2027

Schools of Medical MASSAGE

CATALOG

Medical Dynamics, Inc.

January 1, 2027–December 31, 2027

DAYTON SCHOOL OF MEDICAL MASSAGE
4457 Far Hills Avenue
Dayton, OH 45429
Registration#02-05-1635T
Main School

CINCINNATI SCHOOL OF MEDICAL MASSAGE
11250 Cornell Park Drive, Suite 203
Cincinnati, OH 45242
Registration#02-05-1633T
Branch School

CLEVELAND INSTITUTE OF MEDICAL MASSAGE
18334-D East Bagley
Road Middleburg Heights, OH
44130 Registration#01-09-1600T
Branch School

DAYTON SCHOOL OF MEDICAL MASSAGE-LIMA
3325 Shawnee Road
Lima, OH 45806
Registration#02-05-1634T
Branch School

COLUMBUS SCHOOL OF MEDICAL MASSAGE
4936 Blazer Parkway
Dublin, OH 43017
Registration #2155
Branch School

SCHOOLS OF MEDICAL MASSAGE

DAYTONSCHOOL OF MEDICAL MASSAGE
Main School
Registration #02-05-1635T
ACCSC # M072332
4457 Far Hills Avenue
Dayton, OH 45429
(937)294-6994
(888) 860-4544 Toll Free
(937) 294-2291 Fax
(937) 294-2006 Clinic (adjacent to School)

CINCINNATI SCHOOL OF MEDICAL MASSAGE
Branch Campus
Registration #02-05-1633T
ACCSC # B072333
11250 Cornell Park Drive, Suite 203
Cincinnati, OH 45242
(513)469-6300
(888) 501-2944 Toll Free
(513) 469-6333 Fax
(513) 469-9550 Clinic (adjacent to School)

CLEVELAND INSTITUTE OF MEDICALMASSAGE
Branch Campus
Registration #01-09-1600T
ACCSC # B072334
18334-D East Bagley Road
Middleburg Heights, OH 44130
(440)243-8650
(877) 243-8700 Toll Free
(440) 243-8653 Fax
(440) 243-8610 Clinic (adjacent to School)

COLUMBUS SCHOOL OF MEDICAL MASSAGE
Branch Campus
Registration #2155
ACCSC#B072796
4936 Blazer Parkway Dublin,
OH 43017
(614) 760-5500

DAYTON SCHOOL OF MEDICAL MASSAGE – LIMA
Branch Campus
Registration #02-05-1634T
ACCSC # B072464
Apollo Career Center
3325 Shawnee Road
Lima, OH 45806
(419)998-2984
(419) 999-6482 Fax

Schools of Medical MASSAGE

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GENERAL INFORMATION

ABOUT THIS CATALOG

The Dayton School of Medical Massage certifies that the information contained in this publication is current and correct. The purpose of this Catalog is to familiarize applicants, students, staff, and faculty with the programs and policies of the Dayton School of Medical Massage and its Branch Campuses. The contents of this Catalog are subject to change. As changes are made to the information in this Catalog, updates are made available via Catalog Addenda. Addenda are considered part of this Catalog, and are in effect as if they were included in the original publication.

The School is not responsible for any statement of our policies, job placement activity, or references to the curriculum or facility that are not directly discussed in this Catalog.
The School reserves the right to add, delete, or improve upon any class or program. Any ensuing changes in tuition rates will not affect students already enrolled in a program, and who have been continuously enrolled since signing an Enrollment Agreement (contract).

The Catalog version that is current at the time of the student's enrollment is the governing document for that student, provided enrollment has been continuous.

STUDENT RESPONSIBILITY

It is the student's responsibility to read and understand the contents of this Catalog. Any questions regarding the School's policies should be addressed and satisfied prior to the student starting class.

OHIO LAW 4731-1-05
Scope of Practice: MASSAGE

Massage therapy is the treatment of disorders of the human body by the manipulation of soft tissue through the systematic external application of massage techniques including touch, stroking, friction, vibration, percussion, kneading, stretching, compression, and joint movements within the normal physiologic range of motion; and adjunctive thereto, the external application of water, heat, cold, topical preparations, and mechanical devices.

A massage therapist shall not diagnose a patient's condition. A massage therapist shall evaluate whether the application of massage therapy is advisable. A massage therapist may provide information or education consistent with that evaluation, including referral to an appropriate licensed health care professional, provided that any form of treatment advised by a massage therapist falls within the scope of practice of, and relates directly to a condition that is amenable to treatment by, a massage therapist. In determining whether the application of massage therapy is advisable, a massage therapist shall be limited to taking a written or verbal inquiry, visual inspection including observation of range of motion, touch, and the taking of a pulse, temperature, or blood pressure.

No person shall use the words or letters "massage therapist," "licensed massage therapist," "L.M.T." or any other letters, words, abbreviations, or insignia, indicating or implying that the person is a licensed massage therapist without a valid license under Chapter 4731 of the Revised Code.

A massage therapist may treat temporomandibular joint dysfunction provided that the patient has been directly referred in writing for such treatment to the massage therapist by a physician currently licensed pursuant to Chapter 4731 of the Revised Code, by a chiropractor currently licensed pursuant to Chapter 4734 of the Revised Code, or a dentist currently licensed pursuant to Chapter 4715 of the Revised Code.

All persons who hold a certificate to practice massage therapy issued pursuant to section 4731.17 of the Revised Code shall prominently display that certificate in the office or place where a major portion of the certificate holder's practice is conducted.

If a certificate holder does not have a primary practice location, the certificate holder shall at all times when practicing keep the wallet certificate on the holder's person.

Massage therapy **does not** include:

- The application of ultrasound, diathermy, and electrical neuromuscular stimulation or substantially similar modalities; Colonic irrigation;
- The practice of chiropractic, including the application of a high velocity-low amplitude thrusting force to any articulation of the human body;
- The use of graded force applied across specific joint surfaces for the purpose of breaking capsular adhesions;
- The prescription of therapeutic exercise for the purpose of rehabilitation or remediation of a disorder of the human body;
- The treatment of infectious, contagious or venereal diseases;
- The prescription, dispensing, personally furnishing, or administration of drugs; and
- The performance of surgery or practice of medicine in any other form.
- As used within this rule:
- "External" does not prohibit a massage therapist from performing massage therapy inside the mouth or oral cavity; and
- "Mechanical devices" means any tool or device which mimics or enhances the actions possible by the hands that is within the scope of practice as defined in section 4731.17 of the Revised Code and this rule.

STATE OF OHIO MEDICAL BOARD LICENSURE REQUIREMENTS FOR MASSAGE THERAPY

Complete an approved massage therapy educational program from a facility that has received approval to teach massage therapy by the State Medical Board of Ohio:

- The approved program includes not less than 600 total hours of classroom instruction.
- Complete an approved CPR course and possess a current card at the time of graduation.
- Complete an approved course in medical massage ethics, basic business practices, and styles of patient approaches.
- Successfully pass the Massage& Bodywork Licensing Examination and apply to become a Licensed Massage Therapist (LMT).

The State Medical Board of Ohio does not require one to earn an Associate's Degree in order to become a Licensed Massage Therapist (LMT).

In addition to the State Requirements, students in our approved program benefit from hands-on experience in our professional clinic setting, developing a business plan, giving massages to their instructors, and receiving massages from licensed massage therapists in the community.

REQUIREMENTS IN OTHER STATES

Standards vary widely for massage regulation by state and municipal governments throughout the United States. Education undertaken in one state or municipality may or may not be applicable to the requirements of another. Students are provided a copy of the All-States Massage Regulations and Licensure Requirements document.

HISTORY

Medical Dynamics, Inc. was founded in November 1995 by Ralph J. Elfers and William B. Tahy, its principal owners. The Dayton School of Medical Massage began its first class in Dayton, Ohio on October 3, 1996. The School was the first of its kind in the Dayton area. Successful expansion to the Cincinnati area began with the Cincinnati School of Medical Massage beginning its first class in October 1997. The Cincinnati School was also the first of its kind in the Cincinnati area. Further expansion occurred in Lima with a joint massage program beginning at the Apollo Career Center in March 1999. In the fall of 2001, the Cleveland Institute of Medical Massage opened at the Polaris Career Center, later to be relocated to the Middleburg Town Square Plaza. Mr. Elfers retired from MDI in March 2011, and his ownership interests were transferred to Mr. Tahy, who assumed 100% of MDI. Mr. Tahy now serves as President of Medical Dynamics, Incorporated. Today, Medical Dynamics, Inc. consists of the Dayton School of Medical Massage and its four branch campuses, Cincinnati School of Medical Massage, Cleveland Institute of Medical Massage and Dayton School of Medical Massage– Lima. In August 2019, Medical Dynamics, Inc. opened the Columbus School of Medical Massage in Columbus, OH.

OWNERSHIP & LEGAL CONTROL

Medical Dynamics, Inc. is a private company incorporated in Dayton, Ohio. The principal and controlling shareholder is William B. Tahy. Medical Dynamics, Inc. owns the following Schools:

- Dayton School of Medical Massage – Main Campus
- Cincinnati School of Medical Massage – Branch Campus
- Cleveland Institute of Medical Massage – Branch Campus
- Dayton School of Medical Massage – Lima –Branch Campus
- Columbus School of Medical Massage-Branch Campus

Officer: William B. Tahy

MISSION, PURPOSE, & OBJECTIVES

Medical Dynamics, Inc. operates private postsecondary schools, with the primary objective of training and preparing career-oriented students to obtain licensure as massage therapists. Medical Dynamics, Inc., its Main School and Non-Main Campuses fully prepare the students to enter the health care industry.

Instruction is provided in a supportive professional environment, where an interdisciplinary team of educators positively interacts with students and provides guidance and assistance toward successful completion. The outstanding faculty provides quality education and professional readiness by integrating theoretical concepts and hands-on supervised learning.

OBJECTIVES

- To provide a quality training program, resulting in competent massage therapists.
- To prepare students for a credential examination leading to employment in their field. Develop student behaviors grounded in personal responsibility through learning experiences, teaching techniques and modeling professional development.
- Provide a positive learning environment in the theoretical study of massage-related sciences and consistently promote the occupational ethics that are critical to the profession.
- To hire highly qualified, experienced instructors who are dedicated to providing quality curriculum and guidance to our students.
- Provide teaching and learning experiences that foster personal and professional integrity and a commitment to the respectful care of individuals in the student clinic and classroom environments.
- Create a sensitive and enthusiastic setting, which inspires self-confidence and motivation in which to teach and learn.

