

# SHI INTEGRATIVE MEDICAL MASSAGE SCHOOL



## INTEGRATIVE MEDICAL MASSAGE PROGRAM STUDENT CATALOG

■ SHI reserves the right to change the curriculum, course requirements, policies and procedures, and dates of programs printed in this catalog to ensure compliance with approval/accrediting Boards.

## SHI INTEGRATIVE MEDICAL MASSAGE SCHOOL

STATE OF OHIO BOARD OF CAREER COLLEGES AND SCHOOLS REGISTRATION # 02-03-1627T

P.O. Box 474 / 635-B Columbus Avenue  
Lebanon, Ohio 45036  
(513) 932-8712 or 1-888-335-4283  
www.SHISchool.com

SHI Integrative Medical Massage School (hereafter referred to as SHI) is a private, professional school founded in 1980 as Self-Health Institutes, Inc. and changed its name to Self-Health Inc. (SHI) in 1986. SHI was approved in 1981 by the State of Ohio Medical Board to officially accept its first class of students, issue diplomas to its graduates, and allow them to legally sit for the state licensure exam. The first class of graduates in medical massage from SHI sat for their state licensure exam in 1982 and accomplished a 100% pass rate. SHI has consistently carried one of the Ohio's highest pass rates on the state medical board licensure exam, (now the MBLEx), for over 30 years.

### SHI INTEGRATIVE MEDICAL MASSAGE SCHOOL

is:

- An approved school of the State Medical Board of Ohio
- Approved by the State of Ohio Board of Career Colleges and Schools
- A Member of the American Massage Therapy Association Council of Schools (National & Ohio)

### ADMINISTRATION

Owner/Founder/Executive Director ..... Sharon L. Barnes, PhD, LMT  
Massage Admissions ..... Sharon L. Barnes, PhD, LMT  
Registrar ..... Wendy Askin  
Administrative Assistant..... Carolyn McNess

**SHI Integrative Medical Massage School does not discriminate on the basis of age, gender, race, ethnic origin, religion, lifestyle, disability, or class.**

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**MASSAGE THERAPY PROGRAM SCHEDULE FALL 2018**  
**635B Columbus Avenue, Lebanon OH 45036**

**CLASS # 1810 E (Monday & Wednesday evenings from 6:15-10 p.m.)**

**Mandatory orientation Monday, Oct. 1 at 6:15 p.m.** Class on Oct. 1 begins after orientation.

	<u>1st Qtr.</u>	<u>2nd Qtr.</u>	<u>3rd Qtr.</u>	<u>4th Qtr.</u>
(starts)	10-01-18	12-17-18	03-11-19	06-03-19
(ends)	12-12-18	03-06-19	05-22-19	08-21-19
	<u>5th Qtr.</u>	<u>6th Qtr.</u>	<u>7th Qtr.</u>	
(starts)	09-09-19	11-18-19	02-17-20	
(ends)	11-13-19	02-12-20	04-22-20	

Classes missed due to snow/weather days may require some adjustments in this quarterly schedule. The date for the ceremony of graduation will be determined by the end of the 6th quarter.

**WEEKLY CLASS SCHEDULE**

Mondays: Massage 6:15 to 10 pm Faculty: Sharon Barnes, PhD, LMT  
 Wednesdays: Anatomy & Physiology 6:15 to 10 pm Faculty: Kim Ehret

**ADDITIONAL REQUIRED PROGRAMS**

		<b>DATE(S)</b>	<b>TIME</b>
TouchPro Chair Massage:	Mary Cheers, LMT	Fri—Dec. 14, 2018	6:30 pm-9:30 pm
(2 <sup>nd</sup> quarter)		Sat—Dec. 15	9:00 am-5:00 pm
		Sun—Dec. 16	9:00 am-5:00 pm
TouchPro Marketing #1	Mary Cheers, LMT	Jan. 7, 2019—regular class times	
Thermal Modalities	Mary Cheers, LMT	regular class times	
TouchPro Marketing #2	Mary Cheers, LMT	regular class times	

Preceptor Massage (1st, 2<sup>nd</sup>, 4<sup>th</sup> & 6<sup>th</sup> quarters—scheduled by students)  
 Chair Massage Externship (2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> quarters—scheduled by students)  
 Gross Anatomy Studies (3<sup>rd</sup> quarter & beyond, TBD by faculty)  
 Outreach Externships (mid-5<sup>th</sup> to end of 6<sup>th</sup> quarter—scheduled by students with outreach site)

**HOLIDAYS / VACATIONS**

**2018**

November 16-25, 2018	Thanksgiving Break
December 21, 2018-January 6, 2019	Winter Break

**2019**

March 15-24, 2019	Spring Break
May 24-June 2, 2019	Memorial Day Break
June 21-July 7, 2019	Independence Day Break
August 23-September 8, 2018	Labor Day Break
November 22-December 1, 2019	Thanksgiving Break
December 20, 2019-January 5, 2020	

**2020**

March 13-22, 2020	Spring Break (tentative—see below)
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Classes missed due to snow/weather days may require some adjustment in this schedule. SHI reserves the right to adjust holidays in the event of snow/weather days to ensure students have the required classroom hours and/or content to be eligible to legally sit for the MBLEX licensure exam

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## **BRIEF HISTORY**

Communication began with the State Medical Board for the approval of Self Health Institutes, Inc. (SHI) School of Medical Massage in late 1979. Medical Board approval for SHI was obtained in late 1981 as only the third Medical Board Approved Massage School in Ohio. SHI enrolled the first class of ten students which went on to have a 100% pass rate on the State of Ohio Medical Board's licensure exam in Massage. After five years, SHI, under the same two owners/founders was reincorporated in Ohio as Self-Health Inc. and continued to develop and maintain excellence in its pass rates on state licensure exams. In 1989 enrollment was beginning to outgrow its classroom space and plans were made for a 3000 square foot school building in Lebanon. Beginning December 31, 2005, classroom hours increased with Medical Board leadership requiring students to attend 750 hours of training. This new requirement was consistent with the responsibilities of Ohio licensed massage therapists who to this day represent the only state in which massage therapists are allowed to treat human disorders. In March of 2002, SHI was approved by the State of Ohio Board of Colleges and Career Schools and became a member of the Ohio Association of College and Career Schools. SHI is a member of the American Massage Therapy Association Council of Schools. SHI maintains its State of Ohio Medical Board approval. In the spring of 2014, SHI moved to a new Lebanon site renovated to accommodate a medical massage school. SHI enjoys a 100% pass rate on the MBLEx, the licensing exam for massage therapists in Ohio and over forty other states.

## **POLICY STATEMENT ON ACADEMIC FREEDOM**

*SHI supports Academic Freedom for its faculty as well as student population.*

Academic freedom includes the right to freedom of teaching and discussion, freedom in producing and performing creative works, freedom of thought, conscience, religion, expression, assembly and association. Academic freedom means that faculty play a predominant role in determining curriculum, assessment standards, and other academic matters. Faculty are encouraged to demonstrate respect for diversity in all students and staff, use a variety of teaching styles, develop critical thinking skills, and provide a safe, non-competitive environment in which personal and professional growth is nurtured.

## **INSTITUTIONAL MISSION**

The mission of SHI Integrative Medical Massage program is to prepare qualified candidates to become successful licensed holistic health care practitioners. The program seeks to advance the discipline of Medical Massage through education and clinical practice.

## **PURPOSE MASSAGE THERAPY PROGRAM 750+ Hour Diploma Program**

The purpose of the SHI Integrative Medical Massage Program is:

1. To prepare individual students enrolled in the Massage Therapy Program to legally sit for the Massage & Bodywork Licensing Exam & to be licensed by the State of Ohio Medical Board in Medical Massage Therapy.
2. To prepare graduates to begin the practice of entry level massage in a safe, competent, and ethical manner with the public.
3. To instill in students the importance in becoming life long learners as Professionally Licensed Medical Massage Therapists.

## **SHI'S MASSAGE THERAPY GENERAL EDUCATIONAL OBJECTIVES**

### **SHI aims:**

1. To provide a multi-sensory learning environment and curriculum for students to explore their inner worlds as well as the professional world of the medical massage therapist.
2. To provide the basic foundation in education relating to the scope of practice, professional ethics, and business practices that are part of becoming a professional medical massage therapist.
3. To prepare students personally and professionally to **enter** the health care field in Ohio as professional massage therapy practitioners, and work side by side with other health care professionals (Entry Level Professional Training).
4. To prepare students who wish to pursue self-employment in setting up, marketing, and sustaining their own medical massage practice in the health care field.
5. To fully prepare students to legally sit for the MBLEx to become licensed in massage therapy.

### **PHYSICAL PLANT**

The 7,100 (+) square feet of non-smoking facilities were constructed to provide the optimum learning for students. The campus is pleasantly decorated, housing two main classrooms and a human cadaver lab, a student learning resource center, faculty/staff offices, and a student lounge. The campus is maintained in compliance with municipal, county, state and federal regulations as to fire, safety, health and sanitation regulations.

### **LEARNING ENVIRONMENT/EQUIPMENT**

SHI recognizes that students learn in a variety of ways. Therefore, a variety of teaching aids and learning resources are available to support students' learning styles. This equipment includes overhead projectors, television monitors, DVR, VCR, slides, models (plastic and bone), whiteboards, anatomy charts and massage tables (one table for every two students). SHI maintains a human cadaver lab on campus through an agreement with Wright State University's Medical School. To further enhance learning, SHI has purchased audio and video resources which may be utilized by the students, graduates, and faculty. SHI continues to enhance its student resource learning center with books and professional journals. SHI supports the capability for internet research through wi-fi. SHI's faculty seek to develop and maintain a humanistically oriented learning environment.

## PROFESSIONAL GOALS FOR THE CLASSROOM ENVIRONMENT

Each student has equal “response-ability,” along with faculty, to create the classroom environment we want and need for our journey to become Healers. Each student and teacher has the capacity to allow their inner healer or self to develop a sense of personal empowerment to move forward in a constructive direction for self and others.

