

A photograph of a person lying on their back, receiving a massage. Two hands are visible, pressing into the person's back. The person's head is resting on a stack of white towels. The background is a solid brown color.

STUDENT HANDBOOK

MYOTHERAPY

College of Utah

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Our Commitment to You

Welcome to *Myotherapy College of Utah*. We are very pleased to have you in our classes. We feel we have the finest curriculum in therapeutic bodywork available and it is our desire to share all that we can with you during your education.

It is our hope that you will enjoy every minute of your experience here at the school. We realize, of course, that you will face many challenges in the coming weeks and the work will not be easy. Remember that anything worthwhile takes a great deal of effort. And, most certainly, your investment in your training for the future is worth every effort you put into it.

We realize that each student comes to us with different abilities and desires. In order to gain the most from your program, you must apply yourself. You must do the work assigned. Often we have students who fall into the old “high school” patterns of letting things slide by. Here at Myotherapy College of Utah we want you to understand that your success depends upon you. Myotherapy College, the staff and the faculty are all here to help guide you through the program.

In order to make your journey to becoming a massage therapist as enjoyable as possible, we have set up the policies and procedures in this handbook. It is our goal to make certain that each student allows all other students the opportunity to enjoy their school experiences.

We recognize that because of the pressure of everyday living and trying to keep up in school, there can be times of anxiety. When that happens, please take the time to make an appointment with the Education Director, or make an appointment for a personal interview with your instructor or any of our administrative personnel. They are all willing to help you through the difficult times.

Please use the facilities available to you for what they are intended. The classroom space is for study and learning. The break room is for relaxation and fellowship with other students. The Student Clinic is for the excitement of working on others and seeing them enjoy your newfound professionalism. All of our staff members are professionals, with a desire to help you find your way into this exciting profession.

Help us make your time here at *Myotherapy College of Utah* an eventful and enjoyable experience.

PURPOSE

We feel that each student has made a large investment in their future career when they entrust their education to Myotherapy College of Utah. To gain the most benefit from the programs, each student will be expected to become aware of the following policies and procedures.

GENERAL POLICIES

Calendar and Schedules

A calendar will be included in our Catalog. All other upcoming events will be posted on the bulletin board across from Room #3.

Student Records

All student records are kept on file by the school's administrative office. Any student wishing to review their school records must submit a written request. All such requests are directed to the School's Education Department. All graduates are given a copy of their transcript after graduation under conditions outlined under the heading Graduation. Any graduate wishing another copy of his or her transcript must notify the school in writing with signature. There is a \$5 charge per copy for transcripts.

Personal Behavior

Each student at Myotherapy College of Utah has sacrificed time and money to be here. It is their right to receive training in an environment free of foul language, derogatory remarks, and other negative influences. For more details on this subject see the "Student Conduct" section located in this Student Handbook.

Non-Students in Class

Classes are for registered students only. Anyone not registered for a class is not allowed in attendance, except by invitation for specific demonstration purposes. This policy includes children of all ages. Please make arrangements for your children to be cared for away from school.

Smoking, Alcohol, and Drugs

There will be no smoking in the school facility. Utah Law prohibits smoking within 25 feet of the entrance to the building. Students are prohibited from the unlawful manufacture, distribution, possession or use of illicit drugs or alcohol. This applies while on school property or during any participation in off campus school activities. Students who do not obey this policy will be subject to disciplinary action. This disciplinary action could include expulsion from school.

Classroom Dress Standards

Students must be clean and neatly groomed, dressed in a professional manner. Shoes must always be worn in class and other areas of the school. The only exception is at appropriate times for Tai Chi and bodywork classes.

Personal Hygiene

Due to the nature and intimacy of bodywork, your classmates will appreciate any effort you make to ensure personal cleanliness. Please practice the basic tenants of good personal hygiene.

Personal Belongings and Valuables

The school is not responsible for personal belongings and valuables brought into the school. The following rules will help each student with personal belongings that are necessary on campus:

1. Each student is encouraged to use the Myotherapy Tote Bag.
2. All personal belongings are to be kept in your bag. For identification purposes, please mark your name (in indelible ink) on your bag and inside all textbooks. The school is not responsible for these items after purchase. Keep your bag with you at all times. When working in the Student Clinic, your bag should be placed under the table on which you are working. During class, your bag can be under your chair or under the table on which you are working. **For the safety of your personal belongings, it is recommended that you do not leave your bag unattended at any time.**
3. Valuables such as expensive watches, rings and other jewelry should be left at home as there is risk of loss of these items in a busy school. These items, if worn, must be removed during bodywork.

CAMPUS SECURITY POLICIES/PROCEDURES

I. PURPOSE

The purpose of this policy is to meet the requirements of the Campus Security Act (final regulations published in April 1994); and to notify students that Myotherapy College of Utah is committed to the health and safety of its students; and to provide a campus that is free from crime or the fear of crime.

II. POLICY STATEMENTS

- A. Annual Reports. By October 1st of each year, the annual Campus Security Report will be distributed to all students and employees. Such distribution will be by campus mail or student mail folders.
- B. Prospective Students and Employees. The report will also be available to prospective students and employees. Those persons will be informed of the report's availability and have the opportunity to be given a summary of its contents.
- C. Students Encouraged to Report all Criminal Activity. Students are encouraged to report all criminal activity they observe. The Campus Security Act provides for confidentiality arrangements from public disclosure for reports to campus administration. The College is committed to providing a learning environment which ensures the safety and encourages the personal health and productivity of its students and employees. Correspondingly, the College recognizes crimes against any student or employee or their property (i.e., murder, m non-negligent manslaughter, negligent manslaughter, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, hate crimes, violation of liquor laws, drug abuse and weapons possession at school) to be a threat to the safety, health, and job performance of all students and employees. It is, therefore, the policy of the College that the following activities are strictly prohibited during school hours, on school property, at school-sponsored activities, and when performing school business, regardless of the time or location.