PHILOSOPHY & GOALS

Our goals are to professionally educate, prepare students to enter the health profession, promote students' critical thinking skills, and foster the students' acute awareness of the medical benefits of massage therapy. The student is the ultimate focus of all of our training, and to this end, we strive to produce independence in thinking, and professional behavior when interacting with faculty, staff and other students. Our training is a comprehensive program of "hands-on" supervised learning sessions and related lectures.

SCHOOL LOCATIONS & FACILITIES

Dayton School of Medical Massage is the Main School, located at 4457 Far Hills Avenue, Dayton, OH 45429, Telephone (937) 294-6994/(888)860-4544. The Dayton campus provides students with a modern and spacious facility conducive to learning. The school facility consists of five classrooms, an on- site student clinic, and administrative offices totaling 12,000 square feet of space.

Cleveland Institute of Medical Massage is a Branch Campus of the Dayton School, located at 18334-DEast Bagley Road, Middleburg Heights, OH 44130, Telephone (440) 243-8650/ (877) 243-8700. The Cleveland campus provides students with a modern facility, consisting of four classrooms, an on-site student clinic, and administrative offices totaling 11,000 square feet.

Cincinnati School of Medical Massage is a Branch Campus of the Dayton School, located in the Cornell Business Park at 11250 Cornell Park Drive, Suite 203, Cincinnati, OH 45242, Telephone (513) 469-6300/(888)501-2944. The Cincinnati campus provides students with a modern facility, consisting of four classrooms, an on-site student clinic, and administrative offices totaling 15,000 square feet.

Dayton School of Medical Massage – Lima is a Branch Campus of the Dayton School, located in the Apollo Career Center at 3325 Shawnee Road, Lima, OH 45806, Telephone (419) 998- 2984/ (888) 860-4544. The Lima campus occupies two classrooms in the Apollo Career Center. The student clinic is located off-site.

Columbus School of Medical Massage is a Branch Campus of the Dayton School, located at 4936 Blazer Parkway Dublin, OH 43017, Telephone (614) 760-5500. The Columbus campus provides students with a modern facility, consisting of four classrooms, an on-site student clinic, and administrative offices totaling 15,000 square feet.

All instruction is residential. No distance education is included.

EQUIPMENT

Each campus provides equipment to appropriately support the program objectives. Audiovisual equipment is used to support the "hands-on" training in the field of massage therapy, reinforcing the concepts learned in anatomy and physiology.

The appropriate equipment for the Allied Health field has up to date clinical laboratories. The supplies and equipment allow for the Massage Therapy students to be properly trained. Overhead projectors, charts, whiteboards/ chalkboards, VCRs/DVD players, televisions, and skeletal models are also provided at each location.

LIBRARY RESOURCES

The Main Campus in Dayton has a library containing books, CD's, and videos on the subjects of massage therapy, anatomy and physiology, healthcare, fitness, and wellness. Students and teachers also have unlimited access to Visible Body software. Materials are available during normal hours of School operation. The library also contains periodicals and references for use by students and faculty. Books are available for checkout on a daily basis, and are located in the Library. Each branch campus also provides for learning resources sufficient to support the students and

program objectives in the area of massage therapy and bodywork. All students and faculty are ensured reasonable access.

APPROVALS & MEMBERSHIPS

The Massage Schools, owned and operated by Medical Dynamics, Inc., are approved, accredited, and/or licensed as follows:

Accredited by:
Accrediting Commission of Career Schools and Colleges (ACCSC)

Program Approved by:
State Medical Board of Ohio

Schools Licensed by:
State Board of Career Colleges & Schools

Members of:
Career Education Colleges & Universities, American Association of Cosmetology Schools, and the American Massage Therapy Association (AMTA).

*AMTA is the largest international organization serving the massage therapy profession, whose school members reflect the association's commitment to providing quality education to future massage professionals in a caring, professional, and ethical manner.

*Recognized by: American Medical Technologists (AMT)

THE FIELD OF MASSAGE THERAPY

The field of massage therapy is growing rapidly in response to the public's expanding interest in forms of healthcare that promote well-being and a higher quality of life. Consequently, massage therapy has the attributes of an emerging profession undergoing relatively fast-paced change. For example, professional standards for both individuals and massage training programs have markedly advanced and increased over the past several years. Massage therapy was once viewed as an alternative method of health care. Now, it has emerged in the medical mainstream as an integral part of health and wellness programs. Nationwide, there is continuous demand for competent, highly skilled massage therapists, as more healthcare practitioners integrate massage therapy into treatment plans.

Massage is a healing art as well as a science. It requires a balance of academic and technical knowledge, clinical skills, manual dexterity, sensitivity, and awareness. Nearly everyone has the innate resources to touch another with care and confidence. However, it takes a sincere desire to help others, and a commitment of time and energy toward training, to become a solid practitioner.

Massage therapists practice in a variety of settings, such as private offices or massage therapy clinics, health clubs and fitness centers, spas, nursing homes and hospitals, with sports teams and sports medicine facilities. Some massage therapists have portable equipment and work at their clients' offices or homes. Most recently, massage therapists have appeared in some rather innovative settings, such as storefronts, shopping malls, and airports.

Massage therapists may work as self-employed practitioners in private or group offices, as salaried or commissioned employees, or independent contractors. Earnings vary widely, depending on variables such as the area of the country, type of practice, skills, and experiences.

THE ENTRY-LEVEL SKILLS OF A PROFESSIONAL MASSAGE THERAPIST

As a trained massage therapist, the student joins other health professionals in the movement to increase the health and well- being of those in the community. Occupational opportunities are both excellent and widespread for massage therapists, and entry-level skills include:

- A fundamental understanding of human anatomy and physiology
- A thorough understanding of the muscular system of the body
- A basic understanding of pathologies of the human body, when and where to refer if needed, including understanding indications and contraindications of massage therapy
- The ability to perform massage techniques appropriately and effectively
- Practice appropriate draping techniques and client confidentiality
- Have a fundamental understanding of medical terminology
- Be trained in CPR
- Have a basic understanding of body mechanics
- Be able to maintain client records
- Have a general understanding of business procedures

ADMISSION REQUIREMENTS-MASSAGE THERAPY

To qualify for admission to the Dayton School of Medical Massage or its Branch Campuses, an applicant must meet the following requirements: applicant must be a high school graduate and possess a High School Diploma or have the recognized equivalent (i.e., a General Education Development "GED" Certificate, with passing scores). Proof of graduation must be submitted prior to beginning classes.

Due to the nature of the training, the applicant must be in good health, and capable of effectively meeting the physical demands of therapeutic massage. The applicant must complete a Statement of Good Health form to document that the applicant's health status is sufficient to undertake the training program. Applicants may be required to satisfactorily pass additional or specific health screening tests.

ADMISSION PROCEDURES

The applicant must satisfactorily complete all admissions requirements, including:

- Submitting an accurate and complete Application for Admission.

- Meet with an Admissions Representative to discuss the student's educational aspirations, tour the school, view textbooks, course objectives, and receive a Catalog.

- Applicant reads and signs the Enrollment Agreement, which outlines the details and obligations of the student and the School, and acknowledges the applicant has received and agrees to abide by the contents of this Catalog.

- Applicant reads and signs all Admissions documents.

- Provide proof of graduation. A high school diploma, transcript, or proof of GED must be provided to the school before the student may begin classes. Transcript/Diploma must state the applicant is a graduate, including the date of graduation.
- Signed statement of good health.

- Attend a New Student Orientation.

All documentation received by the School becomes property of Medical Dynamics, Inc. and will not be returned to the applicant. Applicants who fail to provide accurate information may not be considered for admission.

STATEMENT OF NON-DISCRIMINATION

Dayton School of Medical Massage, including its Branch Campuses, do not discriminate on any basis, including gender, age, national origin, creed, religion, disability, or sexual orientation. The School complies with the provisions of Title I of the Civil Rights Act of 1964 and 1974, the Rehabilitation Act of 1973, the Americans with Disabilities Act, and all amendments therein. Refer to Notice of Student Rights under FERPA on page 9.

Applicants with disabilities who need accommodations in any class must provide documentation to the Director prior to enrollment. This documentation must be from a qualified professional with appropriate credentials to conduct an assessment, and document the disability. Students who fail two terms/semesters and wish to re-enroll may be required to be assessed by a qualified learning professional to determine if a learning disability exists that would hinder the student's performance in School. The School provides reasonable accommodations for students with disabilities.

TRANSFER OF CREDIT TO THE SCHOOL

The School does not accept transfer credits from outside institutions.

CHALLENGE CREDIT

The School does not grant challenge credit.

TRANSFER OF CREDIT FROM THE SCHOOL

Transfer of credit for training received from the Dayton School of Medical Massage or its Branch Campuses to another institution is entirely at the discretion of the receiving institution. The School cannot guarantee that another school will accept these credits. The School provides academic information, in the form of transcripts, to the receiving school at the request of the student. Students wishing to transfer credits to another school should contact that school to determine its policy of accepting credits.

CLASSROOM HOURS & REQUIREMENTS-
Massage Therapy Credit Hours

All students must complete 100% of the scheduled class hours. 100% of the Clinical Practicum course must be completed and is mandatory. Students must make-up 100% of any time missed prior to graduation. In addition, students must complete an approved CPR course so they have current CPR certification at the time of graduation. Students also receive training in ethics in the field of medical massage, basic business practices, and various styles of patient approaches. Students must complete the required number of massages in the student clinic. Refer to Course Descriptions on pages 30-31 for specific information.

STUDENT/TEACHER RATIO

Anatomy & Physiology:
The maximum number of students enrolled in an Anatomy & Physiology lecture course is 55. The student/teacher ratio is 55:1, with one instructor in each class. Lima's maximum is 30, with a ratio of 30:1.

Massage Theory & Practicum:
The maximum number of students enrolled in a Massage course is 55. The student/teacher ratio is 30:1, with two instructors in each class with over 30 students in enrollment. Lima's maximum is 30, with a ratio of 30:1.

