



**M.T. WELLNESS - MEDICAL MODEL
MASSAGE INSTITUTE**

CATALOG

REGISTRATION # 08-09-1875T

2009-2010

**1151 Bethel Road #303
Columbus, OH 43220
614-273-0810
Fax: 614-273-0173
www.MTWellnessClinic.com**



M. T. Wellness
Medical Model Massage Institute

CATALOG

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Mission Statement

To provide a quality educational experience for massage therapy students utilizing the team approach of the medical model of assessment, treatment and documentation of individualized massage therapy care based on the specific muscle pathology. The curriculum emphasizes the knowledge of human anatomy and function, physiology, pathologies and the gold standard treatments of Kellogg, Myofascial Release, Neuromuscular Therapy, and Sports Massage, to name a few. This knowledge is the foundation for the specific appropriate massage treatment of each patient. The Passive Massage Clinic allows the student to practice these skills under the supervision of practicing Licensed Massage Therapists specialized in Medical Restorative Massage Therapy©.

M.T. Wellness - Medical Model Massage Institute Licensure Program

The program meets all the requirements to take the State Medical Board of Ohio Examination for Licensed Massage Therapy. It prepares the students to work as part of the medical team by documenting and providing specific massage therapy based on the assessment of the pathology of the individual patient. The students will be able to work in medical environments, such as clinics and physician offices, including M.T. Wellness Clinics.

Curriculum Objectives

1. To integrate theoretical perspectives from massage therapy science and related medical sciences as the base for planning medical massage therapy care to address specific pathologies.
2. Demonstrate analytical thinking and effective communication skills for massage therapy practice as a part of a multidisciplinary team within the medical community.
3. Demonstrate competence in standard massage therapy techniques and practice with focus on assessing and documenting the massage therapy needs for each patient.
4. Demonstrate the ability to design and execute a Plan of Care that progresses the patient based on continuous assessment to achieve the goals set.
5. Engage in scholarly inquiry to understand and define the massage therapy profession/practice.
6. Demonstrate professional behaviors in accordance with massage therapy standard of care.
7. Demonstrate the changing professional role of the massage therapist in the medical community.
8. Analyze implications of legal and ethical accountability from the perspective of medical massage therapy practice within the practice environment.

Graduate Objectives

1. Graduates are eligible to take the State of Medical Board of Ohio Examination for Licensed Massage Therapy licensure.
2. Courses in the diploma program and clinical experience are consistent with those of the State Medical Board of Ohio.
3. Diploma program prepares graduates for work as part of the medical team by documenting and providing specific massage therapy based on the assessment of the pathology of the individual patient.
4. Selected Licensed Massage Therapists will be allowed to continue the advanced training in the Masters Center for certification in Medical Restorative Massage Therapy© (MRMT).
5. Licensed Massage Therapists will provide massage education information to patients of all ages for Self Care of their specific pathology.

ADMINISTRATIVE & INSTRUCTIONAL STAFF

Thuy Bowyer, BS, LMT CMRMT – President and Director

Brian Bowyer, MD

Lead Instructor = Anatomy, Physiology and Pathology

Susan Pirkl, RN, LMT

Lead Instructor = Massage Theory and Procedures
Supervisor for the Passive Massage Clinic

Thuy Bowyer, BS, LMT CMRMT

Lead Instructor = Business and Ethics

ADMISSIONS REQUIREMENTS & STANDARD OF PROGRESS

In order to be eligible for admission to Institute a prospective student must meet the following criteria:

1. Be a minimum of 21 years of age.
2. Pass a background check.
3. Have a 2 or 4 year degree or some advanced/college study and approval of the Institute Director.
4. Submit an admissions essay.
5. Visit the M.T. Wellness – Medical Model Massage Institute and Interview with the Institute Director
6. Have on file a preliminary number issued for the State Medical Board of Ohio.
7. Complete the application forms and send to: M.T. Wellness – Medical Model Massage Institute, 1151 Bethel Road, Suite 303, Columbus, OH 43220

Thank you for your inquiry regarding entrance into the Medical Model Massage Institute program leading to licensure. The following information is necessary for enrolling in the diploma granting course in Medical Massage Therapy. Successful completion of the diploma program qualifies one to take the State Medical Board of Ohio Massage Therapy Examination for licensure as a Medical Massage Therapist.

