

# Everest

## INSTITUTE

2007-2008 CATALOG

121707

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*A branch campus of Everest College,  
Seattle, Washington.*

This school is licensed under Chapter 28c.10 RCW; inquiries or complaints regarding this or any other private vocational school may be made to the Work Force Training and Education Coordinating Board, 128 Tenth Avenue SW, P.O. Box 43105, Olympia, Washington 98504-3105, (360) 753-5673. Licensed by the Oregon Department of Education, 225 Capitol Street, N.E., Salem, Oregon, 97310-0203, 503-378-3569

Publishing Date December 2007

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Effective December 17, 2007, through December 31, 2008

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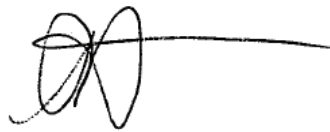
## **A MESSAGE FROM THE PRESIDENT**

Welcome to Everest Institute! For over 30 years, people with a desire to make a good living while helping others have turned to Everest for the knowledge and support necessary to reach their dreams. Our graduates have touched the lives of tens of thousands of their clients, promoting wellness and improving their quality of life. We hope you find our exceptional programs, outstanding faculty, and "make a difference" attitude to be the right combination to help you succeed in your journey.

Being successful at Everest, and in the world of health and helping others, may require you to step outside of your comfort zone and try new things. New experiences can make us feel uneasy and/or insecure. Eleanor Roosevelt once said "You gain strength, courage, and confidence by every experience in which you really stop to look fear in the face. You must do the thing which you think you cannot do." I encourage you to meet your challenges head-on, face your fears, and continually push yourself to become the best you can be.

At Everest Institute, we consider ourselves your partner in success. We will provide you with the tools you need to acquire the knowledge and skills necessary to succeed in your career. It is up to you to put those tools to work. The administration, the faculty, the staff, and your fellow students are here to support and assist you as you take this important step toward creating a more fulfilling future for yourself.

We are genuinely excited about your enrollment at Everest, and we are committed to helping you achieve your dream.

A handwritten signature in black ink, consisting of a stylized, cursive 'S' followed by a horizontal line extending to the right.

Siri McElliott  
Campus President



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## **ABOUT CORINTHIAN COLLEGES, INC.**

This college is a part of Corinthian Colleges, Inc. (CCi). CCi was formed in 1995 to own and operate schools across the nation that focus on high-demand, specialized skills. CCi is continually seeking to provide the kind of training programs that will best serve the changing needs of students, business and industry.

With headquarters in Santa Ana, California, and schools in various states, CCi provides job-oriented training in high-growth, high-technology areas of business and industry. The curricular focus is on allied health, business, and other programs that have been developed based on local employer needs. Students use modern equipment and facilities, similar to the kind they can expect to find on the job. By emphasizing focused training, CCi provides people entering or reentering today's competitive market with practical, skill-specific training vital to their success.

Corinthian Colleges, Inc. is dedicated to providing vocational and technical training that meets the current needs of business and industry. Under CCi ownership, the College will maintain its long-standing reputation for innovation and high-quality private vocational education.

## **MISSION STATEMENT AND OBJECTIVES**

### **Mission Statement**

Everest Institute is an independent, private, diploma-granting school of Allied Health Education. The College is dedicated to preparing students from diverse backgrounds with the skills, knowledge, and attitudes to successfully compete for jobs and to cope with ever-changing work force requirements; and it encourages lifelong learning and growth both on the job and in life.

### **Objectives**

1. To be an effective contributing member to Washington and Oregon state's workforce development efforts.
2. To encourage our students to become contributing members in their communities.
3. To provide job-relevant career training to all qualified students.
4. To provide technical skills to assist the student with lifelong learning skills on the job and in life.
5. To provide the community with specialized personnel for employment in entry-level and related career path positions.
6. To provide placement assistance to all graduates in the field for which they were trained.
7. To maintain our faculty, equipment, and teaching methods within the standards set forth by the Department of Education, the State of Washington and Oregon, the Accrediting Council for Continuing Education and Training (ACCET), and the Washington & Oregon State Board of Massage.
8. To continually provide professional development training for faculty and staff members

### **Institutional Vision and Values**

Everest Institute changes lives. We empower individuals with skills to achieve their career goals, build their self-worth, and improve the performance of organizations. We do so with integrity. We play by the rules. We are responsive to all our customers. We respect the individual. We excel in all that we do. We are committed to innovation. We are transforming education to become the world's leading provider of learning solutions.

### **Core Values**

**Integrity** – Act with uncompromising honesty in all transactions regardless of circumstance.

**Customer Responsiveness** – Treat each customer with consideration, anticipate expectations and provide timely, effective solutions with clarity and flexibility.

**Respect for the Dignity of Others** – Create an environment where diversity and individuality are valued and success is celebrated.

**Innovation** – Be receptive to change, honoring each other's strengths and encouraging fresh, original ideas.

**Excellence** – Provide outstanding leadership, focused vision and superior service. Welcome progress and reach for the extraordinary.

## **EDUCATIONAL OBJECTIVES**

Everest Institute provides students with an interactive learning environment that has a firm foundation in both practical and theoretical education. The objective of Everest's vocational training programs is to prepare students to become successful practitioners in their fields.

The objective of the Massage Therapy Programs is to prepare students to qualify for and take the National Certification Board for Therapeutic Massage and Bodywork's National Licensing Exam. Upon passing one of these exams, graduates are qualified to be licensed in Washington state. Students are also prepared to take the Oregon practical exam and become licensed in Oregon. Graduates are equipped to work in a variety of settings, including chiropractic clinics, spas, and self employment. For those who wish to specialize, we continue to offer the Clinical and Sports Massage fifth-term program (not available at all campuses). Graduates of all the Professional Licensing Programs receive a diploma from Everest Institute.

The objective of the Massage Therapy program with a spa focus is to provide students with a sound theoretical base and the practical experience with aromatherapy and spa treatments and their uses for health and well-being. Students are also prepared to become successful massage practitioners.

The objective of the Massage Therapy programs with a sports focus is to provide students with a sound theoretical base and practical experience in clinical and sports massage settings.

The objective of the Fitness Trainer program is to prepare students with the training necessary to work successfully within the thriving health and fitness industry. Graduates of the program are prepared to work in various health and wellness facilities and receive

a diploma. The Fitness Trainer Program prepares graduates to sit for major certifications, including the National Strength Conditioning Association (NSCA), the American Council on Exercise (ACE), and the American College of Sports Medicine (ACSM).

## **COLLEGE HISTORY**

Everest Institute was formerly one of the campuses of Ashmead College. The Ashmeads were founded in September 1974 as the Seattle Massage School to teach massage skills to people wishing to practice professional massage in Washington State. Throughout the 1980's and 1990's, Seattle Massage School was recognized nationally as an innovator and leader in massage education. Seattle Massage School was the first massage school in Washington to be licensed by the state and the second massage school on the west coast to receive national accreditation by the Accrediting Commission for Continuing Education and Training (ACCET). Seattle Massage School offered the first advanced course for continuing education in 1987.

To provide students with a well-rounded, real-world learning experience and to provide massage services to the community, an in-house Student Clinic was created in 1989. In response to employer demand, the College developed and implemented fourth-term courses involving a Hospital Internship beginning in 1993 and a Sports Internship beginning in 1997, continuing our commitment to provide the greatest training opportunities for students.

In September 1991, the College opened its first branch campus in Tacoma to better serve students in this area. The second branch campus was opened in Everett in June 1993. To serve southwestern Washington and northern Oregon, a third branch campus was opened in February 1999 in Vancouver, Washington. In July of 2002 Ashmead College celebrated the opening of its fifth campus in Portland, Oregon. The Portland Campus is located in southwestern Portland.

In 1999 the College adopted the new name, Ashmead College, which better reflects the geographic reach and scope of programs available across the nation for those who are seeking to make a difference and a good living. The Fitness Trainer Program was launched in November 1999 to support the growing demand for qualified and skilled professionals in the health and fitness industry.

In August 2003 Corinthian Colleges, Inc. purchased Career Choices, Inc., the owner of Ashmead College, as a wholly owned subsidiary. In December of 2007, the name of the Tigard campus was changed to Everest Institute.

## **COLLEGE FACILITIES**

The Portland campus is located in the Plaza West Building. The 18,249 square foot facility on the fourth and fifth floors includes nine classrooms, two student clinic rooms, administrative offices, a supply store, reception area, and all the audio-visual and classroom equipment used by the campus. The Student Clinic is located on the fifth floor.

## **LICENSING ACCREDITATIONS, CREDENTIALS AND MEMBERSHIPS**

### **LICENSED AND ACCREDITED BY**

Accredited by the Accrediting Council for Continuing Education and Training and licensed under Chapter 28c.10 RCW by the State of Washington Workforce Training and Education Coordinating Board, 128 10<sup>th</sup> Ave., S.W., P.O. Box 43105, Olympia, WA, 98504-3105, 360-753-5662. Licensed by the Oregon Department of Education, 225 Capitol Street, N.E., Salem, Oregon, 97310-0203, 503-378-3569.

### **APPROVED BY**

Washington State Board of Massage  
Oregon State Board of Massage Therapists  
Department of Education, Salem, Oregon

### **EVEREST INSTITUTE MEMBERSHIPS**

Washington Federation of Private Career Schools and Colleges  
Better Business Bureau  
NASFAA (National Association of Student Financial Aid Administrators)

## **ADMISSIONS**

### **ADMISSION PROCEDURES**

A prospective student begins by scheduling a campus tour and admissions conference with an Admission Representative of Everest Institute. This allows the candidate to learn about career program choices available and view the facilities and equipment.

If Everest Institute's training programs meet the prospective student's goals, an Application and an Enrollment Agreement are completed. Candidates then meet with a Financial Aid Representative to arrange for the funding of their education.

1. Admission to Everest Institute is based on an assessment that determines readiness to engage the training program selected by a prospective student. Everest College accepts Ability-to-Benefit (ATB) students for the Massage Therapy and Medical Billing programs. Fitness Training students must attest to being a high school graduate or have passed the GED. Applicants enrolling under the Ability to Benefit provision are required to achieve a passing score on an independently administered, standardized, nationally recognized test that is approved by the U.S. Department of Education. The ability to benefit will be determined by passing the Career Programs Assessment test (CPat) offered by ACT, Inc. Applicants must take form B or C and receive a passing score on test B of language 43, reading 45, and numerical 41 and for test C language usage 42, reading 43, and numerical 42. This test is designed to measure the ability of a prospective student to benefit from the course of study.
2. All applicants are required to sign a statement verifying that they have graduated from high school or obtained a GED or to attest to the fact that they have not graduated from high school for ATB students.



3. Everest Institute will accept an application for admission before a student graduates from high school or receives his/her GED. However, the student will be required to submit proof of high school completion or GED before entering classes. In this situation, admission is contingent on receipt of the diploma, final transcript or other proof of completion.
4. As part of the admissions process, students complete a Confidential Health Intake Form. If contraindications for the selected program are present, a doctor's release will be required for admissions into the College. Applicants may be denied admission on the basis of health problems, poor hygiene, lack of financial capability, lack of physical capability, insufficient motivation, or exhibiting no ability to benefit from our programs. Everest will not enroll persons who have been convicted of a sexual crime (including, but not limited to: prostitution, sexual assault, molestation and rape). Students should be aware that felonies may affect the ability to be licensed in massage and may affect admission into Everest Institute.

Note to applicants to the massage programs: A criminal background check is performed by Washington State when an individual applies to be a Licensed Massage Practitioner and may be conducted for Oregon applicants. Consequently, if an applicant for licensure has been convicted of a felony, he/she may not be eligible for licensure. Licensing eligibility is determined by the licensing agency and not Everest Institute. These State agencies will accept inquiries regarding eligibility only after the individual has graduated and his application for licensure has been submitted.

Everest Institute facilities are wheelchair-accessible. Students are asked to identify any physical or learning needs during the admissions process. Student needs will be assessed on an individual basis, and the institution will make a reasonable attempt to accommodate students. Everest Institute reserves the right to deny a student admission if the student is unable to meet the demands of the program and/or profession.

Introductory massage courses may be offered at each campus. Please contact the Admissions Department to schedule an interview or to inquire about the Day of Massage or Introduction to Massage and Exercise Your Future workshops.

### **GED Preparatory Program**

The institution provides to all students admitted under the ATB provision information on preparatory programs convenient to the students for completion of their GED, local testing sites and schedules, and tutorial opportunities. The institution takes reasonable steps, such as scheduling, to make the program available to its ATB students.

### **ATB Testing**

Forms B and C of the Careers Program Assessment Test (CPAT) test by ACT have been approved by the U. S. Department of Education for the assessment of ATB students. Passing scores on the CPAT are Language Usage 42, Reading 43, and Numerical 41.

### **Retesting Requirements**

An applicant who has failed the CPAT may be offered a chance to retest when one of the following conditions is met:

1. The applicant's performance was influenced by factors other than ability, such as illness, cheating, interruption or improper administration of the exam, failure to time the exam correctly, or other factors that may have affected the applicant's performance; or
2. A significant change in the applicant's ability has occurred, such as the student has taken instruction to improve skills, or has participated in tutorial sessions on test taking and basic mathematical and language skills.

A student may not retest, unless the factor that affected performance has been resolved, or the action taken to improve the applicant's ability has been completed.

### **Retaking the CPAT**

Students who fail the first administration of this exam and qualify for a retest as outlined above may retake the exam using the alternative form of the exam with no waiting period, except for applicants for diploma programs in California schools, who must wait seven calendar days. If the retest occurs before a full thirty (30) days have passed since the previous testing, an alternate form (i.e., a form on the approved ATB test list other than the one most recently administered) must be used for the retest. If a minimum of thirty (30) days have passed since the administration of a particular form, the examinee may be retested using the same form. However, no form may be administered to a student more than twice in a ninety (90) day period. A student may retake the exam up to three (3) times (4 times total) before being denied admission.

### **Denial of Admission**

A student who has been denied admission after four attempts at taking the ATB test must wait six months from the date the student first took the exam, or 90 days from the date the student was denied admission, whichever is later, before the student is eligible to reapply for admission.

### **Delayed Admission**

Students who do not enter school following passing the exam, will not be required to retake and pass the exam prior to a delayed entry, so long as the passing test result is on file at the institution. Similarly, students who have enrolled and then withdrawn and wish to re-enter will not be required to retake and pass the exam prior to re-entry, if the original passing test result is in the student's academic file or if the student has earned a high school diploma or the equivalent.

## **TRANSFER CREDIT**

### **Requirements**

Everest Institute can accept a maximum of 50% of the total credits required to complete a program as transfer credits. An exception to this 50% maximum can be made if the student is transferring from a Corinthian College School. Everest Institute reserves the right to accept or reject any or all credit units earned at another institution at its own discretion.

In the case of veterans, Everest Institute will review previous education and training and adjust credit and tuition, where appropriate, in accordance with the Department of Veteran's Affairs Regulations CFR 21.4253 (d) (3).

The information below describes the process at Everest Institute for transferring credits. At any time during the enrollment process the student can request through the Director of Education to have his/her transcript reviewed for transfer of credit.

Students are asked to provide the Director of Education a copy of or a request for his/her transcript as well as a course description of transferable courses (preferably a College catalog) if requested by Everest Institute. In addition, students may be asked to take a test to demonstrate competency.

The Director of Education reviews applicable courses as they pertain to the student's program of study and fills out the transfer credit form. If any credits are accepted by Everest Institute, the Director of Education will notify the student regarding which credits were accepted and transferred.

The Director of Education will work with the Registrar, School President and Director of Financial Aid to complete the enrollment process based on the student's revised schedule and any tuition adjustments.

The student will receive an P grade on his/her transcript for credits transferred, which will count as credits attempted and successfully completed but will not be calculated into a student's GPA.

The Everest campuses in Seattle, Fife, Vancouver and Tigard do not give credit for experiential learning.

### **Transferring Credits Earned at Everest Institute to Other Institutions**

Each school reserves the right to evaluate credits earned at other institutions for awarding credit for previous training. Everest Institute cannot guarantee the transferability of credit earned in Everest Institute's programs to other institutions. Accepting transfer credits is always at the sole discretion of the receiving institution.

Students not in agreement with the evaluation of transcripts and transfer credits granted may appeal the college's decision. For information on the appeal process, see "Student Academic Appeals Policy."

## **ACADEMIC POLICIES**

### **ATTENDANCE**

Attendance in class is critical to student academic success. This policy sets standards that provide for the withdrawal from a course or dismissal from a program of students whose absences from class exceed a set rate. Everest Institute is committed to helping students attain their educational goals. To assist in these efforts, regular attendance is required. All course work must be completed to Everest Institute's standards. The student is responsible for initiating procedures to make up any coursework missed.

The instructor is responsible for recording attendance daily at the beginning of each class and after each break.

A lack of student attendance is a basis for student academic advising. At the beginning of each course, faculty shall advise students of the following:

- The policy regarding absences
- The importance of regular attendance
- That attendance is required to receive credit for the course

### **Establishing Attendance / Verifying Enrollment**

The schools will take attendance each class session beginning with the first day of scheduled classes. For programs with an add/drop period, the taking of attendance for a student enrolling during the add/drop period shall begin the first scheduled class session following the student's enrollment.