- D. Illegal Substance. Any activity involving the use of an illegal substance, on campus or at school activities, or when performing school business, regardless of time or location, will be grounds for dismissal from the school. Law enforcement authorities must be notified and evidence preserved and given to them.
1. Possession, manufacturing, or distribution (purchasing, giving away, or otherwise dispensing), or any illegal substance while in school or on the job, will also be grounds for dismissal from the school. Law enforcement officials must be notified. Any convictions by a law enforcement agency for illegal drug activity is cause for dismissal from the school.
 2. Any student or employee found or suspected to be under the influence of drugs is subject to disciplinary action by the school. Law enforcement officials are to be notified.
- E. Alcohol. The use of alcohol by students or employees, legal or illegal possession or consumption, on school property, at school functions or business, regardless of time, place or location, will subject student/employee to disciplinary action. Under age possession will be reported to law enforcement officials.
- F. Abuse of a legal substance, including alcohol, prescription, and over-the-counter drugs. Prohibited activities involving legal substances may include use, possession, distribution, consumption or being under the influence of alcohol, drugs, or other substances that are legally obtainable, but are being used in a manner, or for a purpose other than that for which it was intended or prescribed is also cause for disciplinary action, including dismissal from school.
1. Notification. If a student or an employee is found to be under the influence of any substance mentioned above on campus, a student, or an employee should notify the Campus Security Officer and government enforcement officials.
- NOTE:** Use of a prescription drug that has been prescribed by a student's or an employee's physician is permissible during work hours, but may require certification by the physician as to the ability of the student or the employee to perform his/her job in a safe manner. The student or employee should notify the instructor or the Campus Security Officer if use of a properly prescribed drug will affect work performance. No student or employee will be disciplined for the authorized and necessary use of a prescription drug. Abuse of a prescription drug, and unauthorized use without a prescription from a licensed physician are prohibited.
- G. School Teachers or Supervisors. Use of the school's property, or one's position in the school to facilitate any illegal or prohibited drug activity, as defined in this policy, will be cause for dismissal from the College. Such persons shall be referred to proper law enforcement authorities.
- H. Violations: Criminal and Administrative Action Allowable. All forms of criminal activity involving sexual offenses, assault or other forms of violence to person or

property, burglary, robbery, murder, weapons possession, motor vehicle theft, etc. by a student or by an employee shall be referred to law enforcement authorities, as well as being subject to disciplinary action and dismissal at the school.

- I. Sex Offenses. If a sex offense has occurred, whether on campus or off campus, students are encouraged to report the incident to the local police department. You can also contact a member of the College Administrative Staff. The College can provide assistance in contacting local authorities, campus safety and/or counselors. Due to the nature of the offense and evidence needed for criminal prosecution, it is important that students seek immediate assistance. The local law enforcement agency will know how to preserve evidence for the proof of a criminal offense. The College will provide assistance, after an alleged sexual offense, for students who would like to change an academic situation when feasible.

In the event that on-campus disciplinary action is required, both the accused and the accuser will be accorded student rights. Both individuals have the right to have an advocate present during the hearing and have access to information directly related to their case.

Anyone wanting to access the Sex Offender Registry can go to:

www.corrections.utah.gov

III. CONVICTION OF A CRIME

Any student or employee who violates this policy is subject to disciplinary action, which may include termination from either school or employment. If convicted of any serious felony crime, termination or dismissal will be enforced. Prosecution for criminal activity by law enforcement officials does not preclude a simultaneous disciplinary or dismissal action by the school.

IV. PROCEDURES FOR REPORTING VIOLATIONS

- A. A student who is a victim of, or a witness to, a crime as described above, shall immediately report the crime to the proper law enforcement authorities, Campus Security Officer, or other appropriate school authority as necessary. The Campus Security Officer will act according to the procedure under V.A.4 below.
- B. Campus Security Officer. If the College Security Officer is the victim of, or a witness to, a crime as described above, she/he will act according to the procedure under V.A.4 below.
- C. College Cooperation. Employees and students must fully cooperate with local government enforcement officials in the reporting and the gathering of evidence and witnesses concerning the reported crime.

V. CAMPUS SECURITY PERSONNEL

A. Campus Security Officer is Raymond Henderson, who is also the Director of the College. Office hours of Mr. Henderson are 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m.

1. Office: 336 W. Bugatti Drive SLC, in Administration
Phone #: 801-484-7624
2. Alternative Contact: If the Campus Security Officer is not available, the crime must be reported to Roger Olbrot, Director of Education or Janet Peacock, Director of Admissions.
3. After Office Hours: Any offenses committed after regular office hours shall be reported to local law enforcement authorities. South Salt Lake Police Department 801-840-4000.
4. Role and Function of the Officer: The Campus Security Officer will immediately ascertain the validity of the report by hearing witnesses and/or inspecting and protecting the crime scene to look for evidence that may be preserved for law enforcement investigation. If the officer is satisfied that the report is genuine, she/he will then proceed to report the crime to the local government enforcement officials (the police) and write a full report of the circumstances. Witness should write a witness report separately and in their own hand.
 - a. Accurate Records. The Campus Security Officer will keep accurate records of such reports and will see that such reports are kept confidential in accordance with the Campus Security Act. In the event that a crime is reported to one of the other officers, the Campus Security Officer will receive a copy of the crime report for her/his records.
 - b. Power of Arrest. Campus personnel, including the Campus Security Officer, have no peace officer arrest powers and will immediately refer all criminal investigation to public law enforcement officials. The college has no student programs or off-site housing.
5. Campus Security: All students and employees should be vigilant in being aware of their surroundings while on campus. The parking lots on campus are well lit for those leaving school after dark. The school is locked and secured after the last class is adjourned and stays locked until the morning of the next school day. If you feel afraid or threatened in any way by someone, please feel free to ask a staff member to walk you to your car.