As healers we strive toward making ourselves harmless on all levels, including physically, emotionally, spiritually, and mentally by attending to and working towards the following ideals:

- A. Self-awareness and other awareness. Acknowledge self and others.
- B. Evolve from our “automatic reacting” to assume self “response-ability” in all we do, say, learn and how we impact those around us.
- C. Show respect for self and others at all times in a manner we wish to be respected. (i.e. refrain from talking in class when classmates or teachers are speaking).
- D. Unconditional acceptance of each person as a “sentient” being.
- E. Non-judgmental attitudes towards self and others. Embrace awareness of diversity.
- F. Really listen to our own truths or sense of real self as well as others and try to understand their world through their eyes.
- G. Develop a keen sense of empathy by opening to life experiences of ourselves and others.
- H. Be authentic (behavior, body language, and words are all speaking the same language)
- I. Recognize that all others, whether we favor them or not are our teachers as we are theirs. In fact those that we are most uncomfortable around are often our best teachers because they may mirror a part of ourselves that we have tried to ignore or not yet explored enough to accept or change.
- J. Learn the language of constructive dialogue, discussing differences, setting boundaries for ourselves and being sensitive and respectful of the personal boundaries of others.
- K. Be worthy of trust to yourself and others at all times.

## BECOME A PERSON WHOSE PRESENCE FEELS BALANCED AND HEALING.





## PROFESSIONAL CLASSROOM CONDUCT

SHI provides training for professional private practice oriented health care providers. As such, a high level of maturity, self-monitoring of behaviors, and a proper sense of humility and willingness to learn in the classroom and in all personal relationships related to school activities are expected of each student in the academic pursuit of their professional goals. Students are expected to work on honest, constructive communication skills and avoid all gossip or judgmental attitudes or behavior towards others, including classmates.

### STUDENTS ARE EXPECTED TO DEMONSTRATE:

- A. A desire to learn and develop their professional skills demonstrated by preparing for each class, having consistent attendance, and showing positive classroom participation that contributes to personal and professional growth of themselves as well as other students. SHI recognizes that not all students participate in class in the same manner. The faculty and/or SHI School reserve the right to remove and/or temporarily dismiss a student from class if they are not acting in accordance with policies of personal conduct as stated in the Student Catalog, impeding the instructor's ability to teach the "whole" class or impeding any or all students from being able to focus on their learning in a safe and respected environment. This may include chronically talking to other students while the instructors are teaching or other students are asking questions. Caring about how you impact others can not be just turned on in the clinic and ignored all other times. It has to become a part of who you are and how you relate to others at all times. Therefore students are expected to :
- B. Be courteous, respectful and non-judgmental attitude toward faculty, staff, other students and the public.
- C. Contribute to and participate in creating a supportive environment in the classroom and related school activities.
- D. Demonstrate with faculty, staff, and students, a willingness to receive constructive feedback and even seek out constructive feedback for learning.
- E. Take responsibility for their own values, attitudes, interpersonal relationships and academic performance without judging others who disagree with them.
- F. Reasonable care for School property and grounds. A student damaging the facility, equipment or grounds due to negligence or intent, will be financially responsible for repairs.
- G. Protect massage therapy tables by **keeping feet off the tables when sitting at the table**, placing face spaces in their appropriate place, and placing a protective surface on the tables when writing.

### TRASH

Trash must be placed in proper receptacles. SHI School reserves the right to prohibit smoking and/or eating anywhere on School grounds should this become necessary due to student failure to place trash in appropriate receptacles.

### FOOD IN THE CLASSROOMS

Students may only have food/drinks in the student lounge where all food or drink trash must be discarded. SHI School participates in the local recycling program. As such, recycle bins are available for aluminum cans. Students are asked to do their part by rinsing containers before placing them in the recycling bins to prevent drips on the carpet. Please take care of your school environment.

NO FOOD OR NON-BOTTLED WATER IS ALLOWED OUTSIDE OF THE STUDENT LOUNGE.

## CODE OF ETHICS

### ***American Massage Therapy Code of Ethics: recognized by the State of Ohio Medical Board***

*This Code of Ethics is a summary statement of the standards by which massage therapists agree to conduct their practices and is a declaration of the general principles of acceptable, ethical, professional behavior.*

**Principles of Ethics.** The Principles of Ethics form the first part of the Code of Ethics. They are aspirational and inspirational model standards of exemplary professional conduct for all members of the association. These Principles should not be regarded as limitations or restrictions, but as goals for which members should constantly strive.

Massage Therapists/practitioners shall:

1. Demonstrate commitment to provide the highest quality massage therapy/bodywork to those who seek their professional service.
2. Acknowledge the inherent worth and individuality of each person by not discriminating or be having in any prejudicial manner with clients and/or colleagues.
3. Demonstrate professional excellence through regular self-assessment of strengths, limitations, and effectiveness by continued education and training.
4. Acknowledge the confidential nature of the professional relationship with clients and respect each client's right to privacy within the constraints of the law.
5. Project a professional image and uphold the highest standards of professionalism.
6. Accept responsibility to do no harm to the physical, mental and emotional well-being of self, clients, and associates.

**Rules of Ethics.** The Rules of Ethics are mandatory and direct specific standards of minimally-acceptable professional conduct for all members of the association. The Rules of Ethics are enforceable for all association members, and any members who violate this Code shall be subject to disciplinary action.

Massage therapists/practitioners shall:

1. Conduct all business and professional activities within their scope of practice and all applicable legal and regulatory requirements.
2. Refrain from engaging in any sexual conduct or sexual activities involving their clients in the course of a massage therapy session.
3. Be truthful in advertising and marketing, and refrain from misrepresenting his or her services, charges for services, credentials, training, experience, ability or results.
4. Refrain from using AMTA membership, including the AMTA name, logo or other intellectual property, or the member's position, in any way that is unauthorized, improper or misleading.
5. Refrain from engaging in any activity which would violate confidentiality commitments and/or proprietary rights of AMTA or any other person or organization.

Effective Date May 1, 2010

## OHIO LAW

### 4731-1-05 Scope of Practice: MASSAGE THERAPY

- A. 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.
- B. A massage therapist shall not diagnose a patient's condition. A massage therapist shall evaluate as to whether the application of massage therapy is advisable. A massage therapist may provide information or education consistent with 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 and blood pressure.
- C. 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 valid license under Chapter 4731. of the Revised Code.
- D. 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.
- E. All persons who hold a certificate to practice 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.
- F. Massage therapy does not include the following:
  - 1. The application of ultrasound, diathermy, and electrical neuromuscular stimulation or substantially similar modalities; and
  - 2. Colonic irrigation;
  - 3. The practice of chiropractic, including the application of a high velocity-low amplitude thrusting force to any articulation of the human body;
  - 4. The use of graded force applied across specific joint surfaces for the purpose of breaking capsular adhesions;
  - 5. The prescription of therapeutic exercises for the purpose of rehabilitation or remediation of a disorder of the human body;
  - 6. The treatment of infectious, contagious or venereal diseases;
  - 7. The prescribing or administering of drugs; and
  - 8. The performing of surgery.

\*As used within this rule:

- 1. "External" does not prohibit a practitioner from performing massage inside the mouth or oral cavity.
- 2. "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.

**ORC 4731.22 (B) FRAUD**

- G. The State Medical Board of Ohio shall, to the extent permitted by law, limit, revoke, or suspend a certificate, refuse to register or refuse to reinstate an applicant, or reprimand or place on probation the holder of a certificate for one or more of the following reasons:
- (5) Soliciting patients or publishing a false, fraudulent, deceptive, or misleading statement. As used in this division, "false, fraudulent, deceptive, or misleading statement" means a statement that includes a misrepresentation of fact, is likely to mislead or deceive because of a failure to disclose material facts, is intended or is likely to create false or unjustified expectations of favorable results, or includes representations or implications that in reasonable probability will cause an ordinarily prudent person to misunderstand or be deceived.
  - (7) Representing, with the purpose of obtaining compensation or other advantage for himself or for any other person, that an incurable disease or injury, or other incurable condition, can be permanently cured.
  - (8) The obtaining of, or attempting to obtain, money, or anything of value by fraudulent misrepresentations in the course of practice.

**RC 4731.22 (b): FEE SPLITTING**

- H. The State Medical Board of Ohio...shall, to the extent permitted by law, limit, revoke, or suspend a certificate, refuse to register or refuse to reinstate an applicant, or reprimand or place on probation the holder of a certificate for one or more of the following reasons:
- (4) Willfully betraying a professional confidence or engaging in the division of fees for referral of patients, or the receiving of a thing of value in return for a specific referral of a patient to utilize a particular service or business.
  - (8) The obtaining of, or attempting to obtain, money or anything of value by fraudulent misrepresentation in the course of practice.
  - (17) Any division of fees or charges, or any agreement or arrangement to share fees or charges, made by any person licensed [as a health care practitioner] with any other person so licensed or with any other person.

**ORC 4731.22 (B): COMMISSION OF MISDEMEANORS**

- I. "The State Medical Board of Ohio...shall, to the extent permitted by law, limit, revoke, or suspend a certificate, refuse to register or refuse to reinstate an applicant, or reprimand or place on probation the holder of a certificate for one or more of the following reasons:
- (11) A plea of guilty to, or a judicial finding of guilty of, a misdemeanor committed in the course of practice.
  - (12) Commission of an act that constitutes a misdemeanor in this state regardless of the jurisdiction in which the act was committed, if the act was committed in the course of practice.
  - (13) A plea of guilty to, or a judicial finding of guilt of, a misdemeanor involving moral turpitude.
  - (14) Commission of an act that constitutes a misdemeanor in this state regardless of the jurisdiction in which the act was committed, if the act involves moral turpitude.

**OHIO LAW (Continued)**

**ORC 4731.22 (B): COMMISSION OF FELONIES**

- J. “The State Medical Board of Ohio...shall, to the extent permitted by law, limit, revoke, or suspend a certificate, refuse to register or refuse to reinstate an applicant, or reprimand or place on probation the holder of a certificate for one or more of the following reasons:
- (9) A plea of guilty to, or a judicial finding of guilt of, a felony.
  - (10) Commission of an act that constitutes a felony in this state regardless of the jurisdiction in which the act was committed.

**PROFILE OF STUDENT BODY**

The majority of students at SHI School are in their 30’s with at least two years of college. Many students, upon graduating and receiving their license, pursue many different specialized modalities of interest including sports massage, infant massage, massage of the elderly, pain management, massage in psychiatry and clinical counseling, stress management, hospital massage, and/or on-site massage with business and industry employees. Most graduates seek self-employment as private practitioners. Other graduates find fulfilling employment by associating with physician’s offices, psychiatric and community hospitals, hospice organizations, health spas, sports clubs, retirement centers, pain clinics and comprehensive health oriented clinics.