In programs without an add/drop period, students registered for a class shall attend by the second scheduled class session or be withdrawn.

Faculty are responsible for monitoring student attendance and advising students who have been absent from their classes.

### **Monitoring Student Attendance**

Faculty shall monitor student attendance on the basis of both consecutive absences (the "Consecutive Absence Rule") and absences as a percentage of the hours in the class/program (the "Percentage Absence Rule"). A student may appeal an attendance dismissal pursuant to the Student Academic Appeals Policy only if: (a) the student returns to class the next scheduled class session following the attendance violation and (b) the student has no absences while the appeal is pending.

Note: Should an appeal be granted, the student is not withdrawn, but shall be monitored with an advising plan. Should an appeal not be granted, the student shall be withdrawn from all classes for which the appeal was denied and shall not be charged for any attendance in those classes while the appeal was pending.

The Date of Withdrawal shall be the earlier of a violation of the Consecutive Absence Rule or the Percentage Absence Rule.

### **Consecutive Absence Rule (All Programs)**

When a student's absences from any course or module exceed fourteen (14) consecutive calendar days excluding holidays and scheduled breaks, the faculty shall notify the Academic Dean/Director of Education, who shall be ultimately responsible for determining whether the student plans to return to school or has withdrawn. The following guidelines shall be followed:

- All students who state they will not return to class are determined to have withdrawn and shall be promptly withdrawn from class(es).
- All students who state they will return to class but have been absent for fourteen (14) consecutive calendar days must attend the next scheduled class session and file an appeal. See "Student Academic Appeals Policy."
- Any student who has promised to return to school but who does not return on the next scheduled class session shall be withdrawn.
- A student must attend school while an appeal is pending, and failure to attend while an appeal is pending may be the basis for denying the appeal.
- An appeal may only be granted based on extenuating or mitigating circumstances. See "Student Academic Appeals Policy."

### Percentage Absence Rule (Modular Programs)

For students who **have not** previously been dismissed from the program for violating the attendance policy, the following rule shall apply:

Percentage	Action Taken
15% of the total program hours missed	Attendance warning letter sent
20% of the total program hours missed	Dismissed from the program

For students who **have** been dismissed for violating the attendance policy, or would have been dismissed but for a successful appeal, the following rule shall apply:

Percentage	Action Taken
15% of the remaining program hours missed	Attendance warning letter sent
20% of the remaining program hours missed	Dismissed from the program

### Percentage Absence Rule (Quarter-based Programs)

For students in quarter-based programs, the following rule shall apply:

Percentage	Action Taken
25% of the course hours missed	Attendance warning letter sent
40% of the course hours missed	Withdrawn from the course
40% of the total hours for all courses in a term	Dismissed from program

### Additional Requirements for Veteran Students

The Veterans Administration (VA) requires that students receiving funds based on their enrollment in school complete their course of studies in the standard length of the program. In order to meet this requirement, students must attend class on a regular basis. The VA requires that it be notified when a veteran student receives any type of probation or warning related to failure to attend. Such notification may result in the termination of veteran benefits. All attendance warnings or dismissals of students funded through the VA shall be reported to the VA by the certifying official for the school.

### Date of Withdrawal

When a student is withdrawn for consecutive absences within the term or module, the date of the student's withdrawal shall be the student's last date of attendance (LDA). The LDA is the date that shall be reported on the Student Status Confirmation Report (SSCR). When a student is withdrawn for violating the applicable percentage absence rule, the Date of Withdrawal shall be the date of the violation, and shall be reported on the SSCR.

Note: The Date of Withdrawal shall be the earlier of a violation of the Consecutive Absence Rule or the Percentage Absence Rule.

### Date of Determination (DOD)

The Date of Determination (DOD) shall be the date the school determined the student would not return to class. This is the date used to determine the timeliness of the refund and return to Title IV calculations. The DOD is the **earliest** of the following three (3) dates:

- The date the student notifies the school (verbally or in writing) that s/he is not returning to class;
- The date the student violates the published attendance policy;
- No later than the fourteenth calendar day after the LDA; scheduled breaks are excluded when calculating the DOD.

For students who fail to return after an official Leave of Absence (LOA), the DOD shall be the date the student was scheduled to return to class (for campuses that offer leaves of absence).

### Attendance Records

Schools shall maintain attendance records in computer form for all programs required to take attendance. The computer attendance database is the official record of attendance. The official record may be challenged by filing an attendance appeal within five (5) calendar days following the end of a session. See Student Academic Appeal Policy. Without an appeal, after the fourteenth calendar day following the end of the session, the computer attendance database shall be considered final. Notwithstanding this requirement, any attendance roster that has been used to verify the accuracy of attendance as part of any audit procedure shall be maintained for eighteen (18) months.

### Repeated Course Work

Modular program students: Any course receiving a failing grade must be repeated. Ability to re-take a class is based on availability. New students and non-repeating continuing students have priority. Course may not always be offered each module, and students unable to continue may have to withdraw until course or module is available. It is administration's decision whether students can continue in the program with other course work until repeat coursework is available.

## ACADEMIC STANDARDS AND GRADING MODULAR PROGRAMS

Grades are given for all lecture and practical courses. Grading is numerical, ranging from 0 to 4.0; grades are not rounded up to percentage. Statements of academic progress will be provided at the end of each term. Following are grades and grade point standards:

Grade	Meaning	Percentage	Point Value
A	Excellent	100-90	4.0
B	Very Good	89.9- 80	3.0
C	Good	79.9-70	2.0
F	Failing	69.9-0	0.0
P	Passing	0	0
NP	Not Passing	0	0
L	Leave of Absence		0
I	Incomplete		Not Calculated
NC	Non-complete		Not Calculated
S	Satisfactory		Not Calculated
W	Withdrawal		Not Calculated
*	Repeated coursework		

No remedial courses are included in the curriculum. Students must complete all practical, lecture and special topic coursework in order to fulfill the graduation requirements.

### **PASS/ NOT-PASSING COURSES**

Everest offers select courses on a pass/non-passing basis. Students who fail to complete classes will be required to retake and pass the course in order to graduate. Fees for repeat credits will apply. The following is a list of courses at Everest that require a pass grade:

Number	Course Name	Credits
MTD 119	Spa Therapies I	1.5
MTD 120	Spa Therapies II	1.5
MTD 219	Spa Therapies III	1.5
MTD 207	Spa Therapies IV	1.5
MTD 234	Spa Therapies V	15
MTD 240	Spa Therapies VI	1.5
MTD 255	Spa Therapies VII	1.5
MTD 248	Spa Therapies VIII	1.5

A P grade will count as credits attempted and successfully completed but will not be calculated into a student's GPA. A NP or Not Passing grade in these courses will not affect the student's GPA. A student may not graduate in the spa specialist program without passing grades in all the spa courses.

Grades – Grades are mailed out to students one week after the final date of the term or module. Grades are stored electronically which once entered become the final record.

### **SATISFACTORY/NON-COMPLETE**

Satisfactory S and non-complete NC grades are used by Everest Institute to track successful completion of topics required to receive a massage license in the states in which Everest operates. Workshops offered at Everest include HIV/AIDS Education & First Aid/CPR. The satisfactory S and non-complete N grades have no credit value and are not calculated into the student's GPA.

### **FAILING /INCOMPLETE GRADES**

Any course for which an F grade is earned must be successfully completed in order to graduate. Failed courses are not considered “completed” but do count toward credits attempted. Retake charges may apply and are subject to the current tuition rates. An asterisk by a grade denotes repeated course work.

#### **Incomplete**

In a case in which a student nears the end of the course/module, an incomplete can be given to students who do not complete all course requirements. Students must clear their incomplete letter grade within 14 calendar days of the end of the module in which the incomplete was given.

For determining progression toward completion, a grade of I is counted as attempted and not counted as hours successfully completed. However, when the I is replaced with a letter grade, the GPA and satisfactory academic progress determination will be recalculated based on the new letter grade.

#### **Administrative Withdrawal**

Students who withdraw in the progression of a module will receive a W with a credit value of zero. These credits are not considered “successfully completed” and do count toward credits attempted.

### **GRADE CHANGES**

Grades may be changed by instructors only in cases of clerical errors or subsequent completion of coursework. It is the student's responsibility to initiate a grade change with the appropriate instructor. A grade change form must be completed, signed by the

instructor, and submitted to the Director of Education before a grade change becomes official. Grade changes must be completed within 14 calendar days following the end of the module in which the grade was posted

## **CPR/FIRST AID POLICY**

CPR/First Aid certification is a required class and student must hold valid certification upon graduation. The school offers quarterly classes. Students may choose to take these classes outside of school but must first obtain approval from the registrar. If the student shows proof of certification, he/she will receive a pass P grade for CPR/First Aid class. A student who fails to obtain CPR/First Aid certification at Everest or show proof of equivalent to the registrar will not be allowed to graduate and will be withdrawn from the program. The school encourages student to take First Aid/CPR during their third and fourth modules.

## **GRADUATION REQUIREMENTS – MODULAR PROGRAMS**

In order to graduate and receive a diploma, a student must have:

1. Achieved a cumulative grade point average of 2.0;
2. Attended a minimum of 80% of the total program in which they were enrolled;
3. Completed all program coursework and requirements.
4. Completed Financial Aid Exit interview, meet all financial requirements, and all related materials (applies to Federal Student Loan borrowers only);
5. Met Career Services exit interview requirements and completed all relevant paperwork.

## **MAXIMUM CLASS SIZE**

The maximum class size is 24 to 1 for practicum and 48 to 1 for lecture. Additionally, classes may have teaching assistants available to provide students with even greater instructional guidance. Teaching assistants are under the supervision of the instructor.

## **WARNING NOTICES**

Warning notices may be issued to students who are in jeopardy of probation, unsatisfactory progress in their program of study, or termination. This is a proactive measure provided to support the continued success and satisfactory progress of all students. Lack of response to warning notices may result in termination from the College. A student may receive a warning notice for any of the following circumstances.

### **Academic Warning**

Students will receive an Academic Warning Notice for any F grade received, provided their cumulative GPA is above the minimum standard for satisfactory progress. Students receiving Academic Warning Notices are eligible for, and are encouraged to attend, lab and tutoring services for the area(s) of deficiency. This will be arranged through the instructor and the Director of Education.

### **Behavioral Warning**

Students will receive a Behavioral Warning Notice for exhibited and documentable inappropriate behavior and will be expected to change their behavior. Lack of response to Warning Notices may result in termination from the College or an additional Warning Notice. Behavioral infractions are tracked throughout the entire program.

### **Financial Warning**

A student who fails to fulfill the financial agreement with the College, complete financial aid paperwork, or maintain financial aid eligibility, or whose account becomes delinquent will receive a Financial Warning Notice.

## **LEARNING AIDS AND EQUIPMENT**

Everest Institute provides the most current equipment and instructional tools to enable students to achieve their learning objectives. For example, at each campus location, each massage classroom has portable massage tables with screens or curtains for changing. Learning enhancements include skeletons, muscle and bone charts, and anatomy models.

Each fitness trainer classroom has appropriate equipment for training students in body analysis, flexibility, endurance, and strength testing. Examples include: treadmills, exercise bikes, free-weights, and skeletons. Aromatherapy/spa classrooms are equipped with warming devices, blending equipment, and essential oil kits.

## **WITHDRAWAL OR TERMINATION**

Students who withdraw or are terminated from the program must have an exit interview with the Director of Education and the Registrar and with a Financial Aid representative if Federal Financial Aid was received. Students may withdraw or be dismissed from the program for the following reasons:

1. Voluntary withdrawal: the student elects to withdraw from the program.
2. Failure to return from a Leave of Absence (LOA): the student does not return from an LOA and does not notify the College.
3. Lack of available space following an LOA: the student cannot be placed in the returning term from LOA due to lack of class space.
4. Attendance: the student misses 20+% of his/her term.
5. Failure to meet academic or behavior standards: the College may dismiss a student for failing to meet requirements of the College, including satisfactory academic progress and standards of behavior.
6. Failure to meet financial obligations with the College: the student does not fulfill the financial agreement with the College or does not complete necessary financial paperwork.

If, per the College's refund policy, a refund is due, it will be processed within 30 days of the date of termination. For students with balances due to the College, payment is required in full by 30 days after withdrawal or termination, or the student must sign a contract

refinancing the balance for payment beyond 30 days. Credit will be given only for courses completed, and only course completions will be recorded on the official transcript. Transcripts are available after financial obligations are met.

## **REINSTATEMENT**

Students who withdraw or are dismissed from the program may apply for readmission by contacting the Registrar prior to the student's desired start date. Students may be readmitted provided they meet the admissions criteria and have successfully completed any and all probationary or other agreements with the College. In addition, the College will review the student's financial obligations, and the student may be required to pay any outstanding balance. Readmission is at the sole discretion of the College. Readmission will be on the basis of space availability. Students who are readmitted will be charged tuition for the number of terms or remaining portion of the program at the current tuition rate, plus any fees. Fees for repeated coursework may also apply. If an Everest Institute program has been changed since the student last attended, the readmitted student is expected to fulfill all completion requirements of the College's current program in order to graduate.

A student who has not been in attendance for a period of six months or less may be readmitted without testing. A student who has been withdrawn over six months is required to demonstrate academic readiness as determined by the Education Department through various evaluation methods.

A student returning to classes after withdrawing will be subject to a satisfactory progress analysis and determination applied to the previous period of enrollment. If the student failed to meet the minimum standards, but is returning after two or more years have elapsed, the prior status may be disregarded if he/she elects to begin the program again. Students not meeting the minimum standards of academic progress in the previous enrollment may be enrolled in a probationary status upon reentry. Students applying for readmission who have previously been awarded financial aid, or who plan to access financial aid, must reapply for aid with the Financial Aid Department and/or make arrangements for deferments of prior loans with their loan holder. Eligibility for financial aid may be reinstated when the student complies with the standards of academic progress. It is the student's responsibility to initiate reapplication for financial aid consideration and eligibility and to ensure that appropriate action is taken to keep prior student loans in good standing.

## **DENIAL OF READMISSION**

Students may be denied readmission for lack of timeliness in completing assigned work, lack of space availability, failure to follow through on any previous agreements or probation, demonstrated lack of commitment to complete the program as shown by poor attendance and performance in previous periods, dismissal due to inappropriate behavior, demonstrated lack of ability to benefit based on past performance in the program, no effort demonstrated to meet financial obligations, and/or default on prior Federal Title IV loans received from Everest Institute. A student denied readmission may appeal that decision to the President of Everest Institute. The President's decision is final and cannot be appealed.

## **LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)**

The institution permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 180 days during any 12-month period and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. Extenuating circumstances include, but are not limited to, jury duty, military obligations, birth or adoption of a child, or serious health condition of the student or a spouse, child or parent. In order for a student to be granted an LOA, the student must submit a completed, signed and dated Leave of Absence Request Form to the Academic Dean/Director of Education.

### **Re-admission Following a Leave of Absence**

Upon return from leave, the student will be required to repeat the module and receive final grades for the courses from which the student took leave when the courses are next offered in the normal sequence for students in the class into which the student has re-entered. The student will not be charged any fee for the repeat of courses from which the student took leave or for re-entry from the leave of absence. The date the student returns to class is normally scheduled for the beginning of a module. When a student is enrolled in a modular program, the student may return at any appropriate module, not only the module from which the student withdrew.

### **Failure to Return from a Leave of Absence**

A student who fails to return from an LOA on or before the date indicated in the written request will be terminated from the program, and the institution will invoke the cancellation/refund policy.

As required by federal statute and regulations, the student's last date of attendance prior to the approved LOA will be used in order to determine the amount of funds the institution earned and make any refunds that may be required under federal, state, or institutional policy (see "Cancellation/Refund Policy").

Students who have received federal student loans must be made aware that failure to return from an approved LOA, depending on the length of the LOA, may have an adverse effect on the students' loan repayment schedules.

Federal loan programs provide students with a "grace period" that delays the students' obligation to begin repaying their loan debt for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to school after its conclusion, some or all of the grace period may be exhausted—forcing the borrower to begin making repayments immediately.

### **Effects of Leave of Absence on Satisfactory Academic Progress**

Students who are contemplating a leave of absence should be cautioned that one or more of the following factors may affect their eligibility to graduate within the maximum program completion time:

- Students returning from a leave of absence are not guaranteed that the module required to maintain the normal progress in their training program will be available at the time of reentry;
- They may have to wait for the appropriate module to be offered;
- They may be required to repeat the entire module from which they elected to withdraw prior to receiving a final grade;

- Financial aid may be affected.

When a student returns from a leave of absence and completes the course from which the student withdrew, the hours for which the student receives a passing grade are counted as earned; the grade, hours, and attendance for the original attempt prior to the official leave of absence are not counted for purpose of the rate of progress toward completion calculation, and the original grade is not counted in the CGPA calculation.

