



THE COLLEGE OF
HEALTH CARE PROFESSIONS

Houston North Loop (HNL)

Main Campus
240 Northwest Mall
Houston, TX 77092
(713) 425-3100

San Antonio (SA)

Non-Main Campus
4738 NW Loop 410
San Antonio, Texas 78229
(210) 298-3600

Massage Therapy Program

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STATEMENT OF INSTITUTIONAL MISSION, PHILOSOPHY AND PURPOSE

The College of Health Care Professions is dedicated to providing quality training to individuals interested in the allied health care fields. Knowledge and proficiency are attained through demonstration; actual operation of equipment; and practice of learned techniques. It is our aim to provide students with the knowledge and technical proficiency that will make them employable for entry level positions in the allied health care field.

Mission Objectives

- To provide a faculty qualified by education, experience, continuing education and on-going professional development in the field(s) for which they are assigned to teach.
- To prepare students fully for entry-level employment in the student's selected field.
- To ensure student acquisition of knowledge through lecture, examinations and evaluations.
- To ensure student acquisition of competency-based skills through laboratory and simulated clinical training within the institution.
- To prepare students to take the appropriate certification/licensure examinations for their selected program.
- To assist students to gain professionalism skills, study techniques, test taking techniques; and further, how to utilize the student resource center(s).
- To prepare students for their job search by providing opportunities to learn interviewing techniques, develop electronic communications, and prepare a professional resume.

SCHOOL HISTORY/STATEMENT OF OWNERSHIP

Statement of Ownership

The College of Health Care Professions, formerly known as The Academy of Health Care Professions is a private educational institution owned by two separate entities. Houston-North Loop, Houston-Southwest, and the San Antonio campuses are owned by Empowerment Schools Healthcare, Limited. The Austin campus is owned by Texas Medical Careers, Limited. Both entities have the same Owners and Board of Directors.

School History

Houston North Loop Campus (Main Campus)

Select members of the Macgregor Medical Association founded Holly Hall Holding, Inc. doing business as The Academy of Health Care Professions in 1988. On October 21, 1990, the Academy was approved by the Texas Workforce Commission to begin classes. In June of 2002, the institution was purchased by Empowerment Schools - Healthcare, Limited and doing business as The Academy of Health Care Professions.

The Academy moved to the current campus location at 240 Northwest Mall, Houston, Texas in September 2006 from 1900 North Loop West, Houston where it was located from September 1999 until September 2006. Prior to that time the Academy was located at 1919 North Loop West and 8080 North Stadium Drive, Houston, Texas.

Southwest Houston Campus (Branch of Houston North Loop Campus)

In 2003 the Academy expanded to include a second, non-main campus and on December 17, 2003 the Academy of Health Care Professions Southwest Freeway Campus was approved by the Texas Workforce Commission to begin classes.

Austin Campus (Main Campus)

In April, 2002, Texas Medical Careers Limited purchased Career Advancement Center in Austin, Texas. Career Advancement Center was established in 1995 and received ABHES accreditation in 1998. In October 2004, Career Advancement Center changed the name to The Academy of Health Care Professions and re-located to 6505 Airport Blvd., Suite 102, Austin, Texas 78752.

San Antonio Campus (Branch of Houston North Loop Campus)

In October 2005, Empowerment Schools Healthcare Limited opened its San Antonio Campus located at 4738 Northwest Loop 410 in San Antonio, Texas.

On December 1, 2011 The Academy of Health Care Professions changed it's name to The College of Health Care Professions.

APPROVALS/ACCREDITATION

- The North Loop–Houston (main location), Southwest–Houston (additional location) and San Antonio (additional location) Campuses are approved by The Texas Department of State Health Services, Massage Therapy Education Program License number **MS0127**.
- The Austin (main location) Campus is approved by The Texas Department of State Health Services, Massage Therapy Education Program License number **MS1023**
- The College of Health Care Professions is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES) for both degree and non-degree programs, 7777 Leesburg Pike, Suite 314 N., Falls Church, VA. 22046, 703-917-9503. This accreditation demonstrates that The College of Health Care Professions has been inspected by a peer group and meets the expectations of that agency.
- The College of Health Care Professions has been awarded the designation of Assigned School for Nationally Certified Massage Therapists & Bodyworkers by the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB). School Number **490574-09**.
- The College of Health Care Professions is an approved vendor of the Texas Department of Assistive and Rehabilitative Services (DARS), 4900 North Lamar Blvd., Austin, Texas, 512-424-4289. The College provides these services to eligible students who avail themselves of the Commission’s assistance and wish to attend the Academy.
- The College also provides educational training services for the Workforce Investment Act (WIA). Gulf Coast Worksource Investment, 3555 Timmons Lane, Houston, Texas, 713-627-3000.
- The College of Health Care Professions is approved to train veterans eligible under Title 38, , Texas Veterans Commission, Stephen F. Austin Building, Suite 620, PO Box 12277, Austin, Texas 512-463-6564
- The College of Health Care Professions is authorized by the United States Department of Education for participation in the following Title IV, HEA programs.

Federal Pell Grant
Federal Direct Student and Parent Loans

For more information regarding the Title IV financial assistance programs listed above, please pick up your copy of “Financial Aid Student Guide”, a United States Department of Education booklet, from the Academy’s Financial Aid Services Department or visit www.fafsa.ed.gov

DESCRIPTION OF FACILITY

College of Health Care Profession campuses are private, modern technical/career institutes designed so that they are small enough to be concerned with individual student progress, yet large enough to provide needed resources. The classrooms are limited to 36 students. Laboratory classes are limited to 12 tables with 3 students to a table. Campuses provide students with a student lounge area and a computer lab with Internet connectivity. The students work with equipment and instruments relative to their field of study. Classrooms are unique and are conducted under the supervision of approved faculty. Class enrollment is limited to ensure that students receive personal attention in classroom and laboratory courses.

PROFESSIONAL ADVISORY BOARD

The College has an Advisory Board composed of qualified individuals working in the allied health care field, institutional staff, and faculty, members of the public and graduates of the Academy. The board addresses such topics as the institution’s mission, objectives, and curriculum, as well as student, graduate, and employer comments. The advisory board listing is available to students upon request.

ADMISSIONS INFORMATION

ENTRANCE REQUIREMENTS

The College is open to eligible persons with a genuine desire to be trained for a career in massage therapy. Prerequisites for the program are listed at the beginning of the course outline and at the end of each individual subject within each course outline. A high school diploma or GED is required prior to enrollment for all programs. All prospective students must be at least 18 years of age for entrance into the program. The College makes every effort to determine in advance, the prospective student's likelihood of being successful in the field of massage therapy. Therefore, a personal interview with an admissions representative and the program director is necessary before enrollment. An interview with an admissions representative may be scheduled during the Academy's business hours.

In addition, the following items are required of all applicants in order to determine eligibility for acceptance:

- A completed Confidential Student Information Sheet
- A personal visit to tour the school.
- Submit proof of one of the following:
 - a. secondary education (successful completion of public, private, or home school at the high school exit level or a GED
 - b. successful completion of one full-time academic semester, or the equivalent (12 academic semester hours or 18 academic quarter hours) that are applicable to a degree or certificate offered at The College that were taken at an accredited college, university, or other postsecondary school.

Note: All diplomas issued outside of the United States must be translated and evaluated for United States high school equivalency and notarized prior to enrollment.

- Payment of the \$100 registration fee.
- All applicants must take and pass the Scholastic Level Examination with a minimum score of 15. If a prospective student should fail to meet the minimum required score the first time, the student may retest immediately with an alternative version of the Scholastic Level Exam. If the prospective student should fail to meet the minimum required score for the alternate version of the test, he/she may test immediately with a second alternate version of the exam or must wait five (5) calendar days before re-testing a third time with the original version. If the prospective student fails to meet the required test score the third time, he/she must wait one year before re-testing.
- A personal interview with an College staff member.
- Completion of an enrollment agreement.
- Statement of General Health completed by the student.
- Submission of two character references to the Academy.
- Completion of the "Drug and Alcohol Policy" document.
- Student Orientation (Mandatory before entering the classroom).
- Completion of the Student Pre-Enrollment Acknowledgement Form.

APPLICANTS WITH DISABILITIES

Applicants with mental or physical disabilities are welcome to apply for enrollment at the Academy. The institution is structured to meet the needs of the handicapped with ramps, elevators, easy classroom access, restroom facilities, and parking. Disabled applicants are subject to the same entrance requirements as all applicants. Prerequisites for the program are listed at the beginning of each program outline and the end of each subject within the program outline.

ACCEPTANCE BY THE ACADEMY

Once the applicant has successfully met the entrance requirements the application is forwarded to College administration personnel for review. The applicant is informed of their decision, by telephone, followed by a written letter of acceptance. If an applicant is denied admission to the Academy, all monies paid to the College will be fully refunded.

TEXAS MASSAGE THERAPIST LICENSURE ELIGIBILITY RESTRICTIONS

A person is ineligible for licensure under the following conditions;

- (A) if the person has been convicted of, entered a plea of nolo contendere or guilty to, or received deferred adjudication to crimes or offenses involving prostitution or another sexual offense;
- (B) until the fifth anniversary of the date of a conviction for a misdemeanor involving moral turpitude or a felony; or
- (C) until the fifth anniversary of the date of a conviction of a violation of the Act.

Students who are concerned that their prior criminal history might make them ineligible for licensure may fill out a Criminal History Evaluation form and pay a fee of \$50 to the Texas Department of State Health Services (DSHS). The DSHS will then evaluate the prior criminal history and provide the student with a written response regarding their eligibility for licensure. Additional information can be found on the DSHS website at http://www.dshs.state.tx.us/plc_cheval.shtm.