**PLACEMENT**

Prospective employers contact the school to seek massage therapists. This information is given to graduates. During the regular curriculum, all SHI students take Business Classes that help them learn how to set up a business successfully.

**ADMISSION INFORMATION**

Potential applicants may contact the School office to obtain information about the school or leave a message on the voice mail box to request admission information and/or an admission application packet to be mailed to them. Prospective students may request information through the school’s website: [www.SHIschool.com](http://www.SHIschool.com).

**SCHOOL OFFICE HOURS**

Monday—Thursday 10-2

**ENTRANCE REQUIREMENTS**

**To qualify for admission consideration, an applicant should:**

Possess a high school diploma or G.E.D. The overall grade point average should be 2.0 or better. (Applicants with a grade point average of less than 2.0 in high school who have been out of school for more than three years may be asked to submit in writing why they now believe they could successfully complete the academic work. These applicants will be considered on an individual basis. Life experiences beyond high school will be considered. The applicant must have completed high school and/or be 18 years of age before admission to SHI.

## PROSPECTIVE STUDENTS

SHI School seeks qualified applicants whose history would indicate they have a “reasonable” chance of succeeding in the rigorous academic program. Qualified applicants completing the entire admissions protocol in a timely manner will be considered for admission. Applicants are evaluated for entrance using the following criteria: overall academic background, grade point average, science grade point average, personal references, commitment to service, life experience, personal knowledge and experience with massage therapy, written communication skills (as seen on the application form), participation in the interview process, previous education, work experiences, previous personal growth experiences and professional goals.

### ADMISSIONS PROTOCOL

Applicants must complete the following admissions protocol. Incomplete applications may result in denial or delay of admission.

1. Complete the Application for Admission Form provided by SHI.
2. Mail the completed application with a \$100 (on-time) application fee to:  

**SHI Integrative Medical Massage Program**  
**P.O. Box 474**  
**Lebanon, Ohio 45036**
3. Mail SHI’s “Request for a High School Transcript” form to your high school immediately. **This transcript (or proof of GED) is required by the Ohio State Medical Board for acceptance.**
4. Mail SHI’s request for your college transcript immediately.
5. List on your application, two PROFESSIONAL people who have known you, your academic abilities and character for at least two years.
6. Mail the documentation of all legal name changes (marriage, divorce, adoption, etc.), to SHI School immediately.
7. Upon receipt of the Application for Admissions, the \$100 fee, and your high school transcript (with accompanying necessary name change documents), an applicant will be contacted to attend an interview if you have not already done so. Prospective students are encouraged to come to the campus and talk with the Dean of Admissions early on in the application process.
8. Upon completion of the application protocol, applicants are notified by mail and/or telephone of their acceptance.
9. After acceptance to the program, applicants may enroll in accordance with established financial policies as written in the student catalog.
10. Students will be notified of a registration date.
11. In accordance with our stated professional commitment, individuals who knowingly do not plan to take the MBLEx and apply for the State of Ohio Medical Board licensure will not be enrolled as a student at SHI School.
12. Accepted students will complete the online Student Consumer Information Course required by the State of Ohio. as part of orientation conducted by SHI.

## ADMISSION DECISIONS

Applicants completing the application process will be notified by the Dean of Admissions decision in writing. The Dean of Admissions will respond to applicants in one of the following ways:

- A. **ACCEPTANCE:** Applicant qualifies for admission.
- B. **PROVISIONAL ACCEPTANCE:** (i.e., additional interview or information needed). Applicant will receive a provisional acceptance letter. This means the applicant is accepted provided all additional information requested by the School is submitted and acceptable.
- C. **DENIAL WITH RECOMMENDATIONS FOR ADMISSION:** The applicant must complete all required recommendations from SHI and send proof of each completed recommendation. Once recommendations are complete and documented, the student's application will be reconsidered.
- D. **DENIAL:** Denial of admission with no reconsideration allowable.

# SHI INTEGRATIVE MEDICAL MASSAGE CURRICULUM

Rev. 04/01/17

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>CLOCK</b>	<b>HOURS</b>
		LECTURE	LAB
<b>QUARTER 1</b>		Clock Hour= 50 minutes 70 week Program	
IMT 1001	Anatomy and Physiology 1	43	
IMT 1006	Integrative Medical Massage 1	20	23
IMT 1000	Professional Ethics, Medical Massage Therapy	11	
IMT 1002	Massage Therapy Externship 1	1	1
IMT 1021	Massage Practicum (DP)		12
<b>QUARTER 2</b>			
IMT 2001	Anatomy and Physiology 2	43	
IMT 2006	Integrative Medical Massage 2	15	18
IMT 2002	Massage Therapy Externship 2	2	2
IMT 2020	TouchPro Chair Massage	5	12
IMT 2020A	Chair Massage Externship	5	5
IMT 2021	Massage Practicum (DP)		27
<b>QUARTER 3</b>			
IMT 3001	Anatomy and Physiology 3 & Gross Anatomy Lab	43	3
IMT 3006	Integrative Medical Massage 3	18	25
IMT 3007	Business Practices I	4	6
IMT 3020	Chair Massage Externship	5	5
IMT 3021	Massage Practicum (DP)		15



**SHI INTEGRATIVE MEDICAL MASSAGE  
CURRICULUM**  
Rev. 04/01/17

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>CLOCK</b>	<b>HOURS</b>
		<b>LECTURE</b>	<b>LAB</b>
<b>QUARTER 4</b>			
IMT 4001	Anatomy and Physiology 4 & Gross Anatomy Lab	43	3
IMT 4006	Integrative Medical Massage 4	18	25
IMT 4002	Massage Therapy Externship 3	1	4
IMT 4020	Chair Massage Externship		4
IMT 4021	Massage Practicum (DP)		12
<b>QUARTER 5</b>			
IMT 5001	Anatomy and Physiology 5 & Gross Anatomy Lab	43	3
IMT 5002	Massage Therapy Externship 4	1	2
IMT 5006	Integrative Medical Massage 5	18	25
IMT 5020	Chair Massage Externship		5
IMT 5021	Massage Practicum (DP)		21
IMT 5022	Thermal Modalities	2	2
IMT 5008	CPR		8
<b>QUARTER 6</b>			
IMT 6001	Anatomy and Physiology 6 & Gross Anatomy Lab	43	3
IMT 6002	Massage Therapy Externship 5		2
IMT 6006	Integrative Medical Massage 6	15	18
IMT 6003	Massage Therapy Externship 4 (Outreach)	5	20
IMT 6007	Business Practices 2	5	5
IMT 6021	Massage Practicum (DP)	1	4

**SHI INTEGRATIVE MEDICAL MASSAGE  
CURRICULUM**  
Rev. 04/01/17

COURSE NUMBER  QUARTER 7	COURSE TITLE	CLOCK	HOURS
		LECTURE	LAB
IMT 7001	Anatomy and Physiology 7	34	
IMT 7006	Integrative Medical Massage 7	34	
<b>SHI: Total hours: 788</b> <b>State of Ohio Medical Board Requires: 750</b>			

**COURSE SUMMARIES**

**Science Courses Summaries**

**IMT 1001 Anatomy & Physiology 1**

Topics: Introduction to the human body, chemical organization, cellular level of organization, tissue level of organization, Integument system, location and palpation of the upper extremity bony skeleton, and location and palpation of major muscle groups.

**IMT 2001 Anatomy & Physiology 2**

This course includes a continuation of IMT 1001. Topics include: Bone Tissue, Appendicular Skeleton, Axial Skeleton, and Muscles.

**IMT 3001 Anatomy & Physiology 3 & Gross Anatomy Lab**

This course includes a continuation of IMT 1011. Topics include: Articulations, Muscles, and Muscle Tissue. Topics for human cadaver lab to complement other studies.

**IMT 4001 Anatomy and Physiology 4 & Gross Anatomy Lab**

This course includes a continuation of IMT 1021. Topics include: continuation of skeletal muscles and Nervous Tissue, Topics for human cadaver lab to complement other studies.

**IMT 5001 Anatomy and Physiology 5 & Gross Anatomy Lab**

This course includes a continuation of IMT 2001. Topics include: Spinal Cord, Spinal Nerves, Brain, Cranial Nerves, Sensory, Motor, & Integrative Systems Special Senses, Autonomic Nervous System, and Endocrine System. Topics for human cadaver lab to complement other studies.

**IMT 6001 Anatomy and Physiology 6 & Gross Anatomy Lab**

This course includes a continuation of IMT 2111. Topics include: Heart, Blood Vessels, Lymphatic System, Immunity, and Respiratory System. Topics for human cadaver lab to complement other studies.

*(continued, next page)*

*(Science courses summaries, continued)*

### **IMT 7001 Anatomy and Physiology 7**

Topics include Digestive System and Urinary System. Review of all topics from Anatomy and Physiology terms 1, 2, 3, 4, 5, and 6, in preparation for the Massage and Bodywork Exam. Students must successfully complete a Preliminary Exam, and a Program Final.

## **Massage Course Summaries**

### **IMT 1000 Professional Ethics, Medical Massage Therapy**

Topics: Professional Code of Ethics, Standards of Practice, Boundaries, Dual Relationships, Touch and Intimacy, Ethical Practice Management, and Supervision.

### **IMT 1006 Integrative Medical Massage 1**

Topics: Course expectations, philosophy of the school, expectations for professional classroom conduct, History of Medical Massage, Ohio Law and rules regulating massage therapy, Hygiene, self-care, massage therapy supplies and equipment information, palpatory skills, Swedish Massage Touch, Gliding and Stroking; Significance of Medical History and Charting, assessment and treatment of Integument and superficial circulatory pathology, psychological impact of touch, therapeutic environment, and professional ethics.

### **IMT 2006 Integrative Medical Massage 2**

This course includes a continuation of IMT 1006. Topics include: Professional ethics, Swedish Massage kneading, physiological effects, therapeutic applications, and contraindications of kneading; applied anatomy of bony landmarks and major muscles, taking of a medical history (including Blood Pressure) and charting using the SOAP format, soft tissue pathology, assessment of soft tissue, and treatment of soft tissue dysfunctions.

### **IMT 3006 Integrative Medical Massage 3**

This course includes a continuation of IMT 1016. Topics include: Professional ethics, Swedish Massage, joint movements, Physiological Effects, Therapeutic Applications and Contraindications for massage techniques, applied anatomy, M.E.T. (iliosacral dysfunctions), medical history taking, acute VS chronic pain, tools for pain assessment pre and post treatment, and SOAP notes.