VI. CRIME PREVENTION PROGRAM

For crime prevention purposes, the following informational programs are available

A. Orientation.

The concepts in these policies and procedures will be discussed with students at the orientation meeting for new students. The policies will be made available to any students who miss the meeting. Sexual offenses including sexual harassment, will receive a special emphasis during the orientation process.

B. Resources

1. Substance Abuse. For information on substance abuse and prevention, there is a pamphlet available from the Campus Security Officer to anyone who needs it. It is titled "Where families Go For Help When Loved Ones have Substance Abuse Problems." Other resources available at:

The Alcohol/Drug Abuse Helpline

800-577-4393

www.dsamh.utah.gov

www.health.utah.gov

2. Rape and Other Sex Offenses. To promote awareness of rape, acquaintance rape, and other sex offenses, the following pamphlets are available from Salt Lake County Sheriff's Office or South Salt Lake Police Department. "Got a Minute? A Safe Campus Starts with You," "Aid to Victims of Spouse Abuse, 'Battering,' and Rape/Sexual Assault" and "Learn the Facts About Rape and Prevent a Tragedy" are available from the above listed departments. A student seeking additional information regarding prevention of sexual assaults, or what to do after an occurrence should call the RAPE hotline, Phone number 801-467-7273, or the student or employee may contact the Women's Resource Center at 801-581-8030. This is an excellent support group, as is the RAPE hotline organization. Other resources are also available at:

www.health.utah.gov

- C. Raymond Henderson is the student coordinator for the College. His office is located at 336 W. Bugatti Drive., his phone number is 801-484-7624 ext. 103. Conversations will be confidential unless disclosure is required by law. Students will be notified in advance of confidentially requirements.
- D. Local Facilities and Hotlines: Any students desiring additional information on any of the prevention programs may call the Campus Security Officer.
- E. Possible Counseling. A student wishing to volunteer for substance abuse counseling should call the Division of Substance Abuse & Mental Health at 801-538-3939. Various evaluations to determine the extent of the substance abuse problem will be made and the

DSAMH may refer the student or employee in question to the proper rehabilitation program.

F. To avoid incidents of rape, violence, theft and other crimes, the College has established the following general rules for all students and employees:

1. Lock all doors of automobiles parked on Campus at all times.
2. Night students should go out to cars in groups of not less than two; two people should examine the exterior and interior of each car, carefully before separating company.
3. While just leaving the building look for any reportable suspicious circumstances.
4. Report suspicious persons loitering in the College or on campus.

Parking

1. Ample parking is available on the West and North side of the building.
2. Please do not park in front of any other businesses in the building.
3. Do not park in the handicap stall unless you have received the proper handicap symbols from the State of Utah. It is illegal to park in the handicap stall and violators will be towed.

Food on Campus

In an effort to keep the school facility clean and insect free, we ask that no food or beverage of any kind be brought into any of the classroom or lobby areas. All food and beverages should be confined to the Student Lounge area. **It is the responsibility of each student to monitor the cleanliness of the Student Lounge area.** All students are expected to assist in keeping the area free of trash by properly disposing of all food items and wrappers. The refrigerator in the student lounge will be cleaned out every Friday. The only things that can be stored over the weekend are unopened beverages and condiments. Everything else will be discarded included plastic containers. If you don't want things to be thrown away, please be sure to take it with you.

Solicitation Policy

Announcements advertising products or services (including training and courses) being offered are not to be placed in the school or on cars in the parking lot. Any solicitation, verbal or otherwise, is strictly prohibited. It is each student's right to study in an academic environment free of solicitations and promotions while attending the school. This includes any product or service, whether or not it is related to the profession.

Off Campus Classes and Training

Students are discouraged from participating in off-campus seminars and training sessions on massage during their first quarter(s) of enrollment in the Basic Core Course. So much information is offered in outside courses, that extra, off-campus training often causes confusion and creates an added burden both financially and academically.

Student Messages

Messages for students will generally not be taken. Only an emergency call will allow the interruption of your training. Also, School telephones are not to be used by student without permission from an Administrative Staff member.

Student Advisor (Education Director)

Our Education Director is available to students for consultation upon request or by appointment during regular working hours. Appointments can be scheduled through the reception desk. Each student is responsible to make such appointments with the Education Director at a mutually convenient time. Students are discouraged from missing class for lengthy consultations. Consultations are to be conducted in private, as a consideration to the confidentiality of the student.

Student Advisement / Staff Availability

All Myotherapy College of Utah Staff maintain an open door policy to help our students. Please observe the following guidelines regarding questions and interviews with the staff. For lengthy discussions with the staff please make appointments. For brief comments and questions, it is best to contact staff during breaks and immediately after class. Contacting an instructor just before his or her class may shortchange their ability to meet your needs, as well as needs of other students. Appointments can be made with the staff by contacting the staff member themselves or by leaving a message at the reception desk.

Off-Campus School Sponsored Activities

Periodically the school sponsors off-campus activities that give the students an opportunity to gain further experience. These activities include stress relief seminars, sporting events, and health / fitness fairs, etc. These activities give the student exposure to the industry and an opportunity to work on the public under staff supervision. These experiences have a great impact on the student's skills in both bodywork and marketing.

Off-Campus Staff/Student Interaction

The staff works very hard and long in their continuous effort to make your school experience a good one. Students often feel that members of the staff are their friends and should interact with them in situations off-campus. This places a great deal of pressure on the staff to try to be fair in their interaction with every student. The following guidelines have been implemented to help everyone involved. Individual staff members should not be invited to private parties and other social activities. There is to be no fraternization between individual staff members and students. This policy affords all students equal access to the staff and avoids any appearance of favoritism for individual students.