CREDIT FOR PREVIOUS EDUCATION

The College will consider credits from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) and grant academic credit for prior education, if the courses are comparable in length and content to those in The Academy's Massage Therapist program. The College may not require a student to take subjects which the student has already successfully completed and which meet requirements for licensure. Students must provide an *official* transcript from an accredited institution or Texas Department of State Health Services licensed massage therapy program on a post secondary level *prior* to signing an enrollment agreement. The transcript must also be evaluated and approved by the Texas Department of State Health Services prior to granting of academic credit. After evaluation and approval by both the Texas Department of State Health Services and The College of Health Care Professions of the *official* transcript *prior to enrollment*, academic credit will be granted and the program length and cost will be adjusted.

Notes:

Credit for previous education must be completed and approved prior to signing the enrollment agreement. Once the enrollment agreement is signed the institution will not be able to offer credit.

All students applying for Veterans benefits must submit official transcripts from all post-secondary institutions previously attended prior to being enrolled and certified by the Academy.

The institution does not grant credit for non-punitive grades or remedial courses, non-credit courses, advanced placement credit or experiential learning.

STATEMENT OF NON-DISCRIMINATION

No person shall be excluded from participation; denied any benefits or services; or subjected to any discrimination because of age, sex, race, color, creed, religion, disability and national or ethnic origin.

Student Rights under the Family and Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford you, the student, certain rights with respect to your education records. These rights include:

(1) The right to inspect and review your education records within 45 days of the day AHCP receives your request for access.

If you should wish to review your education records you should submit to the Education Coordinator, Registrar, or Campus Director a written request that identifies the record(s) you wish to inspect. The AHCP official, or designee will make arrangements for access and notify you of the time and place where the records may be inspected.

(2) You have the right to **request** the amendment of your education records you believe are inaccurate, misleading, or otherwise in violation of your privacy rights under FERPA.

If you wish to amend a record or records, you must write the Education Coordinator, Campus Director, or Registrar at your campus and clearly identify the part(s) of the record(s) you wish to change. You **MUST** specify why any records should be changed, and provide any documentation you have that supports the change(s) you are requesting. In order to make the change(s) requested by you, the change(s) must be approved by an authorized AHCP senior administrative staff member.

If AHCP decides not to amend the record as requested, you will be notified in writing of the decision and your right to a hearing regarding your request for amendment. Additional information regarding the hearing procedures will be provided to you when you are notified of the right to a hearing.

(3) The right to provide written consent before AHCP can disclose personally identifiable information from your education records, except to the extent that FERPA authorizes disclosure without your consent. AHCP will request a student sign an **all inclusive release** for records and other information to such parties as prospective employers or an **individual release for each separate release of information**. If you have granted power of attorney to an individual (or a power of attorney has otherwise been legally granted to an individual), AHCP will provide the person having power of attorney with the requested records. Before providing the records to such an individual, the individual must present the **original** power of attorney to AHCP for inspection and a **copy** of the original power of attorney will be maintained in the student's file. Requested records will be provided to the individual holding the POA within 30 days of AHCP receiving a verified copy of the original power of attorney AND a written request of the specific information requested by the individual having the POA.

In addition, if you receive financial assistance from local and/or state organization(s), they may require that you grant them written permission for AHCP to disclose your educational and placement records to them.

AHCP 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 AHCP in an administrative, supervisory, academic, research, or support staff position; a person or company with whom AHCP may contract as its agent to provide a service instead of using its employees or officials (such as an attorney, auditor, or collection agent/agency); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting 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 to/for AHCP.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by AHCP 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 20202-5901

The "U.S.A. Patriot Act", effective October 26, 2001, established the following exceptions relative to the release of information from institutional files:

Ex Parte Orders – The College can disclose, without the consent or knowledge of a student or parent, personally identifiable information from a student's records to representatives of the Attorney General of the United States in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes. An ex parte order is an order issued by a court without notice to an adverse party. When AHCP makes a disclosure pursuant to an ex parte order it is not required to record that disclosure of information in the student's file.

Lawfully Issued Subpoenas and Court Orders – In the following three contexts, AHCP can disclose, without consent, information from a student's education records in order to comply with a lawfully issued subpoena or court order:

1. Grand Jury Subpoenas
2. Law Enforcement Subpoenas – For these subpoenas, the court may order the College not to disclose to anyone the existence or contents of the subpoena or our response. If the court so orders, neither the prior notification requirements nor the recording requirements would apply.

Health or Safety Emergency – AHCP is permitted to disclose personally identifiable information from a student’s education record without the written consent of the student in the case of an immediate threat to the health or safety of students or other individuals. This is limited to a situation that presents imminent danger or to a situation that required the immediate need for disclosure to avert or diffuse serious threats to the safety of health of a student or other individuals.

Disclosures to the Bureau of Citizenship and Immigration (BCIS) – The College may release personally identifiable information of a student who has signed a Form I-20 and any student attending on an M-1 or J-1 visa to the BCIS.

NOTE: AHCP does not maintain student directory information for any type of public distribution other than the Graduation Programs that are handed out at AHCP’s biannual graduation ceremonies and posted notices on school bulletin boards which inform students of school business they need to attend to and/or the recipients of academic/attendance awards. The student information contained in the graduation programs and notices on school bulletin boards is limited to the students’ names, the program attending/graduated from, and the type of academic/attendance honors/awards given. Other than the graduation programs and bulletin board notices, AHCP only provides educational records with personally identifiable information as described in Number 3 and under the provisions established by the “U.S.A. Patriot Act”.

STUDENT MEDICAL COVERAGE

Students are expected to supply their own medical coverage while attending the Academy. In the event while attending class or during internship a situation arises that requires medical attention or follow-up it will be the responsibility of the student to seek medical services from their personal physician or medical provider.

PROGRAM COSTS

A registration fee of \$100 which is calculated as part of the total program cost is due at the time of enrollment. **All tuition payments must be made before completion of a program**, unless other arrangements have been made via the enrollment agreement or finance plan. Each student will receive an enrollment agreement, which will outline the payment schedule. The College has the right to charge a student/graduate a \$25.00 late fee in the event his/her monthly payment(s) should become delinquent more than 4 business days. Students must be current on monthly payments to begin internship. Students who are not current on monthly payments by the completion of classroom training may be delayed in beginning their internship. Transcripts and certificates of completion are not issued to graduates until all monies due the College have been paid in full. In the event that a student does not meet the terms of the enrollment agreement or finance plan, the College will negotiate an alternative payment plan. If the student does not meet the terms of the alternative plan, the student’s account will be turned over to a collection agency or sold to a bank.

The following are the costs for each program:

<u>Massage Therapy Program</u>	Registration Fee:	\$100.00
	Books/Printed Materials:	\$250.00
	Lab Fee:	\$150.00
	Tuition:	<u>\$10,000.00</u>
	Total Program Cost:	\$10,500.00

Ancillary items not covered in Total Program Cost

- Additional AHCP Massage Shirts \$17.50
- Black slacks/pants to comply with the dress code
- Sheet Sets (3 sets required) approximately \$10.00 / set
- Repeat Course charge, if necessary, \$100.00
- Certification Exam*
 - The National Certification Board for Therapeutic Massage and Bodywork \$225.00, or
 - The Federation of State Massage Therapy Boards \$195.00
- Texas Massage Therapy Jurisprudence Exam for Massage Therapist. \$35
- Texas Department of State Health Services Massage Therapist Application Fee: \$117.00

* The College will reimburse \$195.00 for certification exam fees when the student signs up and registers for the exam during the internship portion of the program. Student must submit a copy of exam results and proof of payment. Note: The reimbursement may be applied as a credit to an existing balance if all financial obligations have not been met.

FINANCIAL AID INFORMATION

The College of Health Care Professions administers several types of financial aid assistance programs to students that qualify. Most aid is based on individual student financial need. Students are encouraged to inquire about and apply for assistance through the school's financial aid office. Students are encouraged to apply for financial aid at the same time they apply for admission to The Academy. The financial aid office has application packets available for those that wish to apply.

FINANCIAL ASSISTANCE APPLICATION PROCESS

After interviewing with the admissions department, applicants wishing to apply for Title IV student financial assistance must provide personal income information (and parent or spouse income if applicable) via a completed FAFSA (Free Application for Federal Student Aid) or Student Aid Report (if the FAFSA was completed online) in order to determine eligibility for the various programs. Applicants who will be receiving Worksource or other sources of alternate funding for school must present the agency's written authorization for such funding before starting school. Students who do not wish to apply for Title IV student financial assistance or who do not qualify for an alternate source of external funding must make monthly payment arrangements with the business office of the College which will commence on the first day of class. Additionally, applicants who are not eligible to have all direct program costs covered by federal student assistance or other source(s) of funding will have monthly payments to the College beginning the first day of class. Methods of payment of all direct program costs will be outlined in the finance plan section of the enrollment agreement.

YEARLY REAPPLICATION

The financial aid year begins July 1 each year and continues through June 30 of the following year. Students must reapply for financial aid each year as soon as possible after January 1st. Failure to reapply for financial aid may result in a delay/denial of assistance resulting in students having to pay out-of-pocket costs (or higher out of pocket costs if you are already making monthly payments) while in school for tuition, fees and books.

SCHOLARSHIPS

The Institute does not currently offer scholarships.

STUDENT ENROLLMENT STATUS

All enrolled students who carry an academic workload of at least 12 semester hours per term are considered full-time.

Effective July 1, 2011 (pertains to all students who start or reenter school July 1, 2011 and after), full-time enrollment will be defined as scheduled attendance of at least 24 hours per week.

TUITION INSTALLMENT AGREEMENT

Students who sign finance plans which include payments to the College of Health Care Professions are expected to make each full monthly payment on or before the due date each month. Failure to make payments will result in the following:

1. \$25.00 late fee assessed
2. Dismissal from the program
3. Denied assignment to internship.

If you are unable to make payments by the due date, please notify the financial aid department before the due date to avoid a late fee. Postponement of the payment, without penalty (no late fees), is at the full discretion of the Financial Services Department and will only be granted under certain circumstances.