### **IMT 4006 Integrative Medical Massage 4**

This course includes a continuation of IMT 1126. Topics include, Friction, neuromuscular Therapy, Trigger Point Therapy Advanced palpatory skills, anatomy of the temporomandibular joint, cervical spine, cranial muscles and bones and temporomandibular joint dysfunction (TMD), Students will learn to assess and treat musculoskeletal dysfunctions such as TMD, and Whiplash. Students passing a written and clinical exam in the assessment and treatment of TMD will receive a competency based certificate. Students will also present case presentations, SOAP notes, charting, and musculoskeletal system dysfunctions, and clinical supervision. Students will study the physiological, social, and psychological impact of acute VS chronic pain & disease and how they can be addressed through the use of medical massage.

### **IMT 5006 Integrative Medical Massage 5**

This course includes a continuation of IMT 4006. Topics include, Percussion, Neurological disorders, Advanced palpatory skills, anatomy of the Craniosacral system, Craniosacral Therapy (CST), Musculoskeletal dysfunctions, case presentations, SOAP notes, charting, and musculoskeletal system dysfunctions, and clinical supervision. Students will study the psychological impact of acute VS chronic pain & disease and how they are impacted by medical massage.

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*(Massage course summaries ,continued)*

**IMT 6006 Integrative Medical Massage 6**

This course includes a continuation of IMT 2116. Topics include massage with special populations, professional ethics, standards of care, advanced applied anatomy, and advanced soft tissue assessment and treatment of structural and functional disorders.

**IMT 7006** Topics include review of the entire program of theory and clinical massage practice topics. Student will take tests weekly to prepare them for taking the Massage and Bodywork Licensing Exam (MBLEx).

**Externships**

**IMT 1002/ 2002 Massage Therapy Externship 1 & 2 (Preceptor)**

Topics: The student calls an approved Licensed Massage Therapist who has been through supervision training by SHI and makes an appointment to have a Medical Massage Teaching Session. During this teaching session at the Professionals office, the student experiences History taking, charting, Massage treatment plan, a complete Medical Massage, a Therapeutic Environment, and Business aspects of having a Medical Massage Therapy practice. Students complete evaluations and note learning experiences from these Externship sites. The student pays the Preceptor fee for the session directly.

**IMT 2020, 2020A, 3020, 4020 and 5020 Chair Massage Externships**

Students will complete TouchPro Chair Massages, utilizing Japanese Acupressure.

**IMT 4002 Massage Therapy Externship 3 (Preceptor)**

Topics: The student schedules with two different approved Preceptor to give each of them a student massage therapy session. Students must take a complete medical history and discuss their treatment plan with the Preceptor. The Preceptor gives clinical feedback and instruction to the student during these sessions.

**MT 5002 Massage Therapy Externship 4 (Preceptor)**

Topics: The student schedules with one approved Preceptor to give them a student massage therapy session. Students must take a complete medical history and discuss their treatment plan with the Preceptor. The Preceptor gives clinical feedback and instruction to the student during these sessions.

*-Course Summaries continued*

## **Externship (Outreach)**

### **IMT 6003 Massage Therapy Externship 4 (Outreach)**

Students are able to be introduced to a variety of populations who can benefit from massage therapy. Students apply to an approved site that has a written agreement with SHI for students to complete their 20 hands-on hours and 5 additional hours for charting, supervision, training and orientation. Sites include hospitals, nursing homes, abuse shelters, substance abuse rehabilitation sites, mental health, and hospice sites to mention a few. The student's primary massage faculty and the Director of Clinical Services will provide the necessary guidance, timelines, and paperwork for students to complete their outreach requirement before progressing to the seventh quarter.

Topics include, , Advanced palpatory skills, anatomy of the Craniosacral system, Craniosacral Therapy (CST), Musculoskeletal dysfunctions, case presentations, SOAP notes, charting, and musculoskeletal system dysfunctions, and clinical supervision. Students will study the psychological impact of acute VS chronic pain & disease and how they are impacted by medical massage.

### **IMT 6002 Massage Therapy Externship 5**

Students schedule with one approved Preceptor to receive a massage therapy session. During this teaching session at the professional's office, the student experiences history taking, charting, massage treatment plan, and a complete medical massage therapy session. Students complete an evaluation and note learning experiences from this Externship site. The student pays the Preceptor fee for the session directly.

## **Practicums**

### **IMT 1021, 2021, 3021, 4021, 5021 and 6021 Massage Practicum**

Students take verbal medical histories, along with palpatory and visual assessments. They then complete massage practice sessions with clients each term.

## **Business**

### **IMT 3007/ 6007 Business Practices 1 & 2**

**Business Practices 1:** Topics include Introduction to self assessment as a massage therapist, developing a marketing plan, and implementing the marketing plan for clients in the student's home community to receive TouchPro Chair massage.

**Business Practices 2** Topics include: Students learning how to develop and implement the facets of a successful business plan as well as the financial management of an ethical medical massage therapy practice.

## **CPR**

**IMT 5008 CPR** Will be completed at student's initiative with an approved outside provider prior to assignment of Outreach.

## **ACADEMIC PROGRAM**

The academic program, in compliance with the State of Ohio Medical Board law, consists of a minimum of 750 classroom hours of instruction. SHI School reserves the right to determine the number of classroom hours above the minimum requirement for graduation. The academic program is challenging and requires a great deal of personal and professional commitment from the student in order for a student to successfully complete the program. Upon successful completion of the program, graduates apply to take the MBLEx Exam. Once they pass the MBLEx, they must then apply to get their Medical Massage License to practice in Ohio through the State of Ohio Medical Board. SHI School consistently has had one of the highest pass rates on the Medical Licensure Exam for over 30 years for those taking the exam for the first time.

## **LEARNING DISABILITIES**

Candidates for enrollment who state they have a learning disability must provide documentation to SHI School from an individual licensed to perform "learning disability" testing before enrollment will be finalized. The documentation must show the extent and type of learning disability so SHI School can assess the student's potential for successfully completing the required coursework as well as SHI's ability to benefit the student. The State of Ohio Medical Board must be notified in writing at the time of the application for licensure by any student needing special assistance in taking the licensure exam.

Students who enroll and have performed below required academic standards, yet wish to **re-enroll**, may be required to be assessed by a licensed professional for a learning disability, test anxiety, or other appropriate conditions to qualify for re-enrollment. In this instance, corrective measures must be taken before re-enrollment may occur, and must be accompanied with a letter from the licensed professional instructing that the student is ready to re-enroll. This process is to help ensure that the student can benefit from SHI's massage therapy program.

## **TEACHER/STUDENT RATIO**

### **Anatomy & Physiology**

The maximum number of students enrolled in any one Anatomy and Physiology lecture class is 60 students per faculty member.

### **Massage**

SHI maintains a 1:20 or better teacher/student ratio in all its practicum classes. Since students practice on each other, this translates to a maximum of 10 students practicing and testing under the supervision of one faculty person at any given time. This translates into one Clinical faculty member per 10 massage tables or 10 students giving massage. It is the intent of SHI to provide adequate supervision to enhance learning while students are enrolled in the massage therapy program.

## INTERNSHIP/EXTERNSHIP REQUIREMENTS

### CHAIR MASSAGE EXTERNSHIP/REQUIREMENT FOR GRADUATION

Successful completion of chair massage externship is required for graduation. Numbers of hours vary according to the term and will be specifically assigned in the student's syllabus provided on or before the first day of each term.

### TUBERCULOSIS TEST

Students must have a TB test within the last year prior to the beginning of any student internships and non-Preceptor externships. Students must provide documentation for the TB test which will be placed in the student's file as proof for the Outreach sites. Students must provide their own proof to Outreach sites. SHI does not provide this information to Outreach sites directly, but will provide the students with copies of their documentation maintained in the student's file. Students may receive ONLY their own records.

### HEPATITIS B TEST OR SERIES OF SHOTS

Students must have a Hepatitis B test. Following the Hepatitis B test, students must either sign a waiver refusing to receive the Hepatitis vaccination series, or present documentation of proof for having received the series of three shots.

### CPR

Students must complete an Adult CPR course and possess a CPR card that is current during the time they are involved in any SHI internships. Students must attend a course taught through a **Red Cross or American Heart Association certified instructor**. **ASHI/HSI** instruction (fire stations) is also acceptable. A copy of each student's CPR card must be on file at SHI prior to beginning student internships or externships. Online CPR courses are not acceptable. Students must attend a live presentation of CPR.

### PRECEPTOR/ MENTORSHIP EXTERNSHIP

Students are required to give three (3) supervised/evaluated medical massages to Preceptor Faculty and receive three (3) medical massages from Preceptor Faculty to qualify for graduation. Massage Faculty members notify students when these assignments must be completed in their syllabus to be received on or before the first day of each term. When receiving a massage the students pay the Preceptors directly.

### OUTREACH/COMMUNITY SERVICE EXTERNSHIP

A minimum of twenty hands-on hours, over 5th & 6th quarters, with additional time for charting, orientation, and case supervision as per faculty assignment, of participation in the Community Outreach Program is required. Normally, this is completed at one pre-approved site. Students must apply for specific outreach sites. Faculty must approve each outreach placement. An attempt is made to provide students with their first choice when possible. However, students may be assigned to any of their first three choices if circumstances require this.

**Successful completion of Preceptor, Outreach and Chair Massage Externship hours are required for a student to graduate.**

## **GRADING POLICIES**

For successful completion of the academic program, students are required to complete each grading period of Massage Theory / Clinic and A & P sequentially, with an average quarter grade of 75% or better in each of the areas. Failure to complete a quarter with a 75% or better will result in a student repeating the failed quarter before the studies can progress beyond the failed course. SHI reserves the right to require that a student seek remedial services prior to any re-enrollment. SHI's goal is to ensure student success in their education.