Application for Admission:

- Complete and sign Application for Admission
- Have official transcripts sent directly to M.T. Wellness - Medical Model Massage Institute from prior High School/GED/Post Secondary schools.
- Current Resume.
- Get a physical and have Physical Health Examination Form completed by your physician (MD or DO) and sent to M.T. Wellness - Medical Model Massage Institute. An ATB test is required.
- Complete Part A of the Recommendation Form on both copies. Send with a stamped envelope, addressed to M.T. Wellness Training Center to:
 - 1) An academic (school)
 - 2) An employment reference (employer or fellow employee).- Recipient to Complete Part B and mail directly to the M.T. Wellness
- An admissions essay on the topic “Why I want to become a Licensed Massage Therapist” and also discuss why you chose the Medical Model Massage Institute.
- An application fee payment of \$100
- Criminal Records Check from BCI and FBI
- Applications are accepted until 7 days prior to the start of class.

STANDARDS OF PROGRESS

Satisfactory Academic Progress is achieved by:

- Attending class.
- Receiving a passing grade point average of 75% on written and hands-on exams.
- Completing all homework assignments and projects in a timely manner.
- Participating adequately in class
- Complying with all school policies and procedures.
- Complying with all conditions of any Learning Contract, warning, or probation
- Fulfilling all Passive Massage Clinic requirements.
- Fulfilling all requirements for make-up work.
- Completing the Program within the require time allotted.

Failure to achieve Satisfactory Academic Progress is grounds for Disciplinary Action, including Warning, Probation, and Dismissal.

STATE MEDICAL BOARD OF OHIO REQUIREMENTS

These requirements must be met in order to sit for the licensure test.

1. Graduate with a diploma of completed education.
2. Have a 75% average in all required courses.
3. Must not commit or be convicted of a crime or felony.

Graduation Requirements

Requirements for a diploma include:

1. Attain 75% (minimum) in all courses
2. Completion and recording of a minimum of 770 hours of training (academic and clinical)
3. Satisfaction of all financial requirements
4. Maintain proper Code of Conduct

5. The student must demonstrate the professional qualities and competence deemed necessary by the State Medical Board of Ohio and M.T. Wellness – Medical Model Massage Institute for performance of professional massage therapy.
6. Must not commit or be convicted of a crime or felony.

**M. T. Wellness – Medical Model Massage Institute
2009 - 2010 Academic Calendar**

Orientation and Pre-requisite Studies: October 12, 2009 thru December 11, 2009

First Term

First day of class- January 05, 2010
Finals week- March 1-5, 2010
Break- March 8, 2010- April 2, 2010
Basic class- 174 hours

Second Term

First day of class-April 06, 2010
Finals week-May 24-28, 2010
Break- May 31, 2010- June 25, 2010
Basic class- 230 hours

Third Term

First day of class- June 28, 2010
Finals week- August 16-20, 2010
Break- August 23- September 10, 2010
Basic class- 151 hours

Fourth Term

First day of class-September 13, 2010
Finals week- November 1-5, 2010
Basic class- 215 hours

Graduation November 13, 2010

Class Schedule:

Term 1 classes are held on Tuesday, Thursday and Friday from 8:00am until 4:00pm, with breaks and lunch.

Term 2 classes are held on Tuesday and Friday from 8:00am until 4:00pm; Wednesday from 8:00am until 3:00pm; and Thursday from 8:00 until 5:00pm, with breaks and lunch.

Term 3 classes are held on Tuesday from 8:00-3:00, Thursday from 8:00-4:00 and Friday from 8:00am until 2:00pm; with breaks and lunch.