CANCELLATION/RETURN/REFUND POLICIES

Cancellation of the Enrollment Agreement by the Student

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed and a tour of the facilities and inspection of the equipment is made by the prospective student. The signature and date of the school official on the enrollment agreement designate acceptance by the Academy. If the student cancels before the start date but after the 72-hour cancellation privilege has expired, a full refund of all monies paid less the \$100 registration fee will be made.

Massage Therapy Program Refund Policy

Refund computations will be based on scheduled clock hours of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.

1. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) The effective date of termination, if the student is terminated by the school; or
 - (b) The date of receipt of written notice from the student; or
 - (c) Ten school days following the last date of attendance; or
 - (d) The last day of the leave of absence, if the student fails to return from an approved leave of absence; or
 - (e) Ten instructional days following the first day of the program if the student fails to enter
2. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 shall be retained by the school.
3. If the student who enters the massage therapy program terminates or withdraws after the expiration of the 72 hour cancellation privilege, the school may retain \$100 of the fees and the minimum refund of the remaining tuition and fees will be:

Note: Refunds are of the unused portion of tuition based on clock hours in the program.

- (a) During the first week or one-tenth of the program, whichever is less, 90 percent of the remaining tuition and fees;
 - (b) After the first week or one-tenth of the program, whichever is less, but within the first three weeks of the program, 80 percent of the remaining tuition and fees;
 - (c) After the first three weeks of the program, but within the first quarter of the program, 75 percent of the remaining tuition and fees;
 - (d) During the second quarter of the program, 50 percent of the remaining tuition and fees;
 - (e) During the third quarter of the program, 10 percent of the remaining tuition and fees; or
 - (f) During the last quarter of the course, the student may be considered obligated for the full tuition and fees.
4. The student is issued books and supplies during the program, as needed. All books and supplies not issued will be refunded to the student at full charge. Refunds of items of extra expense to the student separately stated and shown in the pre-enrollment paperwork will be made in a reasonable manner, however, no refund will be made for books or supplies that have been issued and received by the student that are not returned or can not be reasonably re-used.
 5. The length of a course for purposes of calculating refunds owed, is the shortest scheduled time period, expressed in clock hours, in which the course may be completed by continuous attendance of a full-time student;
 6. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - (a) An enrollee is not accepted by the school;
 - (b) the student cancels the enrollment agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment agreement is signed by the prospective student;
 - (c) the student was not provided ample opportunity to read the information provided in 140.341(a) of the Massage Therapy Licensing Program Rules; or
 - (d) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.
 7. If the program is discontinued by the school and this prevents the student from completing the program:
 - (a) all tuition and fees shall be refunded if the student is not provided with a transcript of all successfully completed hours within 30 days of discontinuance of the program
 8. Refunds will be totally consummated within 30 days after the effective date of termination, withdrawal, or ten instructional days following the first day of the program if the student fails to enter the program (see Item 1.e. of this section).

Treatment of Title IV Funds when a Student Withdraws from the Program

This policy applies to students who are or were expected to be Title IV federal student assistance recipients, who withdraw (officially, unofficially or fail to return from a Leave of Absence) or are dismissed from enrollment at The Academy. **This policy is separate and distinct from the Massage Therapy Refund Policy in this catalog. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also attempt to collect from the student any Title IV program funds that the school was required to return.** The calculated amount of the Return of Title IV Funds that is required for students affected by this policy are determined according to the following definitions and procedures, as prescribed by regulation.

AHCP has 45 days from the date the institution determines that the student withdrew to return all unearned Title IV funds for which it is responsible. The school is required to notify the student if they owe a repayment on a grant via written correspondence/notice. If the student is due a post-withdrawal disbursements of federal student/parent loans, AHCP must advise the student or parent they have 14 calendar days from the date the school sent the written notice of the post-withdrawal disbursement to either accept or decline the post-withdrawal disbursement. If a response is not received from the student or parent within the permitted time frame or the student declines the funds, AHCP will return any earned funds that the school is holding back to the Title IV programs. Any post-withdrawal disbursement(s) must occur (be disbursed/credited to an account) within 180 days of the date the student withdrew.

AHCP is required to determine the earned and unearned Title IV aid a student has earned as of the date the student ceased attendance based on the amount of clock hours the student was **scheduled** to be in attendance.

If you, the Academy, or your parent receives on your behalf excess Title IV program funds that must be returned, The College must return a portion of the excess equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds, or
2. the entire amount of excess funds.

The College must return this amount even if it didn't keep this amount of your Title IV program funds.

Withdrawal before and after 60%:

AHCP must perform a Return to Title IV calculation to determine the amount of earned aid up through the 60% point in the *period of enrollment*. The period of enrollment is the same as the published length of the program in this catalog. The period of enrollment begins on the student's specific start date and ends on the scheduled graduation date that corresponds to the student's start date. AHCP will use the U. S. Department of Education's schedule/methodology to determine the amount of Title IV funds the student has earned at the time of withdrawal. **After the 60% point in the period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.** AHCP must still perform a R2T4 calculation to determine the amount of aid that the student has earned. AHCP will still determine whether the student is eligible for a post-withdrawal disbursement.

Withdrawals – Official vs. Unofficial:

A student who withdraws is one who officially withdraws and submits it in writing to The College or, unofficially withdraws (is administratively withdrawn by the school for violation of school policy such as attendance, conduct, return from leave of absence, etc.).

A student's withdrawal date is determined by using one of the following:

- the date the student began the institution's official withdrawal process or officially notified the institution of intent to withdraw
- the student's last date of attendance at a documented academically related activity
- the tenth (10th) consecutive day of class absence.
- the day a student fails to return from an approved Leave of Absence (LOA) on the scheduled return date. The student's last day of attendance will become the last day he/she actually attended school prior to the LOA.

The student's responsibilities in regard to the return of Title IV funds include:

- Returning to the Title IV programs any funds that were disbursed to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation.
- Any notification of withdrawal from AHCP should be in writing and addressed to an College official.

Student Return of Title IV Funds:

- In cases where AHCP is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent, if applicable, for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.
- Any amount of unearned grant funds that you must return is called an overpayment. The amount of a grant overpayment that you must repay will not exceed half of the grant funds you received or were scheduled to receive. You must either pay your grant overpayment in full to AHCP or make payment arrangements with Department of Education to return the unearned grant funds.

Post Withdrawal Disbursements:

There are some Title IV funds that you were scheduled to receive that you cannot earn once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of

your program before you withdraw, you will not earn any Direct Loan Funds that you would have earned had you remained enrolled past the 30th day. Also, when you withdraw from school, you cannot earn any portion of a second or subsequent disbursement of a Direct Loan.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, AHCP must get your permission before it disburses any loan funds. You may choose to decline some or all of the loan funds so that you do not incur additional debt. It may be in your best interest to allow The College to keep the Direct Loan funds to reduce your debt to the school. However, if you do not choose to accept any of these funds to cover any/all of your balance with the College or we do not hear from you, the full amount due us will become payable 14 days from the date of the post-withdrawal notice sent to you. If you are due a post-withdrawal of Pell or ACG funds not needed to cover tuition and fees, the College will forward any amount of earned grant funds not needed to cover your balance directly to you. AHCP may automatically retain all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for any remaining tuition and fees balance on your account.

If you, the Academy, or your parent receives on your behalf excess Title IV program funds that must be returned due to your withdrawal with school, The College must return a portion of the excess equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds, or
2. the entire amount of excess funds.

If you have any questions about your Title IV program funds, you may 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.

Refund Policy and Information for Students Receiving Veterans Education Benefits

It is understood and agreed that the following refund policy will be applied to veterans and other eligible persons:

In the event the veteran or other eligible person fails to enter the course, or withdraws, or is discontinued there from at any time prior to completion of the approved program length for VA students, the amount charged to the student for tuition, fees, and other charges for the completed portion of the course shall not exceed \$10.00 (only if a registration fee is charged) plus the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The completed portion is the total number of days the student was scheduled to attend (from first to last date of attendance) multiplied by the scheduled hours of attendance per day.

Refund Policy for Students Called To Active Military Duty

A student of the school who withdraws from the school as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (1) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal:
- (2) a grade of incomplete with the designation “withdrawn-military” for the courses in the program, other than courses for which the student has previously received a grade on the student’s transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program.

Return/Refund Priorities

Any refunds or returns due to or on behalf of the student will be returned/refunded to the following programs/sources in the following order:

1. Unsubsidized Federal Direct Student Loan
2. Subsidized Federal Direct Student Loan
3. Federal Direct Plus Loan
4. Federal Pell Grant
5. Other Student Financial Aid Programs
6. Other federal, state, private, or institutional sources of aid
7. The student

Examples of common refund/return situations/comparisons are available through the financial services office at your College Campus.

ACADEMIC INFORMATION

METHOD OF DELIVERY

The institution offers residential delivery of instruction. The College at this time does not offer any distance education.

ACADEMIC PROGRAM

A student must complete and pass all required **course** work with a grade of C or better, for completion of the program. Internship weeks are *approximate* and depend on the internship schedule.

MULTIPLE INSTRUCTORS

The College employs professional and qualified instructors for the program. All instructors must meet the requirements as set forth by the Texas Department of State Health Services, Massage Therapy Licensing Program. Students may have multiple instructors during the classroom and internship courses.

TRANSFER ABILITY OF ACADEMIC CREDIT

As a general rule, credits earned at the College are not transferable to other institutions. Some institutions may accept credits from College courses; however this is at the receiving institution's discretion. Therefore, it should be assumed that College courses have limited transferability.