### **Veterans: Leave of Absence**

Leave of absence is granted to students who wish to temporarily interrupt their training for personal reasons. A student will be granted no more than one leave of absence for a maximum period of 60 days. A written request must be made in advance or the absence will be considered unexcused. The Veteran's Administration will be notified immediately when a veteran student is granted leave.

## **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

Students must maintain satisfactory academic progress in order to remain eligible to continue as regularly enrolled students of the School. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance.

Accreditor and federal regulations require that all students progress at a reasonable rate (i.e. make satisfactory academic progress) toward the completion of their academic program. Satisfactory academic progress is measured by:

- 1) The student's cumulative grade point average (CGPA)
- 2) The student's rate of progress toward completion (ROP)
- 3) The maximum time frame allowed to complete the academic program (150% for all programs)

### **Evaluation Periods for Satisfactory Academic Progress**

Satisfactory academic progress is measured at the end of each academic term, which includes the 25% point, the midpoint, the end of each academic year, and the end of the program. Should the 25% point or the midpoint occur within a term, the evaluation will occur at the end of the preceding academic term.

### **GPA and CGPA Calculations**

At the end of each academic term, the student's cumulative grade point average (CGPA) is reviewed to determine the student's qualitative progress. When a student repeats a course, the student's CGPA will be recalculated based on the higher of the two grades earned. Grades for withdrawals, transfer credits, incompletes, non-punitive (Pass), and non-credit remedial courses have no effect on the student's CGPA.

Students must attain a minimum CGPA of 1.0 at the end of the first 25% of the program and a 1.5 CGPA at the midpoint of the program.

### **Rate of Progress toward Completion (ROP) Requirements**

The school catalog contains a schedule designating the minimum percentage or amount of work that a student must successfully complete at the end of each evaluation period to complete their educational program within the maximum time frame (150%). Quantitative progress is determined by dividing the number of credit hours earned by the total number of credit hours in courses attempted. Credit hours attempted include completed hours, transfer credits, withdrawals, and repeated courses. Non-credit remedial courses have no effect on the student's ROP.

Example:  $\frac{12 \text{ credit hours earned}}{24 \text{ credit hours attempted}} = 50\% \text{ ROP}$

In order to complete the training within the specified time, the student must maintain a satisfactory rate of progress as defined below:

- Students who have reached the halfway point of their normal program completion time must have successfully completed 25% of the credit hours attempted.
- Students who have reached the halfway point of their maximum program completion time must have successfully completed 60% of the credit hours attempted.
- Students who have reached 75% of their maximum program completion time must have successfully completed 66.7% of the credit hours attempted.

### **Maximum Time in Which to Complete (MTF)**

The maximum time frame for completion of all programs is limited by federal regulation to 150% of the published length of the program. The school calculates the maximum time frame using credit hours for courses attempted. The total scheduled credit hours for all courses attempted, which include completed courses, transfer courses, withdrawals, and repeated classes, count toward the maximum number of credit hours allowed to complete the program. Non-credit remedial courses have no effect on the student's ROP. A student is not allowed to attempt more than 1.5 times, or 150% of the credit hours in the standard length of the program in order to complete the requirements for graduation.

The requirements for rate of progress are to assure that students are progressing at a rate at which they will be able to complete their programs within the maximum time frame. The maximum allowable attempted clock hours are noted in the following tables.

**Satisfactory Academic Progress Tables**

**47 Quarter Credit Hour Modular Program (MIBC program). Total credits that may be attempted: 70 (150% of 47).**

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-12	70%	N/A	66.7%	N/A
13-24	70%	25%	66.7%	25%
25-48	70%	63%	66.7%	63%
49-70	N/A	70%	N/A	66.7%

**62.5 Quarter Credit Hour Quarter-Based Program (Professional Licensing and Massage Therapy). Total credits that may be attempted: 93.75 (150% of 62.5).**

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-28	2.0	1.0	66%	N/A
29-40	2.0	1.25	66%	50%
41-52	2.0	1.5	66%	60%
53-64	2.0	1.75	66%	65%
65-93.75	N/A	2.0	N/A	66%

**64.47 Quarter Credit Hour Quarter-Based Program (Fitness Trainer Program). Total credits that may be attempted: 96.7 (150% of 64.47).**

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-28	2.0	1.0	66%	N/A
29-40	2.0	1.25	66%	50%
41-52	2.0	1.5	66%	60%
53-64	2.0	1.75	66%	65%
65-96.7	N/A	2.0	N/A	66%

**74.5 Quarter Credit Hour Quarter-Based Program (Massage Therapy – Spa Program). Total credits that may be attempted: 111.75 (150% of 74.5).**

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-20	2.0	N/A	66%	N/A
21-28	2.0	1.0	66%	N/A
29-40	2.0	1.25	66%	50%
41-52	2.0	1.5	66%	60%
53-64	2.0	1.75	66%	65%
65-111.75	N/A	2.0	N/A	66%

**74.89 Quarter Credit Hour Quarter-Based Program (Professional Licensing – Spa Program). Total credits that may be attempted: 112.33 (150% of 74.89).**

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-20	2.0	N/A	66%	N/A
21-28	2.0	1.0	66%	N/A
29-40	2.0	1.25	66%	50%
41-52	2.0	1.5	66%	60%
53-64	2.0	1.75	66%	65%
65-112.33	N/A	2.0	N/A	66%

**78 Quarter Credit Hour Quarter-Based Program (Massage Therapy – Sports Program). Total credits that may be attempted: 117 (150% of 78).**

Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-20	2.0	N/A	66%	N/A
21-28	2.0	1.0	66%	N/A
29-40	2.0	1.25	66%	50%
41-52	2.0	1.5	66%	60%
53-64	2.0	1.75	66%	65%
65-117	N/A	2.0	N/A	66%



81.57 Quarter Credit Hour Quarter-Based Program (Professional Licensing – Sports Program). Total credits that may be attempted: 122.35 (150% of 81.57).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-44	2.0	1.25	66%	50%
45-56	2.0	1.5	66%	60%
57-68	2.0	1.75	66%	65%
69-122.35	N/A	2.0	N/A	66%

### Academic Probation

Probation is the period of time during which a student's progress is monitored under an advising plan. During the period of probation, students are considered to be making Satisfactory Academic Progress both for academic and financial aid eligibility. Students on probation must participate in academic advising as deemed necessary by the school as a condition of their probation. Academic advising shall be documented on an Academic Advising Plan and shall be kept in the student's academic file. The Academic Advising Plan will be updated at the end of each evaluation period that the student is on probation.

If, at the end of any evaluation period, a student falls below the required academic progress standards (CGPA, ROP, or other standards) for his/her program as stated in the school catalog, the student shall receive a written warning and be placed on probation. Probation will begin at the start of the next evaluation period. The student will remain on academic probation as long as his or her CGPA or ROP remains in the probation ranges specified in the school catalog. When both the CGPA and ROP are above the probation ranges, the student is removed from probation. In addition, students whose probation status extends over multiple academic terms may be directed to participate in extra tutorial sessions or developmental classes.

### Suspension

If, at the end of any evaluation period, a student's CGPA or ROP falls into the suspension ranges specified in the school catalog, the student is considered not to be making SAP. Students not making SAP must be placed on suspension and withdrawn from the program.

### Academic Appeals

Any student may submit an appeal of a decision of suspension or dismissal in accordance with the Satisfactory Academic Progress Appeals Policy.

### Satisfactory Academic Progress (SAP) Appeals

SAP appeals must be made within five (5) calendar days of the date the student was notified of the violation. The student is deemed to have notice of the pending suspension/dismissal as of the date of the suspension/dismissal letter. Provided that the student can complete their program within the maximum time frame with the required minimum CGAP, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in their program **and** that their failure to maintain the required CGAP or ROP was caused by any of the following mitigating circumstances:

1. The death of a family member
2. An illness or injury suffered by the student
3. Special circumstances of an unusual nature which are not likely to recur

The Appeal Committee shall, as a condition of granting the appeal, require the student to develop an **Academic Advising Plan** in conjunction with their advisor, and place the student on probation.

### Reinstatement Following Suspension

Students who successfully appeal a suspension or dismissal may return to school under the following conditions:

- The student must develop an academic advising plan with their advisor
- The student must bring their CGPA up to the probation range by the end of the evaluation period following the appeal

If the student meets the above conditions, s/he may remain in school, and is considered to be making SAP so long as the student's CGPA does not fall below the probation range.

### Dismissal

Students who have been readmitted following academic suspension who fail to improve their CGPA and/or ROP into the applicable probation range by the end of the first evaluation period after readmission must be dismissed from the program. Students who have been dismissed from a program are not eligible for readmission.

### Graduation

Students must complete their program within the maximum time frame and with a 2.0/70% CGPA as stated in the school catalog in order to graduate.

## **Application of Grades and Credits**

Transfer credits (T) are not included in the calculation of CGPA but are included in the "Total Number of Credit Hours Attempted" (see below) in order to determine the required levels for CGPA and rate of progress. Transfer credits are included as credit hours attempted and successfully completed in calculating the rate of progress.

Developmental courses, non-credit and remedial courses are graded on a pass/fail basis and are not included in the calculation of progress toward completion or the student's CGAP.

When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the total clock hours for the original course and the repeated course are included in the "Total Clock Hours Attempted" (in the charts above) in order to determine the required progress level. The clock hours for the original attempt are considered as not successfully completed.

For calculating rate of progress, F grades and WI (withdrawn) grades are counted as hours attempted but are not counted as hours successfully completed. Grades of I (incomplete) will also be counted as hours attempted but not as hours successfully completed; however, when the I is replaced with a grade, the CGPA and satisfactory academic progress determination will be recalculated based on that grade and the credit hours earned.

## **Transfer Credit**

Students may receive transfer credit for courses taken at another school. Courses for which a student receives transfer credit are counted as attempted and successfully completed for purposes of satisfactory academic progress. As a result, courses for which a student receives transfer credit provide the student with advanced standing, which is applied to the student's progress in calculation of the percentage of maximum time frame for the program that the student has completed. For instance if a student enrolled in a 96-credit-hour program (with a maximum time frame of 144 credit hours) receives 12 credit hours of transfer credit and completes 12 credit hours in the first term of enrollment, the student will be evaluated as a student who is at the 25% point of the program ( $24/96=25\%$ ) at the end of the first term. However, if a student receives 36 credit hours of transfer credit and will complete 12 credit hours at the end of the first term, the student will be evaluated as a student who is at the midpoint (50% point) of the program ( $48/96 = 50\%$ ).

When a student transfers from or completes one program at the school and enrolls in another program, and all courses completed in the original program are acceptable for credit in the new program, all courses attempted and grades received in the original program are counted in the new program for calculation of the student's satisfactory academic progress in the new program. When a student transfers from or completes one program at the school and enrolls in another program at the school and all courses completed in the original program are NOT accepted for credit in the new program, all attempts of courses taken in the original program that are part of the new program will be counted in the calculation of the student's satisfactory academic progress upon entry into the new program, and the grades for the courses that are a part of the new program that were taken at the same institution will be used in the student's CGPA calculation.

## **Satisfactory Academic Progress and Financial Aid**

Students must meet the standards of satisfactory academic progress in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a student of the school.

The Financial Aid Office will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to Academic or Financial Aid Office personnel. Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, rate of progress requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the satisfactory academic progress section of the catalog.

Students on academic probation are considered to be maintaining satisfactory academic progress and are eligible to continue receiving federal financial assistance. Students who have been academically suspended or dismissed are no longer active students of the University and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after readmittance following suspension or in the event the student's appeal results in readmittance.

## **SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VETERANS ADMINISTRATION BENEFITS**

### **Previous Credit for Veterans Affairs Beneficiaries**

All Veterans Affairs beneficiaries are required to disclose prior postsecondary school attendance and provide copies of transcripts for all postsecondary education and training. Upon enrollment, the University will request and obtain official written records of all previous education and experience, grant credit where appropriate, and advise the Veterans Affairs claimant and the Department of Veterans Affairs in accordance with VA regulations.

### **Make-Up Assignments**

Make up work and assignments may not be certified for veteran students for Veterans Administration pay purposes.

### **Maximum Time Frame for Veteran Students**

The maximum time frame for veteran students to receive veteran benefits is the standard length of the program, not time and a half. Students funded by the Veterans Administration must complete their programs within the program's standard time frame in order to receive veteran benefits. A veteran student may not be funded for benefits following the standard program length.

### **Veterans Academic Probation**

A veteran student who fails to meet the minimum standards of satisfactory academic progress as stated in the institutional policy is automatically placed on academic probation for one grading period. Any change in enrollment status, including when a veteran is placed on academic probation, changes schedules, or terminates or is dismissed from training, will be reported to the Veterans Administration. The University retains documentation of probation in a student's file. Students on academic probation may be required

to participate in tutoring sessions outside class hours as a condition to continued enrollment. At the end of a probationary period, a student's progress is re-evaluated. If the student has met minimum standards for satisfactory academic progress and any written conditions of probation that may have been required, the student is removed from probation and returned to regular student status. A veteran who fails to regain satisfactory academic progress status after one grading period will be treated as all other students under the institutional policy described above, with one exception. A veteran who fails to meet satisfactory academic progress status following one grading period on probation will be reported to the Veterans Administration, and their benefits may be terminated.

### **Veterans Reinstatement after Successful Appeal of Termination**

A student who successfully appeals termination from the University due to failure to maintain satisfactory academic progress may be reinstated. A reinstated student enters under an extended probationary period. This probationary period will extend for one grading period, after which a student must meet minimum standards of satisfactory progress to remain in school. The Department of Veterans Administration will determine whether or not to resume payments of Veterans Administration education benefits to a reinstated student.

### **COURSE COMPLETION CONTRACT**

A student's grade for a course is a compilation of grades for homework/exchanges, quizzes, and examinations. If an instructor determines that successful completion of a course is in jeopardy or any portion of class work is deficient, a Course Completion Contract may be drawn up between the student and instructor. This procedure has been established to proactively monitor student achievement and support student success.

### **PERMANENT CLASS OR PROGRAM CHANGE**

Students may request a class or program change by filling out the appropriate section of the Student Request for Change Form and forwarding it to the Registrar. Except in an emergency, permanent section changes are granted only in between modules and terms are effective the following term. Permanent program changes are granted only over a break, effective the following class start. Documentation may be required. Changes of this kind are subject to space availability and approval by the Registrar. The request will be considered for approval only if there is space in the class the student is requesting. Space is determined by appropriate student/teacher ratio and classroom size. If space is not available, the request will be approved only if the student can find another student in the other class who is willing to switch. Class changes maybe considered during the module or term if the student has extenuating circumstances and is at the discretion of the Director of Education.

Change requests may not be allowed for individual courses (such as only Kinesiology or Anatomy and Physiology). A student must request a change of the assigned class, which will result in a change to the schedule for all courses. The student will receive notification of approval or denial within one week. Students remain in the originally assigned class until they receive official notification.

### **STUDENT REQUEST FOR CHANGE**

It is the student's responsibility to keep the College informed of all name, address, and phone number changes. Students must complete the appropriate sections of the Student Request for Change Form, available from the Registrar, and forward the completed form to the Registrar when a change occurs.

## **ADMINISTRATIVE POLICIES**

### **STATEMENT OF NON-DISCRIMINATION**

Corinthian Colleges, Inc. does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, or marital status in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The College President is the coordinator of Title IX - the Educational Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the College President. The College President must act equitably and promptly to resolve complaints and should provide a response within seven working days. Students who feel that the complaint has not been adequately addressed should contact the CCI Student Help Line, (800) 874-0255, or by email at [studentservices@cci.edu](mailto:studentservices@cci.edu).

### **STUDENT DISABILITY SERVICES/ACCOMMODATIONS**

This institution has an institutional commitment to provide equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. To provide equality of access for students with disabilities, the institution will provide accommodations and auxiliary aids and services to the extent necessary to comply with state and federal laws. For each student, these accommodations and services will specifically address the functional limitations of the disability that adversely affect equal educational opportunity. Applicants or students who would like to request disability service/accommodations must make a request to the Campus President. Students will receive written notification of the determination within seven calendar days. Students may appeal an accommodation decision by following the student grievance procedure as stated in the "Student Academic Appeals Policy" section of this catalog.

### **CLASSROOM CONDUCT**

Students are expected to conduct themselves in a professional manner at all times. Additionally, appropriate behavior in the learning environment, including regular and punctual attendance, is expected. Inappropriate behavior or conduct may result in a written warning or immediate expulsion from the College.

The College strictly enforces the practice of modesty with regard to the profession. Respect and sensitivity are expected to protect and ensure the modesty of students, instructors and the general public throughout the educational process. Any deviation from the standards may result in immediate expulsion. Students are to conduct themselves in a professional, legal, and cooperative manner that is not disruptive, harassing, or dangerous to themselves or others, and that does not impede the progress of other students in the learning environment. Students are expected to maintain the classrooms and equipment at the same high level as expected in a professional clinic.

While the College is sensitive to the demands of home and family, children may not accompany a student to class or student clinic.