### **INADEQUATE ACADEMIC PERFORMANCE**

**WHEN A STUDENT FAILS ONE TRACK OF THE COURSE AND PASSES ANOTHER, THE STUDENT IS STRONGLY URGED TO REPEAT THE PASSED COURSE ALONG WITH THE CLASS THAT HAS TO BE REPEATED. THIS IS TO HELP THE STUDENT MAINTAIN THE KNOWLEDGE BASE THEY HAVE GAINED AND WILL NEED FOR THE NEXT QUARTER. IF THERE HAS BEEN A SUBSTANTIAL CURRICULUM CHANGE, THE STUDENT WILL BE REQUIRED TO REPEAT BOTH TRACKS (A & P and MASSAGE). STUDENTS PAY A "NORMAL QUARTERLY FEE" FOR ANY FAILED COURSES**

### **FAILING THE LAST QUARTER**

**If a student fails Massage or A&P in the seventh quarter the student must retake and pass both the seventh quarter Massage and A&P in order to optimize their chance of passing the state licensure exam.**

**NOTE: FAILING ANY TWO QUARTERS WILL RESULT IN THE STUDENT BEING REQUIRED TO TAKE AND SUCCESSFULLY COMPLETE PRE-APPROVED REMEDIAL WORK BEFORE BEING GRANTED CONSIDERATION FOR RE-ENROLLMENT. SHI WILL NOT KNOWINGLY ACCEPT A STUDENT WHO IS UNABLE TO COMPLETE THE REQUIRED ACADEMIC WORK AND RESERVES THE RIGHT TO DISMISS AND/OR DENY RE-ENROLLMENT TO ANY STUDENT WHO CANNOT SUCCESSFULLY PERFORM THE ACADEMIC WORK.**

### **SHI INTEGRATIVE MEDICAL MASSAGE GRADES**

For the massage course, students must pass massage theory with a grade of 75% or better as well as massage clinical with a grade of 75% or better. Failure to pass either one will require the student to repeat the entire quarter of their massage course (which includes both theory and clinical studies) or terminate enrollment if it is apparent the student cannot successfully complete the academic program. (theory and clinical grades are not averaged together). Students who fail either of their massage courses (theory & clinic) in a quarter will not be allowed to progress in their Anatomy/Physiology courses until they pass the failed Massage courses.

### **ANATOMY & PHYSIOLOGY GRADES**

Students must pass each Anatomy and Physiology Quarter with a grade of 75% or better in order to progress to the next Anatomy/Physiology course. Students who fail an Anatomy/Physiology Quarter will not be allowed to progress in their Massage courses until they pass failed Anatomy/Physiology course.

### **EXAMS**

In each course of study, students will be given exams as scheduled by faculty. Students may take each exam only once. Written exams are not returned to the students. Faculty reserve the right to revise the syllabus when deemed necessary to complete coursework in the necessary time frame, in order to remain in compliance with accrediting bodies and academic objectives of SHI. Winter weather sometimes makes this necessary when classes are cancelled due to weather conditions. Faculty will notify students of their exam grade as well as average for any/all grade periods prior to beginning the next grade period. Students are provided forms on which they are encouraged to maintain their own grade records as well.



## EXAM MAKE-UP POLICY

**PER QUARTER**, STUDENTS ARE ONLY ALLOWED THE FOLLOWING MAKE-UP EXAMS:

- One exam** in Anatomy and Physiology
- One exam** in Massage Theory
- One exam** in Massage Clinical

Make-up exams will **only** be allowed for those individuals who are ill or have a “valid emergency” (this includes winter weather) the day of the test. **Work is not** considered a “valid emergency.” Faculty members reserve the right to **define** a valid emergency for their own classes. If a valid emergency exists that causes a student to miss an exam, the student must call the SHI office to let them know on the day of the exam, or as soon as possible. The student must then contact their own faculty member to set up a time to take the missed exam. Administrative staff do not approve/schedule exams. The times/dates must be adhered to closely. All make-up exams will be collected from the student at the pre-assigned ending time. If a student shows up late for a make-up exam, they will have to reduce an equal amount of time allotted for the exam. Each student will be given a maximum of one (1) hour within the designated time period to complete the written exams. A “no show” for a make-up exam that has been scheduled will result in a zero grade.

All make-up exams must be pre-approved by the student’s faculty member, including the person who will monitor the make-up exam. Faculty will determine the format/content of all make-up exams (A&P as well as Massage exams). Faculty reserve the right to use alternate exams for make-up purposes.

**All clinical massage exams** must be made up with the student’s massage faculty. Otherwise, the student’s grade will be entered as a zero. It is the student’s responsibility to schedule make-ups with their faculty member(s).

**The faculty and staff wish to be available and supportive of each student, but cannot do so if their time is utilized by giving make-up exams, so students are asked to honor this policy by not trying to negotiate any exceptions to this policy with their faculty.**

## ATTENDANCE POLICY

Classroom attendance is required. There are no points given for make-up classes, but students must make up any missed time which exceeds the **allowable four (4) hours in each class (A & P and Massage Therapy Lecture/practicum class only) per term** each grading period. Students must be current in attendance at the end of each grading period to proceed in their program of study at SHI school unless due to substantiated and unexpected emergencies during the last week of class. Faculty and the student must, in this case, if the student is passing, ensure the student is current in their required classroom hours within a very short period of time determined by the faculty. Failure by the student to complete the make-up time will result in a failing grade in the previous term.

**Being current means NOT “owing” more than a total of (4) hours of class time in each course for that term in Massage and/or Anatomy and Physiology on the last day of the current grading period.**

Students will not be permitted to continue on to the next grading period or be allowed to graduate if they are absent four hours or more in either course at the end of any grading period and have not made up the time before the student’s last “official” day of class in that grading period, except in approved extenuating circumstances. Any exception to this **must** be arranged with the student’s faculty BEFORE the grading period ends. No exceptions can be allowed before the end of the last (graduating) grading period.

ALL REQUIRED EXTERNSHIPS, AND INTERNSHIP HOURS MUST BE COMPLETED PRIOR TO A STUDENT BEING ALLOWED TO GRADUATE. No exceptions can be made to this requirement.

Student attendance is recorded for each class by the faculty and submitted to the Registrar’s office. Daily attendance records are required by the State of Ohio Medical Board and other approval agencies for massage schools. Students are expected to come to class on time and stay for the entire class, except in the event of an emergency (this includes winter weather) or illness. As stated previously, work is not an excused absence.

## SNOW DAYS

Students are allowed to miss four (4) hours of class each for massage therapy and Anatomy & Physiology per term for snow days without having to make up the snow day. This statement does not apply to externships hours and internship hours (All required hours must be completed). If there is more than one snow (“weather) day resulting in school cancellation, faculty will determine how those lost hours are to be made up to insure students attend adequate hours. Absence due to school closure, as is the case with snow days, does not affect the allowable missed time for each term under the “Attendance Policy”. In other words, a student may miss up to four (4) hours of class without having to make up the hours and also miss up to one snow day without having to make up the hours. **Students should note that they are still responsible for the missed course content that would have been taught during the missed snow days off. Faculty members will determine how to best insure students have access to course content during school closures due to bad weather.**

## ARRIVING LATE OR LEAVING CLASS EARLY POLICY

Any class time missed due to late arrival or early departure from class will be counted towards the four (4) hours allowed.

## ATTENDANCE REPORT

Students will receive reports from their faculty regarding their class attendance at the end of each term and at anytime attendance is considered to be a problem for a student’s progress in the program. When a discrepancy between the student and faculty record occurs, the student must reconcile the difference with their faculty. Reconciliation of the attendance record will not be done by the Registrar.

## CLASSROOM MAKE-UP HOURS

Make-up classes must be pre-approved by the faculty member for the class that a student wants to attend for make-up. Some classes are not appropriate to attend for make-up, such as: (a) the first time a new class meets, (b) any time the class is taking an exam, including a comprehensive or program final, or (c) during an Outreach Forum. Students should call the school as soon as possible when unable to attend a class to notify their faculty member of their absence and the accompanying circumstances.

Faculty reserve the right to assign out of class work in the learning resource center in some instances as long as the assignment is appropriate in content and time required to make up the missed hours. Students must complete this work during the regularly assigned learning resource center hours.

## CLASSROOM HOURS MAKE UP FORMS

**As adult learners, students are responsible for organizing their own make-up classes.**

Make-up time classes must be pre-approved by your own faculty member teaching the class in which the student has inadequate attendance. When requesting a class for make-up, the student must allow one week for the faculty whose class they desire to attend to receive the form and notify the student if their attendance during the requested class is appropriate for a make-up.

**Students wishing to make up classroom hours must pick up a MAKE UP FORM from the Student Lounge, Registrar's office or faculty member and fill it out.**

1. The make-up form is then to be given to the student's primary faculty member to be approved.
2. The primary faculty places the signed make-up form in the appropriate faculty member's box.
3. If it is determined the requested make-up class is not appropriate, the student will be notified via an unsigned make-up form returned to them if the request is made in a timely manner by the student.

## COURSE INCOMPLETES

**NOTE:** Incompletes are rarely granted and if they are in the event of missed comprehensive theory exams, program finals, or clinical coursework, faculty assign the date to the student by which makeup exams and clinical work must be completed if a student's progression in the program is to be valid. Students will not be allowed to graduate until all clinical work including documented practice, outreach, and preceptor massages are satisfactorily completed. Any student showing a pattern of "Incompletes", meaning more than once will not receive additional incompletes by the faculty except in the event the student has a grade of 85% or better in that class and has submit an official document from an appropriate professional explaining the student's inability to complete their coursework in a timely manner due to an emergency. Faculty must approve this document and reserve the right to contact the person who wrote the note. An unacceptable incomplete will result in a failing grade for the course in that term. **Faculty will comply with this policy, and will show consistent fairness in the application of this policy. A professional training program has an obligation to the profession, students, and public to make every attempt to insure graduates are properly trained to provide safe and ethical health care services.**

## GRADUATION

For a student to graduate from SHI Integrative Medical Massage **diploma** program, all seven (7) quarters of Massage Theory/Clinical and Anatomy/Physiology must be successfully completed sequentially with a grade of 75% or better each quarter in each area of study. As part of the definition of successful completion, students must also be current on their financial agreement with the school. All financial payments, including any late fees incurred during enrollment, must be paid in full prior to graduation. Failure to comply with this agreement will result in the student not receiving a diploma. Students who do not receive a diploma are not officially graduated and, therefore, are not eligible to sit for the MBLEx exam.

## LICENSURE EXAM

In addition to the above requirements of the school, a graduate must apply to take the MBLEx Exam. After graduates passing the MBLEx, the graduate must apply to the State Medical Board. The application must be completed and the appropriate fees as required by the Board, must be submitted with the application according to the dates established by the Board. SHI will issue a notarized copy of the student's diploma to the State of Ohio Medical Board upon the graduate's successful completion of the program as defined above.