TEXTBOOKS/SUPPLIES

Required:

Theory & Practice of Therapeutic Massage 5th Edition Package, Mark F. Beck, Thomson/Delmar Learning 2010
(Textbook, Workbook, Student CD ROM and Exam Review book)
Trail Guide to the Body, 4th Edition, Andrew Biel, with student workbook
Mosby's Pathology for Massage Therapists, 2nd Edition, Susan G. Salvo

Reference Books:

Massage Therapy Principles and Practices, , Author: Susan G. Salvo, Publisher: Thomson Delmar
Grays Anatomy 38th Edition, Henry L. Gray, Elsevier Science,
Milady's Theory and Practice of Massage Therapy 3rd Edition, Mark F. Beck, Milady's Publishing,
A Massage Therapist's Guide to Pathology, 3rd Edition, Ruth Werner, Lippincott Williams & Wilkins
New Foundations in Therapeutic Massage and Bodywork, Jan L. Saeger, McGraw Hill
Massage Therapy Review, Passing the NCETMB and NCETM, Laura Abbott, McGraw Hill
Family & Friends CPR, Cardiopulmonary Resuscitation, American Heart Association
Texas Occupations Code Title 3 Chapter 455, Massage Therapy & Title 25, Code Chapter 141
Manual of Structural Kinesiology, 16th Edition, R. T. Floyd, McGraw Hill
Business Mastery 3, 3rd Edition, Cheie Shonen-Moe, Sohnen-Moe Associates, Inc.

Note: Massage Therapy students pay a lab fee of \$150.00 (included in Total Program Cost) for the use of cleaning materials, oils and other miscellaneous items supplied by the Academy.

Students will incur an additional expense for linens. It is the responsibility of each student to provide 1 set of clean linens daily during the Massage Technique laboratory portions of the program. Estimated cost is approximately \$10 per set.

TEXTBOOK POLICY

Textbooks are sold to students via charges on the enrollment agreement and become their permanent possessions. All textbooks are issued to students, as they are needed each module. Students are responsible for keeping their textbooks in their possession and in good condition. Students who lose or damage textbooks must purchase replacements. Students who become disenrolled from school have 20 days from the effective date of withdrawal/termination to return books in good condition. Students who fail to return books within 20 days of the effective date of withdrawal/termination or return books in poor condition will be charged for those books.

GRADING SYSTEM

GRADE	GRADE POINT	DESCRIPTION
A	= 4.0	Outstanding effort and work performance
B	= 3.0	Extra effort reflecting better-than-average
C	= 2.0	Mastery of a subject area with an acceptable standard of work
D	= 1.0	Below average performance; fails to meet minimum standards
F	= 0.0	Non-acceptable; fails to meet minimum standards
I	= Incomplete	Course over, but all course work not yet complete (Student must make up all assignments/tests by specified deadline)

W =Withdrew
WM =Withdrew – Military

Student withdrew from school mid-course
Student withdrew from school mid-course, called to active military duty

The institution does not award credit for non-punitive grades or remedial courses.

The class syllabus for each course will explain the grading scale and course weighting used for each course. Students must obtain a minimum score of 70% (2.0 GPA) to successfully complete the course.

EXAMPLE

Formula for Determining Individual Course Grades

Type of Evaluation % of Final Course Grades

<i>Quizzes</i>	<i>10%</i>
<i>Assignments</i>	<i>10%</i>
<i>Class Participation</i>	<i>5%</i>
<i>Exams</i>	<i>25%</i>
<i>Final</i>	<i>50%</i>

**Quizzes are given randomly without prior notice to students. Final exams are scheduled for the end of each course (subject).*

Academic Credit – Clock Hour

Academic credit is based on satisfactory completion of course grades (a minimum grade of C or 2.0) and clock hours. The minimum satisfactory rate of progress is successful completion of 67% of the hours attempted for each module.

Quality Grade Points

The number of quality points earned for each course can be determined by multiplying the grade points for the letter grade received for the course, by the credit value of that course. For example, a grade of “A” (4.0 grade points) for a 3.0 credit course would earn (4.00 X 3.00) 12 quality points.

Cumulative Grade Point Average

The cumulative grade point average (GPA) is calculated by dividing the total quality points earned by the number of credits attempted.

GRADING PERIOD

Each 120 hour module (modules I through V) and the 80 hour internship (module VI) are considered grading periods.

PROGRESS REPORTS

All students are informed of their grade point averages in writing. Students receive progress reports at the end of each module, which informs them of their grade point average for that module as well as their cumulative weighted GPA (CGPA).

TUTORING AND REMEDIAL WORK

For students needing or wanting additional assistance regarding classroom or laboratory instruction, College faculty members are available after daytime class hours when scheduled in advance. Tutoring schedules are posted in all classrooms. Additionally, tutoring schedules may be obtained from individual instructors.

Note: Massage Therapy Students can make-up hours Monday through Thursday prior to class or from 2:30pm – 4:30pm and Fridays when scheduled in advance with the program director. Credit for make-up hours will only be granted when an instructor is present. All make-up hours must be scheduled through the department director in advance. There is no fee for make-up hours.

STUDENT AWARDS

Director's Honor Roll

Module/Semester GPA of 4.0 and perfect attendance (no absences or tardiness)

Honor Roll

Module/Semester GPA of 3.0 or above in academics, and one absence or one tardy (no combination of two attendance violations)

Perfect Attendance

Perfect attendance, no absences or tardiness

REPEATING FAILED COURSES

Students repeating course(s) due to academic failure will be responsible for the cost of those repeat course(s).

MAKE-UP WORK/EXAMS/INCOMPLETE GRADES

Students who are absent on scheduled exam days will have the opportunity to make up the exam. However, in such cases, the individual instructor has discretionary grading authority and may choose to deduct points off the exam for the student's absence on the scheduled exam day. A student making up an exam may be given an alternate version of the exam than that which was originally given in class.

All makeup work/exams must be completed within one week of the scheduled course completion date. Students who fail to complete the required course work, assignments, or exams at the completion of a course will be given a grade of Incomplete ("I"). An incomplete grade will not be averaged into a student's GPA, nor does it count as credits attempted for determining the student's rate of progress.. Students who fail to complete required course work, assignments, or exams within that time frame (one week) will receive a grade of "F" for each incomplete course that will be averaged into the student's GPA. If the resulting course grade, after the "F" is averaged into course grade, is a "D" or an "F", the student will be required to repeat the course prior to beginning internship. Also, if the final course grade is "D" or "F, the hours in that class will be counted only as hours attempted when considering a student's rate of progress.

Extenuating circumstances *may* allow for an extension of time to complete the course work with the approval of the program director and School Director..

It is each individual student's responsibility to obtain missed assignments from either the instructor or fellow classmates.

The College does not charge any fees for making-up work or exams. Make-up work credit will only be granted when an instructor is present.

WITHDRAWALS

A student wishing to officially withdraw from school must do so in person with a school official and document and sign the withdrawal on the proper status change form. Students that discontinue attending class who fail to follow this procedure will be withdrawn in accordance with attendance policies of the institution.

Students withdrawing from school after a course has been completely taught, who have not completed all necessary course assignments, will be assigned a grade of incomplete (I) provided the deadline for completing make-up work has not passed at the time of withdrawal. If a student withdraws while a course is in progress, he/she will receive a grade of WP (Withdraw-Passing), if passing that course, or WF (Withdraw – Failing), if failing the course at the time of withdrawal. WP and WF will not be calculated in determining the student's final grade point average but will be reflected on the student's permanent transcript. In addition, the "W" grade will be calculated in the student's rate of progress as hours attempted.

Students withdrawing from school during a module/semester who later wish to re-enter school should be aware of the following:

- They will have to wait until the courses needed are offered.
- They must repeat any courses failed (Grade D or F) or not completed prior to withdrawing.
- Their financial aid and program cost will be affected.
- For attendance purposes, the new program length upon re-entry becomes the scheduled amount of time from the point of re-entry to completion of the program.
- A non-refundable re-entry fee of \$100.00 will be charged.
- They must satisfy all past due financial obligations to The Academy.

RE-ENTRY POLICY

Re-entry Eligibility

- Students who wish to re-enter school after being terminated for unsatisfactory progress cannot be readmitted until a minimum of one grading period (module) has passed.
- Students whose enrollments are terminated for violation of the attendance policy may not re-enter school before the start of the next grading period (module).
- Students who wish to re-enter school after withdrawing or being terminated for financial or personal reasons are eligible to re-enter as early as the next grading period (module).

Procedure

Students wishing to re-enter school are required to follow the re-entry procedure :

- Prior to petitioning for re-entry the student must satisfy all past due financial obligations.
 - Submit a justification in writing for re-entry into the program to the Education Coordinator or Program Director along with a written request to meet with the re-entry committee. The school will inform the student of the date and time the re-entry committee will meet with him/her.
 - Meet with the re-entry committee.
 - If allowed to re-enter the student must make an appointment with the Program Director to develop an education plan and schedule for the remainder of the program. Complete the TWC credit for previous education form.
 - Meet with financial aid to determine new finance plan.
 - Students will complete a NEW enrollment agreement and other required documents with the assigned admissions representative.
 - A non-refundable re-entry fee of \$100.00 is payable at the time of enrollment.
 - Students must re-enter at the beginning of a module or the next available class.
- ❖ **Students that have been dropped from their program may petition the re-entry committee for re-entry into the program one time (1) only. Students that re-enter the program and drop for the second (2nd) time are not eligible for re-entry.**

ATTENDANCE INFORMATION

Classroom Attendance

Because of the nature and scope of the training, the College does not differentiate between an excused and non-excused absence in computing the maximum number of allowable absences. A student will be terminated when he/she is absent ten (10) consecutive school days or misses more than 15% of the total program hours (102 hours), whichever comes first.

Massage Therapy students are required to complete 680 program hours. Students that are absent *must* make-up all missed hours before receiving a certificate of completion from the Academy. Massage Therapy students have one and one-half times the normal program length (as published in this catalog), expressed in clock hours and calendar time, to complete the 680 hours. If a student does not complete the 680 hours in the maximum time frame, that student will be terminated from the Academy.