## **STUDENT CONDUCT CODE**

### **Background**

The College maintains professional-level standards for conduct and behavior for all students. The standards of conduct for students are patterned after those of professional employees in the workplace. Students are expected to observe campus policies and behave in a manner that is a credit to the campus and to themselves. Certain violations of the student conduct code, as outlined in this policy, shall result in immediate dismissal. Other violations are subject to a progressive disciplinary action, where the student is advised and given every opportunity to change his or her behavior to meet the expectations of the College and to prepare for what the student might later expect to find in a professional-level work environment. The College maintains the right to discipline students found in violation of College policies.

- The College maintains the right to discipline students found in violation of College policies in accordance with the procedures below.
- The student conduct code applies to all students, including students taking online courses or a combination of online and campus courses. College Work Study students who violate the student conduct of conduct in the performance of their college work study duties are subject to disciplinary action/procedures.
- The Campus President or designee (typically the Director of Education) has the authority to make decisions about student disciplinary action.
- Students are subject to the student conduct code while participating in any program externship, clinical rotation, or other College-related activity.
- All student conduct code violations shall be documented in the student's academic record.
- Students dismissed for violations of the student conduct code shall remain responsible for any financial obligations to the College.
- Students dismissed from one Corinthian Colleges, Inc. college for violation of the student conduct code shall not be eligible for admittance to another CCI college.

### **Student Conduct Code**

Students must show respect toward and be cooperative with College faculty and staff during the performance of their duties, as well as show respect for fellow students and campus visitors.

Examples of conduct that may result in disciplinary action include, but are not limited to, behavior that is disruptive, intimidating, dishonest, or discourteous; and destruction, theft, or other misuse of College property.

Violations that threaten the health and safety of campus employees, other students, or visitors shall result in immediate dismissal from the College. Violations that warrant immediate dismissal include, but are not limited to: threatening the safety of others; possessing alcohol, drugs, dangerous weapons, or other foreign substances on campus; theft; vandalism or misuse of the College's or another's property; or harassment or intimidation of others. Students dismissed for the reasons outlined above will not be allowed back on campus property without express permission of the Campus President or a designated College official.

### **Student Conduct Code Violations/Formal Disciplinary Procedure**

If the College has reason to believe that a student has violated the student conduct code, the College shall conduct an investigation and follow up with the student in the appropriate manner.

Violations that threaten the health and safety of campus employees, other students, or visitors shall result in immediate dismissal from the College.

Other student conduct code violations shall be governed by a progressive disciplinary procedure. For isolated, minor student conduct code violations, the College may decide to conduct academic advising and issue a verbal reminder of the student conduct code, or to provide the student with written notice, as the College deems appropriate. The College may also decide to suspend or place a student on probation for a specified period of time, pending a full investigation of student conduct code violations or as a form of corrective action short of dismissal from the College.

**First Offense** - A written warning. The student shall receive a letter that describes the specific examples of the student's misconduct and the consequences if further violations occur.

**Second Offense** - Student dismissal. Each student dismissed shall receive a dismissal letter from the campus, stating the reasons for dismissal and any applicable appeals procedures.

**Threats to Health/Safety** - Immediate dismissal. Dismissal letter within a reasonable period of time; student not allowed back on campus property without President's or designee's approval.

### **Appeals**

A student dismissed for violations of the student conduct code may appeal the dismissal by submitting a letter to the College President for consideration. The appeal letter should include the reasons why the decision should be changed and the student allowed to return to school. The student must appeal the decision within 10 days or a reasonable period of time after the student receives notice from the College that he/she has been dismissed. Students should refer to the Campus Grievance Procedures in the College catalog.

The student who appeals a dismissal shall receive written notice of the decision. The College President's decision on an appeal shall be considered final.

### **Academic Integrity**

- Any form of deception in the completion of assigned work is considered a form of academic dishonesty. This includes, but is not limited to: copying another's work from any source; allowing another to copy one's own work whether during a test or in the submittal of an assignment; any attempt to pass off the work, data, or creative efforts of another, as one's own; knowingly furnishing false information about one's academic performance to the College.
- If a student is found to have committed one or more of the acts listed above, the student may, at the Director of Education's discretion, receive an F grade for the assignment or exam. If repeated offenses occur, the student may be dismissed from the College as per the disciplinary procedures outlined above.
- All violations of academic policy are documented and made part of the student's academic record.

### **SEXUAL HARASSMENT POLICY**

Federal law provides that it shall be unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee on the basis of sex violates this federal law.

Sexual harassment of employees or students at Everest Institute is prohibited and shall subject the offender to dismissal or other sanctions following compliance with the procedural due process requirements.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
- Submission or a rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
- Such control unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

Any individual who feels he/she has a complaint or matter he/she wishes to discuss may report the problem directly to the College President. Please be reminded that this policy applies to students as well as employees.

Everest Institute is committed to providing a learning and work environment safe from harassment and sexual harassment. To assure our employees, students and third parties have an environment safe from harassment and sexual harassment, we have established guidelines to address grievances and claims:

- We have zero tolerance for sexual harassment and have an application procedure in place for persons to file complaints alleging sexual harassment.
- We will take measures to prevent retaliation to the persons presenting the claim and take steps to ensure confidentiality.
- We will make every attempt to provide impartial, adequate and reliable investigation of all complaints.
- We will designate reasonable and prompt timeframes for the major stages of the complaint and investigation process.
- We will provide notice to all parties involved of the outcome of the complaint.
- We will take steps to prevent reoccurrence of any harassment and to correct any discriminatory effects on the complainant and others if appropriate.

To report an incidence of sexual harassment, please contact the College President at the campus at which the incident occurred.

### **DRESS AND ATTIRE**

The College's policy is to accommodate the students' needs for personal expression while providing guidance to promote positive public perception. Therefore, all clothing shall be clean, neat and in good repair. Instructors will provide guidelines on appropriate dress that presents a professional image and variations of appropriate dress for different professional settings (e.g., medical and chiropractic clinics, sports clinics and events, community service programs, private massage practice, various business settings, and interviews). Students are expected to adhere to explicit guidelines developed for use during student clinic and internship.

### **TRANSCRIPTS AND DIPLOMAS**

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. All student record information is maintained on the College computer system. Permanent records are kept in paper form, electronic, microfiche or microfilm. The College maintains complete records for each student, including grades, attendance, prior education and training, and awards received.

Student academic transcripts, which include grades, are available upon written request by the student. Student records may be released only to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974.

Transcript and diploma requests must be made in writing to the Office of the Registrar. Official transcripts will be released to students who are current with their financial obligation (i.e., tuition and fees due to the College are paid current per the student's financial agreement). Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

Students are provided an official transcript free of charge upon completing graduation requirements as stated in the previous paragraph. There is a fee of \$5 for each additional official transcript requested. Normal processing time for transcript preparation is approximately 2 weeks.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

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

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. Students should submit to the institution president written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission for the parents of minor students or eligible students in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State Law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

Additional FERPA information is available from the institution's Business Office.

## **ALCOHOL AND DRUG POLICY**

Everest Institute is committed to providing an environment for teaching and learning that is not impeded by the presence of illicit drugs or alcohol. Therefore, any student who possesses, distributes, or uses illicit drugs is subject to immediate dismissal. In addition, the possession and consumption of alcoholic beverages on the school site or attendance while under the influence of alcohol or illicit drugs is not permitted. In compliance with the Federal Drug-Free Schools and Communities Act of 1989, all students and employees of Everest Institute are notified of the following policies:

1. The possession, use and/or distribution of illicit drugs and alcohol at any Everest Institute facility or College-authorized activity are prohibited.
2. Students who are found to be possessing, using, or distributing drugs or any other controlled substance will be subject to full criminal penalties under local municipality, state, and federal law. Conviction can result in sanctions including probation, fines, and imprisonment.
3. Students found to be in violation of this prohibition will be subject to dismissal from the program. The following steps will be taken:
  - a. When it is discovered that a student is in violation of the policy stated above, the student will be confronted immediately by the appropriate Everest Institute personnel. Individuals confronted may be asked to leave the College immediately, and the College will notify the proper authorities, if applicable.
  - b. Any student who possesses, uses, or distributes a controlled substance will be subject to dismissal from the College.
  - c. Any student who possesses, uses, is under the influence of, or distributes alcohol on school premises will also be subject to dismissal.

- d. Instructors, administrators, and other Everest Institute personnel have discretionary power to confront a student with a suspicion that the student is in violation of this policy.
- e. Any student taking psychotropic or mood-altering prescription drugs or over-the-counter drugs that have behavior-altering side-effects is required to inform the instructor as it may affect the ability to give or receive massage.

Everest Institute maintains a list of community substance abuse and treatment agencies. This list is available from the College.

Information regarding the identification, uses and effect, of controlled substances and alcohol is included in the orientation packet. Students who are found to be possessing, using, or distributing drugs or any other controlled substance will be subject to full criminal penalties under local municipal, state, and federal law. Conviction can result in sanctions including probation, fines, and imprisonment. Federal trafficking penalties are also included in the orientation packet.

Failure to adhere to Everest Institute policies will result in verbal reprimand or warning, written reprimand or warning, probation, and/or expulsion from the program.

## **STUDENT ACADEMIC APPEALS POLICY**

Academic appeals include those appeals related to final grades, denial of transfer credit, attendance violations, and academic or financial aid eligibility.

All formal academic appeals must be submitted in writing on an Academic Appeal Form to the Director of Education within five (5) calendar days of the date the student has notice of the adverse academic decision. The appeal must include:

- The specific academic decision at issue
- The date of the decision
- The reason(s) the student believes the decision was incorrect
- The informal steps taken to resolve the disagreement over the decision
- The resolution sought

The written appeal may be accompanied by any additional documentation (e.g., papers, doctor notes, tests, syllabi) the student believes supports the conclusion that the academic decision was incorrect.

Note: Once a formal appeal is filed, no action based on the adverse academic decision may be taken until the appeal process is complete. However, in cases involving financial aid eligibility, all financial aid disbursements shall be suspended until the matter is resolved.

Within five (5) calendar days of receiving the Academic Appeal Form, the Director of Education shall convene an Appeal Committee. The Appeal Committee shall investigate the facts of the matter to the extent deemed appropriate under the circumstances. The Appeal Committee shall render a written decision within five (5) calendar days of the date the appeal was received by the Academic Dean/Director of Education, and shall forward the decision to the student and the instructor within five (5) calendar days thereafter. Copies of all documents relating to the appeal shall be placed in the student's academic file, and the decision of the Appeal Committee shall be noted in the official student information system. The decision of the Appeal Committee is final, and no further appeals are permitted.

Note: When an appeal is denied, the date of any suspension of financial aid or dismissal from the program shall be the date of the adverse academic decision. The student will not be charged for any attendance after the date of the adverse academic decision.

### **Assignment/Test Grades**

Students who disagree with an assignment/test grade should discuss it with the instructor upon receipt of the grade. Assignments/test grades are reviewed at the instructor's discretion. If the instructor is not available, the matter should be discussed with the Director of Education. Only final course grades are eligible for appeal.

### **Final Course Grades**

Appeals of final course grades must be made within five (5) calendar days of the date the grade becomes final. The Director of Education may direct a grade to be changed only when it is determined through the appeal process that a final grade was influenced by any of the following:

1. A personal bias or arbitrary rationale;
2. Standards unreasonably different from those that were applied to other students;
3. A substantial, unreasonable, or unannounced departure from previously articulated standards;
4. The result of a clear and material mistake in calculating or recording grades or academic progress.

### **Attendance Violations**

Appeals of attendance violations must be made within five (5) calendar days of the violation. In order for an attendance appeal to be considered, the student must:

1. Have perfect attendance while the appeal is pending;
2. Submit a written plan to improve attendance with the Appeal Form.

Provided that no applicable state requirement would be violated by doing so, an attendance appeal may be granted if the student demonstrates that the absence was caused by:

1. The death of a family member;
2. An illness or injury suffered by the student;
3. Special circumstances of an unusual nature which are not likely to recur.

The Appeal Committee may, as a condition of granting the appeal, require the student to make up missed class time or assignments, place the student on probation and require the student to develop an Academic Advising Plan in conjunction with their advisor.

## Satisfactory Academic Progress (SAP) Appeals

SAP appeals must be made within five (5) calendar days of the date the student was notified of the violation. The student is deemed to have notice of the pending dismissal as of the date of the dismissal letter. Provided that the student can complete their program within the maximum time frame with the required minimum CGPA, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in their program **and** that their failure to maintain the required CGPA or ROP was caused by any of the following mitigating circumstances:

1. The death of a family member;
2. An illness or injury suffered by the student;
3. Special circumstances of an unusual nature that are not likely to recur.

The Appeal Committee shall, as a condition of granting the appeal, require the student to develop an Academic Advising Plan in conjunction with their advisor, and place the student on probation.

## STUDENT COMPLAINTS AND UNRESOLVED APPEALS

Students with complaints/concerns about any issues at the college or aggrieved by action of the College should attempt to resolve these problems with appropriate College officials. Should this procedure fail, students may contact their respective state at the following address or follow the accrediting agency procedure below.

### State Procedures

A student who has exhausted the above appeals procedures may appeal in writing directly to the state regulatory agency that licenses or approves the College.

<b>In Washington:</b> Workforce Training and Education Coordinating Board (WTECB) 128 10th Ave. SW, P.O. Box 43105 Olympia, WA 98504-3105 Phone: 360-753-5662	<b>In Oregon:</b> Superintendent of Public Instruction Oregon Department of Education 255 Capitol Street NE Salem, OR 97310-0203 Phone: 503-378-3569
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## Accrediting Commission Procedures

Everest Institute is recognized by the Accrediting Council for Continuing Education and Training (ACCET) as meeting and maintaining rigorous standards of quality. It is the mutual goal of ACCET and the College to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt through the formal complaint procedure within the institution to find a fair and reasonable solution.

However, in the event that a student has exercised the channels available within the institution to resolve the problem(s) by way of the institution's formal student complain procedure, and the problem(s) have not been resolved, the student has the right as in encouraged to take the following steps:

1. Complaints should be in writing and mailed, faxed, or emailed to the ACCET office. Complaints received by phone will be documented, and the complainant will be requested to submit the complaint in writing.
2. A letter of complaint must contain the following:
  - a. A detailed description of the problem(s);
  - b. The approximate date(s) that the problem(s) occurred;
  - c. The full name(s) and title(s) or position(s) of the individual(s) involved in the problem(s), including both institutional staff and/or other students who were involved;
  - d. Evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
  - e. The name and mailing address of the complainant; if the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved.
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g., the student's enrollment agreement, the syllabus or course outline, correspondence between the student and the institution).
4. SEND TO:

ACCET  
Chair, Complaint Review Committee  
1722 N Street NW  
Washington, DC 20036  
(202) 955-1113, Fax (202) 955-1118  
www.accet.org

## CAMPUS SECURITY AND CRIME AWARENESS POLICIES

As required by Public Law 101-542, as amended by Public Law 102-325, Title II, Crime Awareness and Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, National School of Technology has established policies regarding campus security.

The College strives to provide its students with a secure and safe environment. Classrooms and laboratories comply with the requirements of the various federal, state and local building codes, with the Board of Health and Fire Marshal regulations. Most campuses are equipped with alarm systems to prevent unauthorized entry. Facilities are opened each morning and closed each evening by administrative personnel.



The College encourages all students and employees to report criminal incidents or other emergencies, which occur on the campus directly to the College President, student advisor or instructor. It is important that school personnel are aware of any such problems on school campuses. The College President is responsible for investigating such reports and taking legal or other action deemed necessary by the situation. In extreme emergencies, the College President may immediately contact law enforcement officers or other agency personnel, such as paramedics. The College will work with local and state law enforcement personnel if such involvement is necessary. A copy of the student's report and any resultant police report will be maintained by the College for a minimum of three years after the incident.

Students are responsible for their own security and safety both on-campus and off-campus and must be considerate of the security and safety of others. The College has no responsibility or obligation for any personal belongings that are lost, stolen or damaged, whether on or off school premises or during any College activities.

On May 17, 1996, the President of the United States signed Megan's Law into federal law. As a result, local law enforcement agencies in all 50 states must notify schools, day care centers, and parents about the presence of dangerous offenders in their area. Students and staff are advised that the best source of information on the registered sex offenders in the community is the local sheriff's office or police department. The following link will provide you with a list of the most recent updated online information regarding registered sex offenders: <http://ml.waspc.org/SearchAround.aspx>

### **Statistical Information**

The public law referenced herein requires the College to report to students and employees the occurrence of various criminal offenses on an annual basis. Prior to October 1<sup>st</sup> of each year, the College will distribute a security report to students and staff containing the required statistical information on any campus crimes committed during the previous three years. A copy of this report is available to students, employees, and prospective students and employees upon request.

### **CAMPUS COMPLETION RATE REPORTS**

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), an institution is required to annually prepare completion or graduation rate data respecting the institution's first-time, full-time undergraduate students. (34 CFR 668.45(a)(1)). Institutions are required to make this completion or graduation rate data readily available to students approximately 12 months after the 150% point for program completion or graduation for a particular cohort of students. This completion rate report is available to students and prospective students upon request. Notice of the right to request this information is distributed annually.