## PROGRAM TRANSFERS SEEKING ELIGIBILITY FOR LICENSURE EXAM

A **program transfer** is any individual who transfers from another Ohio Massage Therapy School prior to graduation and **has never taken the state licensure exam**. The student must have been enrolled with passing grades six months or less in their previous school. Any transfer student beginning the massage therapy training at SHI must adhere to the following protocol to be considered for admissions:

1. Write letter to the Director requesting a review of their massage school training.
2. Request that a transcript be sent directly from their previously attended massage therapy school to SHI, attn: Director.
3. Provide names of the Director of their school as well as two instructors and the school's phone numbers where these individuals may be reached.
4. Request that a transcript from the high school and post graduate work completed be sent to SHI, Attention: Dean of Admissions.
5. Complete an admissions application requesting appropriate placement in SHI's program.
6. Interview with the Dean of Admissions and become familiar with SHI's program.
7. If the person wanting to sit for the licensure exam completes # 1 - #6 above successfully, they will be tested through "average" exams written by experienced SHI faculty and the Executive Director. The success or failure on these exams will determine the appropriate placement of the transfer student into the "regular" program with other SHI students.
8. If accepted into SHI's program, the transfer student will agree to abide by **all** policies in the student catalog, pass each quarter with a minimum of a grade of 75%. Any transfer student who fails a quarter (75% or less) may be considered for re-enrollment consistent with SHI policies concerning re-enrollment in the student catalog. Transfer students must pass all courses to be eligible to sit for the MBLEx licensure exam in Medical Massage Therapy.
10. Transfer students are required to officially enroll as an SHI student and purchase all required textbooks, pay lab fees, and pay the "normal" tuition for all courses in which they enroll. Payment plans will be worked out in accordance with those found in the student catalog.
11. Upon successful completion of the program, the graduates will receive a diploma, making them eligible to sit for the MBLEx Licensure exam.
12. Any student dismissed from another school for substantiated ethicaethical/moral violations, or for non-payment of tuition **will not** be considered for admission to SHI.

## AUDITING

Students who are interested may audit the human anatomy and physiology course by making arrangements with the Director or Assistant Director, Admissions and Records. Permission may be granted on a "space available basis." This opportunity is offered to individuals who have little or no background in human anatomy and physiology, have a grade point average of less than 2.0 on previous science courses, and/or need extra study to successfully pass the academic coursework. Students auditing the course are then required to enroll in the course for a grade. The fee for auditing is \$300.00 per course track (A/P=1 track & MT = 1 track) per quarter plus textbooks.

Students auditing the course will be required to take tests for self-evaluation as well as faculty evaluation. Students auditing the A&P course must attend 90% of all classes and successfully complete a semester comprehensive final (passing at 75% or above) to qualify for consideration for admission. Successfully completing an audit class with a minimum of 75% does not guarantee admission.

NOTE: Students are **not** permitted to audit massage classes, except to repeat a passed massage class.

## FACULTY RECOMMENDED REMEDIATION

As previously stated in the student catalog, after two failures, students may not retake another semester at SHI without remediation. If, after reviewing progress reports and consulting with instructors, it appears that the student is able to do the work, steps may be taken for one remediation attempt. Remediation courses may be taken at a college and must be completed with a grade of B or better or may be taken, with approval of the Executive Director, at SHI. Students opting to attend a college course, must show proof of satisfactory coursework with a grade of B or better on official documents from the college sent directly to SHI. An SHI remediation course must be completed with a grade of 85% or better before a student will be allowed to re-enroll in regular coursework counting toward graduation. Remediation will be denied if it is apparent that the student, for whatever reason is not able to successfully complete the level of coursework required of students.

Students approved to enroll in a specific remediation course must pay the \$475 remediation fee per course (**one quarter course**) prior to the beginning of coursework.

## ENROLLMENT FOLLOWING REMEDIATION

Students enrolled in faculty recommended remediation coursework must demonstrate a grade of 85% or better, careful management of study time, and excellent attendance consistent with requirements of students enrolled in the massage therapy program. Students enrolled in faculty recommended remediation courses must be current in their financial obligations with SHI prior to official enrollment in the regular massage therapy program. Enrolling in a new class will necessitate completing new enrollment forms, agreeing to comply with all policies, fees, etc. as established in the new catalog. Students accepted back into the regular massage therapy program must complete enrollment, including the signing of a new financial agreement for that class based upon tuition costs as well as book and lab fees for the class in which they are enrolling. Tuition already paid to SHI for classes passed will be credited toward the total owed; however, remediation and retake fees are not part of the tuition.

## **POLICIES**

### **ALCOHOL/DRUGS POLICY**

No alcoholic beverages or illegal drugs are permitted anywhere inside the building, in the School parking lot, or on School grounds. Students known to be abusing alcohol or drugs or coming to class with impaired functioning by alcohol or drugs, will be expelled from school in accordance with the Dismissal Protocol stated in this catalog. A student who has been dismissed after it has been determined that they are coming to school with impaired functioning due to alcohol or drugs, may be considered for re-enrollment one time only, after a period of one (1) year and treatment for their problem, as well as a letter of recommendation for re-enrollment from a licensed treatment counselor. A second violation of the Alcohol/Drugs Policy will result in expulsion with no possibility of re-enrollment. Smoking is strictly prohibited in all facilities.

### **PROFESSIONAL DRESS CODE**

Students must wear school scrubs and picture ID anytime they are in massage class or representing SHI at an approved event (Externships, additional required programs, etc.). Scrubs **must** be laundered between classes so they appear professional. Fingernails must be trimmed and hands/nails clean at all times during massage class and practice. Long and/or dirty fingernails and nail polish may be disturbing to clients and other students. In addition, long or dirty nails can harbor bacteria or fungi that can lead to infections on the therapist's hands. These can be contagious to clients/other students. In addition, the following guidelines are required for "hands-on" exams, externships, preceptor massages, outreach, etc.:

Small earring may be worn. Other visible body piercings: small studs.

No cleavage of any kind is acceptable (breast or gluteal). No visible midriff or panty showing.

Watches, rings, bracelets, and dangling necklaces must be removed.

Hair must be pulled up or back, if it is long. This includes hair that is cut in such a way that you need to constantly brush it back from your face/eyes.

Gum chewing during client sessions is prohibited.

Shoes: No high heeled shoes.

### **SEXUAL HARASSMENT POLICY**

Any student who willfully participates in behavior that embarrasses or threatens a staff member or another student's personal integrity, verbally and/or physically, will be verbally confronted by the staff, and a note confirming the confrontation will be placed in the student's personal file. Continued harassment will result in a written reprimand. Further harassment will result in expulsion from SHI School. Any threat and/or act of physical harm or sexual advances to another student or staff will result in immediate expulsion from SHI with no possibility of re-enrollment.

### **GRIEVANCE PROTOCOL**

Consistent with the humanistic educational philosophy of SHI School, it is expected that students, faculty and staff demonstrate the emotional maturity to resolve concerns directly with those involved whenever possible. Any communication or behavior which contributes to an environment that is inconsistent with the personal and/or professional development of students, faculty or staff will be promptly confronted.

## **STUDENT CONCERNS**

Students having concerns with the behavior of another student, faculty member, or staff member, are expected to discuss their concerns directly with that person whenever possible. If the student is either unable or uncomfortable doing this (due to the nature of the concern) the student may request that his or her faculty conduct a meeting with themselves, the other student, and/or the faculty. If the behavior of another student, faculty member or staff member is of **serious** concern and cannot be resolved by the student and/or faculty involved, the student and/or faculty may request a meeting involving the Executive Director in a meeting with all parties involved.

## **STUDENT SERVICES**

### **ADMISSIONS**

The Dean of Admissions conducts an initial campus tour with each prospective student. During this initial meeting, the Dean of Admission conducts an informational interview for potential students, explaining the curriculum, school philosophy, class schedules, academic expectations, and financial policies. Prospective students ask questions and are able to talk to any student, staff, or faculty available on campus. If the prospective student meets the requirements, the Dean of Admission advises them of their status based on SHI's first come, first serve policy for qualified applicants. If the Dean of Admission has concerns about the academic abilities or personal background that might prevent them from successfully passing the coursework, licensure exam and being allowed to practice massage therapy by the State of Ohio Medical Board, the prospective student is advised of the issues by the Dean of Admissions. Resolution of these concerns is sought. Any student whose special needs cannot be met adequately by SHI will be referred to an appropriate program such as a community college. The Dean of Admissions may require testing by a professional licensed and trained to test for the ability to benefit from SHI's rigorous academic program prior to admitting a prospective student.

### **ACADEMIC**

Faculty and staff of SHI School are available to assist and advise students with academic problems. Private tutoring may be arranged through the School. Fees for such services are to be discussed with the tutor and paid to the tutor directly. A student's current faculty members cannot receive payment for tutoring SHI students.

### **PLACEMENT**

Prospective employers contact the school to seek massage therapists. This information is given to graduates. During the regular curriculum, all SHI students take Business Classes that help them learn how to set up a business successfully.

### **PERSONAL**

Individuals requesting personal counseling or referral for personal counseling may be referred by faculty or staff to Licensed Professional Clinical Counselors, Psychologists or Psychiatrists in the student's own community.

## **EXIT INTERVIEWS**

When a student withdraws or is dismissed, they have available to them exit advising and referral from the Registrar, and/or faculty. Each withdrawing student should submit a withdrawal letter to the Registrar's office to discuss the reasons for exit, the exiting process and future plans concerning re-enrollment. Each exiting student must notify the Registrar and Student Accounts to finalize financial obligations. All refunds will be made within thirty days and in accordance with governing rules of the State of Ohio Board of Career Colleges and Schools.

## **STUDENT RECORDS**

Confidential student records are maintained at SHI in accordance with the rules established by the State Board of Career Colleges and Schools. Current faculty/staff will have access to these records on a "need-to-know" basis. These include applications, official high school/college and massage school transcripts, and student records of attendance, grades and conduct. Currently enrolled students may request to see their student file through the student records office. Students are required to notify the Registrar 24 hours in advance of wanting to view their file. Students may view their file only in the physical presence of the Registrar or another administrative representative delegated by the Executive Director.

## **TRANSCRIPTS**

One transcript is issued to graduates upon written request by the graduate. Additional transcripts will be issued to the student or a third party only at the written request of the student along with payment of a ten dollar fee per each additional transcript issued. An additional twenty five dollar fee is charged for narrative reports or information beyond that provided on the school's standard transcript.