It is the responsibility of the student to obtain missed class work or assignments from his/her instructor. Students should call the school as soon as possible in order to notify the instructor they will be absent or late.

Attendance will be monitored daily and totaled at the end of each grading period. Students who miss in excess of 15% of the total scheduled program hours or ten (10) consecutive school days will be terminated by the Academy.

Tardiness

Part of the Academy's role in providing quality education and training is to impact or strengthen the need for punctuality and dependability to the workplace. The College stresses this need by the following tardiness policy:

- Students who are absent at the start of class will be counted tardy
- Tardiness will be accrued in 15-minute increments and is recorded in the daily attendance as absent. Tardiness is defined as coming to class late or leaving class early. Tardiness is accrued as stated below:
 - Four 15 minute tardies = 1 hour of classroom absence
- In addition, all accrued tardies are counted towards the total amount of time absent, as stated in the Classroom Attendance section above.
- Please note that at each individual instructor's discretion, he/she may issue a written advisory or warning to any student who displays habitual or excessive tardiness.

****NOTE: The College Personnel reserves the right to contact telephone numbers of record, on school days that the student is not present.**

Make-Up Hours

The Massage Therapy program requires that classroom absence time be made up before a student is allowed to begin internship. Students needing to make up time at the end of a module are expected to complete the make-up hours by the end of the following module. Students who do not complete all make-up time prior to internship within the time frame allowed will be terminated from the Academy.

Make-up Hour Policy

1. Make-up hours completed *do not* erase previous classroom absences for purposes of calculating maximum allowable absences.
2. Make-up hours are based on full quarter hour (15 minute) increments. Minutes will be rounded down to the nearest 15 minute increment (15, 30, 45, or 60) and will be recorded in the time record as 0.25, 0.50, 0.75 and 1.0 hrs, respectively.
3. The hours available for make-up time will be posted in the classroom. Additional make-up time may be scheduled through the department Director.
4. Make-up hours will only be counted when there is an instructor present.

Internship Attendance

Prerequisite: Successful completion of the initial 600 hours of Massage Therapy training

Massage therapy students will complete 80 clock hours of clinical training in an on premise clinic/salon, with 60 hours dedicated to performing massages. Students must complete all program hours within one and one-half times the program length while adhering to the Intern Policy and Procedure.

Internship Requirements

Students must adhere to the internship policy and procedure manual.

ACADEMIC COMPLIANCE

SATISFACTORY ACADEMIC PROGRESS

Qualitative Component/Grade Point Average Requirement

Students must make satisfactory grades to remain in the program and maintain eligibility for federal student financial assistance (if applicable). All students are required to successfully complete every class (course) and grading period (a grading period is a module), with a minimum grade point average of 2.0 (C) in order to maintain acceptable academic standing and successfully complete the program.

The College weights grades in proper proportion to the number of credit hours earned. The weighted grade point averages are used in calculating the module GPA and determining satisfactory academic progress.

Quantitative Component/Progress Rate Requirement

In addition, to maintain satisfactory academic progress, the student must be progressing in the program at a rate that will allow the student to complete the program within 150% of the published program length in the program's catalog. All program requirements must be completed within the maximum allowable time frame. In no case will the maximum allowable time frame for program completion exceed one and a half times (150%) the published/standard length of the program in clock hours and class weeks.

For example, the published/normal length of the day program is 30 weeks/680 hours. Therefore, the maximum time frame for successfully completing the day program is 45 weeks/1020 hours. The student's rate of progress is monitored and calculated at the end of each module. The rate of progress is determined by dividing the cumulative number of hours/weeks the student has successfully completed, with grades of 2.0/C or above, by the cumulative hours/weeks the student has attempted.

In general, to maintain a satisfactory rate of progress, a student must successfully complete 67%/80.5 hours of each module, with minimum modular and cumulative GPA's of 2.0 (C). Students who are unable to complete the program within the maximum time frame will be terminated from the program.

Academic Probation

Any student who does not achieve a grade of 2.0 (C) or greater for a grading period (module) will be placed on academic probation for the following grading period (module). When a student is to be placed on academic probation, the student will be counseled prior to returning to class for the next module by the instructor/department head and/or the Education Coordinator. That counseling meeting will be documented by the completion of an academic probation status change. This document must be signed by both the faculty member and student. The completed academic probation form documents the length (one module) of the student's probation with the specific beginning and ending dates, and the grades the student must attain in order to be removed from academic probation. The student placed on academic probation will maintain eligibility for Title IV student assistance (Federal Pell Grant and Direct Loan(s)), if applicable.

If the student meets the terms (module and cumulative GPA's, as well as successful completion of at least 67% of the hours in the probationary module) of the initial academic probation, he/she will be removed from academic probation at the end of that probationary module. However, if the student on academic probation fails to achieve satisfactory progress during the probationary module, he/she will be terminated from the program.

If a student on academic probation achieves satisfactory progress for the probationary grading period/module, but has not achieved the required grades for overall satisfactory progress, the student will continue on academic probation for one more grading period (module). Once again, the student will be counseled before returning to class. The second academic probation will be documented as the first academic probation was. It will be signed by the faculty member and student, stipulate the beginning and ending dates of the probation, as well as the modular and cumulative GPA's the student must attain in order to be removed from academic probation. A student on a second, consecutive academic probation will maintain eligibility for federal student aid, if applicable.

A student who fails to achieve overall satisfactory academic progress at the end of two consecutive probationary periods (two modules) will be terminated from the program.

Satisfactory Academic Progress/Financial Aid Warning –Title IV (Pell Grant and Direct Loan) Recipients

Only:

A student who is a Title IV recipient that has a cumulative GPA less than 2.0/C at the end of a financial aid payment period (three consecutive modules) will be placed on financial aid warning status for the next three consecutive modules/Title IV payment period, and/or the remainder of the program, as applicable. A student placed on financial aid warning will remain eligible for Title IV student financial assistance. Students will be notified in writing should they be placed on financial aid warning. The warning will inform the student that he/she must achieve a cumulative GPA of 2.0/C by the end of the financial aid warning period or he/she will lose Title IV student assistance eligibility. A student can regain satisfactory academic progress and eligibility for student assistance once his/her cumulative GPA is 2.0/C or above for the financial aid warning period and the student is progressing at a rate to complete the program within 150% of the normal program length.

Please note that, due to the length (six modules/two financial aid payment periods) of the program, a student being placed on financial aid warning and losing eligibility for Title IV student assistance funds occurs rarely, if ever. This is because the state's academic progress requirements are stricter than the federal requirements. For instance, under state law, a student would be placed on academic probation for the next module once he/she failed a module and/or their cumulative GPA fell below 2.0/C. A module is only one third of a financial aid payment period. If a student has to be placed, under state rules, on a second consecutive academic probation period for the next module, as described in this section (Satisfactory Academic Progress – Academic Probation) of the catalog, both probation periods combined, would only be two-thirds (two modules) of a financial aid payment period (three modules).

In such cases (student failed to meet the terms of two consecutive modular academic probationary periods) the student would be terminated from the program for poor academic progress by the end of the second consecutive modular academic probation period. This means the student, under state rules, would be terminated from the program before an entire financial aid payment period (three modules) has elapsed. Therefore, in such cases, again, under state rules, the student would not reach a point in the program to be placed on financial aid warning.

Repeat Courses

In order to successfully complete the program, a student must complete and pass all required course work with a C (2.0) or higher. Students who fail course/courses will be required to repeat ***and pass with a grade of C/2.0 or higher*** every failed course prior to beginning internship. A student may repeat a failed course ***only one time***. Therefore, a student who fails a course a second time will be terminated from the program. ***Students are responsible for the cost of all repeat courses.*** The failing grade for the course as well as the repeat grade will be recorded in the student's permanent record. However, the higher grade will replace the lower grade when calculating the student's GPA.

All repeated classes are considered when determining a student's rate of progress (maximum time frame to complete the program). For example, when a student fails a course, that course only appears in the equation as hours/weeks attempted. Again, the rate of progress is determined by dividing the cumulative number of hours/weeks the student has successfully completed (with a minimum grade of C/2.0) by the cumulative hours/weeks the student has attempted. Therefore, when the student repeats and ***passes*** (with a grade of 2.0/C or higher) the course, the hours/weeks of that class will be used in the equation as both hours/weeks attempted, due to ***repeating*** the class, and hours/weeks successfully completed (with a minimum grade of 2.0/C) due to ***passing*** the class.

Incomplete Grade

Students who fail to complete the required course work, assignments or exams at the completion of a course will be given a grade of Incomplete ("I"). An incomplete grade will not be averaged into a student's GPA. Students have one week to complete the work required to finish the course. Failure to do so will result in a grade of "F" replacing the "I" grade. The "F" grade will be averaged into the student's GPA. If the grade reverts to an "F", the hours/weeks in that class will be counted as only hours/weeks attempted when considering the student's rate of progress. The student will be required to repeat the failed course and pass with a minimum grade of C/2.0 for an ***additional cost***. Extenuating circumstances may allow for an extension of time to complete the course work with the approval of the program director and campus director.

Withdrawal

Students withdrawing from school while a course/courses are in progress or after a course/courses have been completely taught, but all course work has not been completed, will be given a grade of W (Withdraw) for the course/courses. W grades will not be used in determining the student's final grade point average, but will be reflected on the student's permanent transcript. However, should the student reenter the program, all W grades will be counted as hours/weeks attempted in calculating a student's rate of progress. A reentering student will have to take all courses in their entirety for which he/she received "W" grade(s) upon withdrawal from school.

Transfer Credit/Hours

Transfer courses/hours accepted by The College will count as both hours/weeks attempted and hours/weeks completed when calculating a student's rate of progress.

Student Right to Appeal the Determination of Unsatisfactory Academic Progress

If a student wishes to appeal the determination of unsatisfactory academic progress, he/she must petition the education coordinator or program director in writing within ten (10) days of the school's notification to the student of unsatisfactory academic progress.