### **POLICY AND PROGRAM CHANGES**

The College catalog is current as of the time of printing. The institution reserves the right to make changes in organizational structure, policy and procedures as circumstances dictate. This campus reserves the right to make changes in equipment and materials and modify curriculum as it deems necessary. The College reserves the right to cancel any scheduled class in which there is an insufficient number of students enrolled. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this College catalog.

### **INCLEMENT WEATHER POLICY**

The campus President reserves the right to schedule make up hours and/or assignments for hours missed due to school closures during inclement weather. The students will be notified of these makeup hours and be required to attend or be marked absent. Portland will be closed to students and faculty only when the Tigard-Tualatin School District is closed. Outlying areas of Washington counties will not affect Everest being open--only the Tigard-Tualatin School District. Each student needs to listen to the local news and radio stations for the respective school district closures for each individual campus.

#### **Late Starts**

Late starts will affect only the morning classes. A two-hour morning delay means classes start at 10:00 am. The remainder of the classes will run as scheduled.

#### **Change in Weather**

If there is a change in the weather during the day, all final afternoon and evening closure decisions will come from the College President.

#### **Student Attendance**

Students are responsible for all materials covered when the weather keeps them from attending. When possible, Everest will make reasonable accommodations for the student if he/she is unable to attend due to inclement weather conditions.

#### **Phone Coverage**

Phone coverage may not be available depending on the weather conditions. If possible, Everest's administrative staff will make efforts to update the campuses' phone message, but students need to rely on local news and radio stations for announcements regarding school district closures for each individual campus.

## **TUITION AND PROGRAM EXPENSES**

Tuition and fees information can be found in **Appendix B: Tuition and Fees** in this catalog

### **PAYMENT OPTIONS**

The College offers a variety of ways for students to finance their education. The financing options available consist of Primary Financing Options and Alternative Financing Options as outlined in the College's Student Financial Planning Brochure located in the

Campus Student Finance Office. The Primary Financing Options offered consists of the following plans: Cash, Financial Aid, Contract Billing and/or Third Party Direct Bill. The Alternative Financing Options offered consists of Alternative Loans that are credit based and Institutional Payment Plans where the student makes monthly payments.

Federal Financial Aid is available for those who qualify. Students interested in participating in any loan or grant program must complete and submit all necessary financing documents at the time of enrollment and any subsequent period of enrollment. Students interested in participating in the College's Institutional Payment Plans must sign a Installment Note and Disclosure Statement which outlines the student's repayment terms. Any balance not covered by loans and/or grants must be paid directly to the College. For more information on the College's financing programs please contact the Campus Student Finance Office.

## **NOTE TO VETERANS**

Everest Institute campuses qualify for veteran's benefits. Any student who is eligible to receive veteran's education benefits cannot claim these benefits for any portion of Everest Institute programs taken by the student in his or her program of study that the student previously successfully completed, as determined in accordance with U.S. Department of Veterans Affairs regulations. Each student eligible and desiring to receive veterans educational benefits while attending Everest Institute must provide the College with official transcripts for all previous post-secondary education and the student's military discharge document DD214 prior to the first scheduled class in the student's program of study.

## **BUYER'S RIGHT TO CANCEL – CANCELLATION**

The applicant's signature on the Enrollment Agreement does not constitute admission into The School until the student has been accepted for admission by an official of The School. If the applicant is not accepted by The School, all monies paid will be refunded. The applicant may also request cancellation in writing after signing the agreement and receive a full refund of all monies paid, if the written request is made by midnight of the third day following the signing of the enrollment agreement or within the cancellation period specified in the state refund policy (if applicable), whichever is longer. Applicants who have not visited The School prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of The School facilities and inspection of equipment where training and services are provided. The refund will be made within 30 days of receipt of such notice.

Cancellation will occur when the student gives a signed and dated written notice of cancellation to the Director of Admissions or President at the address shown on the front of this agreement. The written notice of cancellation need not take any particular form, and, however expressed, is effective if signed and dated by the student and if it states that the student no longer wishes to be bound by the Enrollment Agreement. A notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed, with postage prepaid.

## **OFFICIAL WITHDRAWALS**

An official withdrawal must be documented in writing. An official withdrawal is considered to have occurred on the earlier of a) the date that the student provides to The School official notification of his or her intent to withdraw or b) the date that the student begins the withdrawal process. Students who must withdraw from The School are requested to notify the office of the Academic Dean/Director of Education by telephone, in person, or in writing, to provide official notification of their intent to withdraw. Students will be asked to provide the official date of withdrawal and the reason for withdrawal in writing at the time of official notification. When the student begins the process of withdrawal, the student or the office of the Academic Dean/Director of Education will complete the necessary form(s).

**Quarter-based Programs:** After the cancellation period, students in quarter-based programs who officially withdraw from The School prior to the end of The School's official add/drop period will be dropped from enrollment, and all monies paid will be refunded.

**Modular Programs:** Although there is no add/drop period in modular programs, for students who officially withdraw within the first five class days (or for weekend classes within seven calendar days from the date they started class, including the day they started class), all monies paid will be refunded.

## **REFUND POLICIES**

This School is certified by the U.S. Department of Education as an eligible participant in the Federal Student Financial Aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended (Title IV programs).

When a student withdraws, The School must complete both a "Return to Title IV" and a refund calculation.

- First, if the student is a Title IV recipient, The School must determine how much federal grant and loan assistance the student has earned under the Federal Return of Title IV Funds Policy. If the student (or parent, in the case of a PLUS Loan) is eligible for additional funds at the time of withdrawal, the student may receive additional SFA funds. If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, The School, and in some cases the student, is required to return the unearned funds to the Federal program(s) or lender, as applicable. The federal Return to Title IV policy is explained below.
- Second, The School must determine how much of the tuition and fees it is eligible to retain using the applicable refund policies. A refund will be calculated on the basis of the institutional refund policy, as given below, and any applicable state refund policies. If a state or accrediting agency refund policy applies, it will be on this agreement.

**The student will be given the benefit of the refund policy that results in the largest refund to the student.**

Any unpaid balance of tuition and fees that remains after calculating the refund and applying the amount of SFA funds earned based on the Federal Return of Title IV Funds policy must be paid by the student to The School.

The refund calculation will be based on the date of withdrawal. Any monies due the applicant or student will be refunded within 30 days of the date of cancellation, termination, or determination of withdrawal. If a student received a loan for tuition, a refund will be

made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the balance of funds will then be applied in the following order:

1. to pay authorized charges at the institution;
2. with the student's permission, applied to reduce the student's Title IV loan debt (not limited to the student's loan debt for the period of enrollment);
3. returned to the student.

In cases of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, The School will make a settlement that is reasonable and fair to both parties.

### **Date of Withdrawal vs. Date of Determination (DOD) – Oregon State Residents Only**

If a student in a quarter-based program ceases attendance without providing official notification, the withdrawal date is determined to be the midpoint of the quarter or the last date of recorded attendance at an academically related activity. If the student officially rescinds his official notification of withdrawal and then withdraws, the withdrawal date is the earlier of the date of the original notification of his or her intent to withdraw or the date the student began the withdrawal process. The institution may always use the last date of recorded attendance at an academically related activity as the withdrawal date.

### **Effect of Leaves of Absence on Refunds**

If a student does not return from an approved leave of absence (where applicable) on the date indicated on the written request, the refund will be made within 30 days from the date the student was scheduled to return (DOD), but the refund calculation will be based on the student's last date of attendance.

### **Textbook and Equipment Return/Refund Policy**

If a student who was charged for and paid for textbooks, uniforms, or equipment, returns unmarked textbooks, unworn uniforms, or the equipment in good condition--allowing for reasonable wear and tear--within 30 days following the date of the student's cancellation, termination, or withdrawal, the institution shall refund the charge for the textbooks, uniforms, or equipment paid by the student. Uniforms that have been worn cannot be returned because of health and sanitary reasons. If the student fails to return textbooks, uniforms or equipment in good condition within 30 days following the date of the student's cancellation, termination, or withdrawal, the institution may retain the cost of the items that has been paid by the student. The student may then retain the equipment without further financial obligation to The School.

### **FEDERAL RETURN OF TITLE IV FUNDS POLICY**

The Financial Aid Office is required by federal statute to determine how much financial aid was earned by students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term.

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still complete a Return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

The calculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal unless state policy indicates a shorter time frame (see state refund policy, if applicable).

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Direct Stafford Loans (other than PLUS loans)
- Subsidized Direct Stafford Loans
- Federal Perkins Loans
- Federal Parent (PLUS) Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return of funds is required
- Federal Supplemental Opportunity Grants for which a Return of funds is required
- Other assistance under the Title for which a Return of funds is required (e.g., LEAP)

### **Return of Unearned SFA Program Funds**

The School must return the lesser of:

- The amount of SFA program funds that the student did not earn; or

- The amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate any SFA loan funds in accordance with the terms of the loan; and the remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant.

(Note: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education to repay any outstanding grant balances. The Student Financial Aid Department will be available to advise the student in the event that a student repayment obligation exists. The individual will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.)

## **INSTITUTIONAL REFUND CALCULATION**

The School will perform a pro-rata refund calculation for students who terminate their training before completing more than 60 percent of the period of enrollment. Under a pro-rata refund calculation, The School is entitled to retain only the percentage of charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of weeks in the period of enrollment into the number of weeks completed in that period (as of the withdrawal date). The percentage of weeks attended is rounded up to the nearest 10 percent and multiplied by the school charges for the period of enrollment. A reasonable administrative fee not to exceed \$100 or 5% of the total institutional charges, whichever is less, will be excluded from total charges used to calculate the pro-rata refund. The school may retain the entire contract price for the period of enrollment--including tuition, fees, and other charges--if the student terminates the training after completing more than 60 percent of the period of enrollment.

## **REQUIREMENTS FOR GRADUATION**

A student must:

1. Successfully complete all courses in the program with a 2.0 (70%) grade point average within the maximum time frame for completion as stated in the school catalog.
2. Successfully complete all externship hours (if applicable).
3. Meet any additional program specific requirements as stated in The School catalog.

## **ACCET REFUND POLICY**

### **Refund Due Dates:**

1. If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due will be made within thirty (30) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.
2. For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within thirty (30) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, by applying the institution's attendance, conduct, or Satisfactory Academic Progress policy.

### **Rejection and Cancellation before the start of class:**

1. If an applicant is rejected for enrollment by an institution, or if a prospective international student has his/her visa application rejected, a full refund of all tuition monies paid will be made to the applicant.
2. If an institution cancels a program subsequent to a student's enrollment, the institution will refund all monies paid by the student.
3. If an applicant accepted by the institution cancels prior to the start of scheduled classes or never attends class (no-show), the institution will refund all monies paid, less a maximum application/registration fee of \$200, if such charges are clearly noted in the enrollment agreement as being non-refundable. Institutions may retain an additional \$150, for a maximum of \$350, when students are recruited from outside the United States or its territories and possess a visa or the equivalent to enter the country for study.

### **Cancellation after the start of class:**

An institution may consider a withdrawal as a cancellation or no show (for example, within the first week of the program) provided this process is fully delineated in writing as part of the refund policy and provided to all students at or before enrollment. A student who is considered a cancellation or no show under such a policy must have all charges refunded and all payments returned to the individual or the applicable funding source less the maximum allowable application/registration fee. In no event may a student be treated differently based on the source of funding or the timing of disbursements or payments.

### **Withdrawal or Termination After Start of Class:**

#### **PROGRAMS GREATER THAN OR EQUAL TO 300 CLOCK HOURS OR EQUIVALENT**

For programs of study that are greater than or equal to 300 clock hours in length, or the equivalent in credit hours, the institution will establish, at a minimum, the following refund policy:

- a. Students who withdraw prior to the start of the course or program for which they registered, are eligible to receive a full refund of all monies paid minus a \$100.00 administrative fee.
- b. During the first week of classes, tuition charges withheld will not exceed 10 percent (10%) of the stated tuition up to a maximum of \$500. When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.

- c. After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed.
- d. After fifty percent (50%) of the period of financial obligation is completed, the institution may retain the full tuition.

**OREGON CANCELLATION AND REFUND POLICY: RESIDENT INSTRUCTION, 581-045-0036**

- (1) A student may cancel enrollment by giving written notice to the school. Unless the school has discontinued the program of instruction, the student is financially obligated to the school according to the following:
  - (a) If cancellation occurs within five business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded;
  - (b) If cancellation occurs after five business days of the date of enrollment, and before the commencement of classes, the school may retain only the published registration fee. Such fee shall not exceed 15 percent of the tuition cost, or \$150, whichever is less;
  - (c) If withdrawal or termination occurs after the commencement of classes and before completion of 50 percent of the contracted instruction program, the student shall be charged according to the published class schedule. The student shall be entitled to a pro rata refund of the tuition when the amount paid exceeds the charges owed to the school. In addition to the pro rated tuition, the school may retain the registration fee, book and supply fees, and other legitimate charges owed by the student;
  - (d) If withdrawal or termination occurs after completion of 50 percent or more of the program, the student shall be obligated for the tuition charged for the entire program and shall not be entitled to any refund;
  - (e) The enrollment agreement shall be signed and dated by both the student and the authorized school official. For cancellation of the enrollment agreement referenced in Subsections 1 (a) and (b), the "date of enrollment" will be the date that the enrollment agreement is signed by both the student and the school official, whichever is later.
- (2) Published Class Schedule (for the purpose of calculating tuition charges) means the period of time between the commencement of classes and the student's last date of attendance as offered by the school and scheduled by the student.
- (3) The term "Pro rata Refund" means a refund of tuition that has been paid for a portion of the program beyond the last recorded date of attendance.
- (4) When a program is measured in clock hours, the portion of the program for which the student will be charged is determined by dividing the total clock hours into the number of clock hours accrued according to the published class schedule as of the last date of attendance.
- (5) When a program is measured in credit hours, the portion of the program for which the student will be charged is determined by dividing the total number of weeks into the number of weeks accrued according to the published class schedule as of the last date of attendance.
- (6) For other measurements of time such as days or weeks, the portion of the enrollment period for which the student will be charged is determined by dividing the total number of days or weeks into the number of days or weeks, accrued according to the published class schedule as of the last date of attendance.
- (7) The term "tuition cost" means the charges for instruction including any lab fees. "Tuition cost" does not include application fees, registration fees, or other identified program fees and costs. The school shall adopt and publish policies regarding the return of resalable books and supplies and/or the prorating of user fees, other than lab fees.
- (8) The school shall not charge a withdrawal fee of more than \$25.
- (9) The school may adopt and apply refund calculations more favorable to the student than those described under this policy.
- (10) When a cancellation, withdrawal, termination, or completion occurs, a calculation of all allowable charges under this rule shall be made. If such calculations evidence that the school received total payments greater than its allowable charges:
  - (a) Within 40 days after notification of such cancellation, withdrawal, termination, or completion, a written statement showing allowable charges and total payments received shall be delivered to the student by the school, together with a refund equal in amount to monies paid to the school in excess of those allowable charges;
  - (b) In the event payments to a student account are derived from federal and/or state tuition assistance program(s), including student loan programs, regulations governing refund notification and awarding within respective program(s) shall prevail in lieu of Section (10) (a) of this rule, but only with respect to the covered portions thereof; and (c) In the event payments to a student account are derived from a sponsoring public agency, private agency, or any source other than the student, the statement of charges and payments received together with an appropriate refund described under section (10) (a) of this rule may be delivered instead to such party(ies) in interest, but only with respect to the covered portions thereof.
- (11) In case of disabling illness or accident, death in the immediate family, or other circumstances beyond the control of the student that causes the student to leave school, the school shall arrange a prorated tuition settlement that is reasonable and fair to both parties.
- (12) A school shall be considered in default of the enrollment agreement when a course or program is discontinued or canceled or the school closes prior to completion of contracted services. When a school is in default, student tuition may be refunded by the school on a pro rata basis. The pro rata refund shall be allowed only if the Superintendent determines that the school has made provision for students enrolled at the time of default to complete a comparable program at another institution. The provision for program completion shall be at no additional cost to the student in excess of the original contract with the defaulting school. If the school does not make such provision, a refund of all tuition and fees shall be made by the school to the students.

## **STUDENT FINANCING OPTIONS**

The school offers a variety of student financing options to help students finance their educational costs. Detailed information regarding financing options available and the Financial Aid process can be obtained from the school's Student Financial Planning Brochure. Information regarding other sources of financial assistance such as benefits available through the Bureau of Indian Affairs, Division of Vocational Rehabilitation, Veterans Assistance and State Programs can be obtained through those agencies.

## **FINANCIAL ASSISTANCE**

Financial assistance (aid) in the form of grants and loans is available to eligible applicants who have the ability and desire to benefit from the specialized program/training offered at the school.

## **STUDENT ELIGIBILITY**

To receive financial assistance you must:

1. usually, have financial need;
2. be a U.S. citizen or eligible noncitizen;
3. have a social security number;
4. if male, be registered with the Selective Service;
5. if currently attending school, be making satisfactory academic progress;
6. be enrolled as a regular student in any of the school's eligible programs;
7. not be in default on any federally-guaranteed loan.