Professional services may be provided by the staff as long as the service is performed only in a professional business location, not including any home. Please refer to the Student/Employee Professional Relationships form in the back of the Student Handbook for additional information.

Bodywork

The purpose of the school is to teach massage and bodywork. This affords each student an unprecedented opportunity to be worked on and to work on as many different body types as possible while under supervision in class. As a result, each student is expected to participate during every class.

The nature of bodywork is such that each student soon finds that our staff members are very skilled practitioners. School policy dictates that staff members are not to work on students, except for class demonstration, or in the staff member's licensed place of business.

Library Procedures

The school library is a very important element for each student in school. There are many books in the library that may not be readily available in local bookstores or are out of print. These books are made available to the students in an effort to expand their knowledge without the great expense of purchasing the books themselves. The use of the library is for the benefit of each student, therefore, it is important that the following rules be followed:

1. The library will be open during Student Clinic hours. Daytime receptionist and clinic staff members act as librarians.
2. A maximum of two books can be checked out at any given time.
3. Books are checked out for a period of two weeks. Late fines will be imposed on a per day basis for any late books. No charge will exceed the cost of the book.
4. You are responsible for all library books checked out to you. Any book lost or stolen while in your possession must be paid for.
5. Lost books must be paid for or returned before the beginning of the next term. Students must take care of any outstanding book fees or fines before they will be allowed to graduate.
6. Computer use and Internet is available in the Library.
7. When using the Library computer please keep all activity school related.
8. The unauthorized distribution of copyrighted material by users of the school's network will result in the loss of computer and network access privileges.
9. Any additional questions regarding the Library Policies should be directed to the Administrative Offices.

Complaints/Grievance Procedures

It is important for each student to remember that the staff really cares about student satisfaction and we understand that from time to time there will be complaints. In the event you have a complaint, please note that complaints fall into one of two categories; Formal and Informal. Informal verbal complaints should be registered in the following manner:

Reporting Complaints

When an informal complaint has been filed, the following procedure will be followed:

1. Each complaint reported to a staff member must be documented in detail in an appropriate format and signed by the student or staff member hearing the complaint.
2. A copy is placed in the student's file, and the original is given to the School Director.

3. The staff member dealing with the complaint is to bring that complaint to the attention of Administration in the next staff meeting for solution. If the solution is not agreeable, persons may then register formal complaints.
4. If the complaint involves a staff or faculty member, it should be referred to the School Director.

Formal Complaints

When a formal complaint has been filed, the following procedure will be followed:

1. A school advisor will have a discussion about the complaint with the student. Applicable school policy will be reviewed and explained, in writing, to the student.
2. If the student is dissatisfied with the written response, he or she may then request an interview with a school administrator. This interview will be a discussion about the complaint and school policy.
3. If the student is not satisfied with the interview and the review of his/her complaint, he/she may then request a formal hearing on the matter at hand. The student may present his or her case to the School Director, advisor and other pertinent staff. If this complaint involves another student, that student may, at the discretion of the School Director, also be allowed to attend the hearing and may, at the discretion of the School Director, be allowed to express his or her opinion. If the complaint involved a member of the staff, that staff member will be called upon to also express his/her feelings on the complaint.
4. If the student is still unsatisfied with the school's response to his/her complaint and he/she wishes the case to be heard further, they may seek the intervention of the Accrediting Commission of Career Schools and Colleges of Technology (ACCSCT). All complaints considered by the Commission must be in written form, accompanied by a permission form allowing the Commission to forward a copy of the complaint to the school for further response. The student submitting the complaint will be kept informed as to the status, as well as the final resolution by the Commission. A copy of the ACCSCT complaint form may be obtained, upon request, from the Education Department.

Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302

Arlington, VA 22201

(703) 247-4212

Placement Assistance

Myotherapy College of Utah offers employment assistance to graduates. Graduates of massage therapy have many fields to choose from. Such opportunities include sports massage, on-site massage, chiropractic offices, salons, massage clinics, health spas, teaching positions, fitness centers, hospitals, resorts, doctors offices and hotels. Some graduates choose to establish businesses of their own, either in licensed massage establishments or as on-site therapists going into the homes and offices of their clientele. Students seeking personal assistance should make an appointment with our Placement Department.

Housing

Myotherapy College of Utah does not provide housing for students enrolled in the school. There are a large number of rental facilities in the Salt Lake City area to serve the student population.

ACADEMIC POLICIES

Grading Policy

Student progress will be evaluated each term. Students will receive a report card/transcript at the end of each term. The grades received are determined by the following scale:

A = 100% - 93%	F = 69% - below
A- = 92% - 90%	I = Incomplete
B+ = 89% - 87%	NS = No show in class dropped after the 1 st week
B = 86% - 83%	P = Pass
B- = 82% - 80%	T = Transfer
C+ = 79% - 77%	W = Withdrawal
C = 76% - 73%	WV = Waived Credit
C- = 72% - 70%	

In addition to written examinations, course instruction in massage and bodywork may also require students to pass practical skills examinations. A letter grade using the same scale as written tests, are given on these examinations.

Students must maintain a 2.0 Cumulative GPA or better in all class work during the program. If a student falls below the 2.0 Cumulative GPA level, he/she may be placed on academic probation. (See Satisfactory Academic Progress section.)

Course Incomplete Grade – “I”

MCU's policy on grading and incomplete class work allows students to complete class work, tests, assignments and clinical work missed, providing they fulfill the work specifically assigned by the instructor of the class. A student may receive an Incomplete grade if there are extenuating circumstances which did not allow them to complete the course work on time. It is the student's responsibility to ask for and arrange for the incomplete grade prior to the end of the term. Incomplete grades will convert to a failing grade at the end of the fourth week of the next academic term. For graduating students, incomplete grades must be resolved within two weeks of the beginning of the next academic term.