Note that the school's determination of a student's unsatisfactory academic progress is not negotiable, unless there is a grade or grades that are incorrect. If there is an error/errors with the grades, the grades will be revised to reflect the correct grades, which *may* change the student's academic progress to satisfactory. Otherwise, when/if a student appeals the unsatisfactory progress determination, the school is still acknowledging that the student's progress is unsatisfactory, and is looking to see what has changed with/for the student that will allow the student to achieve satisfactory academic progress by the end of the next grading period (module) and maintain satisfactory academic progress through completion of the program.

The written request for appeal must state why the student failed to make satisfactory academic progress and the reason for the appeal. Such a request for an appeal must be well documented by the student. Such documentation might include, but is not limited to, items such as a doctor's statement, accident report, police report, or death certificate. In addition to this documentation, the student must explain in his/her written request for appeal (with additional supporting documentation, if applicable) what has changed that will enable him/her to regain satisfactory academic progress by the end of the next grading period (module) and maintain satisfactory progress for the remainder of the program.

Once the request for appeal with supporting documentation has been received by the Academy, they will be reviewed by the education coordinator or program director. The student will be informed of the Academy's decision within ten (10) days of receipt of the student's request for appeal, with supporting documentation. The decision arrived at by the above mentioned faculty members is final.

Please note that a student who successfully appeals the school's determination of unsatisfactory progress will be placed on academic probation during the next grading period (module). A student will *not* be eligible for Title IV federal student assistance during the academic probation period described in this paragraph. If the student regains satisfactory academic progress by the end of the probationary grading period (module), he/she will be removed from academic probation and the student will be eligible to apply for Title IV federal student assistance. A student who does not regain satisfactory academic progress by the end of the next grading period (module) will be terminated from the program.

Re-Entering Students

A student whose enrollment was terminated for unsatisfactory progress may reenter school (ONLY if the Academy's Reentry Committee has approved the student's reentry and the student has satisfied all, or is current with, his/her financial obligations to the school) after a minimum of one grading period (module) has elapsed. However, once the student is cleared to reenter school, the reentry date will be the earliest date a student can return to school and complete the remainder of the program without interruption (i.e. courses the student needs to take are available without interruption).

Any student reentering the College after being terminated for unsatisfactory academic progress will be placed on academic probation (documented as specified under the Satisfactory Academic Progress - Academic Probation section of this catalog) for the initial reentry-grading period (module). ***The student, if applicable, will not be eligible for Title IV Federal Student Financial Assistance during the initial probationary grading period.*** If the student maintains satisfactory academic progress throughout the initial grading period, he/she will be removed from academic probation and will become eligible to apply for Title IV Federal Student Financial Assistance. If, however, the student does not maintain satisfactory attendance/academic progress throughout the initial reentry period, he/she will be terminated from school. Note that a reentering student who was previously withdrawn from school for unsatisfactory academic progress that does not make satisfactory academic progress during the initial reentry module (grading period) will not only be terminated from the program a second time, but will not be eligible for reentry.

CONDUCT POLICIES

CODE OF CONDUCT

Students must maintain high standards of academics and conduct. A student's conduct must not interfere with the learning process of any other student, the instructor or the progress of the class. Violation of conduct standards include, but are not limited to: cheating, verbal or physical confrontation, dishonesty, unprofessional conduct, use of profanity, insubordination, non-compliance with safety rules, use of alcohol or drugs on campus, Internet abuse, vandalism of school property or equipment, or sexual inappropriateness. A student found in violation of the conduct policy may be subject to a written warning, suspension from class (one - three school days in length), or termination, depending upon the seriousness of the offense. Students returning to school after suspension will be placed on a 30-day conduct probation period. Students on conduct probation must adhere to the terms set forth for their probation. Any violation of College policies/procedures during the probationary period will result in immediate termination.

A student may receive a written advisement from their instructor regarding a conduct violation. If the instructor deems it necessary after advising the student, he/she will send the student to the Program Director or Education Coordinator for further action. The Education Coordinator or Program Director may suspend, place on probation, or recommend termination of that student. This policy applies to all students, even those completing the required number of internship hours. If a recommendation of termination is made the student will meet with a review committee. After the committee has examined all data, a decision as to whether the student will be terminated will be made and the student will be notified. If a student who receives a written warning for breach of the conduct policy and is placed on conduct probation and carries out another conduct violation while he/she is in attendance at the Academy, that student will be terminated.

***NOTE: A student terminated by the College for a conduct violation is not eligible for re-entry.**

DRESS CODE AND UNIFORMS

***NOTE: The College dress code is strictly enforced. Students failing to comply with the dress code will be asked to leave the classroom and will be counted absent until which time the student returns in full dress code compliance. See Program Costs for estimated costs associated with dress code compliance.**

College students are preparing to enter the allied health care field. The Academy's dress code emulates the dress code of the industry. Given the Academy's commitment to its students, it has adopted the following dress code that aids our students in becoming *professional* allied health care providers.

- Apparel:** In addition to the school issued massage program shirts, the student must supply black pants/slacks to comply with the dress code of the program. This apparel must be worn in class and while on the campus. Cargo pants and black jeans are not acceptable.
- Footwear:** Predominantly white *leather* tennis shoes. Shoes must have closed toes and heels to comply with OSHA regulations.
- Hair:** Hair should be clean, combed, and neatly trimmed or arranged and appropriate for the allied health field (Please see your admissions representative for additional information). Hair below shoulder length is to be pulled back or put up. Shaggy, unkempt hair is not permissible regardless of length. Sideburns, mustaches, and beards should be neatly trimmed. *Eccentric styles and colors of hair will not be permitted.* Hair accessories will be limited to barrettes, plain headbands, or rubber bands and will be conservative in color. Head garments such, as caps, bandannas, hats, etc. are not allowed, unless the headgear is required for religious reasons.
- Nails:** Nails are to be kept a reasonable length. "Long nails" are difficult to keep clean and might cause injury to the patients. A conservative color of polish may be worn. Acrylic nails are not allowed because of health regulations.
- Jewelry:** Conservative watches may be worn. The clock face cannot be any larger than the size of a silver half-dollar. Rings are to be limited to a wedding ring and/or class ring. More than one ring on each hand will not be allowed. Only stud earrings will be allowed. Hoop, wire, or dangling earrings *are not allowed. Only one earring in each ear is allowed.* Male students *are not* allowed to wear earrings. *Body piercing ornaments are not allowed*, which includes tongue-piercing ornamentation.
- ID Badges:** *ID badges are to be worn at all times.*
- Tattoos:** All tattoos should be covered by articles of clothing, Band-Aids, etc.

Note: Violation of the dress code will result in a student being sent home and being counted absent until compliance with the Dress Code Policy is achieved. Students just entering the College have two weeks from their start date to become fully compliant with the Academy's dress code

DRUG AND ALCOHOL POLICY

It is unlawful to manufacture, distribute, dispense, have in one's possession, or use a controlled substance. The use, possession, or distribution of narcotics, amphetamines, barbiturates, marijuana, hallucinogens or any other controlled substance not prescribed to the user by a physician, and any alcoholic beverage is prohibited on the College campus including parking facilities. Your enrollment and attendance implies consent that automobiles, backpacks, purses, briefcases and the like may be searched when reasonable suspicion exists that a violation of the law regarding this policy exists. Therefore, because of the Federal mandate and the Academy's commitment to provide a drug and alcohol free environment, the following policy has been adopted:

1. All students, upon entering the Academy, complete a document entitled "Drug and Alcohol Policy". Among other items, **this document contains a permission statement that allows the College to perform random drug testing throughout the student body, as it deems necessary.** In addition, when students complete this form they are stating that they understand and agree to adhere to the Drug and Alcohol Policy. This document is retained in the students' permanent records.
2. If a student is involved in an accident or injured during school hours, or exhibits behavior indicative of being under the influence of drugs or alcohol, he or she may be requested to have a drug test. If a needle sticks a student, he/she may be asked to take HIV and Hepatitis B tests, with rules of confidentiality. Test results will be given to the student.
3. The dangers of drug and alcohol abuse on the campus and in the work place are covered in lectures.
4. All staff and faculty members of the College are committed to a drug and alcohol free environment and campus.
5. Any student involved in any way with drugs and their abuse, shall be terminated or required to participate satisfactorily (at the student's expense) in a abuse assistance or rehabilitation program approved for such purposes by Federal, state, local health law, or other appropriate agency.
6. It is necessary that all students know that as a condition of enrollment, the College of Health Care Professions and the grant agency require (if applicable) that they must:
 - a. Abide by the terms of the above and;
 - b. Notify the school and grant agency (if applicable) within five (5) days of any conviction for a criminal drug incident.
7. The College will notify every grant officer/agency on whose grant a convicted student is attending the College of any conviction as stated above in number 6.b. The notice shall include the identification number(s) of each grant.
8. One of the following actions will take place within thirty (30) calendar days of the College receiving notice under subparagraph 6.b. regarding a student who has been convicted:
 - a. The College will take appropriate action against such a student, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 as amended; or
 - b. The College will require such a student to participate satisfactorily (at the student's expense) in a drug assistance or rehabilitation program approved for such purposes by Federal, state, local health law, or other appropriate agency.
9. The College shall continually monitor its Drug and Alcohol Free program to ensure that it is in compliance with the above policy.

FOOD AND DRINK

Absolutely no food or drink is allowed in College classrooms, laboratories or any common areas of the building such as hallways, elevators or lobbies. All drinking and eating at school should be done in the student lounge or designated areas. Students who do not adhere to this regulation can be subject to disciplinary action.