## **FEDERAL FINANCIAL AID PROGRAMS**

The following is a description of the Federal Financial Aid Programs available at the school. Additional information regarding these programs, eligibility requirements, the financial aid process and disbursement of aid can be obtained through the school's Student Financial Planning Brochure, the school's Student Finance Office, and the U.S. Department of Education's Guide to Federal Student Aid, which provides a detailed description of these programs. The guide is available online at:

[http://studentaid.ed.gov/students/publications/student\\_guide/index.html](http://studentaid.ed.gov/students/publications/student_guide/index.html)

### **Federal Pell Grant**

The Federal Pell Grant Program is the largest federal student aid program. For many students, these grants provide a foundation of financial assistance that may be supplemented by other resources. Student eligibility for the Federal Pell Grant Program is determined by a standard formula that is revised and approved every year by the federal government. Unlike loans, grants do not have to be repaid.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

Undergraduate students who are unable to continue their education without additional assistance may qualify for this program. Grants are based on funds available and do not have to be repaid. Need is determined by the financial resources of the student and parents, and the cost of attending school.

### **Federal Perkins Loan**

This low-interest loan is available to qualified students who need financial assistance to pay educational expenses. Repayment of the loan begins nine months after the student graduates, leaves school or drops below half-time status.

### **Federal Work Study (FWS)**

The need-based program provides part-time employment to students who need income to help meet their costs for postsecondary education. Funds under this program are limited.

### **Federal Stafford Loans (FSL)**

Formerly the Guaranteed Student Loan (GSL), this low-interest loan is available to qualified students through the lending institutions or agencies participating in the program and is guaranteed by the U.S. government. Repayment begins six months after the student graduates, leaves school or drops below half-time status. There are two types of Federal Stafford Loans available: Subsidized Loans and Unsubsidized Loans.

Federal Subsidized Stafford Loan is a low-interest loan issued by a lender (bank, credit union, or savings and loan association). Student eligibility for a Subsidized Stafford Loan is based on "financial need." The Federal government pays the interest while the student is in school at least half time, during the grace period and during periods of deferment.

Federal Unsubsidized Stafford Loan is a low-interest loan issued by a lender (bank, credit union, or savings and loan association). Students do not have to demonstrate "need" in order to obtain this loan. Interest accrues on this loan while a student attends school.

### **Federal Parent Loan for Undergraduate Students (PLUS)**

The Federal Parent Loan for Undergraduate Students (PLUS) provides additional funds to help parents pay for educational expenses. Parents may borrow up to the cost of their dependent student's education minus any other aid the student is eligible for. The interest rate fixed and interest accrues at the time of disbursement. Repayment typically begins within 60 days after the loan has been fully disbursed.

Note: Federal student loans are insured by state and private non-profit guarantee agencies.

Loan origination fees may be deducted from the loan by the institution making the loan as set forth by federal regulations.

## **ALTERNATIVE FINANCING OPTIONS**

Should a student's primary source of financing not cover all their educational costs, the school offers affordable alternative financing options such as alternative loans and institutional payment plans. Each plan is offered as a secondary payment source to

augment primary financing options such as cash, federal financial aid, state grants, agency contracts or employer billing. For detailed information regarding all financing options available please refer to the school's Student Financial Planning Brochure.

### **Alternative Loan Programs**

Alternative loans are private loans offered by the school's preferred lenders. The criteria for preferred lender selection can be obtained from the school's Student Financial Planning Brochure. Alternative loan approval, loan origination fees, interest rates and loan terms are based on the applicant's credit and the lenders underwriting criteria.

### **Institutional Payment Plans**

Cash Payment Plan - Under this plan, a student makes equal monthly payments over the length of the program. All payments are interest free and the first payment is due 30 days from the day the student begins school.

Extended Payment Plan – Under this plan a student makes equal monthly payments over the length of the program plus six extra months. The interest rate is fixed throughout the note term and the first payment is due 30 days from the day the student begins school.

Student Tuition Assistance Resource Program (STAR) – A student may qualify for the STAR Program if s/he is not eligible for one of the school's alternative loan programs. The interest rate is fixed throughout the term of the note and the first payment is due 90 days after the student graduates or leaves school.

## **SCHOLARSHIPS**

### **Imagine America Scholarships**

This institution participates in the Imagine America scholarship program operated by the Career Training Foundation of Washington D.C.

Under this scholarship program two \$1,000 Imagine America scholarships are available at each participating high school and can be awarded to two graduating high school seniors from that school.

Scholarship certificates are sent directly to the high school from the Career Training Foundation of Washington D.C. The high school guidance counselor and the high school principal select the students of their choice to receive the award. Certificates have to be signed by the counselor and principal to be valid. The chosen high school seniors can each only receive one Imagine America scholarship.

Imagine America scholarship certificates are to be given to the Financial Aid Office prior to class commencement, are non transferable and cannot be exchanged for cash. Scholarship certificates will be accepted until the end of the year in which they are awarded.

### **"Careers That Work" Scholarship Program**

Everest Institute participates, as a member, in the scholarship program "Careers that Work" offered through the Washington Federation of Private Career Schools and Colleges. Each high school is provided certificates for three \$1000 tuition scholarships, to be used at any school participating in the program. The program is designed to promote the vocational opportunities available to a high school graduate at a private career school.

## **STUDENT SERVICES**

Everest Institute recognizes the importance of a strong system of support for students when they return to school and make the transition into a new career. Faculty, Directors and Registrars are available to discuss student progress or special needs. In an effort to assist our students in this process, Everest Institute offers the following student services.

### **CAREER SERVICES**

The first priority of our Career Services Department is to place graduates in meaningful employment in the area of their training. The Career Services Department follows the student from admission into the College to 90 days after placement. Job development is an important element of placement; the Career Services Coordinator makes contact with potential employers to develop job leads and direct referrals to Everest graduates. The Career Services Department maintains records on graduates for communication purposes and provides accurate information to potential students and the public. The Career Services Department also works with employers to improve the training of our students and the working environment of the Massage, Spa Specialist and Fitness professions.

### **EMPLOYMENT OPPORTUNITIES**

Graduates have a wide range of interests and use the skills they gain through the program to participate in diverse career paths. After graduation, many graduates open their own businesses or work with established organizations such as chiropractic or physical therapy clinics, hospitals, salons, spas, resorts, cruise ships, health clubs, fitness organizations or sports teams.

The College pledges to assist graduates, wherever reasonable, to secure employment; however, no guarantee of employment is made.

The following services are available:

- Job placement and job matching with employers.
- Consultations for graduates seeking self-employment, including:
  - Job search (resume, cover letter, proposal writing, etc.)
  - Marketing (business card and brochure development, interview and phone skills, client garnering and retention, etc.)
  - Business Management (insurance billing, bookkeeping, business plan development)

## **TUTORING**

### **Study and Tutoring Labs**

All students are encouraged to attend the Study/Tutoring Labs, which begin the first week of each term. Instructors and graduates of Everest Institute facilitate labs, using educational books, materials, videos, and skeletal models. This is an environment geared for group study, interactive learning, and one-on-one assistance.

### **Independent Tutoring**

Group or individual tutoring is available from a pool of graduates and teaching assistants. Everest Institute does not guarantee that tutors will be available each term. A list of tutors is maintained at each campus. The student is responsible for scheduling the tutoring session directly with the tutor.

## **TEACHING ASSISTANTS**

Everest Institute provides a continuing education program for advanced students and graduates who desire to learn teaching techniques. Second-, third- and fourth-term students may apply to become Teaching Assistants (TA's) for classes they have taken. Graduates may become TA's for any level of the program. They have the opportunity to assist during practical classes and conduct presentations under the supervision of the instructor. TA positions are volunteer opportunities to increase skills and knowledge in the field of massage and education. Teaching Assistants receive a certificate worth up to eight hours of continuing education credit.

## **LOST AND FOUND**

Any unclaimed items (such as sheets, oils, notebooks, etc.) will be taken to lost and found. Valuables, such as watches or jewelry, will be taken to the front reception desk. Students should write their name on all books, oil bottles, and notebooks. Items will be retained for a maximum of 30 days, after which they will be donated to charity or discarded.



## PROGRAMS OFFERED

<b>Program</b>
Massage Therapy Program
Massage Therapy Spa Specialist
Massage Therapy Sports Specialist
Medical Insurance Billing and Coding

<b>Programs no longer enrolling new students: see Appendix D</b>
Fitness Trainer
Professional Licensing
Professional Licensing Spa Specialist
Professional Licensing Clinical and Sports Massage Therapist

## **MESSAGE THERAPY PROGRAMS**

Career options for Licensed Massage Practitioners/Therapists (LMP/LMT) extend far beyond private practice. Increasingly, their skills are sought by rehabilitation clinics, chiropractic offices, spas and resorts, corporations, sports teams, and sponsors of sporting events.

Other areas of demand include athletic training facilities and gyms, hospitals, birthing centers, orthopedic clinics, residential care facilities for the elderly and disabled, and alternative and complementary health care clinics.

There are many different types of massage. Some are named for the way the hands work. Others, such as Swedish and Thai massage, are named for the country where the form was first developed or practiced. Specialist massage involves specific kinds of work suited to particular demands.

The Spa Specialist program offers the student extensive training in current spa techniques and aromatherapy. The Sports Massage Specialist focuses on the application of massage in the prevention and treatment of sports-related injuries.

Everest Institute is committed to teaching skills that enable practitioners to serve a wide variety of client needs. We teach a variety of specific skills for developing and running a successful massage practice.

A career in massage therapy offers the opportunity to help others, touch lives daily and become a positive part of people's health and well-being.

## MESSAGE THERAPY

Credential	Clock Hours	Credit Units	Length		
Diploma	800	62.5	48 weeks		

The Massage Therapy program is designed to provide the student with the necessary tools required to successfully enter the massage industry. Whether it is a day spa, physician's office, health club, or resort, graduates of this program will have acquired all the tools needed to thrive in this exciting new career.

This 800-hour program consists of eight 6-week modules per twelve week term. Each student must successfully complete each twelve week course before moving on to the next set of 6 week modules. Included in this program are 100 hours of Anatomy and Physiology, 130 hours of kinesiology as well as introduction to principles and practices of massage therapy, massage fundamentals, massage and bodywork, pathology, business and success skills, and health and wellness. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. The graduate may work in an entry-level position as a Massage Therapist in a variety of health care facilities, including, but not limited to, a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice. Massage Therapists may be employed in urban, suburban, and rural areas.

The Massage Therapy program provides the student with the theory and hands-on applications required to perform the following tasks:

1. Be knowledgeable and competent in the performance of various forms and types of massage and in the use of hydrotherapy.
2. Be knowledgeable in the study of anatomy, physiology and kinesiology as such, be familiar with exercise programs and therapeutic massage that can help in caring for conditions affecting different body systems.
3. Be knowledgeable and competent in the performance and use of techniques to help specific problems such as neck, back, relaxation, stress reduction, and muscle spasms.
4. Be acquainted and competent in various allied modalities currently being practiced in the field of massage therapy.

MODULE	MODULE TITLE	LECTURE HOURS	LAB HOURS	OTHER HOURS	TOTAL CONTACT HOURS	QUARTER CREDIT UNITS
<b>Modular Courses</b>						
<b>Module APK</b>						
MTD 101	Anatomy & Physiology I	50	0	0	50	5.0
MTD 115	Introduction to Kinesiology	30	20	0	50	4.0
<b>Module SWM</b>						
MTD 106	Swedish Massage	50	50	0	100	7.5
MTD 102	HIV/AIDS Education *Required class hours part of Swedish Massage	0	0	0	0	0
<b>Module DTU</b>						
MTD 215	Anatomy & Physiology of the Body Systems A	25	0	0	25	2.5
MTD 206	Kinesiology Upper Body	15	10	0	25	2.0
MTD 210	Deep Tissue for the Upper Body	30	20	0	50	4.0
<b>Module DTL</b>						
MTD 212	Anatomy & Physiology of the Body Systems B	25	0	0	25	2.5
MTD 203	Kinesiology Lower Body	15	10	0	25	2.0
MTD 217	Deep Tissue Lower Body	30	20	0	50	4.0
MTD 259A	CRP & First Aid **	10	0	0	0	0
<b>Module ADU</b>						
MTD 221	Clinic Lab I	0	30	0	30	1.5
MTD 236	Board Review	10	0	0	10	1.0
MTD 229	Upper Body Joint Dysfunction	10	5	0	15	1.25
MTD 231	Advanced Massage Techniques Upper Body	20	25	0	45	3.25
<b>Module ADL</b>						
MTD 224	Clinic Lab II	0	30	0	30	1.5
MTD 227	Board Review	10	0	0	10	1.0
MTD 238	Lower Body Joint Dysfunction	10	5	0	15	1.25
MTD 230	Advanced Massage Techniques Lower Body	20	25	0	45	3.25
<b>Module ABM</b>						
MTD 245A	Professional Development	25	0	0	25	2.5
MTD 251	Clinic Lab III student has the option to take Hospital Clinic III MTD 251(H), or Sports Clinic III MTD 251 (SP) for the same hourly and quarter credit value as Clinic Lab III	0	30	0	30	1.5

MTD 241	Eastern Theories	25	20	0	45	3.5
<b>Module NRG</b>						
MTD 247	Professional Development	15	0	0	15	1.5
MTD 253	Massage Law & Ethics	10	0	0	10	1.0
MTD 242	Clinic Lab IV student has option to take Hospital Clinic IV MTD 242(H), or Sports Clinic IV MTD 242(SP) for the same hourly and quarter credit value as Clinic Lab IV	0	30	0	30	1.5
MTD 257	Energy Modalities and Non- Traditional Therapies	25	20	0	45	3.5
<b>PROGRAM TOTAL:</b>		<b>410</b>	<b>390</b>	<b>0</b>	<b>800</b>	<b>62.50</b>

\*\* First Aid/CPR taken as workshop during modules ADU or ADL. FIRST AID/CPR must be completed prior to entering clinic.

For course descriptions, see page 35.

## MESSAGE THERAPY SPA SPECIALIST

Credential	Clock Hours	Credit Units	Length		
Diploma	960	74.5	48 weeks		

The Massage Therapy program is designed to provide the student with the necessary tools required to successfully enter the massage industry. Whether it is a day spa, physician's office, health club, or resort, graduates of this program will have acquired all the tools needed to thrive in this exciting new career.

This 960-hour program consists of eight 6-week modules per twelve week term. Each student must successfully complete each twelve week course before moving on to the next set of 6-week modules. Included in this program are 100 hours of Anatomy and Physiology, 130 hours of kinesiology, 160 hours of aromatherapy and spa, as well as introduction to principles and practices of massage therapy, massage fundamentals, massage and bodywork, pathology, business and success skills, and health and wellness. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. The graduate may work in an entry-level position as a Massage Therapist in a variety of health care facilities, including, but not limited to, a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice. Massage Therapists may be employed in urban, suburban, and rural areas.

The Massage Therapy program provides the student with the theory and hands-on applications required to perform the following tasks:

1. Be knowledgeable and competent in the performance of various forms and types of massage and in the use of hydrotherapy.
2. Be knowledgeable in the study of anatomy, physiology and kinesiology as such, be familiar with exercise programs and therapeutic massage that can help in caring for conditions affecting different body systems.
3. Be knowledgeable and competent in the performance and use of techniques to help specific problems such as neck, back, sciatic pain, relaxation, stress reduction, and muscle spasms.
4. Be acquainted and competent in various allied modalities currently being practiced in the field of massage therapy.
5. Be acquainted and competent in various spa techniques and aromatherapy.