Procedure

Once a student has asked for and has been granted an Incomplete grade for a class, the instructor will mark the grade on the grading form with an “I.” Upon completion of the work, the instructor will submit a grade change within two weeks after the student's completion. The grade form will be changed to reflect the new grade. If a student does not complete within the time frame noted above, the grade is changed to an “F.”

Course Failure – “F”

Students who fail a required course must repeat that course. When a course is repeated, the initial grade remains on the transcript, and a second entry is made for the repeated course. Credits from both classes will be included in the calculation for cumulative grade point average and percent completion.

Withdrawals – “W”

A student may withdraw from a class up to the end of the fifth week of the current term. The credits attempted for the class will be counted in the calculation of satisfactory progress; however, the grade of “W” does not count in the cumulative GPA. Any absences are counted in satisfactory completion as well.

No Shows – “NS”

In the event that a student does not drop a class during the add/drop time and does not show up for a class, the grade of “NS” will be reflected in the transcript. The credits attempted for the class will be counted in the calculation of satisfactory progress. The grade of “NS” does not count in the cumulative GPA. Any absences are counted in satisfactory completion as well.

Waived Credit – “WV”

There are some situations that allow the Director of Education to waive a class. The student must request a waiver in writing and give the necessary supporting documentation requested by the Director of Education. After receipt of the request and supporting documentation the Director of Education will write a letter to the student, allowing the class to be waived. The student must; however, make up that credit with additional electives, as they like. This process allows the student to receive recognition for a class that they have earned for life experience. The total number of credits necessary to graduate remains the same.

Transfer Credit – “T”

Myotherapy College of Utah accepts transfer credits from other institutions according to the following guidelines:

- The transcript, course description, syllabi or other supporting documentation must demonstrate that the course taken at the other institution is of similar length and content to the course for which transfer is requested.
- Application for transfer credit must include official transcripts showing a "C" grade or better in the course. Additional supporting documentation may be required (i.e. Course catalog, syllabi, course description, etc.).
- The course(s) must have been taken at an accredited institution.
- The maximum number of transfer credits that will be accepted toward completion of the program is 19 for the Basic Core Program and 15 for the Advanced Program. (In the event that the student has taken the courses at MCU as a non-matriculated student, there is no maximum number of transfer credits and those grades as well as attendance records will be included in satisfactory progress.)
- All transfer credit applications must be made before the student begins classes.
- After all requested supporting documentation is received, the student will be notified within 30 calendar days whether or not the request to accept the transfer credits will be granted.

- Myotherapy College of Utah reserves the right, on a case by case basis, to deny a request for transfer credit based on time that has passed since the course was taken.

Noncredit Remedial Courses

At this time, MCU does not offer noncredit remedial courses. In the event that a non credit remedial course is taken at MCU, the credits, grades, and attendance are not included in satisfactory academic progress.

The Examination Process

Instructional staff are required to insure that each student is learning the materials presented. Examinations and evaluations will be conducted. Should the student find that they have an emergency and are unable to be in class at the time of a test, he or she must notify the instructor and make the necessary arrangements to take the test. All testing will be done in class under supervision of the instructor. Practical evaluations are important to help us determine that you are properly applying techniques learned. Please maintain a professional attitude during the process. You will be graded on intent, professionalism, technical knowledge and ability to apply the learned material. Every effort has been made to insure that questions are fair and accurate and that hands-on evaluations give the student the opportunity to learn during the evaluation process.

Report Cards

Report cards are available two weeks after the end of each term. This summarizes each student's grades, courses completed, and GPA. Final report cards and transcripts will be available two weeks after the last day of the term, provided all tuition, fees and other monies owed have been paid and all departments verify there is no hold on the student's paperwork.

Satisfactory Academic Progress

Federal regulations require MCU to establish and apply reasonable standards of satisfactory progress for the purpose of the receipt of financial assistance under the programs authorized by Title IV of the Higher Education Act. The law requires institutions to develop policies regarding satisfactory academic progress (SAP). MCU has designed criteria, which outlines the definition of student progress towards his/her certificate of graduation and the consequences to the student if progress is not achieved. MCU students who wish to be considered for financial aid must maintain satisfactory progress in their selected courses of study as set forth in this policy.

Satisfactory Academic Progress Policy

Any matriculated student who does not meet the satisfactory academic progress requirements during a preliminary review at the end of each term will receive a written notice informing them that they are put on probation. The letter will contain the reason for the action. If during the next term the reason for probation is not remedied, the student will be terminated from school. If the student wishes, they may appeal the termination as outlined below.

Appeal Process

The student may appeal for re-admittance to the school by writing the Director of Education and requesting re-admittance to the school program. The letter must include:

- Name, current mailing address, and phone number,
- A narrative describing what situation or event caused the student to have the satisfactory progress problem that placed him/her in jeopardy of losing your financial aid or scholarship. Formal documentation is required to substantiate his/her circumstances and must be submitted with the letter of petition.
- Details as to why you feel that such conditions no longer exist and how you will be able to make satisfactory progress toward your certificate from this point forward.
- And if the student is receiving financial assistance reasons why financial assistance should not be terminated.

The Director of Education in conjunction with College President, and if necessary the Director of Financial Aid will make a determination as to whether or not they believe the student can fulfill the plan of corrective action and will write a letter to the student informing him/her of the decision. In the event the student is allowed to reenter school, the student shall be placed on probation and the student must improve during that term in order to be released from probation. Under no circumstances will a student be allowed a third consecutive term on probation.

In the event that the decision is not to allow the student to reenroll in the program, the student may regain eligibility by continuing their enrollment without financial aid or scholarships as a non-matriculating student, and reducing their credit hours deficit to zero, or bringing their cumulative GPA to at least 2.0. Once this has been achieved, the student may then be reenrolled.