CELL PHONES AND ELECTRONIC ITEMS

Electronic items such as cell phones are to be turned off while in the classroom, computer lab, student resource center and hallways. The use Blue Tooth and wired earpiece devices are not allowed and must be removed while on the campus. The use of cell phones shall be for emergencies only and restricted to the inside and outside student break areas. Students failing to comply will be subject to disciplinary actions.

DISMISSALS

The College holds the right to dismiss a student for any of the following conditions:

- Nonconformity with the rules and regulations of the Academy
- Conduct unbecoming to the College or its students
- Unsatisfactory academic progress
- Excessive absenteeism and/or tardiness
- Failure to pay charges when due
- Cheating or academic misconduct
- Falsifying educational records, including internship time sheets
- Breach of College contract
- Demonstrating poor judgment or inability to function properly which compromises students'/clients' safety
- Attending school while under the influence of alcohol, drugs, or narcotics
- Carrying a concealed or potentially dangerous weapon while in attendance at the Academy
- Forgery
- Tampering with fire protection equipment or causing a false alarm
- Improper use of E-mail and Internet access
- Smoking in any areas of the building including stair wells that are not designated as a smoking area
- Theft
- Sexual Misconduct
- Violation of the DSHS Massage Therapy Licensing Program Rules.
- Use of a image recording device (camera/cell phone) during massage or technique session.

Students dismissed for conduct violations are not eligible for re-entry. Please refer to the Re-entry policy under the Academic Information section of this catalog for additional information pertaining to the re-entry procedures and conditions for non-conduct terminations or withdrawals.

Copyright Policy

The making of an electronic or paper copy of copyrighted work by any means (photocopying, electronic reproduction, scanning, digitizing, etc.) constitutes reproduction that is governed by copyright law. The copyright principles that apply to the use of copyright works in electronic environments are the same as those that apply to such use in paper environments. The unauthorized distribution of copyrighted materials, including unauthorized peer-to-peer file sharing, may subject the student to civil and criminal liabilities. The use of the institutions information systems for unauthorized peer-to-peer file sharing, illegally downloading or the unauthorized distribution of copyrighted materials is prohibited and will result in disciplinary action by the institution, including conduct probation, suspension and termination.

Summary of Civil and Criminal Penalties for violation of Federal Copyright Laws:

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For detail see Title 17, United States Code, Sections 504 and 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov , especially their FAQ’s at www.copyright.gov/help/faq.

GENERAL INFORMATION

PLACEMENT ASSISTANCE PROGRAM

The College assists graduates by helping them to obtain entry-level positions in their chosen career fields and providing guidance on self-directed job searches. This is accomplished through regular marketing and contacts from employer referrals. Job placement sites are recruited from the classified ads in local newspapers, publications and the Internet. From these ad sources seeking allied health care workers, the Placement Coordinator assesses the market needs of the community and markets College graduates accordingly. Further, the College has an employer base comprised of companies that have either hired our graduates in the past or are looking to hire our graduates. The College also seeks employment opportunities for its graduates by making initial contact to companies, doctors, etc. and informing them of the skills our graduates possess. Lastly, the College periodically asks prospective employers to visit the College and speak with our graduates regarding employment opportunities. Upon successful completion of the program, we will assist the graduates in obtaining entry-level positions in the allied health care field by referring them to and presenting their resumes to prospective employers in their chosen career path. **However, the College does not guarantee placement.**

LEAVE OF ABSENCE

A Leave of Absence (LOA) is for the student during a time of dire need.

Leave of absence, including military leaves, shall be reasonable in duration, a student may have no more than one leave of absence in a twelve month period not to exceed the lesser of thirty (30) school days or a sixty (60) calendar days, and must be for specific and *extreme circumstances*. A student who requests a leave of absence for a reason not determined to be an extreme circumstance *will not* be granted that leave of absence. A written request for leave of absence, properly completed, dated, and signed by the student and approved by the School Director and CEO must be received on or before the beginning of such leave. Therefore, students may not be allowed to take the maximum leave of absence, depending upon the current class schedule. A student who fails to return from an approved leave of absence on the scheduled return date will be immediately terminated from the Academy, making the last scheduled date of the leave of absence the effective date of termination for refund purposes.

Students must be aware that it is highly probable that taking a leave of absence will reduce their financial aid eligibility and in most cases increase indebtedness to the school due to the reduced financial aid eligibility. The financial aid eligibility will not only be affected for the semester in which the leave is taken but in most cases for subsequent semesters also.

Students who take a leave of absence will not complete their program as scheduled. All academic class work and internship hours must be completed before a student is considered to have completed their program. (Students are required to repeat any in-complete courses, as well as courses not taken prior to withdrawing.) Students taking a leave of absence must be aware that they can obtain any missed class work or lecture material only on the next occasion the course is taught. Tuition payments must continue to be made during this period.

Students on leave of absence may be allowed to audit classes (for no credit), for preparation to be re-admitted. This is on a space-available basis and with the approval of the Director of Education or Program Director. Requests to audit any class must be made in writing and approved by the Director of Education or Program Director.

TRANSCRIPTS

Permanent transcripts of the student's progress are maintained by the school and are available upon written request by the student. There is no charge for the first transcript; however, *additional transcripts are \$5.00 each*.

Note: Students' original transcripts and certificates of completion are withheld until all obligations to the College have been fulfilled. These obligations included but are not limited to: Financial, Academic and Attendance documentation. Students who have met the academic requirements but not their financial obligations to the College will be considered as completers and entered into the system as complete.

GRADUATION

In order to be graduated, a student must successfully complete all classroom, laboratory, and internship portions of their program with a minimum cumulative GPA of 2.0. Two graduation ceremonies are scheduled annually and are held in the months of May and October. Upon satisfactory completion of course work and payment of all monies due, the student is awarded a certificate of completion.

***NOTE: Students successfully completing the program that have not met their financial obligations to the institution will not be considered a graduate and will be entered into the system as a completer. However, students recorded as complete will not receive a transcript or certificate of completion until all financial obligations have been met, but remain eligible to participate in the graduation ceremony if they are current with tuition payments. Students that are behind on making tuition payments will not be eligible to participate in the graduation ceremony until all financial obligations to the institutions have been made current.**

INCLEMENT WEATHER POLICY

The College will be closed to students during periods of inclement weather. Information about school closures will be relayed to the local TV and/or radio station for broadcast. (See your campus information board for the local station(s) that are used.) Inclement weather days must be made up by students as soon as possible after the inclement weather date and could possibly fall on a weekend.

If there should be an inclement weather day, the Education Department will inform students of when that make-up day will be. In addition, notices of when the make-up day will be held will be posted in prominent areas and bulletin boards at the school. Any students who do not attend the scheduled make-up day will be counted as absent for the day, which will be counted towards their cumulative absences for attendance.

GRIEVANCE POLICY

Each grievance should be submitted in writing. Students grieve initially to their instructor. If they are not satisfied with the decision, they may appeal to the Program Director, Education Coordinator, and/or the School Director.

Remember the chain of command; following the chain will ensure that your concerns are heard and will be handled in a systematic way. This approach opens the lines of communication between the student and interested parties. Decisions will be made as quickly as possible and the student notified immediately.

As a final recourse, the student may address their grievance to either the:

Massage Therapy Licensing Program
Texas Department of State Health Services
Professional Licensing and Certification Unit MC-1982
PO Box 149347, Austin, Texas 78714-9347,
1-800-942-5540.

Note: Anyone may register a complaint with the Department

or

Accrediting Bureau of Health Education Schools
7777 Leesburg Pike, Suite 314 N., Falls Church, Virginia 22046 (703) 917-9503
www.abhes.org

Arbitration

Arbitration, all allegations, claims, disputes and other matters in controversy between students and institution arising out of or relating to this agreement or the breach hereof, whether arising in contract, tort or otherwise, and however phased, including questions of arbitrability, shall be decided by arbitration in accordance with the commercial arbitration rules promulgated by the American Arbitration Association, as in effect on the date of any demand for arbitration hereunder. The foregoing agreement to arbitrate shall be governed by the prevailing Texas Arbitration Law, and the parties agree, that said arbitration shall, be held in Austin, Texas. The award rendered by judgment may be entered upon it in accordance with the applicable law in any court having jurisdiction thereof, all fees and expenses of such arbitrator, proceedings, including, both of the arbitrator(s) and reasonable attorneys fees of counsel for the respective parties in arbitration, shall be paid, by the party or parties, against whom the decision or award is rendered or as may otherwise be determined to be equitable by the arbitrators.

No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in this contract. All modifications to the contract must be in writing by the Contracting Officer or an authorized representative.

CLASS and PROGRAM SCHEDULES

****NOTE** Holidays that are observed on a scheduled class day will require a mandatory make-up day on a Friday. (See Addendum A for scheduled make-up days)**

Day Schedule	Monday through Thursday	*8:00 a.m. to 2:20 p.m.
.Evening Schedule	Monday through Thursday	*6:00 p.m. to 10:00 p.m.

CLASS BREAKS

A clock hour of classroom time consists of 50 minutes of lecture and/or lab within a 60-minute period.

Day Schedule

Daytime programs have a 30 minute lunch break. Lunch times may vary (schedule A or B) due to rotating schedules.

Note: During Technique training and with the approval of the program director, r break time for hours which are taught consecutively in one sitting may be aggregated into a single break time during those consecutive hours, not to exceed 3 hour blocks of instruction, but not at the end of those hours. The 10 minute of break time may not be accumulated and used in lieu of lunch breaks.