Term 4 classes are held on Tuesday and Thursday from 8:00am until 3:00pm or 6:00 with Passive Massage Clinic; Wednesday from 9:00 until 3:30 pm, and Friday from 8:00am until 3:00pm, with breaks and lunch.

Holidays: The schedule has been arranged so that legal holidays fall during breaks, Mondays, and Saturdays; and do not affect the class times.

Term 1

Anatomy & Physiology- Pathology = 74

Massage Theory & Procedures = 75

Ethics = 25

Total hours = 174

Term 2

Anatomy & Physiology- Pathology = 74

Massage Theory & Procedures = 123

Application Lab = 8

Business & Law – Functional Information = 25

Total hours = 230

Term 3

Anatomy & Physiology- Pathology = 74

Functional Anatomy = 22

Assessment Skills = 12

Massage Theory & Procedures = 27

Application Lab = 16

Total hours = 151

Term 4

Anatomy & Physiology- Pathology = 74

Functional Anatomy = 22

Assessment Skills = 12

Massage Theory & Procedures = 75

Application Lab = 16

Passive Massage Clinic = 16

Total hours = 215

Total hours = 770

COURSE DESCRIPTIONS**Anatomy & Physiology- Pathology: I, II, III, IV (296 Clock Hours):**

This course is designed to present a thorough overview of human anatomy and physiology, and to introduce pathological conditions, in compliance with the Basic Core Curriculum (01/20/06). Topics will include everything covered in the 26 sections of the Anatomy and Physiology Basic Core Curriculum, including, but not limited to, the cell, tissues, skin, and the following systems: muscular, skeletal, nervous, cardiovascular, lymphatic, urinary, digestive, respiratory and endocrine. The physiology of and the consequences of disease and disorders that interrupt normal processes of the human body will be covered to educate the student for decision making. The condition and/or disease, and signs & symptoms identification that are delineated in the Table in the Basic Core Curriculum (01/20/06), will be covered. The massage session will be the result of applying this knowledge for maximum benefits, at minimum risk to the patients and themselves. The goal of this course is to understand the anatomy and the physiology of the human body, and to identify how certain disease states arises when normal, homeopathic functions surrender to pathological states.

Anatomy & Physiology- Pathology I (74 Hours): Introduction, Skin, Axial, & Appendicular Skeleton, Joints, Muscles – part 1 Hip, Lower Extremity, and Trunk. (Chapters 1, 5, 7, 8, 9&11- “Principles of Anatomy and Physiology”, Tortora & Grabowski)

Anatomy & Physiology- Pathology II (74 Hours): Muscles-part 2 Trunk, Upper Extremity, Head & Neck, Spinal Cord & Nerves, Brain & Cranial Nerves, Sensory, Motor, Integrative, Special Senses, Autonomic, & Endocrine (Chapters 11, 13, 14, 15, 16, 17 &18 -“Principles of Anatomy and Physiology”, Tortora & Grabowski)

Anatomy & Physiology- Pathology III (74 Hours): Physiology (Chapter 2, 3, 4, 6, 10 & 12-“Principles of Anatomy and Physiology”, Tortora & Grabowski) **Anatomy &**

Physiology- Pathology IV (74 Hours): Physiology (Chapter 19-24 -“Principles of Anatomy and Physiology”, Tortora & Grabowski)

Functional Anatomy: I, II (44 Hours):

This course is a study of how muscles function in human posture and movement. Knowledge of anatomy is applied in an in-depth review of surface and regional anatomy, which is correlated with muscle action and applied to function. The required movement and postural terminology mastery enable the student to describe the pathological muscle pairs and movement when communicating the Plan of Care with the medical community.

Assessment Skills: I, II (24 Hours):

Develop appropriate skills for assessment of anatomical structures utilizing specific massage procedures and /or palpation and observational skills. Knowledge of the fundamentals of postural analysis, muscle action analysis and associated functions are employed in the patient assessment to identify pathology in posture and abnormal movement. The assessment information is used in developing a treatment plan based on the concentric or eccentric condition of the various muscles in the individual patient.