REQUIREMENTS FOR GRADUATION

Massage Therapy

The student qualifies to graduate when he/she meets the program requirements as listed in this Catalog. The graduate receives a Diploma when the following requirements have been met:

- All required courses in this student's program have been satisfactorily completed, including required tests, clinicals, projects, etc., and all program requirements have been satisfactorily fulfilled.
- A minimum grade of 70% or higher has been earned in all classes, both portions of Massage Theory & Practicum, and P (pass) in Clinical Practicum.
- Students attended 100% of the scheduled in-class program hours and had made up any hours missed due to absence and/or tardiness that puts the student below 100% attendance by the end of the semester.
- All financial obligations due to the School have been satisfied and tuition is paid in full. If a student's account is not satisfied in full, the student will not be eligible to receive a Diploma or transcript from the School, and if the account is forwarded for collections the student is responsible for all collections costs and attorney fees.
- All meetings and requirements with the various Departments within the School (Financial Aid, Placement) have been completed satisfactorily.
- All required course hours have been completed within maximum time frame allowed: 150% of the normal program length, and the Standards of Satisfactory Academic Progress, as described in this Catalog on page 11, have been met by the student.
- The student has completed the required CPR training and has valid CPR certification at the time of graduation.
- Register and take the MBLEx and provide the school with documentation that is was taken.
- The student has successfully completed the Clinical Practicum hours required in the student clinic and have received the required one professional massage.

DIPLOMA AWARDED UPON GRADUATION

When all requirements for graduation are successfully completed and all financial obligations to the School have been met, the student is awarded a "Diploma" from the School.

TRANSCRIPTS

Graduates receive one (1) free copy of their official transcript upon graduation. A fee of $5.00 is charged for additional copies and must be paid before the transcript request is processed. Transcripts sent directly to the student are indicated as "unofficial" copies. Official transcripts may not be released to or for students with past due accounts at the School.

RETENTION OF STUDENT RECORDS

It is the policy of the Dayton School of Medical Massage and its Branch Campuses to maintain all records at its primary administrative location for a minimum of five years. Additionally, it is the policy of the School to maintain student transcripts indefinitely.

NOTICE OF STUDENT RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) afford the students certain rights with respect to their educational records. These are:

The right to inspect and review the student's education records within 45 days of the day the School receives the request for access. Students should submit to the Director or other appropriate official written requests that identify the record(s) they wish to inspect. The School official will make arrangements for access and will notify the student of the time and place where records may be inspected. If the records are not maintained by the School Official for whom the request was submitted, that official shall advise the student of the appropriate official to whom the request should be addressed.

The right to request an amendment of the student's educational record that the student believes is inaccurate or misleading. Students may ask the School to amend a record that they believe is inaccurate or misleading. In such cases, the student should write the School Official responsible for the record, clearly identify the part of the record they are requesting be changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the student, the School will notify the student of the decision and will advise the student of his/her right to a hearing regarding the request for an amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to School officials with legitimate educational interests. A School official is a person employed by the School as an administrative, supervisory, academic or research, or support staff person (including law enforcement unit, personnel and health staff); a person or company contracted (such as attorney, auditor, funding agency or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, or assisting another School official in performing his/her task.

A School official has legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

Parental access to a student's record will be allowed without prior consent if the student is a dependent as defined in Section 152 of the Internal Revenue Code.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Dayton School of Medical Massage or its Branch Campuses 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, D.C. 20202-5920

DRESS & APPEARANCE

The School has made a commitment to excellence, which extends to the image projected by each student. A code of dress and appearance provides guidelines for a professional- looking student. Students inappropriately addressed may be sent home or to the Director, and instructed to return to School in proper attire the following day.

Students should use good judgment in determining their dress and appearance. Neatness and cleanliness are absolutely necessary at all times. Students must wear scrubs everyday once scrubs have been received. No hats, hoodies, jackets or anything covering the scrub top is allowed. Students may wear a long sleeve solid t-shirt under the scrub top in either white or dark blue. White tennis shoes are preferred. The instructor advises the student of inappropriate dress or appearance. When there is a difference in opinion related to appropriateness of dress, the final decision is the responsibility of the Director. Failure to comply with the dress code leads to progressive disciplinary action.

NOTICE TO STUDENTS REGARDING CRIMINAL OFFENSES

According to 4731-1-15 of the Ohio Administrative Code, Schools must notify prospective students, in writing, of the following: Arrests, charges, or criminal offenses may be cause to deny or limit licensure or employment opportunities in specific careers and occupations and may limit the student's ability to obtain federal, state, or other financial aid.

Students are directed to refer to Rule 4731-4-02 (D) of the Administrative Code for factors the State Medical Board may consider when reviewing the results of a Criminal Background Check. For further information, and the disqualifying offense list, please visit the boards website at: https://med.ohio.gov/apply-and-renew/disqualifying-criminal-offenses .

Emergency Preparedness

The emergency preparedness plan can be found in the student break area on the information board. Student may also request a copy from the Director.

ACADEMIC STANDARDS

Academic standards have been established which are to be met by the student for satisfactory progress throughout the educational program (see Standards of Satisfactory Academic Progress, page 13). Students are allowed up to 150% of the normal program length in credit hours in which to satisfactorily meet all requirements; this is the maximum time in which the student is allowed to complete the program. Should the student fail to complete the program in the maximum timeframe allowed, the student shall be withdrawn from the program.

Students are evaluated at the end of every term/semester. As well, a minimum grade of 70% is required for the student to successfully pass each course. Students must repeat any course in which a grade of "F" or "W" is earned (see Course Repeats/Failing Grades, page14).

Attendance is vital to academic progress. Students are expected to attend all classes, externship, or clinical learning experiences. The student must adhere to the Attendance Policy, including as it relates to Make-Up hours (see Attendance Policy, page 15).

ACADEMIC ADVISING

Instructors are available to provide academic advising as requested or needed in order to assist students in meeting satisfactory academic progress standards and successfully completing graduation requirements. All representatives of the School endeavor to provide support and advising to our students.

UNIT OF CREDIT
Academic credit is measured in either credit or clock hours. The clock hours are defined as follows:
A "Clock Hour" is defined as a 60-minute block of time consisting of 50-minutes of instruction. The credit hours are defined as follows:
1 semester credit hour= 45 units
1 clock hour didactic= 2 units 1 clock hour supervised lab= 1.5 units 1 clock hour externship= 1 unit
1 clock hour outside work= 0.5 units

GRADING POLICIES- MASSAGE THERAPY

The instructor has final authority for determining the student's grade in a course. Grades may not be changed by anyone other than the instructor. A student may appeal a final grade to his/her instructor. The scholastic progress of the student is reported at the end of each term/semester and grades are recorded on the student's permanent record (transcript). For successful completion, students are required to complete each course of study sequentially with a grade of 70% or higher in each course. If a student falls below a 70% by the completion of a semester, then the student fails the semester and will have to repeat the semester if allowed. Students who elect to repeat failed terms/semesters must earn a grade average of 70% or above, and are financially obligated for the tuition amount for the repeated term/semesters.

Massage Grades

For the Massage course, theory (written) & practicum grades are not averaged together. Students must pass both Massage Theory (Written) with a grade of 70% or higher, and Massage Practicum with a grade of 70% or higher.

Failure to pass either part of the course will require the student to repeat the entire term/semester, or terminate if it is apparent the student cannot successfully complete the academic program. Students must complete the required number of massages in the student clinic (see Course Descriptions, pages 36-37) and receive one (1) massage from Licensed Massage Therapists.

Anatomy & Physiology Grades

For the Anatomy & Physiology course, students must attain a 70% or higher to continue in the sequence. Each term/semester grade consists of the scores earned on the chapter exams, Midterm, Comprehensive Final, Program Final, and/or other assignments/assessments. In computing this grade, the lowest score on a chapter exam is dropped. All students are required to take the Program Final.

GRADE SCALE

MASSAGE THERAPY (CREDIT HOUR)

Percentages	Letter Grade	Grade Points	Description
90 – 100%	A	4.00	Excellent
80 – 89%	B	3.00	Above Average
70 – 79%	C	2.00	Average
** 0 – 69%	F	0.00	Failure
	P	---	Pass
	I	---	Incomplete
	W	---	Withdrawal

F grades are included in the CGPA. Pass, Incomplete, and Withdraws are not calculated in the CPGA.
** Failing Grade: Student is required to repeat the term/semester or may be terminated from the program.

EXAMINATIONS

In each course, the student is given examinations on the dates scheduled on the course syllabus. These exams vary in format: multiple choice, matching, and/or written (short answer or essay). Students may take each exam only once, and are allowed to make up a missed exam based on the Examination Make-Up Policy (see next section). Students are informed of their exam scores, and the instructors review exam results with students.

EXAMINATION MAKE-UP POLICY

Missed examinations must be scheduled with the instructor on the first class day after the missed exam. If the student fails to follow this policy, the exam grade is recorded as a zero. One make-up exam is allowed per course, per term/semester.

Additional missed exams are assigned a grade of zero. Make- up exams are allowed only if the student was ill or had a valid emergency on the day of the exam. Exceptions are not approved; therefore, students are discouraged from contacting faculty or staff to make such requests. If a valid emergency causes a student to miss an exam, the student must notify the School on the day of the missed exam. It is the student's responsibility to schedule a make-up exam with his/her instructor.

Each student is given one hour to complete a written make-up exam. The scheduled dates and times for make-up exams are adhered to closely, and make-up exams are collected from students at the scheduled ending time. Arriving late for make-up exams will decrease the amount of time available for the student to complete the exam. Failure to keep an appointment for a scheduled make-up exam results in a grade of zero being recorded for the exam.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS- CREDIT HOURS

Dayton School of Medical Massage and its Branch Campuses, have specific standards students are expected to achieve in order to maintain Satisfactory Progress in their programs of study.

These standards are based on grades and the completion of program requirements within a maximum time frame. In addition, the student's progress is reviewed at the end of each semester to ensure they have a 70% or higher in each class, or after each academic year for Rate of Progress.

The following policies/criteria below are part of the Standards of Satisfactory Academic Progress Satisfactory progress. They apply to ALL students.

Students are allowed up to 150% of the normal program length, measured in credit hours, in which to satisfactorily meet the requirements. This is considered the Maximum Time Frame:

Program	Program Length	Maximum Time Frame
Massage Therapy– Credit	36 credits	54 credits

Qualitative: Students must successfully meet or exceed a minimum final grade of 70% at the time of evaluation, per course, which is at the completion of each semester. If they do not meet or exceed 70%, they will be withdrawn/terminated.

Quantitative: Rate of Progress (ROP)-Students must successfully complete at least 66.66% of their cumulative attempted credit hours to stay on pace with ROP requirements. This is measured at the end of each academic year.

Qualitative-Minimum Academic Achievement

A student must achieve a final grade of 70% at the end of each course. If they don't meet or exceed 70%, they will be withdrawn/terminated.

