomplete or unsatisfactory clinical grade.
14. Students must maintain confidentiality of patients during patient care.
15. Students will not receive or make phone calls from the unit phone, except in case of legitimate emergency authorized by instructor. No use of Cell phones on nursing units.
16. During the clinical rotations, students should be advised not to work night shift due to safety concerns (Students who need a letter for their employers can ask and one will be provided).
17. Students who do not take instructions or do not follow the rules will be dismissed from clinical site.

WORK OPPORTUNITIES—JOB PLACEMENT

A student who completes the program and successfully NCLEX and becomes a Licensed Practical Nurse passes will be qualified to work in Nursing Homes, Hospitals, Assisted Living Facility, doctors' offices, home health agencies, etc. Job availability is posted on the school's website. The institution will provide job placement assistance with its graduates by working with the Placement Coordinator who will assist in helping students find a job in their field of study. AIMI does not guarantee employment.

STUDENT SERVICES

AIMI provides a myriad of services and resources that ensures our students have the proper support to grow as individuals and academics in a supportive and inclusive environment.

Furthermore, the institution maintains a focus on the delivery of educational services and upon acceptance into AIMI, students will work directly with the Director of Student Services, who will assist with orientation, registration and assisting students in preparing for the start of classes. The Director of Student Services will be the point of contact throughout the student's academic journey and will assist with ongoing registration, academic advising, completing academic and forms and providing useful tips.

Should a student encounter any academic issues which may interfere with his or her ability to complete coursework, the Director of Student Services will provide assistance in identifying appropriate solutions and professional guidance in assisting the student with progress throughout their academic journey.

FINANCIAL AID AND LOAN REPAYMENT

The school does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

NON- ACADEMIC SERVICES

AIMI offers assistance to students who wish to resolve their problems and concerns confidentially with a professional psychotherapist. Students who request assistance will be referred to a trained professional when experiencing problems that may interfere with their adaptation to their personal development or academic performance.

ACADEMIC CALENDAR

Registration for May Term	April 1, 2019
Application Deadline	April 19, 2019

Orientation	Date for orientation will be shared with new students
May Term Begins	May 6, 2019
Term Ends	June 14, 2019
Registration for July Term	June 3, 2019
Application Deadline	June 21, 2019
Orientation	Date for orientation will be shared with new students
July Term Begins	July 1, 2019
Term Ends	August 9, 2019
Registration for September Term	August 5, 2019
Application Deadline	August 23, 2019
Orientation	Date for orientation will be shared with new students
September Term Begins	September 3, 2019
Term Ends	October 11, 2019
Registration for November Term	October 1, 2019
Application Deadline	October 18, 2019
Orientation	Date for orientation will be shared with new students
November Term Begins	November 4, 2019
Term Ends	December 13, 2019

SCHOOL HOLIDAYS

- Independence Day- July 4, 2019
- Labor Day- September 2, 2019
- Veterans Day- November 11, 2019
- Thanksgiving- November 28 and 29, 2019
- Christmas/New Year Break- Dec 23 – Jan 1
- Martin Luther King Jr. Day- January 20, 2020

REQUIRED DISCLOSURES

- The policy of this institution is to update the official school catalog annually, in January of each year.
- Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the

annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

- This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office.
- This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.
- As a prospective student, you are required to receive and review this catalog prior to signing an enrollment agreement. You are also required to receive and review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- The Institution does not guarantee job placement to graduates upon program completion or upon graduation.
- Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Commission for Independent Education at 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, (888) 224-6684.
- A student or any member of the public may file a complaint about this institution with the Commission for Independent Education at 325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, (888) 224-6684 toll free.
- This institution is not accredited by an accrediting agency recognized by the United States Department of Education. These programs do not lead to licensure in Florida or other states. A degree program that is unaccredited or from an unaccredited institution is not recognized for some employment positions, including but not limited to, positions with the State of Florida. A student enrolled in an unaccredited institution is not eligible for federal financial aid.
- The institution, by means of the Florida Board of Nursing's licensure approval, will provide clinical training experience at the clinical sites that have signed affiliation agreements with the institution in the areas identified.
- Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888)224-6684.