Massage Theory & Procedures: I, II, III, IV (356 Clock Hours):

This course is the study of massage theory and the 8 primary procedures identified in the Basic Core Curriculum (01/20/06): touch, friction, kneading, joint movements, percussion, vibration, stroking and stretching. Range Of Motion (R.O.M.), compression, effleurage, skin rolling pressure release technique and cross fiber friction, are some, but not all of the additional massage therapy techniques mastered. The physiological effects and therapeutic applications for each massage technique or procedure will be covered. Knowledge of the indications and contraindications for massage therapy will be considered in every treatment plan. Universal Precautions, the appropriate therapeutic environment, Hydrotherapy (heat and cold), and basic pharmacology will be included in this course to complete the development of massage therapy in the medical model.

Massage Theory & Procedures I (75 Hours): This course provides an introduction to the basic principles and techniques of Swedish Massage Therapy, as presented by Kellogg. This course will examine the role and responsibilities of becoming a licensed massage therapist and the importance of professional delivery of quality massage therapy care. Students learn by practical demonstration and hands-on exchange with each other to gain proficiency in these skills.

Massage Theory & Procedures II (123 Hours): Integrated Passive Massage Techniques - This core curriculum course provides the comprehensive integrated or blended passive massage techniques the students will need to build on in active massage technique courses. This is a hands-on course where the students interact with each other

in a safe, structured environment, allowing the students to develop their intuitive senses, detect stiff and painful areas, and learn to notice changes in the quality and texture of the deeper layers of the muscles.

Massage Application Lab I (8 Hours): Review and develop skill in Kellogg /Swedish massage, and develop skill in assessment and Integrated Passive Massage Techniques - Neuromuscular / Myofascial / Sports Massage / Passive R.O.M. techniques/ procedures during Intern massage.

Massage Theory & Procedures III (27 Hours): **OrthoRelease** is a gentle manual technique used to treat patients with injuries, pain and postural imbalances. Because the technique is based on working “with the body” and not “against the body”, it is effective in treating patients who are unable to tolerate even light touch. Opportunities are provided to demonstrate interpersonal communication to the patient regarding massage therapy care and the patient’s needs perceptions, values and expectations of massage therapy care.

Massage Application Lab II (16 Hours): Review and continue to develop skills in assessment and Integrated Passive Massage Techniques, including OrthoRelease during student massage.

Massage Theory & Procedures IV (75 Hours): **Concentric/Eccentric Muscle Pairs Treatment Techniques.** This course develops the ability to balance the length of the functional muscle pairs through out the body. This is done with an *Active Massage Approach* which utilizes muscle movement. The Assessment findings will determine if the muscle is in an eccentric or concentric condition, and the appropriate *active* treatment will be employed to restore function and balance to the muscle pairs. Instruction Self Care will help the patient maintain this balance.

Massage Application Lab III (16 Hours): Review and develop skill in Kellogg /Swedish massage, Neuromuscular / Myofascial / Sports Massage / Passive R.O.M. techniques/ procedures during student massage and skills assessment.

Passive Massage Clinic (16 Hours):

Student will apply knowledge and skills in assessment of patient, development of a Plan of Care, delivery of professional quality treatment with massage of cervical, upper thoracic, upper and lower extremity, and lower back utilizing all passive massage techniques and procedures as indicated, and appropriate documentation for the medical record. One therapeutic massage on a licensed massage therapist will be required. **The student must demonstrate a 75% competency in passive massage clinic to graduate.** The student will be responsible for scheduling and overall maintaining the clinic.

Ethics: (25 Clock Hours)

This course addresses a variety of ethical issues that might arise in the course of a Massage Therapist’s professional life. Professionalism and legal issues will be discussed. Students will review Scope of Practice for massage therapists, according to Ohio Law. AMTA Professional Ethics will be defined and explained. All the components of the Limited Brand of Massage Therapy in the Basic Core Curriculum (02/03/06) will be covered.