## SHI MEDICAL MASSAGE SCHOOL—FINANCIAL POLICIES

An Application Fee of \$100 is due when an application is submitted. (\$125 late application)

**TOTAL TUITION: \$8,652.00**

### Tuition Payment Options

<p><b>Plan A</b></p> <p>Book/Lab Fee     \$409 (Due at Enrollment)</p> <p>Tuition             \$8,652. Service fee         \$396. (paid in seven increments)</p> <p><b>Total due at enrollment</b> (includes 1st tuition) <b>\$1,701.57</b></p>	<p><b>\$1,292.57</b></p> <p>(Paid at time of enrollment)</p>	<p><b>\$1,292.57</b></p> <p>Due on or before first day of second quarter</p>	<p><b>\$1,292.57</b></p> <p>Due on or before first day of third quarter</p>	<p><b>\$1,292.57</b></p> <p>Due on or before first day of fourth quarter</p>
	<p><b>\$1,292.57</b></p> <p>Due on or before first day of fifth quarter</p>	<p><b>\$1,292.57</b></p> <p>Due on or before first day of sixth quarter</p>	<p><b>\$1,292.57</b></p> <p>Due on or before first day of seventh quarter</p>	<p>(Student will need to select another payment plan if payment is not made within the 1st week each quarter)</p>

<p><b>Plan B and Plan C</b></p> <p>Book/Lab Fee     \$409 (Due at Enrollment)</p> <p>Tuition             \$8,652. Service fee         \$396.</p>	<p><b>Plan B: 20 Months</b></p> <p><b>Total due at enrollment</b> (includes 1st tuition) <b>\$861.40</b></p> <p><b>\$452.40</b> due at the beginning of each month. (Late fee of \$15 automatically assessed if payment is not at the Lebanon office by the 10th of each month)</p>	<p><b>Plan C: 24 Months</b></p> <p><b>Total due at enrollment</b> (includes 1st tuition) <b>\$786</b></p> <p><b>\$377.</b> due at the beginning of each month. (Late fee of \$15 automatically assessed if payment is not at the Lebanon office by the 10th of each month)</p>
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### ESTIMATED ADDITIONAL COSTS

“ADDITIONAL COST SUPPLIES” ARE REQUIRED PURCHASES FOR ALL STUDENTS (TO BE AVAILABLE TO THE STUDENT AT THE APPROPRIATE TIME DURING THEIR TRAINING)

- Four outside textbooks (Beck, Mosby, Kuntzman, & Trail Guide)...prices will vary according to new/used
- Portable Massage Table (to be purchased within first quarter) \$ 200 to \$850
- Other supplies, i.e., table linens (sheets), blood pressure cuff, additional oils, etc. \$ 70 to \$100
- Fees to be paid to Preceptor Faculty for massages received from them to fulfill requirements for graduation. Payment is made directly to the Preceptor at the time of the message, starting in first Quarter. Preceptors set their own fees and it is up to the student to call the Preceptor and obtain this information before making an appointment. \$ 120 to \$195
- Criminal Background Check \$ 85
- MBLEx \$ 195
- State Medical Board \$ 150

### SUSPENSION FOR NON PAYMENT OF TUITION

If at any time payment is in arrears 38 days or more, a student will receive a letter from the School, and have 10 additional days after the letter, before being suspended or dismissed for non-payment. The student will not be permitted to attend any classes, nor will any classroom hours attended be counted until their account (including all late fees owed at that point) is brought current. Any classes missed during a period of suspension must be made up by the student prior to graduation using a schedule approved by the student's faculty. The school reserves the right to determine that a student must have to re-enroll in the same semester if too many classes have been missed.

## REFUND POLICY

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1.

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

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

**DISMISSAL POLICY:** If, in the judgment of the administrative officer and faculty, a student is to be dismissed, SHI will follow such procedures as is considered appropriate with due regard to the rights of the individual. A student may be dismissed from SHI if the student is found to be:

- ~Unable to complete coursework with a grade average of 75% or better.
- ~Failing to comply with school policies and procedures as outlined on page 31 of the "Student Catalog".
- ~Found to have fallen 60 days behind in tuition payments without contacting Student Accounts to make satisfactory arrangements for becoming current with payments, and failure to follow through with the new financial arrangements.

## UNUSED ITEMS

Items not delivered to the student cannot be considered used except for those items special ordered for a particular student and cannot be used or sold to another student.

In the event that a student withdraws or drops out, credit will be determined and all efforts will be made to refund pre-paid amounts for books and supplies that are in "new" condition.

## STUDENT RECORD

A record of the determination of refund or non-refund will become a part of the student's permanent file.

## WITHDRAWAL POLICY

Students are asked but not required to submit their request for withdrawal in writing, including the date and their reasons for withdrawal, as well as any future plans for re-enrollment. However, if a student has missed four (4) consecutive classes without notifying SHI, that student will be Administratively "withdrawn" as of the last day class was attended. All financial refunds or collections will then be completed by the Student Accounts office.

## DISMISSAL POLICY

If, in the judgment of the Administrative officers and Faculty, a student is to be dismissed, SHI will follow such procedures as is considered appropriate with due regard to the rights of the individual. Students dismissed from SHI are excluded from all school activities, functions and facilities. A student may be dismissed if they are:

- a. Unable to complete coursework with a grade average of 75% or better after two attempts.
- b. Found to have provided professional massage for a fee prior to being licensed. Ohio law makes no provision for temporary or provisional licensure while a request for licensure is in process. "The practice of therapeutic massage prior to licensure constitutes a criminal offense," *Ohio State Medical Board*.
- c. Convicted of any felony or misdemeanor involving moral turpitude while enrolled.  
Charged and/or convicted of any felony or misdemeanor while enrolled.
- d. Abusing alcohol and/or drugs.
- e. Involved in sexual harassment of students, faculty, staff, preceptors, personnel at outreach sites or the public.
- f. Displaying inappropriate classroom behavior according to the personal and professional Conduct Policies of SHI.
- g. Involved in behavior endangering themselves or others in the classroom or on the campus.
- h. Found to have falsified their admission records or any school records in any manner.
- i. Deemed to have inadequate attendance making them ineligible for graduation, as established and stated by SHI in the Attendance Policy, or the student stops attending classes without notice to SHI.
- j. Shown to be cheating in any manner that impacts grades (exams, papers, homework, etc.).
- k. Found to have fallen 38 days or more behind in tuition payments, without contacting Student Accounts to make satisfactory arrangements for becoming current with payments. Failure to follow through with new financial arrangements will result in dismissal.
- l. Failed to complete all coursework in the assigned time for their class.
- m. Demonstrates disrespectful, unprofessional behavior towards faculty, staff, students and the public whenever representing the school and/or profession. This includes all externships (preceptor massages and outreach).

**\*\* If a student is dismissed due to a substantiated morals, ethical, or other violation of SHI or state law/rules affecting their ability to practice massage therapy ethically and/or safely, SHI is obligated by Ohio State Law 4731-224B to forward this information to the State Medical Board of Ohio.**

## **DISMISSAL PROTOCOL**

1. Failure to complete a quarter's coursework with a grade average of 75% or better will result in automatic dismissal of a student.
2. Physical, emotional, or verbal abuse and/or insubordination with students, staff, faculty, preceptors, and the public, including, but not limited to all personnel and clients at outreach sites will be grounds for immediate dismissal.
3. Verbal, physical and/or emotional abuse, including sexual harassment of another student is grounds for immediate dismissal.
4. Cheating in any manner will result in immediate dismissal.

## **IMPAIRED STUDENT DISMISSAL**

If a student is dismissed for being impaired due to abusing alcohol and/or drugs, the student may be advised to receive substance abuse therapy. Upon completion of treatment and prior to re-enrollment consideration, the student must receive a written positive recommendation for re-enrollment from a licensed professional certified to counsel in the area of substance abuse. The student will be required to obtain a statement releasing SHI from any/all liability, should the State Medical Board of Ohio determine that the graduate either will not be eligible to sit for the licensure exam or may be approved conditionally due to a past history of substance abuse. A second dismissal from SHI for alcohol/substance abuse will be considered final.

## **STUDENT RIGHTS & RESPONSIBILITIES**

Rights and responsibilities are afforded to all students enrolled at SHI and include, but are not limited to:

### RIGHTS

- The right to an education that is consistent with that required for an entry level massage therapist.
- The right to be free from discrimination and sexual harassment.
- The right to have their records maintained with confidentiality in accordance with state and federal regulations.
- The right to due process in any disciplinary process.
- The right to learn in an environment that supports academic Freedom.

### RESPONSIBILITIES

- Students are expected to conduct themselves in accordance with current student policies and procedures as outlined in their current Student Catalog and the AMTA Code of Ethics.
- Students are expected to demonstrate a desire to learn and develop their professional skills by preparing for each class, having a consistent attendance and showing positive classroom participation that contributes to personal and professional growth.
- Students are expected to honor their financial commitments concerning the payment of all tuition and fees according to the agreed upon schedule.
- Students are expected to show reasonable care for the school property and grounds.
- Students are expected to honor the Personal Conduct policies as outlined in the student catalog.

## **STUDENT GRIEVANCES**

### **Academic Grievances**

Students having concerns about a student's academic progress should discuss their concerns directly with the individuals involved. A student who has attempted to resolve their concerns directly with the faculty member involved and still feels unresolved, may request a meeting with the Director of Massage and the involved faculty member. The Director may request that the student and faculty have additional discussions prior to any meetings in order to strive for and find additional opportunities for resolution. If a meeting is conducted with the faculty member, student, and the Director, a resolution will be written by the Director and signed by all parties.

### **Grievances: Inappropriate Behavior**

Students having concerns with the behavior of another student, faculty member, or staff member, are expected to discuss their concerns directly with that person whenever possible. If the student is either unable or uncomfortable doing this (due to the nature of the concern) the student may request that an un-involved faculty member be appointed by the Director to conduct a meeting with the other student, and/or the faculty. If the behavior of another student, faculty member, or staff member is of serious ethical concern, the Director of Massage must be notified and involved in resolution of this matter. The Director will request a joint meeting of all parties involved if appropriate. Ethical or other equally unacceptable breaches will be referred to the Director of Massage for further investigation.