NOTE: Circumstances for Appeal

1. The death of a relative of the student.
2. An injury or illness of the student.
3. An injury or illness of the student's dependent child or spouse.
4. Other special circumstances (e.g. jury duty, official military duty, etc.)

Documentation is required depending on the student's individual circumstances.

The petition is a one-time exception to the Satisfactory Academic Progress requirement. Circumstances relating to employment are generally not considered in granting exceptions to Satisfactory Academic Progress requirements.

If at the end of the term of reenrollment the student has attained satisfactory progress, the student will be notified that they have been removed from probation. If the student has not met the satisfactory progress goals, the student will be terminated. In order for the student to return to school he/she will have to enroll as a non-matriculating student until satisfactory progress has been met at which time they may be eligible for matriculating status and any financial aid.

Definition of Satisfactory Academic Progress

MCU measures academic progress in three different ways, cumulative grade point average (GPA), percent completion, and attendance.

GPA: This measure is a qualitative measurement of progress. Matriculated students are required to maintain a cumulative GPA of 2.0. Repeated courses are counted in the calculation for cumulative GPA. Any cumulative GPA below 2.0 is cause for probation and/or termination.

At the end of each term, the Director of Education looks at the report card or transcript for each matriculating student. He determines whether or not the cumulative GPA is 2.0 or higher. In the event that it falls below 2.0, a letter is sent to the student informing them that they have been put on probation, along with the reason, and informs him/her of the need to correct the GPA within the next term or they face termination from school.

Percent Completion: This measure is a quantitative measurement of progress. Percent completion is determined by adding all credits attempted to date, including transfer credits, credits from courses completed satisfactorily, and attempted credits from classes which the student may have either withdrawn or failed. This total is divided by the total number of completed credits including transfer credits. Percent completion must be maintained at 67%. Anything below 67% is cause for probation and/or termination.

MCU's program is divided into 10-week terms. The normal time for completion of the core program at MCU is 3 terms for full time matriculating students and 5 terms for part time matriculating students. Matriculated students must complete the entire program within 7 terms and may not attempt more than 58 credits.

Procedure: At the end of each term, the Director of Education looks at the report card or transcript of each matriculating student. He tallies the number of attempted credits and the number of completed credits. He determines whether or not the student has completed 50% of the program if the student has attempted 12 credits or less, or 67% of the program to date if the student has attempted 13 credits or more. If so, no action is taken. If the student has completed less than 50% or 67% of the credits as above, the student is placed on probation. The student will receive written notification of this determination and informed that they must remedy the completion rate by the end of their next term in order to be eligible to remain in school and to receive any financial assistance, if applicable.

Attendance:

Attendance is a quantitative measure of satisfactory academic progress and is especially important in a school such as MCU. We believe that learning the art of massage is not possible without the hands on training that students' receive while in school. To those ends, MCU has developed an attendance policy that is adhered to. At the core of the policy is the requirement for student to show up to class on time.

A tardy is considered coming into class late or leaving class early by five (5) minutes up to fifteen (15) minutes (five minutes to fifteen minutes for a seminar class). Three tardies make up one absence.

If a student is not present at all, if a student is later than 15 minutes or leaves earlier than 15 minutes before the end of class or if a student has three tardies, that will be considered an absence. In the event that a class is being taught in the evening and in the daytime, at the instructor's discretion, a student may make up an absence by going to the respective class.

Attendance in a 10-week term:

No more than one absence per credit is allowed for any class. (i.e. 1 absence in a 1 credit class, 2 absences in a 2 credit class, etc.)

Attendance in a seminar style class: Students are required to be in attendance each day. They may have no more than three tardies. Due to the nature of a seminar, students are not allowed to be more than 15 minutes tardy and three tardies will constitute an absence.

Attendance in Student Clinic: MCU believes that a student clinical practicum is vitally important to learning the art of massage. Utah State Law requires students to be in clinic for a minimum of 100 hours. Students are considered absent if they are sick and call in prior to the assigned clinic shift, or if they do not call or show up for clinic prior to the assigned shift. This absence will not be erased; however the clinic shift must be made up. (Students must perform a double make up for a no call/no show.) In the event that a student has prescheduled a day off for a seminar or for personal reasons, the student is marked as absent for that day. This absence will be erased once the clinic shift has been made up. Students are required to complete the equivalent of 10 clinic shifts for each clinic course.

Procedure: Each week, beginning the second week of the term, the Director of Student Services queries the database for attendance during the current term. If a student is nearing 3 absences, the Director of Student Services will send the student a letter informing him/her of their attendance situation. At the end of each term, the Director of Education will tally the absences and tardies for each student. If a student has been absent (remembering that 3 tardies = absence) more than 25% of the allowable classes absences, the student will be put on probation for lack of satisfactory progress in attendance. The Director of Education will send a written letter to the student informing them of the probation and let them know that the probation must be remedied by the end of the next term in order to be released from probation. In the event that the student does not remedy the probation, he/she may appeal as in the section above under Satisfactory Academic Policy.

Application of Standards

MCU believes that consistent application of these standards to all matriculating students will insure that students will complete the program satisfactorily in all three categories of academic progress

Probation

Myotherapy College realizes that each student will invest a great deal of their future in the profession of massage therapy and therapeutic bodywork. We have a responsibility to prevent disruptive behavior that interrupts the educational process of the classes offered. There are specific policies in place at the College to help each student gain as much as possible from their course. Should there be questions about procedures or policies, please discuss them with the Education Director. The terms of probation are as follows:

1. Disrupting class or Student Clinic with any inappropriate behavior.
2. Disrupting the appropriate atmosphere of a College environment. Such infractions would include, but not be limited to: A) Behavior disruptive to the atmosphere conducive to learning in the school. B) Activities that can disrupt another student's enjoyment of his or her school experience. C) Lack of personal hygiene that offends fellow students.