Business & Law – Functional Information: (25 Clock Hours)

The Standards of Practice will be studied for legal practice. Insurance will be covered in terms of liability and reimbursement. Development of a business plan, including marketing, business laws, accounting principles, office and clinical equipment, business communications and professional referrals will serve as a guide for creating a fulfilling, thriving business.

COST, FEES & TUITION REFUND POLICY

Preliminary education certificate fee.....\$35.00
(This certificate fee is paid the Ohio Treasurer via the Institute)

An application fee Payable to: M. T. Wellness\$100.00

Two-Week Pre-requisite class.....\$588.00

Tuition total..... \$12,250.00
(This is the total tuition cost, with each academic term costing \$3,062.50).

Textbooks (estimated cost).....\$350.00
(This is a one time cost. All books will be purchased independently by the student at the beginning of the academic year).

Student massage clinic uniform (estimated cost).....\$35.00

Liability insurance.....\$25.00-\$100.00

Payable to: A Licensed Massage Therapist
You must receive one massage from a LMT.....\$55.00-\$70.00

Examination fee (after graduation) Payable to Ohio Treasurer.....\$250.00

Purchase on your own - Massage table.....\$320.00-\$500.00

OTHER FEES:

Late payment fee.....\$25.00
(Academic fees must be paid in full within the first 7 calendar days of each academic term).
Returned check fee..... \$25.00

Tuition includes: All State Medical Board required classes; Other: clinic sheets, clinic towels, clinic tables, clinic oils are provided by M.T. Wellness – Medical Model Massage Institute

TUITION PAYMENT SCHEDULE

M. T. Wellness – Medical Model Massage Institute tuition payment is as follows:

Full Payment is due at the beginning of each term. First Term: Tuition deposit of \$1021.00 is due upon passing the Pre-Requisite Studies. Balance of \$2041.50 is due upon the first day of class on January 11, 2010. Thereafter, \$3062.50 is due the beginning of each term until the balance of tuition is paid in full.

Second Term: April 5, 2010, Third Term: June 28, 2010 and Fourth Term: September 13, 2010. If payment is not received within 7 days of the due date, a \$25.00 late fee will be assessed. The student will also be placed on probation and will not be able to take classes until the payment is made. Payments may be made in person or they may be mailed to the Institute office.

State Board of Career Colleges and Schools Refund Policy & Percent Chart

Upon admission to M. T. Wellness – Medical Model Massage Institute, the student enters into a contractual agreement with the Institute, known as the Student Enrollment Agreement Contract. This contract mutually binds and protects both the Institute and the student by incorporating assurances and conditions. The assurances and conditions are listed in the Student Enrollment Agreement contract. A student using any type of public or third party funding must have all arrangements completed prior to the last date of registration of the course.

TUITION PAYMENT & REFUND SCHEDULE CHART

The tuition payment and refund schedule chart below is for four terms of instructional and general fees and are refundable in accordance with the following schedule:

Withdrawal percentage chart:

- 1) A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
- 2) A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
- 3) A student who starts class and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
- 4) A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
- 5) A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation.

WITHDRAWAL PROCEDURE & REFUND POLICY

For the purpose of refunding tuition, the withdrawal date shall be the student's last date of attendance and participation in an academic activity.

1. If a student chooses to withdraw from the program and cancel the Student Enrollment Agreement within **five (5) calendar days** of signing the contract, all monies will be refunded, including the application fee. Refund will be made within thirty days of receipt of the student's written cancellation. If the student has already started classes, this provision does not apply.
2. If the student is already in the program, then refer to the Withdrawal Percentage Chart and the Student Enrollment Agreement.
3. Schedule a meeting with Institute Director prior to withdrawing to determine the balance due to either the Institute or the student.