### **Files for grievances**

Student grievances will be maintained in a file in the office of the Director of Massage for a minimum of five years.

### **STUDENT DISCIPLINARY ACTION**

If the grievance against a student is of a nature (i.e. habitual) that it can not be resolved through discussion between the parties concerned, a written warning will be placed in the student's file with a copy provided to the student. If the behavior continues after a written warning, formal disciplinary action will be initiated by the appropriate faculty member and the Director of Massage.

This student must sign a statement releasing SHI from any/all liability, should the State Medical Board of Ohio determine that the graduate either may not be allowed to sit for the licensure exam or practice as a massage therapist in Ohio or may be approved conditionally by the State of Ohio Medical Board due to a past history of substance abuse. A second dismissal from SHI for alcohol/substance abuse will be considered final.

### **DUE PROCESS REQUIREMENTS FOR STUDENTS**

Consistent with the humanistic educational philosophy of SHI, it is expected that students, faculty, and staff resolve concerns directly with those involved whenever possible. This is the first step in resolution of conflicts.

The U.S. Supreme Court maintains that a fundamental requirement of due process is the opportunity to be heard. Thus, if the conflict results in a student being dismissed or reprimanded in a manner that negatively affects the students' status at SHI, the student may be heard by a neutral person.

The student will receive in writing the exact conduct, charges against the student upon investigation of all charges. Such investigation may include informal review, discussion with an official directly involved in the charges and with the student involved. The charges will include written facts and evidence underlying the charge and of the principles of student conduct said to have been violated.

The student will be granted reasonable time within which to prepare a response (usually within forty eight hours of having received the written charges)

## **Due Process Req. Cont**

The student will be granted a hearing with the faculty or staff person involved and the Director of Message.

A preliminary decision will be made and the student notified in writing. The student has a right to appeal this decision.

Decisions made by the Director of Message will be maintained in a file in his/her office for a minimum of five years as well as placed in the involved student's academic file.

## **APPEAL PROCEDURE FOR STUDENT**

The student may request an appeal in writing to the Executive Director of the School.

The Executive Director will review any adverse initial determination and make recommendations

An Appeals Committee made up of an uninvolved faculty member, the Director of Message, and Chairperson of Message will read the appeal made by the student in writing. The appeals committee will conduct a hearing at which time the student involved may be heard and the accuracy of the charges determined.

The Appeals Committee will make a recommendation that the initial determination be upheld or will reverse the initial decision if it is determined that the charges against the student were not accurate.

The student will receive the Appeals Committee decision in writing within 72 hours of the Committee's decision.

All Appeals Committee decisions will be maintained in the Director of Message's office for a period of five years.

## **FOLLOWING THE APPEALS HEARING**

Should the student disagree with the Appeals Committee decision, they may contact the State of Ohio Board of Career Colleges and Schools to file a grievance.

## ***GRIEVANCES UNRESOLVED THROUGH SHI'S GRIEVANCE OR APPEALS PROCESS:***

State of Ohio Board of Career Colleges and Schools

Pursuant to section 3332.09 of the Revised Code, any person adversely affected by the actions of a certificate holder may file a complaint with the State Board of Career Colleges and Schools alleging that any school registered with the board has violated any provision of section 3332.09 of the Revised Code. The complaint shall be in writing and signed by the complainant and shall be filed with the board within six months after the violations allegedly were committed. Grievances to be submitted to the State Board of Career Colleges and Schools must be sent to:

State of Ohio Board of Career Colleges and Schools

30 East Broad Street, Suite 2481

Columbus, Ohio 43215-3414

877-275-4219

## RE-ADMISSION

A student who has properly withdrawn from SHI (and is in good standing academically, financially and has conducted themselves in accordance with the SHI policy of professional conduct) may apply for re-admission to SHI. SHI reserves the right to place the student in the semester deemed necessary by the faculty and Administration to ensure the student receives all of the School's current student training.

### **To re-enroll, a student must be in compliance with the following:**

Regardless of how long a student has been away, they must be current on all financial obligations to the SHI including, but not limited to, any late fees owed to SHI from the previous enrollment.

If the student **has not** been enrolled at SHI within the last 6 months or the School has significantly changed curriculum, textbooks and/or syllabi, **SHI reserves the right to change the timeline as herein stated:**

1. The student will automatically be required to re-enroll with a new class starting with first quarter and repeating the entire program.
2. No classroom hours or payments completed on the previous enrollment will be accepted toward re-enrollment. Any previous payments, completed hours, classroom assignments, graduation requirements, etc. will all have to be repeated with re-enrollment.
3. Students may only re-enroll at the beginning of a quarter. Partial semester hours will not be counted towards completion of the semester in which the student enrolls.

**\*\*** The timeline for re-enrollment is determined by primarily two criterion in addition to not being in class the previous 6 months:

- a. Is there a strong likelihood that the student will be prepared to the best possible extent to pass their licensure exam the first time? Is enough knowledge retained from class work prior to the last 6 months?
- b. Will the student potentially present a health safety issue for the public in their practice of medical massage therapy in externships, outreach, or with the public upon graduation?

**If the student has been enrolled at SHI within the last 6 months, SHI reserves the right to place the student appropriately to ensure a high quality of educational experience at SHI.**

1. Student must have been current in attendance in all completed quarters for which they are requesting credit. Any quarter with inadequate attendance must be repeated.
2. Student must submit a written request at least ten (10) days prior to the beginning of the new class. Failure to do so in a timely manner may result in the student not being readmitted. The letter must include why the student thinks his or her academic performance will now be adequate and how their personal situation changed in order to accommodate their studies. **No student will be considered for re-enrollment until a written request is received in the office.** The student may be required to interview with the Director, and faculty, prior to decision regarding re-enrollment.
3. Student must have conducted themselves in accordance with "Personal Conduct" policies as stated in this catalog and be able to demonstrate insight for their personal misconduct and be working on the change needed for them to be successful professional medical health care providers.
4. The student will be made aware of any curriculum, textbook, or syllabus changes that have occurred, agree to repeat all necessary coursework including outreach, externships, preceptor messages, and purchase new scrubs and books not purchased or used in their previous class.

### ***Readmission continued***

5. Any student who has not previously complied with SHI policy of Personal Conduct, ethics, financial policies, or any SHI policies may re-enroll **ONLY** with a “probationary status” and a written and signed agreement to correct and measure specific prior behavior issues. This agreement will include appropriate input from administrative personnel and faculty. If the student complies successfully with all the requirements of their re-enrollment agreement, the probationary” agreement will be removed from the student’s file upon graduation.

**NOTE: Failing to comply with the probationary terms will result in administrative withdrawal.**

#### **If the student is accepted for re-enrollment:**

1. The student must contact the Registrar to obtain a current Student Catalog and Enrollment/ Financial Agreement. The Registrar will discuss any and all changes in fees and policies which the student must honor. The student will be required to sign all new contracts before any classroom hours may be accrued.
2. The student repeating a failed course must pay a “Re-Take” fee equivalent to the normal fee charged for one quarter.
3. A new financial agreement and enrollment agreement must be signed prior to re-enrollment or accrual of classroom hours.
4. The student must receive a copy of the Student Catalog which is current for their new class, read it and sign a new agreement that they have read it and agree to abide by its policies.
5. Before the first class starts, the Registrar will notify the instructor(s) in writing that a new student (by name) has re-enrolled and assign a date when the student will enter their class.
6. If more than six months have passed since being in class, a student may be required to repeat a quarter.
7. The student re-enrolling will be expected to pay new (if increased) tuition fees plus fees for new and/or additional textbooks, and abide by SHI’s required number of classroom hours of attendance.
8. Students re-enrolling after an absence of one year must complete the entire program.



## FACULTY

**SHARON L. BARNES (1981)** Senior Clinical Instructor, *Medical Massage, Pain Management, Communications, Spinal Dysfunctions, Cranio-sacral Therapy, Trigger Point, MET, Myers-Briggs & Communications, Professional Ethics, Psychology* - B.S., Psychology, Boise State University (1972); M.S., Mental Health Counseling, Wright State University, (1975); Ph.D., Psychophysiological Counseling, UGU (1979); Ohio Pain Initiative Excellence in Pain Management Award (2003), Appointee to the National American Massage Therapy Association's Standards of Practice/Ethics Committee, State of Ohio Medical Board's Massage Therapy Advisory Committee; Professional Licenses: Licensed Professional Clinical Counselor with Supervisory Credentials (1975), and Medical Massage Therapy, Ohio (1979).

**MARY CHEERS (1992)** Senior Clinical Instructor *Medical Massage, Business Practices Instructor* - Radiological Technologist (1970), Associate Degree Allied Health, Sinclair Community College (1979); Supervisor/Education Coordinator, Radiology Department, Grandview Hospital (1980-1987); TouchPro Practitioner/Trainer; Certified Infant Massage Instructor; Professional License: Medical Massage Therapy, Ohio.

**KIMBERLY EHRET (2003)** *Anatomy and Physiology and Medical Massage*, M.S.c-Earth Sciences, - Post Graduate Studies-Human Anatomy and Physiology (Wright State University) Professional License: Medical Massage Therapy, Ohio (2001)

**ANDREW J. KUNTZMAN (1990)** *Anatomy and Physiology*, - B. Sci., Science Education, Ohio State University (1961); M. Sci., Zoology, Ohio State University (1963); Ph.D., Human Anatomy, Ohio State University (1970); Professional License: Medical Massage Therapy, Ohio.

**CONSTANCE (Stormé) JOHNSON (2016)** Clinical Instructor *Medical Massage*, B.S. Business Administration, Central State University (1982); M.S. Administration/Marketing & Management (1991); Ed.D. Education in Education Foundations (1998); Professional License, Medical Massage Therapy, Ohio (2013)

**MARYLIN RAINEY (1993)** Senior Clinical Instructor, *Medical Massage, Cranio-Sacral Therapy, Integrative Myoneural Therapy*, - *Certified CST (1989), Certified Somatic Release in Clinical Massage (1993), Certified Neuromuscular Therapy, St. John Method (1994); Certified by the National Certification Board for Therapeutic Massage and Bodywork (1994)*. Professional License: Medical Massage Therapy, Ohio.

**HUGHES SPARKS (2015)** Clinical Instructor *Medical Massage, Anatomy and Physiology*- B.A., Philosophy, University of Cincinnati (1998); M. Ed Education, Xavier University (2002); Professional License: Medical Massage Therapy, Ohio (2012)