MODULE	MODULE TITLE	LECTURE HOURS	LAB HOURS	OTHER HOURS	TOTAL CONTACT HOURS	QUARTER CREDIT UNITS
<b>Modular Courses</b>						
<b>Module APK</b>						
MTD 101	Anatomy & Physiology I	50	0	0	50	5.0
MTD 115	Introduction to Kinesiology	30	20	0	50	4.0
<b>Module SWM</b>						
MTD 106	Swedish Massage	50	50	0	100	7.5
MTD 102	HIV/AIDS *Required class part of Swedish Massage	4.5	0	0	0	0
<b>Module DTU</b>						
MTD 215	Anatomy & Physiology of the Body Systems	25	0	0	25	2.5
MTD 206	Kinesiology Upper Body	15	10	0	25	2.0
MTD 210	Deep Tissue for the Upper Body	30	20	0	50	4.0
<b>Module DTL</b>						
MTD 212	Anatomy & Physiology of the Body Systems	25	0	0	25	2.5
MTD 203	Kinesiology Lower Body	15	10	0	25	2.0
MTD 217	Deep Tissue of the Lower Body	30	20	0	50	4.0
MTD 259 A	CRP & First Aid **	10	0	0	0	0
<b>Module ADU</b>						
MTD 221	Clinic Lab I	0	30	0	30	1.5
MTD 236	Board Review	10	0	0	10	1.0
MTD 229	Upper Body Joint Dysfunction	10	5	0	15	1.25
MTD 231	Advanced Massage Techniques Upper Body	20	25	0	45	3.25
<b>Module ADL</b>						
MTD 224	Clinic Lab II	0	30	0	30	1.5
MTD 227	Board Review	10	0	0	10	1.0
MTD 238	Lower Body Joint Dysfunction	10	5	0	15	1.25
MTD 230	Advanced Massage Techniques Lower Body	20	25	0	45	3.25
<b>Module ABM</b>						
MTD 245 A	Professional Development	25	0	0	25	2.5
MTD 251	Clinic Lab III student has the option to take Hospital Clinic III MTD 251(H), or Sports Clinic III MTD 251 (SP) for the same hourly and quarter credit value as	0	30	0	30	1.5

	Clinic Lab III					
MTD 241	Eastern Theories	25	20	0	45	3.5
<b>Module NRG</b>						
MTD 247	Professional Development	15	0	0	15	1.5
MTD 253	Massage Law & Ethics	10	0	0	10	1.0
MTD 242	Clinic Lab IV student has option to take Hospital Clinic IV MTD 242(H), or Sports Clinic IV MTD 242(SP) for the same hourly and quarter credit value as Clinic Lab IV	0	30	0	30	1.5
MTD 257	Energy Modalities and Non- Traditional Therapies	25	20	0	45	3.5
<b>Module APP</b>						
MTD 279	Sports Injury	40	0		40	4.0
MTD 261 A	Theory and Application of Exercise and Athletic Performance	20	10	0	30	2.5
MTD 274 A	Clinic/Events (A)	0	30	0	30	1.5
<b>Module ATH</b>						
MTD 272	Sports Theory and Application	50	20	0	70	6.0
MTD 265 A	Clinic/Events (B)	0	30	0	30	1.5
<b>PROGRAM TOTAL:</b>		<b>560</b>	<b>440</b>	<b>0</b>	<b>1000</b>	<b>78.00</b>

\*\* First Aid/CPR taken as workshop during modules ADU or ADL. FIRST AID/CPR must be completed prior to entering clinic.

For course descriptions see page 35.

## MESSAGE THERAPY SPORTS SPECIALIST

Credential	Clock Hours	Credit Units	Length		
Diploma	1000	78	60 weeks		

The Massage Therapy program is designed to provide the student with the necessary tools required to successfully enter the massage industry. Whether it is a day spa, physician's office, health club, or resort, graduates of this program will have acquired all the tools needed to thrive in this exciting new career.

This 1000-hour program consists of ten 6-week modules per twelve week term. Each student must successfully complete each twelve week course before moving on to the next set of 6-week modules. Included in this program are 100 hours of Anatomy and Physiology, 130 hours of kinesiology as well as introduction to principles and practices of massage therapy, massage fundamentals, massage and bodywork, pathology, business and success skills, and health and wellness. Upon the successful completion of this program, graduates will have received the education necessary to attain a career in one of the most engaging and exciting fields today. The graduate may work in an entry-level position as a Massage Therapist in a variety of health care facilities, including, but not limited to, a massage clinic, hospital, chiropractic office, nursing home, health club, spa, resort, or in private practice. Massage Therapists may be employed in urban, suburban, and rural areas.

The Massage Therapy program provides the student with the theory and hands-on applications required to perform the following tasks:

1. Be knowledgeable and competent in the performance of various forms and types of massage and in the use of hydrotherapy.
2. Be knowledgeable in the study of anatomy, physiology and kinesiology as such, be familiar with exercise programs and therapeutic massage that can help in caring for conditions affecting different body systems.
3. Be knowledgeable and competent in the performance and use of techniques to help specific problems such as neck, back, sciatic pain, relaxation, stress reduction, and muscle spasms.
4. Be acquainted and competent in various allied modalities currently being practiced in the field of massage therapy.

MODULE	MODULE TITLE	LECTURE HOURS	LAB HOURS	OTHER HOURS	TOTAL CONTACT HOURS	QUARTER CREDIT UNITS
<b>Modular Courses</b>						
<b>Module APK</b>						
MTD 101	Anatomy & Physiology I	50	0	0	50	5.0
MTD 115	Introduction to Kinesiology	30	20	0	50	4.0
<b>Module SWM</b>						
MTD 106	Swedish Massage	50	50	0	100	7.5
	HIV/AIDS *Required class part of Swedish Massage	4.5	0	0	4.5	0
<b>Module DTU</b>						
MTD 215	Anatomy & Physiology of the Body Systems	25	0	0	25	2.5
MTD 206	Kinesiology Upper Body	15	10	0	25	2.0
MTD 210	Deep Tissue for the Upper Body	30	20	0	50	4.0
<b>Module DTL</b>						
MTD 212	Anatomy & Physiology of the Body Systems	25	0	0	25	2.5
MTD 203	Kinesiology Lower Body	15	10	0	25	2.0
MTD 217	Deep Tissue of the Lower Body	30	20	0	50	4.0
MTD 259	CRP & First Aid **	10	0	0	0	0
<b>Module ADU</b>						
MTD 221	Clinic Lab I	0	30	0	30	1.5
MTD 236	Board Review	10	0	0	10	1.0
MTD 229	Upper Body Joint Dysfunction	10	5	0	15	1.25
MTD 231	Advanced Massage Techniques Upper Body	20	25	0	45	3.25
<b>Module ADL</b>						
MTD 224	Clinic Lab II	0	30	0	30	1.5
MTD 227	Board Review	10	0	0	10	1.0
MTD 238	Lower Body Joint Dysfunction	10	5	0	15	1.25
MTD 230	Advanced Massage Techniques Lower Body	20	25	0	45	3.25
<b>Module ABM</b>						
MTD 245	Professional Development	25	0	0	25	2.5
MTD 251	Clinic Lab III student has the option to take Hospital Clinic III MTD 251(H), or Sports Clinic III MTD 251 (SP) for the same hourly and quarter credit value as Clinic Lab III	0	30	0	30	1.5
MTD 241	Eastern Theories	25	20	0	45	3.5

<b>Module NRG</b>						
MTD 247	Professional Development	15	0	0	15	1.5
MTD 253	Massage Law & Ethics	10	0	0	10	1.0
MTD 242	Clinic Lab IV student has option to take Hospital Clinic IV MTD 242(H), or Sports Clinic IV MTD 242(SP) for the same hourly and quarter credit value as Clinic Lab IV	0	30	0	30	1.5
MTD 257	Energy Modalities and Non- Traditional Therapies	25	20	0	45	3.5
<b>Module APP</b>						
MTD 279	Sports Injury	40	0		40	4.0
MTD 261	Theory and Application of Exercise and Athletic Performance	20	10	0	30	2.5
MTD 274	Clinic/Events (A)	0	30	0	30	1.5
<b>Module ATH</b>						
MTD 272	Sports Theory and Application	50	20	0	70	6.0
MTD 265	Clinic/Events (B)	0	30	0	30	1.5
<b>PROGRAM TOTAL:</b>		<b>560</b>	<b>440</b>	<b>0</b>	<b>1000</b>	<b>78.00</b>

\*\* First Aid/CPR taken as workshop during modules ADU or ADL. FIRST AID/CPR must be completed prior to entering clinic.

For course descriptions see page 35.



## MASSAGE THERAPY COURSE DESCRIPTIONS

<p><b>MTD 101 Anatomy and Physiology I</b> <span style="float: right;"><b>5.0 Quarter Credit Hours</b></span></p> <p>Course Description: This course is designed to prepare the student for future course work in further anatomy and physiology modules presented later on in the program. The topics covered in this course are general orientation to anatomy and physiology, characteristics of life, organization of body structure, mechanisms of health and disease, pain and stress management, medical terminology, central and peripheral nervous system basics and pathologies, the five senses, skeletal system physiology and pathologies, joint overview and pathologies, and muscle structure and function along with muscular pathologies. Prerequisite: None. Lecture Hours: 50.0 Lab Hours: 0.0 Other Hours: 0.0.</p>
<p><b>MTD 102 HIV/AIDS Eduction</b></p> <p>This course is part of the total hours and credits of the Swedish massage module but is indicated separately on the student transcript. This four and half hour course covers .etiology, epidemiology of HIV, transmission and infection control, clinical manifestations, legal and ethical issues. This class is required to graduate. Prerequisite: None. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 0.0</p>
<p><b>MTD 106 Swedish Massage</b> <span style="float: right;"><b>7.5 Quarter Credit Hours</b></span></p> <p>Course Description: This course is designed to prepare the student for future course work in more advanced modalities presented later on in the program. The topics covered in this course are Joint Classification, Range of Motion, Western Theory &amp; History, the Benefits of Massage Therapy on the Body Systems, Classification of Massage Movements, Draping Procedures, The Client Consultation, Procedures for a Complete Body Massage, Body Mechanics, Basic SOAP charting techniques, Pregnancy and Labor Massage, and Indications/Contraindications for Massage Therapy. Prerequisite: None. Lecture Hours: 50.0 Lab Hours: 50.0 Other Hours: 0.0.</p>
<p><b>MTD 115 Introduction to Kinesiology</b> <span style="float: right;"><b>4.0 Quarter Credit Hours</b></span></p> <p>Course Description: This course is designed to prepare the student for future course work in more advanced modalities presented later on in the program. The topics covered in this course are joint classification and directional terms, range of motion at joints and assessment of the ranges of motion, structure of the skeletal system, characteristics and functions of the muscular system, and muscles involved in the movement of the main joints in the body. Prerequisite None. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0.</p>
<p><b>MTD 203 Kinesiology Lower Body</b> <span style="float: right;"><b>2.0 Quarter Credit Hours</b></span></p> <p>Course Description: This course is designed to prepare the student for future course work in more advanced modalities presented later on in the program. The topics covered in this course are muscle attachments (origins and insertions) for the lower body region. Students will learn the attachments of the muscles at each joint in lower body including muscles of the coxal region, knee, and ankle. Students will also gain proficiency in palpating these muscles and review the application of range of motion studies for these areas. Prerequisite: MTD 115. Lecture Hours: 15.0 Lab Hours: 10.0 Other Hours: 0.0</p>
<p><b>MTD 206 Kinesiology Upper Body</b> <span style="float: right;"><b>2.0 Quarter Credit Hours</b></span></p> <p>Course Description: This course is designed to prepare the student for future course work in more advanced modalities presented later on in the program. The topics covered in this course are muscle attachments (origins and insertions) for the upper body region. Students will learn the attachments of the muscles in the head, neck, trunk, shoulder girdle, forearm and wrist. Students will also gain proficiency in palpating these muscles and review the application of range of motion studies for these areas. Prerequisite: MTD 115. Lecture Hours: 15.0 Lab Hours: 10.0 Other Hours: 0.0.</p>
<p><b>MTD 210 Deep Tissue Upper Body</b> <span style="float: right;"><b>4.0 Quarter Credit Hours</b></span></p> <p>Course Description: This module is designed to provide the students with an understanding of myofascial and deep tissue techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques will be discussed as will specific sights of caution for deep tissue. Prerequisite: MTD106. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0.</p>
<p><b>MTD 212 Anatomy and Physiology Systems of the Body B</b> <span style="float: right;"><b>2.5 Quarter Credit Hours</b></span></p> <p>Course Description: This course is designed to follow Anatomy and Physiology 1. The topics covered in this course are the immune system, respiratory system, digestive system, urinary system, and reproductive system. Healthy anatomy and physiology of these systems will be discussed, as well as pathologies that affect each system. Prerequisite: MTD101. Lecture Hours: 25.0 Lab Hours: 0.0 Other Hours: 0.0.</p>
<p><b>MTD 215 Anatomy and Physiology Systems of the Body A</b> <span style="float: right;"><b>2.0 Quarter Credit Hours</b></span></p> <p>Course Description: This course is designed to follow Anatomy and Physiology 1. The topics covered in this course are the endocrine system, the integumentary system, the cardiovascular system, and the lymphatic system. Healthy anatomy and physiology of these systems will be discussed, as well as pathologies that affect each system. Prerequisite: MTD 101 Lecture Hours: 25.0 Lab Hours: 00.0 Other Hours: 0.0.</p>
<p><b>MTD 217 Deep Tissue for the Lower Body</b> <span style="float: right;"><b>4.0 Quarter Credit Hours</b></span></p> <p>Course Description: This module is designed to provide the students with an understanding of myofascial and deep tissue techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques will be discussed as will specific sights of caution for deep tissue. Prerequisite: MTD106. Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 0.0.</p>
<p><b>MTD 221 Clinic Lab I</b> <span style="float: right;"><b>1.5 Quarter Credit Hours</b></span></p> <p>Course Description: This course is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real massage therapy clinic. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Prerequisite: MTD106, MTD210 &amp;MTD217. Lecture Hours: 0.0 Lab Hours: 30.0 Other Hours: 0.0.</p>
<p><b>MTD 224 Clinic II</b> <span style="float: right;"><b>1.5 Quarter Credit Hours</b></span></p> <p>Course Description: This course is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real massage therapy clinic or mock clinic environment. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Prerequisite: MTD106, MTD210 &amp;MTD217. Lecture Hours: 0.0 Lab Hours: 30.0 Other Hours: 0.0.</p>

<b>MTD 227 Board Review</b>	<b>1.0 Quarter Credit Hours</b>
Course Description: This course is designed to prepare students for the National Certification Examination (NCE) and meet State licensing requirements. This class covers review of anatomy and physiology material. Prerequisite: MTD101, MTD115, MTD106, MTD215, MTD206, MTD210, MTD212, MTD203, MTD217. Lecture Hours: 10.0 Lab Hours: 0.0 Other Hours: 0.0.	
<b>MTD 229 Upper Body Joint Dysfunction</b>	<b>1.25 Quarter Credit Hours</b>
Course Description: This course is designed to prepare the students to work with clients with various injuries and/or pathologies. This class covers in depth review of the neck, spine, upper extremity -joints, their structure and function and associated pathologies. Prerequisite: MTD 106, MTD 101, MTD115, MTD 206, MTD203, MTD 210, MTD 212, MTD 215, MTD 217 Lecture Hours: 10.0 Lab Hours: 5.0 Other Hours: 0.0.	
<b>MTD 230 Advanced Massage Techniques Lower Body</b>	<b>3.25 Quarter Credit Hours</b>
Course Description: This course prepares the student to affectively recognize the stages of inflammation, and treat pathologies in the lower body according to the stages of inflammation. Incorporating advanced techniques such as Neuromuscular Therapy, Muscle Energy Technique, and Trigger Point Therapy. Prerequisite: MTD 203, MTD 206, MTD 212, MTD 215, MTD210, MTD217. Lecture Hours: 20.0 Lab Hours: 25.0 Other Hours: 0.0.	
<b>MTD 231 Advanced Massage Techniques Upper Body</b>	<b>3.25 Quarter Credit Hours</b>
Course Description: This course prepares the student to affectively recognize the stages of inflammation, and treat pathologies in the upper body according to the stages of inflammation. Incorporating advanced techniques such as Neuromuscular Therapy, Muscle Energy Technique, and Trigger Point Therapy. Prerequisite: MTD 101, MTD 115, MTD 203, MTD 206, MTD 212, MTD 215, MTD106, MTD210, MTD217. Lecture Hours: 20.0 Lab Hours: 25.0 Other Hours: 0.0.	
<b>MTD 236 Board Review</b>	<b>1.0 Quarter Credit Hours</b>
Course Descriptions: This course is designed to prepare students for the National Certification Examination (NCE) and meet State licensing requirements. This class covers review of material related to massage. Prerequisite: MTD101, MTD115, MTD106, MTD215, MTD206, MTD210, MTD212, MTD203, MTD217. Lecture Hours: 10.0 Lab Hours: 0.0 Other Hours: 0.0.	
<b>MTD 238 Lower Body Joint Dysfunction</b>	<b>1.25 Quarter Credit Hours</b>
Course Description: This course is designed to prepare the students to work with clients with various injuries and/or pathologies. This class covers in depth review of the lower extremity joints, their structure and function as well as associated pathologies. Prerequisite: MTD206, MTD203 MTD 215, MTD 210, MTD 212, MTD 217. Lecture Hours: 10.0 Lab Hours: 5.0 Other Hours: 0.0.	
<b>MTD 241 Eastern Theories</b>	<b>3.5 Quarter Credit Hours</b>
Course Description: This course is designed to provide the student with the understanding and knowledge of Eastern theory and practice as used within different styles of Asian bodywork including shiatsu, acupressure, and Tui Na. Students will also learn how to integrate approaches from both eastern and western philosophies. Prerequisite: MTD215, MTD210, MTD 217, MTD 206, MTD 212, MTD 203, MTD 221, MTD 236, MTD 229, MTD 231, MTD 224, MTD 227, MTD 238. Lecture Hours: 25.0 Lab Hours: 20.0 Other Hours: 0.0.	
<b>MTD 242 Clinic IV</b>	<b>1.5 Quarter Credit Hours</b>
Course Description: This course is designed to provide the student with a realistic hands-on experience of working in the field by participating in a massage therapy clinic or mock clinic environment. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Students have the option of taking Clinical Lab IV, Massage Therapy Sports Clinic IV MTD 242(SP), or Massage Therapy Hospital Clinic IV MTD 242(H) for the same hourly or Quarter Credit as Clinic Lab IV. Prerequisite: MTD106, MTD210, MTD217, MTD221& MTD224. Lecture Hours: 0.0 Lab Hours: 30.0 Other Hours: 0.0.	
<b>MTD 242(H) Massage Therapy Hospital Clinic Lab IV</b>	<b>1.5 Quarter Credit Hours</b>
Course Description: This course is designed to provide the student with a realistic hands-on experience of working in the field by participating in a massage therapy hospital setting. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Prerequisite: MTD106, MTD210, MTD217, MTD221, MTD224. Lecture Hours: 0.0 Lab Hours: 30.0 Other Hours: 0.0	
<b>MTD 242(SP) Massage Therapy Sports Clinic Lab IV</b>	<b>1.5 Quarter Credit Hours</b>
Course Description: This course is designed to provide the student with a realistic hands-on experience of working in the field by participating in a sports massage therapy clinic or mock sports massage clinic environment. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Prerequisite: MTD106, MTD210, MTD217, MTD221, MTD224. Lecture Hours: 0.0 Lab Hours: 30.0 Other Hours: 0.0	
<b>MTD 245 A Professional Development</b>	<b>2.5 Quarter Credit Hours</b>
Course Description: This course is designed to prepare the student for employment in the field of massage. This course discusses types of resumes, employment goals, personal marketing materials, licensing and continuing education. Prerequisite: MTD106, MTD210, MTD217, MTD231, MTD230, MTD,241, MTD257. Lecture Hours: 25.0 Lab Hours: 0.0 Other Hours: 0.0.	
<b>MTD 247 Professional Development</b>	<b>1.5 Quarter Credit Hours</b>
Course Description: This course is designed to prepare the student for a massage business and self employment. This course covers business planning, marketing, basics of insurance billing, basics of book keeping, basics for record keeping and taxes. This course also discusses the issues of private and group practices. Prerequisite: MTD106, MTD210, MTD217, MTD231, MTD230, MTD241, MTD257. Lecture Hours: 15.0 Lab Hours: 0.0 Other Hours: 0.0.	