The Institute Administration may grant re-admission upon the student's written request and approval. It would be to the student's advantage to submit for re-admission request as far in advance as possible, as re-admission is based upon the current availability of space. Should circumstances prevent a student from returning to the center, the policy as stated in the Percentage Refund Chart would apply.

ATTENDANCE

Attendance records will be kept for each student, and each student will be expected to arrive on time. The attendance and lateness policy is as follows:

Definitions: **Late Arrival (Tardy)**- a student is marked "late" if he/she arrives after roll has been taken at the beginning of class.

Absence - a student is marked "absent" if he/she does not attend, or leaves without instructor approval before class is dismissed.

The State Medical Board of Ohio requires for graduation a completion of the Institute curriculum and a minimum of 750 hours of instruction. M.T. Wellness – Medical Model Massage Institute's curriculum is 770 hours. For a 770-hour program, this means that if a student is **absent for more than 5 hours per Term**, he/she will face disciplinary action and may not be allowed to graduate. Additionally, if a student **misses more than two consecutive classes**, he/she may face disciplinary action and may not be allowed to graduate.

MAKE-UP WORK

Whenever a student is absent from class, **make-up work** must be performed, regardless of whether or not the student has exceeded the maximum number hours/days of absences. See the Student Catalog Supplement for descriptions of make-up work and procedures for completing make-up work. Make up course work requirements **must be completed within a two (2) week period from the date of the missed classes**

CLASS CANCELLATION

When **weather or other conditions** (civil emergency, building damage or mechanical problem, etc.) make it unsafe or impossible for a significant number of students, faculty or staff to travel to or enter the Institute facility or other location where Institute-related activities are scheduled to occur, the Institute Director will decide whether or not classes and/or activities shall be canceled. An announcement of the closure of the Institute or the cancellation of a class or an event shall be **emailed** to the students. **It is the student's responsibility to check their email.**

GRADING

Students will be graded based on performance.. Grades are based upon specific objectives for each course, which is listed in the course syllabus and explained in the course introduction. Students will be given written and practical exams and projects. To pass, students must **maintain an average of 75% or above in each course**. Each student will receive four Term grade reports. These reports will include information based upon class participation, test scores, projects and other information relevant to the student's progress. **If you do not have a 75%**

accumulative grade point average in all of your academic courses you will not be able to graduate. Please note that the Medical Board requires a 75% or higher as a passing grade.

<u>GRADE</u>	<u>% VALUE</u>	<u>DESCRIPTION</u>
A	100-95%	Excellent
B	94-85%	Good
C	84-75%	Average
D	74-70%	Poor
F	69% or below	Failing
W	0	Withdraw
I	0	Incomplete

STUDENT CONDUCT

Since M.T. Wellness – Medical Model Massage Institute prepares students for a career as a licensed professional, it is imperative that students conduct themselves in a professional manner in regards to attendance, dress, ethics, respect of personal property, respect of Institute property, demonstrate academic honesty, work in a professional and responsible manner while in attendance at the Institute, and do not engage in any sexual activity, innuendo or sexual harassment while on the Institute premises.

STUDENT COMPLAINT / GRIEVANCES

If a student believes that he/she has been treated unfairly or inappropriately by any member of the Institute community, the student may use the following **complaint procedure**. All individuals involved in a complaint procedure are expected to communicate with temperance and mutual respect in a responsible, honest, and direct manner. All efforts will be made to conduct the complaint procedure with the highest possible level of confidentiality.

1. Speak to the person with whom you have your concern/complaint to resolve the situation. If you have reason to fear repercussions from approaching the person directly, or if the two of you are unable to come to a resolution, proceed to Step 2.
2. Use the Complaint Form to notify the Institute Director of your concern. The Institute Director will meet with all involved individuals and help them come to a resolution. If the individuals are unable to come to a mutually agreeable resolution, the Director shall make a final decision, which may include conditions with which all involved individuals will be required to comply.