Break Schedule A

8:50 – 9:00 AM
9:50 – 10:00 AM
10:50 – 11:30 AM Lunch
12:20 – 12:30 PM
1:20 – 1:30 PM
2:20 PM - Dismissed

Break Schedule B

8:50 – 9:00 AM
9:50 – 10:00 AM
10:50 – 11:00 AM
11:50 – 12:30 PM Lunch
1:20 – 1:30 PM
2:20 PM - Dismissed

Evening Break Schedule A

6:50 – 7:00 PM
7:50 – 8:00 PM
8:50 – 9:00 PM
9:50 - Dismissed

Evening Break Schedule B

6:50 – 7:00 PM
7:50 – 8:10 PM
9:50 - Dismissed

MASSAGE THERAPY PROGRAM

Objective: This program is designed to prepare students for entry-level employment as a massage practitioner in a chiropractor's office, doctor's office, private businesses such as beauty salons or private country clubs and sport medicine as well as becoming self employed. Classroom and clinical hands-on training as well as professional development equip the student with the foundation needed to be a professional Massage Therapist. Graduates will demonstrate skills in body mechanics, massage manipulations and techniques.

Program Requirements: Each participant, must possess a high school diploma or GED, and is able to read and write English. Participants must have good coordination and health, be neat, professional, and must pass the Scholastic Level Exam with a minimum score of 15. Students must complete all 600 hours of classroom training before attending the 80 hours of clinical internship. Students are required to make-up all missed class hours prior to attending internship. The complete course of instruction, including internship must be completed at the school.

Program Length: The length of the morning program is 30 class weeks. The maximum time frame for completion of the day class is 45 class weeks. The length of time normally required for completing the afternoon or evening program is, 43 class weeks with the maximum time frame for completion of 65 class weeks.

COURSE	Lecture Hours	Lab Hours	Intern Hours	Total Hours	Semester Credits
Module I					
MST 601 Anatomy & Physiology I	72	0	0	72	4.5
MST 607 Pathology	48	0	0	48	3.0
Module II					
MST 602 Anatomy & Physiology II	18	0	0	18	1.0
MST 608 Kinesiology	48	30	0	78	4.0
MST 605 Human Health & Hygiene	18	6	0	24	1.0
Module III					
MST 621 Massage Therapy Technique I	18	24	0	42	2.0
MST 612 Pregnancy Massage Technique	6	12	0	18	0.5
MST 613 Aroma Therapy	6	12	0	18	0.5
MST 611 Spa Techniques	10	12	0	22	1.0
MST 617 Swedish Deep Tissue Massage	8	12	0	20	0.5
Module IV					
MST 622 Massage Therapy Technique II	18	21	0	39	1.5
MST 604 Business Practices & Professional Ethics	30	15	0	45	2.5
MST 614 Trigger Points Technique	6	12	0	18	0.5
MST 615 Chair Massage Therapy	6	12	0	18	0.5
Module V					
MST 623 Massage Therapy Technique III	18	26	0	44	2.0
MST 606 Hydrotherapy	10	10	0	20	0.5
MST 616 Hot Stone Massage	6	12	0	18	0.5
MST 618 Eastern Cultures	6	12	0	18	0.5
MST 619 Sports Massage Technique	6	14	0	20	0.5
Module VI					
MSTI 600 Massage Therapy Internship	0	0	80	80	1.5
TOTAL HOURS	358	242	80	680	28.5

Total Program Hours = 680 Hours

COURSE DESCRIPTIONS

Course descriptions include the course number, title, and synopsis, a listing of lecture, laboratory, internship hours, total clock hours and academic credits. For example, the listing “15/30/0/45/2.0” indicates that the course consists of 15 hours of lecture, 30 hours of laboratory, 0 internship hours, 45 total clock hours and 2.0 credits.

MST 601 Anatomy & Physiology I*

72/0/0/72/4.5

Students will learn the anatomy and physiology of the human body: terminology, cell properties, processes and function, tissue types, body plane directions, and the anatomical structures and functions of the following main body systems: Integumentary, Nervous, Skeletal, Endocrine, Circulatory, Respiratory, Digestive, Urinary and Reproductive systems. *Prerequisites: None*

MST 602 Anatomy & Physiology II**

18/0/0/18/1.0

Students will learn the anatomy and physiology of the human muscular system; muscle names and locations; muscle eccentric/concentric contradictions/relaxation; muscle fiber arrangements; slow-twitch/fast-twitch theory; stretch receptors and how it relates to practice of Massage Therapy. *Prerequisites: None*

MST 607 Pathology

48/0/0/48/3.0

Students learn the study of diseases and how they relate to massage therapy. *Prerequisites: None*

MST 608 Kinesiology

48/30/0/78/4.0

Students learn the study of body movement of the musculoskeletal system and the biomechanics and ergonomics of massage therapy. Students will study the origin, insertion and actions of the muscles and palpatory skills needed to work on each muscle.

Prerequisites: None

MST 605 Human Health & Hygiene

18/6/0/24/1.0

Students will learn all aspects of health and hygiene for the massage therapist; universal precautions, hand washing, contamination, cross-contamination, sanitization procedures, care and cleaning of equipment, linen sanitization and care oil and cream storage. Students will learn basic first aid and CPR using American Heart Association protocol.

Prerequisites: None

MST 621 Massage Therapy Technique I

18/24/0/42/2.00

Students study Swedish massage technique and theory, practice the manipulation of soft tissue utilizing effleurage (stroking), petrissage (kneading), tapotement (percussion), compression, vibration, friction, nerve stroke, and Swedish gymnastics and learn to give a full body massage. Students will learn table mechanics, body mechanics and draping technique. *Prerequisites: Modules I and II*

MST 622 Massage Therapy Technique II

18/21/0/39/1.5

Students study Swedish massage technique and theory, practice the manipulation of soft tissue utilizing effleurage (stroking), petrissage (kneading), tapotement (percussion), compression, vibration, friction, nerve stroke, and Swedish gymnastics and learn to give a full body massage. Students will learn table mechanics, body mechanics and draping technique. *Prerequisites: Modules I and II*

MST 623 Massage Therapy Technique III

18/26/0/44/2.0

Students study Swedish massage technique and theory, practice the manipulation of soft tissue utilizing effleurage (stroking), petrissage (kneading), tapotement (percussion), compression, vibration, friction, nerve stroke, and Swedish gymnastics and learn to give a full body massage. Students will learn table mechanics, body mechanics and draping technique. *Prerequisites: Modules I and II*

MST 604 Business Practices & Professional Ethics***

30/15/0/45/2.5

Students study laws and rules, business practices, and professional ethics standards. *Prerequisites: None*

MST 611 Spa Techniques

10/12/0/22/1.0

Student learn history and terms, applications, mechanisms, indications and contraindications, temperatures, incomplete and unfavorable reactions, physical modalities, equipment body Wrap and Scrub.

Prerequisites: Modules I and II

- MST 612 Pregnancy Massage Technique** **6/12/0/18/0.5**
 Students study various alternative Pregnancy modalities massage that compliments the overall Swedish massage experience. *Prerequisites: Modules I and II*
- MST 613 Aromatherapy** **6/12/0/18/0.5**
 Student study various alternative massage modalities that compliment the overall Swedish massage experience combined Aromatherapy. *Prerequisites: Modules I and II*
- MST 614 Trigger Points Technique** **6/12/0/18/0.5**
 Students study Trigger Point that compliment the overall Swedish massage experience. *Prerequisites: Modules I and II*
- MST 615 Chair Massage Therapy** **6/12/0/18/0.5**
 Students study various alternative massage modalities that compliment the overall Swedish massage experience. *Prerequisites: Modules I and II*
- MST 606 Hydrotherapy** **10/10/0/20/0.5**
 Students learn history and terms, applications, mechanisms, indications and contraindications, temperatures, incomplete and unfavorable reactions, physical modalities, equipment and cryotherapy. *Prerequisites: Modules I and II*
- MST 616 Hot Stone Massage** **6/12/0/18/0.5**
 Students learn history and terms, applications, mechanisms, indications and contraindications, temperatures, incomplete and unfavorable reactions, physical modalities, equipment and cryotherapy of Hot Stone Massage. *Prerequisites: Modules I and II*
- MST 617 Swedish Deep Tissue Massage** **8/12/0/20/0.5**
 Students will learn Deep Tissue modalities that compliment the overall Swedish Massage experience. Deep Tissue Massage focuses on realigning deeper layers of muscles and/or connective tissues. The technique used is slower with deeper pressure in certain areas of the body. This modality allows the student to concentrate on specific areas of tension and pain. *Prerequisites: Modules I and II*
- MST 618 Eastern Cultures** **6/12/0/18/0.5**
 Students study various Eastern techniques with roots in Asian cultures. Eastern track teaches the meridians which are pathways that help to balance the body energy. Shiatsu translates as "finger pressure", and uses the techniques of compression, rocking, stretching and percussion that compliment the overall Swedish massage experience. *Prerequisites: Modules I and II*
- MST 619 Sports Massage** **6/14/0/20/0.5**
 Student study Sports Massage that is a special form of massage and is typically used before, during, and after athletic events that compliment the overall Swedish massage experience. *Prerequisites: Modules I and II*
- MSTI 600 Massage Therapy Internship** **0/0/80/80/1.5**
 Students will apply academic and clinical skills to diverse group of subjects to include 80 hours of hands on massages to include 50 hours of Swedish massage, 20 hours of other modalities to include deep tissue, hot stones, spa treatments, sports massage, and 10 hours of performing business practices. *Prerequisites: Successful completion of all courses in Modules I, II, III, IV and V.*

* The Anatomy & Physiology I & II courses are comprised of 58 hours dedicated to the study of Anatomy and 32 Hours dedicated to the study of Physiology. (MST 601- Anatomy 46 hrs, Physiology 26 hrs)(MST 602- Anatomy 12 hrs, Physiology 6 hrs)

*** Students may obtain a copy of the Massage Therapy Rules and Act at the Texas Department of State Health Services website, www.dshs.state.tx.us/massage/

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COLLEGE STATEMENT

The College of Health Care Professions reserves the right to amend this catalog, its rules and regulations at anytime, at the discretion of the Academy, the College Board, the Texas Department of State Health Services, and/or the Accrediting Body (ABHES) without prior notice.

“The information contained in this catalog is true and correct to the best of my knowledge.”



Jon D. Emerald, CEO