Withdrawal

Students withdrawing from the program must notify the Director of Education within two weeks of their last date of attendance. The student is required to meet with the Education Director or someone in the Education Department for a withdrawal interview. The student must also meet with the Financial Aid Administrator to determine if a refund calculation is required. If the student has a student loan, they must attend a student loan EXIT COUNSELING session as instructed by the Financial Aid Administrator. In the event of an unofficial withdrawal or dismissal, MCU will withdraw the student 14 calendar days after the last date the student attended class.

Reinstatement Policy

A student who has withdrawn or been dismissed may be reinstated at the discretion of the College after satisfactorily complying with all readmission requirements. This requirement also includes a written explanation and request for re-enrollment addressed to the Director of Education prior to re-registration. Please contact the Admissions Department for more details. Make-up work will be arranged by the college to fit student & staff schedules.

REFUND POLICY

Withdrawal from Program

The policy covering withdrawal from the Myotherapy College program is covered in detail on the enrollment agreement and in the College Catalog. If a student withdraws before starting classes the registration fee will be refunded and all tuition will be canceled or refunded in full. In the event of an unofficial withdrawal or dismissal, MCU will withdraw the student 14 calendar days after the last date the student attended class. Tuition refunds will be calculated according to the following tables. Tuition and fees owed at the time of withdrawal are due and payable immediately. If a student withdraws after starting classes the refund will be calculated as follows:

Institutional Refund Policy

<u>If the student withdraws:</u>	<u>Percentage Refunded</u>
On the first day of class	100%
After the first day of class through the first 10% of the term	90%

After the first 10% through the first 25% of the term.....	50%
After the first 25% through the first 50% of the term.....	25%
After the first 50% of the term.....	0%

Withdrawal from Class(es)

If a class is dropped during the **Add/Drop period, the first week of the term**, there will be no tuition charged for that class. If a class is dropped during the second week of the term, the student will receive a refund of 80% of the cost of the class, 70% during the third week, 60% during the fourth week and 50% during the fifth week. No classes can be dropped after the fifth week of the term. Students who drop a seminar less than 10 days prior to the seminar date will be charged a fee of 25% of the class tuition. Students who do not drop or attend a seminar will be charged a fee of 50% of the class tuition. If a student withdraws from First Aid/CPR less than 7 days prior to the beginning of the class will be charged the full amount of the class.

Re-registration Fee

Any student in the Core or Advanced Program who withdraws from school will be assessed a \$100.00 re-registration fee upon returning to school.

Federal Student Aid (FSA) awards (Pell Grant and Direct Loans - Subsidized, Unsubsidized, and PLUS) are based on valid SAR or ISIR information, and can only be determined once a valid SAR or ISIR is available; usually before beginning the program. FSA awards may require adjustments due to corrections or updating; usually as a result of verification. A valid ISIR is required to process FSA awards. Attendance must be at least Half-Time status to be/remain eligible for disbursement of FSA funds. FSA awards will be adjusted to changes in enrollment status that occur during the **first week (ADD/DROP) period ONLY**.

Book Refund Policy

Textbooks will be accepted for refund only during the first week of school and only if there are no markings or defacements to the text (including names, etc.).

Leave of Absence

Leave of Absence is not available for students attending Myotherapy College of Utah. In order to adequately prepare students for a career in massage therapy it is the goal and commitment of Myotherapy College of Utah that each student receives a complete and comprehensive educational training prior to their graduation. It is the school's determination that a leave of absence would be detrimental to a student's education and overall success in massage therapy.

Student Conduct

This school's policy concerning student conduct was adapted directly from the Utah-Division of Occupational and Professional Licensing Act Title 58, Chapter 1, Part 5. All students seeking a state license to practice as a Massage Therapist should become familiar with the entire act, however all students will be held responsible for the information contained in the portion titled "Unlawful /Unprofessional Conduct." Students can be dismissed immediately if it is determined by school administrators that they were involved in "unlawful" or "unprofessional" conduct in accordance with Title 58, Chapter 1, Part 5. "Part 5" is summarized below for your convenience.

58-1-501. Unlawful and Unprofessional Conduct

1. "Unlawful conduct" means conduct, by any person, that is defined as unlawful under this title and includes:
 - (a) practicing, attempting to practice, engaging in, or representing oneself as legally licensed when; I) Not Licensed, or; II) License is suspended, revoked, restricted, or inactive;
 - (b) impersonating another licensee, or practicing under a false or assumed name;
 - (c) knowingly employing persons who are not legally licensed according to this title;
 - (d) knowingly permitting others to practice unlawfully under your license;
 - (e) obtaining a passing score on a licensure [or school] examination . . . or otherwise dealing with the [school] division / licensing board through the use of fraud, forgery, or intentional deception, misrepresentation, misstatement, or omission.
2. "Unprofessional conduct" means conduct, by a licensee [or student], defined as follows:
 - (a) violating, or aiding/abetting others in violating [school] state laws, rules, or statutes;
 - (b) violating etc. any generally accepted professional or ethical standard to the profession;
 - (c) engaging in conduct that results in conviction of...any crime of moral turpitude, etc;
 - (d) engaging in conduct that results in disciplinary action... under Section 58-1-401;
 - (e) ...use of intoxicants, drugs, narcotics, or similar chemicals...that impair ability;
 - (f) being physically or mentally unfit to practice [or study in a professional setting];
 - (g) practicing [or studying] through gross negligence, incompetence, or like patterns;
 - (h) cont. practice/[study] while being misleading, deceptive, or fraudulent in any way;
 - (i) practicing beyond scope of the licensee's competency, ability, or education;
 - (j) verbally, physically, mentally, or sexually abusing or exploiting any person through conduct [exacted on school premises or at school functions].