In the event that a **grievance** should arise, an attempt should be made by the parties involved to come to an understanding through verbal communication. Staff and instructors are available by appointment during regular office hours to confidentially discuss any student's suggestions or concerns. Should this prove unsuccessful, the student has a right to file said grievance in writing and have the same brought before the M.T. Wellness – Medical Model Massage Institute Administration. All decisions made by the Institute Director will be final. A student may file a complaint with the Institute Director at M. T. Wellness – Medical Model Massage Institute. If the student deems it necessary, the student may file a complaint with:

The State Board of Career Colleges & Schools, 35 E. Gay Street, Suite 403, Columbus, OH, 43215. Phone: 614-466-2752 or Toll Free: 877-275-4219; and Fax: 614-466-2219.

DISCIPLINARY ACTIONS

Grounds for Disciplinary Action are as follows: Failure to comply with policy on Satisfactory Academic Progress; Failure to make up-to-date payment of tuition and fees; Failure to comply with Standards of Conduct or Failure to comply with any Institute policy or procedure.

Types of Disciplinary Action

1. **Warning:** A warning consists of a written notice to a student that he/she may face more serious disciplinary action if he/she fails to fulfill specific requirements for maintaining compliance with specific Institute policies and procedures.
2. **Probation:** Probation indicates that a student may continue in the Program only under certain conditions. The length of the probationary period depends upon the portion of the program that the student has completed, as follows:

These percentages are based on the 770- hour program

Percentage of Program Weeks Completed	Duration of Probationary Period
25% or less	Until 50% of program is completed
26% to 50%	Until 75% of program is completed
51% to 100%	Until 100% of the program is completed

DISMISSAL

Student **dismissal** is viewed as the last recourse at M.T. Wellness – Medical Model Massage Institute and the Institute reserves the right to dismiss any student prior to completion of the program in violation of the Institute rules and policies. A student may be dismissed for but not limited to, the following reasons:

1. Poor academic progress.
2. Recurring attendance problems such as: excessive tardiness or excessive absences.
3. Failure to fulfill the terms and conditions of the enrollment contract.
4. Consistent failure to make scheduled tuition payments.
5. Being under the influence of illegal drugs or alcohol while on the Institute property or at Institute sponsored activities.
6. Consuming or being in possession of any illegal drugs or alcohol while on the Institute property or participating in any off campus Institute sponsored activity.
7. Sexual Harassment or sexual misconduct.
8. Discrimination towards another student.
9. For cheating or presenting work of another as his/her own.
10. For any behavior in a manner that is detrimental to the reputation of the Institute.

Dismissal, Reapplication, Reinstatement & Payment Policy

When a student is dismissed from the program, a written notice will be sent to the student notifying them of their dismissal and whether or not the student may re-apply to the program and how much time must elapse before such a reapplication will be considered. If a student reapplies for admission to the program, and if the student is re-admitted, a determination will be made at that time of the course and program requirements and the financial obligations that the student must fulfill. Students may re-apply for program admission after withdrawal from the program. If granted, readmission will be contingent on specific policies and may require contact between the student and the M. T. Wellness – Medical Model Massage Institute defining expected class attendance, grade performance, conduct, etc.

ACADEMIC POLICIES AND PROCEDURES

Credit for Prior Learning

Each request for credit for prior learning is considered on an individual basis. As part of the application and admissions process, prospective students are asked if they intend to request credit for courses that they have taken at other Massage Therapy Schools approved by the State Medical Board of Ohio. After you have been accepted to the program, the Institute Director will make a determination on the amount of credit that you will be granted. If you have attended another state medical board-approved massage therapy school within the last six (6) months, you may request official transcript from the school where you took the course, along with a detailed description of the course content. You will be required to take a hands-on and a written exam. The fee is \$50.00 per exam. You must pay the \$50.00 non-refundable application fee before taking the exams. Based on the results of the exam, the Institute Director will determine if you will be granted credit for all or part of your requested “transfer hours of credit”. No credit may be requested for training received at any other massage therapy school that is not approved by the State Medical Board of Ohio.