Warning

Students who do not maintain satisfactory progress (SAP) for ROP (Rate of Progress) must be placed on warning at the end of the academic year, when progress is evaluated. A warning must be given prior to placing a student on probation. If after the following academic year the student is in compliance with ROP, the student will be taken off Warning. Students on Warning status will receive a copy of the Warning form.

Probation

Students who are on warning that do not maintain satisfactory progress for ROP must be placed on probation at the end the academic year, when progress is evaluated. The student must have been on warning for SAP the semester prior to being put on probation. If a student is put on probation, they will no longer receive Title IV aid, if applicable. Additionally, a letter of financial aid suspension will be given. Anyone who is put on probation must complete an Academic Plan stating how they plan to meet SAP and may appeal the decision. If they are found to be non-compliant with their plan, they may be terminated from school. Students on Probation status will receive a copy of the Probation form.

Appeals

Students are permitted to appeal their probation status in regards to satisfactory academic progress standards. The appeal must include any mitigating circumstances that apply, including but not limited to illness, death in the family,incarceration, transportation, homelessness, family or childcare issues, and others and must also include an Academic Plan. The Director will respond within five (5) business days. The Director or designee may meet with the student to discuss the appeal. The Director's decision is final, and may not be further appealed. Failure to submit an appeal will

result in termination of the program. Please refer to the Grievance Procedure for further information. Students who are granted the appeal will be monitored by the school to make sure they are compliant with their academic plan.

Transfer of Credit to the School

The schools only accepts transfer credits from its main/branch locations. Accepted credits will be transferred as equal to the current credits of that particular class(es) and will be calculated into the 150% maximum time frame.

Incomplete Grades- Clinical Practicum

Students receiving an Incomplete ("I") in Clinical Practicum are withdrawn and must complete the hours before being allowed to start classes again in another cohort. All hours the student has attempted, including incomplete grade(s), are used in computing the student's maximum time frame (see Standards of Satisfactory Academic Progress).

Course Repeats (Failing Grades)

Students must repeat any course in which a grade below 70% was earned. The student must re-enroll in the program, signing a new Enrollment Agreement for the next available class. The student is not permitted to attend class until this new Enrollment Agreement has been signed. The student is responsible for all tuition and fees for any remaining semesters of the new class into which he/she is enrolled, including any increases in tuition and fees, as delineated by the new Enrollment Agreement. All hours the student has attempted, including failed course(s), are used in computing the student's maximum time frame (see Standards of Satisfactory Academic Progress).

Course Withdrawals

A student who wishes to withdraw from the course of study may do so in writing, or by calling the Administrative Office, and should state the reasons for withdrawal and any reconsideration for future readmission. The student is required to participate in an exit interview with a School representative. The student is notified of total tuition charges and any refunds due. Refunds due will be paid to the student within thirty (30) days of the withdrawal date.

The student is required to clear all obligations in order to receive a withdrawal in good standing. Failure to comply with this policy means that the School may not honor any requests for transcripts, letters of recommendation, requests for information and/or re-admission. Students that have completed the semester but withdraw from the program will be awarded grades based upon their performance. Students that withdraw during the semester, are given a grade of W and is calculated toward the maximum time frame. If a student withdrawals from a course after earning a final grade, either passing or failing, those hours are calculated toward the maximum 150% time frame.

Remedial Courses/Non-Credit Courses

There are no remedial, developmental, or non-credit courses offered at the Dayton School of Medical Massage or its Branch Campuses. Students needing developmental education are referred to other educational facilities.

Re-Admission

Students withdrawn from School for failure to maintain satisfactory academic progress may appeal for re- admission. The maximum time for program completion will apply based on the original start date of the first enrollment. Refer to Re-Admission.

ATTENDANCE

PURPOSE

- To establish acceptable standards of attendance and punctuality for all students attending the School.
- To encourage students to pre-schedule absences in order to maintain adequate operations and minimize disruptions in the classroom.
- To enable the student to complete the required 100%attendance and meet the program objectives.

ATTENDANCE POLICY

- ALL students are expected to adhere to the standards for attendance and tardiness.
- Students are expected to attend theory, clinical, and externship courses as scheduled.
- Students should call the School at least thirty (30) minutes before class to report an absence.
- Tardiness is defined as any time a student is not in his/her seat and ready to start class as scheduled. Students are expected to be ready to commence and end school on schedule. Accordingly, arriving late or early in connection with starting, ending, meal and break times IS tardiness . Incidents of tardiness exceeding the School's standards may result in disciplinary action.
- Any amount of time the student is not in class (tardiness, failure to return promptly after breaks, etc.) is computed as time absent.
- Only active, registered students of the School are permitted to attend classes (including Make-Up classes) or clinicals/externships. Children, family members, friends, or other guests are not permitted to attend classes or clinicals/externship, nor may they be left unattended while students are in classes or clinicals/externship.

All students enrolled must complete 100% of the scheduled in class hours. This also includes CPR, MBLEx and one (1) professional massage for Massage Therapy students. It is the student's responsibility to obtain and complete the "Make-Up Hours" form, and obtain the instructor's signature when they drop below 100% of attendance.

Students are allowed to miss two (2) classes per semester, per course. All classes must be made up by the end of the semester during which they were missed.

Students missing more than two (2) classes per semester will be placed on Attendance Warning. Missing an additional class will result in Attendance Probation. The fifth absence may result in termination of enrollment.

Any amount of time the student is not in class (tardiness, failure to return promptly after breaks, etc.) is computed as time absent. When these combined hours or parts of hours total a class period, the student is considered to have one (1) absence. As these hours accumulate in excess of the two (2) class periods allowed, the student falls subject to the consequences described in this Policy.

Make-up hours and clinic hours must be completed before moving on to the next semester, or the student may not be able to continue in the program. If the student has not completed the make-up hours or clinic hours by the beginning of the next semester due to extenuating circumstances (COVID19, severe medical issues, etc.), the student will need to appeal to the Director or designee and a decision will be made if the student is allowed to continue in the program.

TARDINESS POLICY

Students may not enter or exit class except during breaks without the express permission of the instructor.
Any amount of time the student is not in class (tardiness, failure to return promptly after breaks, etc.) is computed as

time absent. All time missed is calculated in 15 minute increments. For example, if a student is late 1-15 minutes, then 15 minutes must be made up. If a student is late 16 to 30 minutes then 30 minutes must be made up. For further questions or clarification please see the Director of Student Services/Placement.

Students arriving late for an exam may be admitted at the instructor's discretion, but the grade on the exam may be marked down by as much as 10%.

At the discretion of the Clinic Director, Massage Therapy students arriving more than three (3) minutes late to a scheduled clinic assignment may not be admitted. The student's grade in Massage Practicum portion of the Massage course may be affected at the discretion of the instructor.

Missing more than three (3) clinic appointments without finding a replacement may result in Termination of Enrollment.

ATTENDANCE STANDARD

- Each student is expected to maintain a level of attendance, as described herein.
- When a student has exceeded the attendance policy, he/she may be placed on Attendance Warning/Probation.
- Students absent from classes are responsible for obtaining missed materials and information, and for meeting the course objectives.
- The student is responsible for scheduling an appointment with the instructor to obtain missed lecture materials or handouts.
- Homework must be completed and turned in on the first day the student returns to school. Credit may be given in full or in part at the instructor's discretion.
- Excessive absences may result in the student being unable to satisfactorily demonstrate required achievement of the course objectives. If such a result occurs, the student is not allowed to advance to a higher level in the program. The student may petition to repeat the course according to policy, and based on space availability.
- The School may require medical clearance for any diseases, health condition, or pregnancy.

LEAVE OF ABSENCE POLICY

Leaves of Absence are not offered by the Dayton School of Medical Massage or its Branch Campuses. A student needing to interrupt his/her training will be required to withdraw from the program and reapply for admission in a future class. All the terms of Re-Admission are stated on pages 14 and 16 of the Catalog and shall apply.

WITHDRAWAL

A student who wishes to withdraw from the course of study may do so in writing, or by calling the Administrative Office, and should state the reasons for withdrawal and any reconsideration for future readmission. The student is required to participate in an exit interview with a School representative. The student is notified of total tuition charges and any refunds due. Refunds due will be paid to the student within thirty (30) days of the withdrawal date.

The student is required to clear all obligations in order to receive a withdrawal in good standing. Failure to comply with this policy means that the School may not honor any requests for transcripts, letters of recommendation, requests for information and/or re-admission.

RE-ADMISSION

A student who has withdrawn from a program and is interested in returning may apply for re-admission. Re-admission is dependent upon fulfillment of all conditions set forth at the time of withdrawal. Applications are reviewed and the student is informed in writing of re-admission eligibility. Re-admission is based on space availability.

A student who has been terminated from a program for unsatisfactory academic progress and/or violation of the attendance or conduct policy may apply for re-admission. To apply for re-admission, the student must adhere to the following:

- Be current on all financial obligations to the School.
- Current students are given priority.

- If a student has failed to maintain satisfactory academic progress, an interview with the Director or other Administrator is necessary prior to re-admission, during which the student is expected to demonstrate how he/she would benefit if allowed to re-enter.
- The student must contact the Administrative Office to obtain a new Enrollment Agreement and Financial Agreement. The student must discuss with Admissions any changes to tuition, fees, curriculum, texts, and policies.
- The student must contact his/her instructor on the first day of class to advise that he/she has been re-admitted. If the student is re-admitted within one (1) year form the official withdrawal date and the same textbooks and curriculum are in place, the student may begin where he/she successfully (70% or better grades) completed.

- If a student does not re-enroll within one (1) year from the withdrawal date, he/she must re-enroll at the beginning of a new class. A student re-enrolling after one (1) year will be expected to pay the total tuition fee, plus fees for new texts if textbooks have been changed.

- If different required textbooks are being used than those the student was issued originally, the student may have to re- enroll at the beginning

STUDENT ADVISING

The School staff and faculty strive to maintain close communication with the students. As deemed appropriate, a staff or faculty member may refer a student to the Director.

Student Advising is considered to be one of the School's most important and valuable services. Vocational advising begins at the time a prospective student indicates an interest in attending, and continues throughout and beyond the completion of the program. The goal of the School is to support and guide students, and assist them in reducing or eliminating barriers that may interfere with their studies and ultimately their success in school.

Should the student become aware of a drug or alcohol problem, or experiences emotional or personal challenges affecting performance, the School attempts to provide referrals to appropriate community services.

ORIENTATION

All applicants for the program are provided with an orientation on the educational system, services, policies, and procedures. A tour of the facility and the School Campus is also provided during orientation. Orientation is scheduled prior to the students' first day of class.