Encapsulated: If it would jeopardize your future state license, it will effect your standing at Myotherapy College of Utah.

Conditions for Dismissal

In addition to the above stated guidelines, any student can be dismissed for any of the following:

1. Cumulative Grade Point Average (GPA) falls below 2.0 for two consecutive terms;
2. Failure to graduate before the student attempts 1.5 times the credit hours required to complete the program.
3. Failure to graduate within the allotted amount of time (time of program + 1/2);
4. Excessive absenteeism (Anything over 10% absenteeism);
5. Failure to keep tuition and other financial accounts held at Myotherapy College of Utah, current;
6. Excessive tardiness (Corrective Action can be implemented upon 3 or more absences in one course);
7. Disruptive behavior that interrupts the peaceful manner in which classes and business are conducted here. Behavior that hinders/detracts from other students learning or personal rights;
8. Substance abuse, inappropriate (lewd or vulgar) language/actions while on school property.

Student Clinic

The purpose of the Student Clinic is for experience in working with clientele. Its importance to you as a student cannot be over emphasized. This is your chance to make the professional application from classroom to clinic. Your performance in the Student Clinic will be carefully supervised and evaluated. Such evaluations become a primary part of your overall grade.

Massage Table Ordering Policy

In planning the financial package for each student, a set amount of \$775.00 is included for the purchase of a massage table from the college. (Purchasing a massage table is optional.) The student is responsible for the remaining cost of the table. The student's portion of the cost of the table must be paid before the table will be ordered. Tables cannot be ordered until the student has attended classes for at least 30 days. The table order will be shipped directly to the College. Upon receipt of the table, the student must sign for the table. A complete list of options and prices are available in the Administrative offices. Any student having additional questions regarding the massage table ordering policy or their individual orders should discuss them with the Administrative staff.

Additional Supplies and Cost

Students may find it necessary to purchase additional supplies for some classes. Additional supplies can be lotion, lotion holsters, massage table sheets, supplemental study texts and charts, etc. These additional supplies are the student's responsibility to purchase.

Graduation

Before a student can graduate from Myotherapy College of Utah, he/she must meet the following requirements:

1. Complete all of the required class work and Clinic assignments.
2. Maintain a cumulative 2.0 GPA in the program.
3. Pass the 200 question comprehensive final exam. (The purpose of this exam is to give the student an idea of how the National Licensing exam will be.) The exam must be passed with a score of 75% or better. Should the student fail this exam, he or she must retake the exam.
4. Be cleared through the Education Department, regarding completed credit requirements.
5. Return all library books, and/or pay pending library fines or charges.
6. Pay any balance due Myotherapy College of Utah.
7. Complete the appropriate Exit Counseling Session with the Financial Aid Department.
8. Obtain all necessary signatures on the Graduate Checklist Form

After requirements have been made the student will receive the following:

1. An embossed Graduation Certificate signed by school officials.
2. An official school transcript signed by school officials with the official school seal. This transcript will be available within 14 days after the last day of class, provided all conditions for completion have been met. Under no condition will the certificate be available before that time. Please do not plan on applying for your State License until you have your transcript.

Comprehensive Final Exam

The comprehensive final exam is a 200-point test that students must take and pass with a score of at least 75% in order to graduate from Myotherapy College of Utah. Students must register to take the comprehensive final exam during their final term. The exam is only available to be taken by those eligible for graduation that term.

If a student is not successful in passing the test the first time, he/she will have the opportunity to review the exam and retake it within the next two weeks only. The student can retake the exam once during that 2-week period. The first retake is free of charge. If the student is still unsuccessful, he/she must wait until the exam is given again at the end of the following term and pay a \$50.00 registration fee for each additional time he/she take the exam until they pass.

First Aid and CPR Policy

Current American Red Cross certification in First Aid and CPR (or an approved equivalent) is required for graduation from Myotherapy College of Utah. First Aid and CPR must be completed by the Friday prior to graduation. Students who cannot provide documentation of a completed American Red Cross First Aid and CPR certification by that day will not receive his/her graduation certificate.

This handbook outlines the current policies and requirements for graduation from this school. Any information found in this handbook that differs with that information which is found in the Myotherapy College Catalog will be superseded by the information in the school catalog. A copy of the catalog can be obtained from the school's Admissions Office. This handbook replaces any previous policy documentation, including prior handbooks. Information contained herein is for the guidance and protection of the students and is subject to change without notice.

STUDENT/EMPLOYEE PROFESSIONAL RELATIONSHIPS

At times, students may choose to seek treatment or participate in Non-Myotherapy College activities that are conducted by employees of Myotherapy College of Utah. In lieu of this, we ask that all students sign the following release of liability.

I _____, agree to release Myotherapy College of Utah,
(Print Full Name)
(MYOTHERAPY COLLEGE OF UTAH), its staff and Board of Directors from all liabilities that may occur from my participation in treatment or participation in Non-Myotherapy College of Utah events that are conducted by MYOTHERAPY COLLEGE OF UTAH employees.

SIGNATURE: _____

DATE: _____

GAINFUL EMPLOYMENT DISCLOSURE FORM

I have received a copy of the Myotherapy College of Utah current Gainful Disclosure Form.

PRINTED NAME: _____

SIGNATURE: _____

DATE: _____

STUDENT CERTIFICATION

I have received a copy of the Myotherapy College of Utah Student Handbook and have read, understand, and will abide by its contents.

PRINTED NAME: _____

SIGNATURE: _____

DATE: _____

PROFESSIONAL LICENSING

I have received a copy of:

R156. Commerce, Occupational and Professional Licensing.

R156-47b. Massage Therapy Practice Act Rules.

R156-47b-302d. Good Moral Character – Disqualifying Convictions.

PRINTED NAME: _____

SIGNATURE: _____

DATE: _____