Students are provided Orientation Handouts that contain information on study techniques, time management, problem solving, Learning Resource Center, and other important information.

JOB PLACEMENT & CAREER SERVICES

The School offers placement services to all eligible graduates. An eligible graduate is any student who has successfully completed all graduation requirements as stated in this Catalog. Many students desire self- employment, and elect to establish an independent practice.

The placement representative assists students in their job search. Services include assistance with resume writing, interviewing techniques, identifying job openings, and other activities. It should be understood that placement services offered by the School do not represent a guarantee of employment.

Graduates requesting placement services are required to attend scheduled interviews, develop a professional resume, and comply with placement policies in order to receive services.

The School **cannot guarantee a job** upon completion of the program. The School does not make any claims of salaries available in the field. Each student acknowledges that he/ she is aware that some municipalities, counties or states require that their own testing procedures and other requirements be completed to their satisfaction as a prerequisite to obtaining licensure to be employed in massage and related fields in their jurisdiction.

PRE-REGISTRATION ADVISING

An enrollment representative interviews applicants and answers any questions concerning School policies, philosophies, etc., and also makes recommendations to the Director regarding the applicant's admission to the School.

ACADEMIC ADVISING

The entire staff and faculty are available to assist students with academic concerns.

EXIT ADVISING/INTERVIEW

Each student withdrawing from the School is contacted by Administration regarding reasons for exit, as well as the student's future plans. The student is advised of any balances owed or refunds due.

HOUSING

The School does not have on-campus housing nor does it assist students in finding housing.

GRIEVANCE PROCEDURE

POLICY

It is the policy of the Dayton School of Medical Massage and its Branch Campuses to have a procedure and operational plan for handling complaints from students, faculty, and staff.

The purpose of this procedure is to provide a prompt and equitable process of resolving complaints by students, faculty, and staff.

INFORMAL COMPLAINT PROCEDURE– STUDENTS

Students with grievances should first meet with the instructor. If the complaint is not related to the educational program, the instructor advises the student to contact the appropriate School representative. The "student" is defined as an individual who is currently enrolled in an educational program at the Dayton School of Medical Massage or one of its Branch Campuses.

If, after meeting with the instructor or School representative, the student believes that the concern has not been satisfactorily resolved, the student should contact the School Director.

INFORMAL COMPLAINT PROCEDURE– FACULTY & STAFF

A faculty or staff member with a grievance should first meet with his/her supervisor. If the complaint is outside the responsibility of the supervisor, he/she advises the faculty or staff member to contact the appropriate School representative.

FORMAL COMPLAINT PROCEDURE– STUDENTS, FACULTY, & STAFF

From time to time, differences in interpretation of School policies may arise among students, faculty, or staff. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge individuals with complaints to communicate them to the appropriate supervisor immediately.

If, after following the above policy, the student, faculty or staff member still has concerns, he/she is directed to continue the complaint procedure:

Prepare a written statement of complaint, that is signed, dated, and includes a clear and concise statement of the facts, including pertinent dates.

Submit the written statement of complaint to the Director within ten (10) scheduled school days of the incident. The Director may require the complainant meet with School representatives to discuss the grievance. The Director reviews the written grievance and notifies the student, faculty, or staff member, in writing, of the decision within ten(10) scheduled school days of receiving the written complaint.

If the complaint has not been resolved by the School to the complainant's satisfaction, the complainant may contact:

State Board of Career Colleges and Schools
Executive Director
30 East Broad Street, Suite 2481 Columbus, OH43215
(614) 466-2752
(877) 275-4219 Toll Free

Accrediting Commission of Career Schools & Colleges
2101 Wilson Blvd, Suite 302
Arlington, VA 22201
(703) 247-4212
https://www.accsc.org/Student-Corner/
Complaints.aspx
State Medical Board of Ohio
30 East Broad Street, 3rd Floor Columbus, OH43215-6127
(614) 466-3934

If, after meeting with the supervisor or School representative, the faculty member or staff member believes the concern has not been satisfactorily resolved, he/she should contact the Director of Education & Compliance. If the Director of Education & Compliance is the supervisor, the Director should be contacted.

If, after meeting with the Director of Education & Compliance, the faculty or staff member believes the concern has not been satisfactorily resolved, he/she should contact the Director.

STUDENT COMPLAINT RECORDS & LOG

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at https://www.accsc.org/StudentCorner/Complaints.aspx.

PROBATION &TERMINATION/DISMISSAL POLICY

A student can be subject to probation or termination from the Dayton School of Medical Massage or its Branch Campuses. Below is not an all inclusive list (Refer to Code of Conduct, page 29):

- The student is unable to complete the coursework with a grade of 70% or higher in each course.
- The student is abusing alcohol or drugs.
- The student violates the Attendance Policy.

- The student accepts a fee or gratuity for giving a massage prior to graduation. Under Ohio Law, no provisions exist for temporary or provisional licensure while a request for licensure is being processed. The Ohio State Medical Board states, "The practice of massage prior to licensure constitutes a criminal offense."
- The student is convicted of a felony during the course of study.
- The student is involved in sexual harassment of students, faculty, or staff at the Dayton School of Medical Massage or its Branch Campuses.
- The student falsifies his/her admission records or any School records or other documentation provided to the Dayton School of Medical Massage or its Branch Campuses.
- The student is found cheating or plagiarizing.
- The student's attendance is inadequate for graduation within the maximum time frame allowed. Refer to Standards of Satisfactory Academic Progress, page 13.
- The student's classroom behavior is judged inappropriate according to the personal conduct policies of the School. Refer to Personal Conduct, page 29.
- The student's behavior is determined to be endangering to him/herself or others while on School premises.
- If the student is dismissed due to substantiated morals, ethical or other violations of School or State Law/Rules affecting the practice of massage, the School is obligated by Ohio State Law 4731-224B to forward this information to the State Medical Board of Ohio.

TERMINATION/DISMISSAL PROTOCOL

- Failure to complete coursework with a grade average of 70% or higher as stated in #1 of the Termination/Dismissal Policy on this page results in dismissal of a student. Physical, emotional, or verbal abuse and/or insubordination with a staff or faculty member are grounds for immediate dismissal. Verbal, physical, and/or emotional abuse with another student is grounds for immediate dismissal.
- If a student is being considered for dismissal for abusing alcohol and/or drugs, the student will be dismissed and advised to receive therapy. The School must receive a letter of recommendation for re-enrollment from the student's therapist prior to re-enrollment.

APPEAL RE-ADMISSION AFTER DISMISSAL

A student who wishes to appeal the decisions for dismissal may petition the Director in writing. The Director reviews the student's request and informs the student, in writing, of the decision.

FINANCIAL INFORMATION

TUITION & FEES

For specific information regarding a class's tuition and fee schedule, please refer to the corresponding addendum entitled, **"Class Information"**.

There will be additional fees for items that the massage therapy student will need to provide that are not paid to the school. Examples of additional tools & supplies (estimated $450) include: CPR class, one (1) professional massage, lotions, and sheets. There is also a separate fee for applying for the State of Ohio License ($150).

TERMS OF PAYMENT

Any student with a balance not covered by financial aid is expected to make payments to keep his/her account current. Student payments are due by the first of every month. Students not making payments as agreed to may be subject to removal from the program. For students in the final term/semester of the program, the balance must be satisfied in full prior to graduation.

Students may elect to pay according to a Term Payment Plan. Please refer to the addendum entitled, "Class Information".

REFUND POLICY

Termination Date: For refund computation purposes, this is the date that the School determines that the student is no longer attending. Any refund due the student is calculated based on the student's last day of attendance. Official termination date for non-starts is the day prior to the first day of school.

Rejected Students: Students are entitled to a refund of all monies paid.

Five-Day Cancellation: All monies are refunded if requested within five (5) days of signing the enrollment agreement.

A student who starts class and withdraws during the first full calendar week of the quarter or semester shall be obligated for twenty-five per cent of the tuition and refundable fees for that academic term.

A student who withdraws during the second full calendar week of the academic term shall be obligated for fifty per cent of the tuition and refundable fees for that academic term.

A student who withdraws during the third full calendar week of the period/academic term shall be obligated for seventy-five per cent of the tuition and refundable fees for that academic term.

A student who officially withdraws beginning with the fourth full calendar week of the academic term will not be entitled to a refund of any portion of the tuition or refundable fees. Any monies due the student shall be refunded within thirty (30) days from the date the student has officially withdrawn, or from the date that withdrawal was determined.

The withdrawal date is: 1) the date the student gives the School official notice of withdrawal, or, 2) if the student drops without officially withdrawing, the withdrawal date is determined to be within fourteen (14) days of the last day of academically- related activity, which may include projects, clinical experiences, or examination and actual classroom attendance.

If the program is canceled for any reason by the School, all monies will be refunded.

TITLE IV FEDERAL FINANCIAL AID PROGRAMS

Dayton School of Medical Massage and its Branch Campuses participate in many of the student financial aid programs offered by the U.S. Department of Education.

Most aid is awarded on the basis of need in the form of grants (awards that do not require repayment) and/or loans (borrowed funds to be repaid, with interest).

Eligibility to receive Title IV Federal Financial Aid is based on the information provided by the student on the Free Application for Federal Aid (FAFSA). The student must maintain Satisfactory Academic Progress (see page 13) in order to continue eligibility.

Students placed on academic probation may continue to receive financial aid if they were eligible during the term/semester in which they were initially put on probation. If a student is placed on probation the following term/semester, financial aid eligibility ceases.

Pell Grant Program

This federal program is available to all undergraduate students who meet and maintain strict requirements. Grants are gifts, and are not repaid.

Stafford Loan Program

There are two types of Stafford Loans. Subsidized Loans are need-based, and the federal government pays the interest while the student is still in school. Unsubsidized Loans are not need-based, so the student is responsible for the interest while in school. However, payment of accrued interest can be deferred until graduation. The lender adds the deferred interest to the principal, which becomes payable in six (6) monthly installments after graduation. Students choosing to apply for either kind of loan must complete a FAFSA. In all cases, repayment of the loans begins six (6) months after the borrower ceases to be at least a half-time student at an accredited institution.

Parent Plus Loan Program

This federal, low-interest loan is available to parents of dependent undergraduate students who are in attendance at least half-time. Creditworthiness is a consideration, but if the Parent Plus Loan is denied for credit reasons, the applicant student may apply for an Unsubsidized Stafford Loan. Repayment begins at the beginning of the second term/semester.

RETURN OF TITLE IV FUNDS 668.22

For each Title IV aid recipient who withdraws, the School must calculate the amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled. The School must return any portion of unearned Title IV funds for which the School is responsible. The school must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of determination. The School must also advise the student of the amount of unearned Title IV grant aid that he/she must return, if applicable. The student or parent must repay any unearned funds that the School did not return according to the normal terms of the loan.

If the student has completed more than 60% of the payment period, he/she is considered to have earned 100% of the Title IV grant and loan aid received for the payment period. In this case, no funds need to be returned to the Title IV aid programs.

However, if a student withdraws before completing more than 60% of the payment period or period of enrollment, the amount of any Title IV loan and grant aid the student received for the payment period or period of enrollment must be recalculated to reflect the portion of the payment that he/she completed prior to withdrawal. The unearned Title IV loan and grant aid for the percentage of the payment period not completed must be returned to the applicable Title IV aid programs.

Under the refund/repayment policy, the programs are reimbursed in the following order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Parent Plus Loan, Federal Pell Grant, and Federal Supplemental Educational Opportunity Grant.

VETERANS REFUND POLICY

In the event that veterans or their eligible persons sponsored as students under Chapters 30, 32, 35 of Title 38 and Chapter 1606 of Title 10 U.S. Code fail to enter the program, withdraw, or are discontinued there from at any time prior to completion, the amount charged for tuition, fees, and other charges shall not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of a non-accredited program bears to its total length. A registration fee $10 need not be refundable: any amount beyond that is subject to pro ration and refund (CFR 21.4254(c) (13). The pro rata portion may not vary more than 10 percent of the total costs for tuition, fees, and other charges.

A copy of this policy will be provided to all students receiving educational benefits from the VA.

SPECIAL PROVISION FOR STUDENTS RECEIVING VA BENEFITS

The following special provisions apply to students receiving Veterans Administration Educational Benefits:

Evaluation Points:

Attendance for students will be taken daily and evaluated every two (2) weeks by the Education Office.

Qualitative and quantitative standards for students will be evaluated every 30 days and at the end of each term by the Education Office.

Attendance Standards:

The first time a student has a percentage of attendance below 80% of the scheduled hours within an evaluation point they will be placed on VA Academic Warning for violation of the attendance policy.

A student on VA Academic Warning who has a percentage of attendance below 80% of the scheduled hours within an evaluation point will be placed on VA Academic Probation for violation of the attendance policy.

A student on VA Academic Probation who has a percentage of attendance below 80% of the scheduled hours within an evaluation point must be withdrawn from the program and reported to the VA as terminated.

Standards of Academic Progress:

A student receiving Veterans Administration Educational Benefits must maintain a minimum grade average of 70% for monthly grades earned.

A VA student whose monthly grade average falls below 70% at the end of any calendar month will be placed on VA Academic Warning.

A student on VA Academic Warning who earns below a 70% grade average for a calendar month of enrollment

will be placed on VA Academic Probation.

A student on VA Academic Probation who still does not meet a 70% grade average for that calendar month must be withdrawn from the program and reported to the VA as terminated.

If at any evaluation point a student fails to meet the attendance, qualitative or quantitative standards in this section they will be placed on written VA Academic Warning and notified by Student Services. If student who is on VA Academic Warning fails to meet the attendance, qualitative or quantitative standards in this section at an evaluation point will be placed on written VA Academic Probation and notified by Student Services, in an Academic Plan, of the steps needed to be removed from this status before the next evaluation point.

A student may appeal their VA Academic Probation by submitting a letter of explanation to Student Services along with any needed supporting documentation within 2 calendar days of their VA Academic Probation notification. This appeal will be reviewed by Student Services and in special circumstances a VA Academic Probation may be lowered to VA Academic Warning. Appeals for attendance standards will be limited to 5 per program. Appeals for qualitative and/or quantitative standards will be limited to 2 per program.Termination and Withdrawal: If at any evaluation point a student who is on VA Academic Probation for failure to meet the attendance, qualitative or quantitative standards in this section fails to complete their Academic Plan by the next evaluation point they must be withdrawn from the program for violation of the attendance and/or academic standard policy and reported to the VA as terminated.

Re-Enrollment: In the event a student who has been dropped from the program wishes to re-enroll, all policies and procedures concerning admission to the program set forth in this catalog apply with the following additional provisions:

The student will receive credit for credit hours successfully completed during their initial enrollment in the program.

Students will be charged tuition only for credits remaining to be completed upon re-enrollment.

Section 103

The School is compliant with the Veterans Benefits and Transitions Act of 2018. The School does not charge any penalty for students using the GI Bill when their payments from the VA are late up to 90 days from the start of the semester.

Veterans Benefits and Transition Act Compliance Statement

Any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits, who is enrolled during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility /statement of benefits for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following dates:

1) The date on which payment from VA is made to the institution.

2) 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

The School will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or require that this covered individual borrow additional funds, due to the delayed disbursement funding from VA under chapter 31 or 33.

HEALTH& SAFETY

Dayton School of Medical Massage and its Branch Campuses make every effort to provide a secure and safe learning experience. Classrooms, labs, and clinics comply with all requirements of federal, state, and local safety codes. A Crime & Safety Plan is in effect at each campus. Students should seek assistance from a faculty or staff member to report a hazard or accident. All students and others are directed to immediately notify a School employee of any crimes that are witnessed, or of which the student has been made aware.

Statistics regarding crimes on campus may be obtained through the Director.

Students must take responsibility for their own safety and security. Consideration of the security and safety of others is also expected. The School is not responsible for personal belongings that are lost, stolen, or damaged on campus or during an off-campus activity. Students must notify a School faculty or staff member of an injury or illness either experienced or witnessed. In addition, students are to advise a faculty or staff member if they have seen or are aware of any compromises in security matters.

In case of an emergency, students are directed to immediately notify a School faculty or staff member. All employees have been instructed in how to obtain the services of the appropriate professional help in the most expedient manner.

ALCOHOL & DRUG POLICY

No alcoholic beverages or illegal drugs are permitted inside the School, the School parking lot or on School grounds. Students known to be abusing alcohol or drugs or coming to class with their functioning impaired by alcohol or drug usage are expelled from the School according to the Termination/ Dismissal Protocol on page 19. These students may re-enroll after treatment for their problem as well as a letter of recommendation for their re-enrollment from the treatment counselor. A second violation of this policy will result in expulsion, with no re- enrollment possible. Dayton School of Medical Massage and its Branch Campuses support the “Drug Free Schools and Communities Act” of the U.S. Congress. On request, the School provides students with information on the facts of substance abuse. Information may include facts about drug awareness programs, penalties for violations, and references to local resources. Information is available from the Director of Education & Compliance.

SEXUAL HARASSMENT POLICY

Dayton School of Medical Massage and its Branch Campuses are committed to providing an environment that is free from sexual harassment and from the fear that it may occur.

Sexual harassment in this organization is not allowed and is against State and Federal Law; it constitutes any unwelcome sexual approach that may intimidate an individual or create a hostile environment.

Any complaint of sexual harassment is taken seriously, and is investigated promptly and fairly. Appropriate action is taken as warranted. Corrective action may involve probation or termination, depending upon the seriousness of the offense. All complaints of sexual harassment are to be taken immediately to the Director of the School. Refer to the Annual Security Report for additional information on sexual harassment from the Director of Education & Compliance.

CRIME AWARENESS & CAMPUS SECURITY

Upon request, the School makes available to all current and prospective students, as well as faculty and staff members, the School policies and procedures for maintaining campus security. This provides the student with details of measures for preventing crime, instructions for reporting crimes or suspected crimes, and a record of crimes that have occurred on campus. The Annual Security Report is posted on the school's website and can see the Director of Education & Compliance for an additional copy.

INFECTIOUS CONDITION POLICY

The School advises anyone with an infectious condition to consult with the School Director and a physician for the purpose of clarifying the personal risk(s) and risk to the School community prior to coming to campus.

PERSONAL HYGIENE STANDARDS

Students are expected to take care, both in the classroom and when working with patients/clients, to maintain the highest standards of personal hygiene, including but not limited to: clean hair and body, short fingernails, clean and appropriate clothing, and avoidance of offensive odors and perfumes. Beyond these considerations, judgment of what is proper classroom demeanor rests with the instructor and the Director.

SCHOOL CLOSURE STATEMENT

In case of inclement weather, School closure information is sent via text message from the STARS 911 system.

HOURS OF OPERATION

The Administrative Offices are open from 9:00 a.m. to 5:00 p.m. Monday through Friday. Student services also have scheduled evening hours to meet with evening students on Tuesdays until 7pm, and by appointment.

OBSERVED HOLIDAYS

January: New Year's Day
April: Easter Sunday
May: Memorial Day
July: Independence Day
September: Labor Day
November: Thanksgiving Day
Day after Thanksgiving (clinic remains open)
December: Christmas Eve (clinic remains open)
Christmas Day

STUDENT RECORDS ACCESS

Students are guaranteed access to their academic records upon request. Upon written request to the School, and in the presence of a member of the administration, a student may view his/her records. The student must give written consent before any information may be released to a third party. A $5.00 fee is charged for each additional transcript.

NATIONAL CERTIFICATION BOARD FOR THERAPEUTIC MASSAGE & BODYWORK EXAM

Massage Therapy Graduates are encouraged to take the National Certification Exam. In order to become Nationally Certified, the student must:

Board Certification Requirements

If you are practicing in a license state:

- Verification of current massage therapy state license
- Passing score on the Board Certification Exam
- Pass a criminal background check
- Agree to uphold NCBTMB's Standards of Practice and Code of Ethics

If you are practicing in a state without state licensure:

- Graduation from a NCBTMB Assigned School*
- Passing score on the Board Certification Exam
- Pass a criminal background check
- Agree to uphold NCBTMB's Standards of Practice and Code of Ethics

CATALOG ADDENDUM

Refer to the addendum, "Class Information" for a list of Administration and Faculty, Payment Plans, Program Scheduled Days and Hours, and Holiday/Vacation Calendars.

CONDUCT

Personal Conduct

The State Board of Career Colleges and Schools licenses the Dayton School of Medical Massage and its Branch Campuses. As such, a high level of maturity in the classroom is expected of each student in the academic pursuit of his/ her professional goals to become a Medical Massage Therapist.

Each student is expected to demonstrate:

- A desire to learn and develop his/her professional skills, demonstrated by being prepared for each individual class, having consistent attendance in class, and showing classroom participation that contributes to personal and professional growth of themselves as well as the other students. Disruptive behavior that impedes the staff or students from utilizing class time constructively is not tolerated.
- A courteous, respectful, and non-judgmental attitude toward staff and other students.
- An ability to contribute and participate in creating a supportive environment for staff and students.
- A willingness to receive constructive feedback.
- The desire to take responsibility for their own values, attitudes, interpersonal relationships, and academic performance.
- Students are expected to show reasonable care for the facility. A student damaging the facility or equipment due to negligence will be financially responsible for repairs.

Code of Conduct

The Conduct Guidelines are designed to protect the interests of the School, its students, clinics, clients, faculty, and staff. All students at the School are expected to conduct themselves in a professional manner suitable to the employment fields they intend to enter. Students must act in a manner that is non-disruptive and is conducive to their learning and the learning of others.

The School reserves the right to suspend or dismiss any student whose conduct, in the opinion of the Administration, is disruptive or in any way interferes with the learning process of other students. The School further reserves the right to terminate the enrollment of any student not abiding by the policies and regulations in this Catalog or as set forth in writing by the School. Since there are a wide variety of unpredictable or individual situations, the following is a list of examples of unacceptable conduct. This list is not meant to be all-inclusive:

- Insubordination.
- Failure to notify the School when absent from either clinical or theory.
- Willful abuse of the clinical site's building, equipment or other property.
- Smoking in unauthorized areas.
- Excessive absenteeism or tardiness.
- Absence without proper notification or adequate explanation.
- Leaving assigned workstation or classroom without permission.
- Violation of the clinical safety rules.
- Engaging in horseplay.
- Failure to report an accident involving a client, visitor, student, or self.
- Theft, regardless of value.
- Dishonesty in dealing with the School or clinic.
- Reporting to the School under the influence of alcohol.
- Possessing or using alcohol while at the School or clinical site.

- Use, sale, solicitation, unauthorized possession of, or being under the influence of intoxicating substances or illegal drugs, including narcotics, and/or controlled substances on School premises.
- Falsification of information on the Application for Admission or other records.
- Discourteous treatment or abusiveness toward fellow students, clients, visitors, or guests on School premises.
- Physical violence or threats toward any students, clients, visitors, or guests of the School or clinic.
- Unauthorized possession of firearms, explosives, knives or other lethal weapons on School or clinical site property.
- Indecent conduct on School premises.
- Conviction of any crime which renders a student unsuitable for employment.
- Gambling on School property.
- Violation of the no-solicitation rule.
- Failure to conform to dress and appearance standards.
- Removal of School or clinical/externship site's equipment for personal use without authorization.
- Violation of the School's sexual harassment policy.
- Sexual advances, repeated innuendoes, or sexual activity on School premises or any massage therapy setting regardless of location.
- Refusal to cooperate in an investigation of suspected wrongdoing when cooperation is requested and the request is reasonable.
- Misusing the availability of, or the access to confidential information.
- Cheating on any given examination.
- Disruptive, boisterous, vulgar, or obscene behavior or any behavior inconsistent with the Code of Conduct Policies of the School.
- Violation of School's safety regulations.
- Violation of draping standards or violation of appropriate touch taught in class.

The following are some examples of actions which constitute cause for immediate termination of enrollment:

- Endangering life, safety, or health of others.
- Deliberate damage to client, other students', School or clinical materials and/or property.
- Falsifying, altering, removing, destroying, or the unauthorized disclosure of confidential records or information pertaining to a client or clinical site.
- Falsifying personal or clinical records.
- Unauthorized possession of School property.
- Failure to maintain satisfactory academic progress as outlined in the Standards of Satisfactory Academic Progress.
- Unauthorized possession, use, or being under the influence of liquor, narcotics, hypnotics, hallucinogens, or other chemical agents while on School premises.
- Unauthorized possession of any firearms or weapons (pistol, revolver, knife, shotgun, ammunition, explosives, incendiary devices, etc.) on School premises, including the parking areas.
- Conviction of a criminal offense committed on School property.
- Willful or repeated violation of School or clinical site's policies and procedures.
- Willful disregard of the School's welfare; interference with operations or relationships with patients or associates.
- Unauthorized disposition of School or clinical site's assets or equipment.
- Failure to comply with the Attendance Policy.
- Sexual harassment.

- Fighting or use of foul language.
- Violation of any conditions as set forth in the student's current Enrollment Agreement.
- Failure to meet all financial obligations.

Use of Camera, Video, & Social Networking

Due to privacy laws, students are prohibited from taking pictures or recording video while in class, the clinic or anywhere on school premises. (This includes cameras, smart phones, tablets, computers, or any other recording devices.) The students are also prohibited from posting or sending any images, videos or making any disparaging, inflammatory, vulgar or threatening comments about any students, faculty, or the school on via any electronic means including texts, email blogs, and social networking sites.

Cell Phone Usage

The use of cellular phones is only permitted during break times or when the instructor has given permission to do so. Phones, pagers, beepers, or other similar electronic devices should be kept off or on silent during class. Phones should not be out for any reason during exams, quizzes, etc. You must step out of the room to address an emergency call.

Property

Dayton School of Medical Massage and its Branch Campuses are not liable for any stolen or lost property. The school uses video surveillance, but property should still not be left unattended. Please secure all items.

Disciplinary Action & Dismissal for Misconduct

It is the policy of the Dayton School of Medical Massage and its Branch Campuses to engage all of its representatives in the process of monitoring student conduct. This combined effort is designed to provide continuous, consistent, and supportive services that are intended to inform and guide the student in all aspects of their educational experience.

Through well-established professional standards of conduct for its representatives, the School holds equally high expectations of its students. The Conduct Policies are uniformly administered based on the degree of seriousness and nature of the misconduct.
In all cases, the Director participates in the review and decision-making process of all incidents of unacceptable conduct, and takes the appropriate action. Based on the severity of the misconduct, the student may not receive a written warning.

If a written warning is given and the student's behavior is not corrected (misconduct is repeated), the student's enrollment is terminated.

RULES & REGULATIONS

This list of rules and regulations is not all-inclusive and the School reserves the right to institute the appropriate disciplinary action up to and including the termination of enrollment based on any unacceptable student action or conduct. Severe acts of misconduct and/or the disruption of teaching and learning environments will normally result in the immediate termination of enrollment.

Behavior(s) which can cause adverse disciplinary action up to and including the termination of a student's enrollment include but are not limited to the following:

- Failure to perform duties and assignments as directed by an instructor, School Director, administrator or designate.
- Unauthorized, unscheduled, or patterned lateness for class, returning to class or clinic.

- Failure to call the School when absent or to provide acceptable documentation to explain an absence from class.
- Failure to maintain "satisfactory attendance", or having unscheduled absence from class without notification.
- Violation of safety, product use or security standards, and procedures.
- Use of chewing gum/candy in the School.
- Presence in an unauthorized area.
- Disruptive behavior which causes or may cause discord in the classroom or clinic. The use of any language or form of communication other than Standard English in the classroom or clinic is considered to be disruptive, and therefore is not permitted.

- In addition to no food or drinks in the classroom, there is to be no vaporizing devices for smoking or tobacco products inside of classrooms or in campus buildings. This includes, but is not limited to E-cig's, E-cigarettes, personal vaporizers (PV), E-liquids, or electronic nicotine delivery systems (ENDS).
- Eating or drinking in a classroom or clinic. Only water is allowed in spill-proof containers.

- Unauthorized use of School mail, property, products, equipment, or materials.
- Discourteous, rude, or unprofessional behavior exhibited towards fellow students, instructors, staff members, clinic clients or visitors.
- Cheating, stealing, disruptive behavior, or willful destruction of School property.
- Use, possession, or distribution of alcohol or illegal substances on or around School property.
- Possession, consumption, manufacture, distribution, or being under the influence of drugs and/or alcohol.
- Having and/or using unauthorized massage therapy tools, equipment, or products in the School.
- The use or possession in the School of any item which is or resembles a weapon, firearm, or explosive, or could be used to cause injury.
- Unnecessary conversation, creating noise, causing discord, using abusive language, or using racial, sexual, ethnic, or religious slurs.
- Entering the School with a contagious or infectious disease as defined by a Physician.
- Having and/or using cellular phones, beepers, pagers, or similar electronic devices on during restricted hours on School property.
- Providing false information to the School or School Officials, either verbally or on an application or other documents related to any aspect of the School or financial assistance.
- Entering or providing false or forged information for another student regarding class attendance.
- Sleeping during class or clinic time.
- Insubordination: direct or indirect refusal to comply with an instructor, Director, or administrative staff's instructions or directives.
- Gross negligence, abuse, or endangering the health or welfare of any faculty or staff member, student, clinic client, visitor, or other including the use of threats, intimidation, coercion, abusive language, or inappropriate physical behavior.
- Failure to maintain the confidentiality of a student or clinic client's records or personal information as well as the unauthorized disclosure, use or removal of the School's records or property. This includes the possession, reading, copying, or disclosure of School records and documents.
- Parking in areas where parking is prohibited, or restricted by the local authorities and other businesses surrounding the School.
- Parking in areas designated for the handicapped, or in specially-reserved parking areas.
- Discrimination.
- Sexual harassment.
- Engaging in personal work or activities during class or clinicals.
- Any unlawful act or immoral conduct on School property including any act or conduct which is detrimental to the teaching and learning activities of the School or the School's operations. This could include against another student, staff, faculty, community, or school.

- Conducting raffles, pools or other games of chance on School property, without explicit approval of the School Director.
- Unauthorized solicitation, selling, or the distribution of literature on School property.

DISCLAIMER OF EMPLOYMENT GUARANTEE

While the School offers Placement Assistance, the School cannot, in any way; guarantee employment after the student has successfully completed the program of study.

Students must keep the School informed of any changes in their contact information; e.g., address, telephone numbers, employment availability, etc.

DISCLAIMER OF PASSAGE OF MBLEx OR OBTAINING THE STATE OF OHIO MEDICAL BOARD MASSAGE THERAPY LICENSURE

The Dayton School of Medical Massage and its Branch Campuses are dedicated to training students to sit for the Massage & Bodywork Licensing Exam (MBLEx), but are not liable for those students who fail to pass the exam (MBLEx) or obtain licensure.

ACCREDITATION STATUS

The Dayton School of Medical Massage and its Branch Campuses are accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

REASONS & MAXIMUM PERIOD FOR POSSIBLE DELAY OF SCHEDULED STARTING DATE

The School reserves the right to cancel a class start date due to insufficient enrollment. If this occurs, the student may request a full refund of all monies paid or apply all monies paid to the next scheduled class start date.

PROGRAM CHANGE

The School reserves the right to change or modify the program contents, equipment, staff, or materials as it deems necessary. Such changes may be necessary to keep pace with technological advances and to improve teaching methods or procedures. In no event will any such changes diminish the competency or content of any program, or result in additional charges to the student.

CATALOG CHANGES

The School reserves the right to change or modify the content of this Catalog at any time. Students are informed of any changes through Catalog Addenda. Addenda are to be considered part of this Catalog, and are in effect as if they were included in the current Catalog publication.

PROGRAM DESCRIPTION

The Massage Therapy program includes the study of anatomy and physiology, including the heart, system of arteries and veins, and lymphatic system. Massage courses incorporate the principles of anatomy and physiology, and include hygiene, ethics, physiological and psychological effects of the art, body movement in relation to body mechanics, expansion of mind/body relationship, business building, and personal and professional development.

The program provides a thorough and broad-based entry- level education, with additional emphasis on medical theory and technique for those who choose to seek an entry- level massage position within a medical context, or other massage therapy environments.

There are three levels of the program, which include: Level I Anatomy and Physiology, Level II Massage, and Level III Clinical Practicum. The Course Descriptions on pages 37-38 include the contents and total hours.

Upon successful completion of the program, a graduate of the Massage Therapy program receives a Diploma.

PROGRAM OBJECTIVES

- To teach the benefits and contraindications of massage therapy.
- To teach students the psychological effects of massage.
- To prepare students for entry-level positions as professional massage therapists through a well- balanced program integrating theory, technique, anatomy and physiology, practical experience, and personal and professional development.
- Development of professional confidence and competence through the student clinic, with a focus on professional standards and ethics, client assessment, practical application techniques and self-care.
- Exploration of personal and career goals and development of professional skills to successfully manage a private practice.

COURSE SEQUENCE

ANATOMY & PHYSIOLOGY
Includes 50 Hours of Pathology
Semester 1: 5.5 Semester Credit Hours AP100
Semester 2: 5.5 Semester Credit Hours AP101
Semester 3: 5.5 Semester Credit Hours AP102

MASSAGE THEORY & PRACTICUM
Includes 25 Hours of Business Law and 25 Hours of Ethics
Semester 1: 5.5 Semester Credit Hours MAS100
Semester 2: 5.5 Semester Credit Hours MAS101
Semester 3: 5.5 Semester Credit Hours MAS102

CLINICAL PRACTICUM
Semester 1: 1 Credit Hour CLN100
Semester 2: 1 Credit Hour CLN101
Semester 3: 1 Credit Hour CLN102

ADDITIONAL CURRICULUM REQUIREMENTS

CPR Certification (4 Hours)
Receiving One (1) Massage from Licensed Massage Therapists (2 Hours)
Complete a massage on an LMT (2 hours)
Take the MBLEx (4 hours)

PROGRAM LENGTH

Students enrolled in day classes complete the program in approximately 45 weeks, while students enrolled in evening classes complete the program in approximately 58 weeks.

METHOD OF DELIVERY
The program is offered 100% on-ground.

COURSE DESCRIPTIONS

Classes that award Credit Hours are listed as:

The number of Credit Hours awarded per Semester (didactic clock hours, supervised lab clock hours, outside work clock hours)

AP 100 ANATOMY & PHYSIOLOGY I-
Including 15 Hours of Pathology 391.5 Clock Hours
5.5 Credit Hours (130.5, 0, 32.63)

This course provides a thorough study of anatomy and physiology, and provides a solid foundation of the health science knowledge needed to practice massage therapy.

- Applying A&P to Manual Therapies & Organization of the Body Terminology, & Word Parts
- Anatomic Position, Planes, Location and Movement terms, Body Regions, & Cavities
- Function of the Skeletal System & Skeleton
- Muscle Architecture & Names
- Chemistry & Cells

This course includes the study of the body terminology, body regions, skeletal system, muscle architecture, and chemistry an cells. This course also includes pathologies related to these systems.

AP 101 ANATOMY & PHYSIOLOGY II–
Including 15 Hours of Pathology 391.5 Clock Hours
5.5 Credit Hours (130.5, 0, 32.63)

Prerequisite Anatomy & Physiology I

This course provides a thorough study of anatomy and physiology, and provides a solid foundation of the health science knowledge needed to practice massage therapy.

- Introduction to Integumentary System
- Introduction to Nervous System (Functional Organization, Cells, & Tissues)
- Nerves (Cranial & Spinal) Plexuses & their Major Branches
- Peripheral Nervous System: Sensory Structures and Functions
- Central Nervous System: Meninges, Cerebrospinal Fluid, & Spinal Cord
- Autonomic Nervous System, Pain, Memory, & Aging
- Introduction to Endocrine System

This course includes the study of integumentary system and function, the nervous system and function, the nervous system, and an introduction to the endocrine system. This course also includes pathologies related to these systems.

AP 102 ANATOMY & PHYSIOLOGY III–
Including 20 Hours of Pathology 391.5 Clock Hours
5.5 Credit Hours (130.5, 0, 32.63)

Prerequisite Anatomy & Physiology II

This course provides a thorough study of anatomy and physiology, and provides a solid foundation of the health science knowledge needed to practice massage therapy.

- Introduction to Cardiovascular System & Blood
- Introduction to Lymphatic System, Lymphatic System & Immunity
- Respiratory System
- Introduction to Digestive System Metabolism & Basic Nutrition
- Urinary & Reproductive Systems

This course includes the study of the cardiovascular system, lymphatic system, respiratory system, digestive system, urinary system, and reproductive system. This course also includes pathologies related to these systems.

MAS 100 MASSAGE THEORY & PRACTICUM I–
391.5 Clock Hours– Including Hygiene
5.5 Credit Hours (130.5, 0, 32.63)

This course examines the techniques, uses, limitations, and psychological effects of massage on the function of the body and each of its individual systems. Other subject matter includes:

- History of massage, introduction to massage and massage terminology.
- Body Mechanics, Draping &Positioning
- Equipment, Products, & Environment
- Classification of Massage Movements
- Personal Hygiene & Health Habits
- Infection Control & Safety Practices

This course provides an introduction of massage therapy, terminology, and history of massage. The course also includes the study of body mechanics, draping, and positioning. Students also learn about personal hygiene and health habits, and infection control and safety practices.

MAS 101 MASSAGE THEORY & PRACTICUM II–
391.5 Clock Hours
5.5 Credit Hours (130.5, 0, 32.63)

Prerequisite Massage Theory & Practicum I

This course examines the techniques, uses, limitations, and psychological effects of massage on the function of the body and each of its individual systems. Other subject matter includes:

- Muscle identification and palpation of the major muscles of the body
- Massage of the arm, hand, neck, and face.
- The ability of massage to aid the body in its recovery from illness or injury.
- Anatomy of the arm, hand, face and neck and the treatment of common disorders of these areas.
- The study of massage of the foot, ankle, legs, hips and abdomen, applied anatomy of the foot, leg, ankle, hip and abdomen, and treatment of common disorders of these areas.
- The study of the basic therapeutic approaches of massage therapy.

This course includes the study of muscle identification, massage of the arm, hand, neck and face, massage of the the foot, ankle, legs, hips and abdomen, applied anatomy of the foot, leg, ankle, hip and abdomen, and treatment of common disorders of these areas.

This course also includes the study of the basic therapeutic approaches of massage therapy

MAS 102 MASSAGE THEORY & PRACTICUM III–
391.5 Clock Hours
5.5 Credit Hours (130.5, 0, 32.63)

Prerequisite Massage Theory & Practicum II

This course examines the techniques, uses, limitations, and psychological effects of massage on the function of the body and each of its individual systems. Other subject matter includes:

- Clinical massage techniques
- The ability of massage to aid the body in its recovery from illness or injury
- Pathology and the treatment of common disorders of those areas
- The study of massage of various areas of the body; applied anatomy and treatment of common disorders of those areas
- The study of the basic therapeutic approaches of massage therapy

This course also provides for a review for the Massage & Bodywork Licensing Exam (MBLEx).

Also included are 17.5 classroom hours of additional requirements (three (3) massages given to instructors to demonstrate competence, and discussion of various modalities; also includes MBLEx Review).

BUS 100 BUSINESS LAW-
Included in MAS 100, MAS100, MAS101, MAS102

This course examines the business principles associated with the massage industry. Subject matter includes:

- Attitudes about money: accepting money, communication skills regarding money, payment standards.
- Fee structure of massage therapy businesses: spas, chiropractic, independent contractors.
- Approaches to marketing: how to advertise effectively, the media and how to use them, forming an effective commercial.
- Tax Laws of Ohio: corporation types, state and federal tax laws, tips, basic balance sheets.
- Insurance issues: information on malpractice insurance, legal issues, attorney compensation, legal insurance.

ETH 100 ETHICS-
Included in MAS 100, MAS100, MAS101, MAS102

- Ethical principles, codes of ethics, self-accountability, key ethical terminology.
- Boundaries: establish, maintain, and change boundaries; types of boundaries, and how boundaries develop.
- Dynamics of effective communication: learning styles, reflective listening, body language awareness, and assertiveness sequences.
- Sex touch and intimacy: touch, sexual touch therapy, sexual misconduct, desexualizing the touch experience.
- Ethical practice and management: scope of practice, professionalism, working with minors, dismissing a client, spa and salon issues.
- Supervision: how to find a supervisor, peer supervision, the role of clinical supervision, elements of helpful supervision.

CLN 100 CLINICAL PRACTICUM- 105 Clock Hours
CLN100, CLN101, CLN102- 3 Total Credit Hours 1 Credit Hour (0, 35, 8.75)

This course provides students with the development of skills in the professional student clinic. Students are required to complete thirty (30) hours of office/administrative duties in the clinic, and seventy-five (75) relaxation massages to clients from the general public. Students must sign the Student Clinic Agreement, delineating the student's responsibilities and requirements for completing the program.

ADDITIONAL CURRICULUM REQUIREMENTS

CPR Certification (4 Hours)
Receiving One (1) Massages from Licensed Massage Therapists (2 Hours)
Giving a massage to an LMT (2 Hours)
Taking the MBLEx (4 Hours)

PROGRAM LENGTH- CREDIT HOURS

Students enrolled in day classes complete the program in approximately 45 weeks, while students enrolled in evening classes complete the program in approximately 58 weeks.

NOTES