<b>MTD 251 Clinic III</b>	<b>1.5 Quarter Credit Hours</b>
Course Description: This course is designed to provide the student with a realistic hands-on experience of working in the field by participating in a massage therapy clinic or mock clinic environment. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Students have the option of taking Clinical Lab III, Massage Therapy Sports Clinic III MTD 251(SP), or Massage Therapy Hospital Clinic III MTD 251(H) for the same hourly or Quarter Credit as Clinic Lab III. Prerequisite: MTD106,MTD210,MTD217, MTD221& MTD224. Lecture Hours: 0.0 Lab Hours: 30.0 Other Hours: 0.0.	
<b>MTD 251(H) Hospital Clinic III</b>	<b>1.5 Quarter Credit Hours</b>
Course Description: This course is designed to provide the student with a realistic hands-on experience of working in the field by participating in a massage therapy hospital setting. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Prerequisite: MTD106,MTD210, MTD217,MTD221,MTD224. Lecture Hours: 0.0 Lab Hours: 30.0 Other Hours: 0.0	
<b>MTD 251(SP) Sports Clinic III</b>	<b>1.5 Quarter Credit Hours</b>
Course Description: This course is designed to provide the student with a realistic hands-on experience of working in the field by participating in a sports massage therapy clinic or mock sports massage clinic environment. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Prerequisite: MTD106,MTD210, MTD217,MTD221,MTD224. Lecture Hours: 0.0 Lab Hours: 30.0 Other Hours: 0.0	
<b>MTD 253 Massage Law and Ethics</b>	<b>1.0 Quarter Credit Hours</b>
Course Description: This course is designed to give students an understanding of state law guidelines and explore ethical questions related to massage therapy. Prerequisite: None. Lecture Hours: 10.0 Lab Hours: 0.0 Other Hours: 0.0.	
<b>MTD 257 Energy Modalities</b>	<b>3.5 Quarter Credit Hours</b>
Course Description: This module is designed to provide the student with the theory and hands-on skills involved in introducing fundamental energy based modalities including polarity, and beginning Reiki hand placements. The student will also be introduced to Reflexology and beginning Craniosacral work. Students will also learn integrated energy techniques, and relaxation techniques to develop treatment plan for chronic conditions. Prerequisite: MTD 215, MTD 206, MTD 212, MTD210,MTD217, MTD 203, MTD 221, MTD 236, MTD 229, MTD 231, MTD 224, MTD 227, MTD 238. Lecture Hours: 25.0 Lab Hours: 20.0 Other Hours: 0.0.	
<b>MTD 259 A CPR &amp; First Aid</b>	
This class is a required workshop that student must attend if they do not have current certification. This class covers CPR procedures and basic first aid. Student receive a CPR/FIRST AID certification after completion. Valid CPR First AID certification is required in order to graduate the Massage therapy programs. Prerequisite: None. Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 0.0	
<b>The following courses are required for the Massage Therapy Spa Specialist Program:</b>	
<b>MTD 119 Spa Therapies I</b>	<b>1.5 Quarter Credit Hours</b>
Course Description: This course is designed to provide foundation knowledge and skills for massage students in the area of spa therapies. Theory topics include sanitation protocol, documentation of spa treatments, contraindications to spa products and an introduction to aromatherapy. Practical activities include spa draping methods, client positioning for spa product application, product application techniques, enhancers for massage and spa product removal techniques. Students learn about exfoliation treatments like dry skin brushing, loofah scrubs and the full body polish. Student learn buff and bronze technique. Prerequisite: None Lecture hours: 10 Lab Hours: 10	
<b>MTD 120 Spa Therapies II</b>	<b>1.5 Quarter Credit Hours</b>
Course Description: This course is designed to provide foundation knowledge and skills for massage students in the area of spa therapies. Theory topics include sanitation protocol, documentation of spa treatments, contraindications to spa products and an introduction to aromatherapy. Practical activities include spa draping methods, client positioning for spa product application, product application techniques, enhancers for massage and spa product removal techniques. Student learn exfoliations techniques such as sugar and salt glow. Prerequisite: MTD 119 Lecture hours: 10 Lab Hours: 10	
<b>MTD 207 Spa Therapies IV</b>	<b>1.5 Quarter Credit Hours</b>
Course Description: Participants learn techniques for body wrapping including the hot sheet wrap procedure and cocoon procedure. These techniques allow students to mix and match different skills to create a variety of body wraps. Thalassotherapy and water therapies are explored to enhance the students understanding of hydrotherapy and healing with products from the sea. Keys for landing that first spa job are discussed in Spa Business 1. Prerequisite: MTD 119 Lecture hours: 10 Lab Hours: 10	
<b>MTD 219 Spa Therapies III</b>	<b>1.5 Quarter Credit Hours</b>
Course Description: This course is designed to provide foundation knowledge and skills in aromatherapy. These skills are integrated with massage and spa skills in upcoming modules. Topics include the characteristics of essential oils, safety protocols, the physiological and psychological effects of essential oils, blending techniques and the aromatherapy massage session. Aromatherapy is integrated with more advanced spa and massage skills in this course. Prerequisite: MTD 119 Lecture hours: 10 Lab Hours: 10	
<b>MTD 234 Spa Therapies V</b>	<b>1.5 Quarter Credit Hours</b>
Course Description: Unique treatment products are the focus of this module that teaches students advanced spa skills. Students develop their knowledge of fango therapy (the use of mud, clay and peat for healing) and learn to differentiate between different types of fango products. The elements of a spa foot treatment are explored including soaking, exfoliation, reflexology and the application of a treatment product to the feet. The knowledge learned in this module will allow the graduate to create a foot spa menu and incorporate reflexology with massage techniques. Prerequisite: MTD 119 Lecture hours: 10 Lab Hours: 10	

<b>MTD 240 Spa Therapies VI</b>	<b>1.5 Quarter Credit Hours</b>
Course Description: Hot stone massage is a popular service at massage clinics and spas across the country. Module 8 teaches students how to deliver hot stone massage in a safe and effective manner. The program ends with a comprehensive spa exam and with an evaluation of the program and instructors. Prerequisite: MTD 119 Lecture hours: 10 Lab Hours: 10	
<b>MTD 248 Spa Therapies VIII</b>	<b>1.5 Quarter Credit Hours</b>
Course Description: This course teaches students how to design original spa treatments, develop a spa program, write a spa menu and define a spa philosophy. Students are divided into two teams and create their own spa concept. They design all of the treatments, prepare a spa menu and deliver their treatment to friends, staff and family members. This is a one-of-a-kind experience that prepares graduates for the realities of adding spa treatments to their private practice. Prerequisite: MTD 119 Lecture hours: 10 Lab Hours: 10	
<b>MTD 255 Spa Therapies VII</b>	<b>1.5 Quarter Credit Hours</b>
Course Description: Ayurveda is the 5000-year-old healing system of India. Included in ayurvedic practices are a number of external body treatments that include massage and spa-like techniques. This course teaches students core concepts in ayurveda that inform the delivery of external body treatments. Students give and receive Indian head massage, abhyanga, shirodhara and udvartana. Prerequisite: MTD 119 Lecture hours: 10 Lab Hours: 10	
<b>The following courses are required for the Massage Therapy Sports Specialist Program:</b>	
<b>MTD 261 A Theory and Application of Exercise and Athletic Performance</b>	<b>2.5 Quarter Credit Hours</b>
Course Description: This course is designed to prepare the student to effectively work with the sport, fitness, and physical rehabilitation population, including anatomy and physiology, kinesiology, theory and application of massage. Students will have the opportunity to work with athletes in the field of sports. Prerequisite: please see syllabus Lecture Hours: 30.0 Lab Hours: 0.0 Other Hours: 0.0	
<b>MTD 265 A Clinic/Events (B)</b>	<b>5.0 Quarter Credit Hours</b>
Course Description: This course is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real sports massage therapy clinic or at sporting events. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Prerequisite: please see syllabus Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 30.0	
<b>MTD 272 A Sports Theory and Application</b>	<b>6.0 Quarter Credit Hours</b>
Course Description: This course is designed to prepare the student to effectively work with the sport, fitness, and physical rehabilitation population, including anatomy and physiology, kinesiology, theory and application of massage. Students will have the opportunity to work with athletes in the field of sports. Prerequisite: please see syllabus Lecture Hours: 50.0 Lab Hours: 20.0 Other Hours: 0.0	
<b>MTD 274 Clinic/Events (A)</b>	<b>1.0 Quarter Credit Hours</b>
Course Description: This course is designed to provide the student with a realistic hands-on view and experience of working in the field by participating in a real sports massage therapy clinic or at sporting events. The clinic provides the students an opportunity to enhance skills learned and practiced from instruction. This course is a continuation of supervised clinical practice integrating the principles of Swedish massage, chair massage and adjunctive therapeutic modalities. Students are afforded the opportunity to practice their massage and evaluation skills on a diverse group of subjects. Prerequisite: please see syllabus Lecture Hours: 0.0 Lab Hours: 0.0 Other Hours: 30.0	
<b>MTD 279 Sports Injury</b>	<b>4.0 Quarter Credit Hours</b>
Course Description: This course is designed to prepare the student to effectively work with the sport, fitness, and physical rehabilitation population, including anatomy and physiology, kinesiology, theory and application of massage. Students will have the opportunity to work with athletes in the field of sports. Prerequisite: please see syllabus Lecture Hours: 40.0 Lab Hours: 0.0 Other Hours: 0.0	

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 Renton, WA (main campus)  
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 San Francisco, CA (main campus)  
 San Jose, CA (main campus)  
 Seattle, WA (main campus)  
 Skokie, IL (main campus)  
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 Tacoma, WA (branch of Everest College, Bremerton, WA)  
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 Vancouver, WA (branch of Everest College, Seattle, WA)  
 West Los Angeles, CA (main campus)

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Atlanta (DeKalb), GA (branch of Everest Institute, Cross Lanes, WV)  
 Atlanta (Downtown), GA (main campus)  
 Austin, TX (branch of Everest Institute, Southfield, MI)  
 Brighton, MA (main campus)  
 Chelsea, MA (branch of Everest College, Alhambra, CA)  
 Chesapeake, VA (branch of Everest Institute, Newport News, VA)

Cross Lanes, WV (main campus)  
 Dearborn, MI (branch of Everest Institute, Southfield, MI)  
 Detroit, MI (branch of Everest Institute, Southfield, MI)  
 Eagan, MN (branch of Everest Institute, Cross Lanes, WV)  
 Gahanna, OH (branch of Everest College, Ontario, CA)  
 Grand Rapids, MI (main campus)  
 Grand Rapids–Southfield, MI (branch of Everest Institute, Grand Rapids, MI)  
 Houston (Bissonnet), TX (branch of Everest College, Renton, WA)  
 Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX)  
 Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX)  
 Jonesboro, GA (branch of Everest Institute, Atlanta, GA)  
 Kalamazoo, MI (branch of Everest Institute, Grand Rapids, MI)  
 Marietta, GA (branch of Everest Institute, Atlanta, GA)  
 Newport News, VA (main campus)  
 Norcross, GA (branch of Everest College, Gardena, CA)  
 Pittsburgh, PA (main campus)  
 Portland (Tigard), OR (branch of Everest College, Seattle, WA)  
 Rochester, NY (main campus)  
 San Antonio, TX (main campus)  
 Southfield, MI (main campus)  
 South Plainfield, NJ (branch of Everest Institute, Southfield, MI)  
 Silver Spring, MD (branch of Everest College, Portland, OR)

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Tampa (Brandon), FL (branch of Everest University Tampa, FL)  
 Jacksonville, FL (branch of Everest University, Clearwater (Pinellas), FL)  
 Lakeland, FL (branch of Everest University, Clearwater (Pinellas), FL)  
 Melbourne, FL (branch of Everest University, Orlando, FL)  
 North Orlando, FL (main campus)  
 Orange Park, FL (branch of Everest University, Tampa, FL)  
 Clearwater (Pinellas), FL (main campus)  
 Pompano Beach, FL (main campus)  
 South Orlando, FL (branch of Everest University, North Orlando, FL)  
 Tampa, FL (main campus)

### **Las Vegas College**

Henderson, NV (main campus)

### **National School of Technology**

Fort Lauderdale, FL (branch of NST, Kendall, FL)  
 Hialeah, FL (branch of NST, Miami, FL)  
 Miami (Kendall), FL (main campus)  
 Miami, FL (main campus)

### **WyoTech**

Bedford, MA (main campus)  
 Blairsville, PA (branch of WyoTech, Laramie, WY)  
 Daytona Beach, FL (main campus)  
 Fremont, CA (main campus)  
 Laramie, WY (main campus)  
 Long Beach, CA (main campus)  
 Oakland, CA (branch of WyoTech, Fremont, CA)  
 Sacramento, CA (branch of WyoTech, Laramie, WY)

## STATEMENT OF OWNERSHIP

This campus is owned and operated by Corinthian Schools, Inc., a Delaware corporation, which is a wholly owned subsidiary of Corinthian Colleges, Inc., a Delaware corporation. Corporate offices are located at 6 Hutton Centre Drive, Suite 400, Santa Ana, CA 92707.

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Peter Waller	William Murtagh	President and Chief Operating Officer
Beth A. Wilson	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
	Beth A. Wilson	Executive Vice President, Operations
	Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
	Robert C. Owen	Treasurer and Assistant Secretary

## APPENDIX A: ADMINISTRATION AND FACULTY

<b>Administration:</b>	
President: Siri McElliott Director of Education: Elaine Seyman Director of Finance: Sarah Patch Director of Admissions: Gayle Draney Director of Career Services: Julie Carico Registrar: Doreen Davis Financial Aid Representative: Ryan Seltmann Financial Aid Representative: Melissa Blas	Student Accounts Representative: Ivan Dixon Front Office Administrator: Joey Peterson Front Office Administrator: Amy Garrison Admissions Representative: Julie Beck Admissions Representative: Lois DeLap Admissions Representative: Deborah Leber Admissions Representative: Sherry Stephens Student Clinic Coordinator: Jaylin Rider Student Clinic Coordinator: Micah Naish
<b>Instructors</b>	
Osama Assad, MD Jordan Barton, LMT Daniel Brown, ND Allen Clark, LMT Jennifer Clemons, BS Tabitha Collins, LMT Robin Curry, LMT Rod Diehm, LMT Cyr Foote, LMT Lori Holmes, BS, MAT John Klym, LMT Ziestus Lanuza, LMT, Substitute	Samantha Levine, ND Sheila Montgomery, LMT Melanie Morin, LMT Joseph Morris, LMT Audrey Mumford, LMT Heather Sayer, LMT Lisa Shaver, ND Michele Stokes, LMT, Substitute Tracey Thorne, ND Darci Warren, LMT Carol Zamarra, ND, LMT Lynn deBeauclair, Tutor

## APPENDIX B: TUITION AND FEES

The following fee table is effective September 24, 2007.

Program	Massage Therapy	Massage Therapy Spa Specialist	Massage Therapy Sports Specialist	Medical Insurance Billing and Coding
<b>*Lab/ Supply Fees</b>		<b>\$800</b>		
Required Textbooks	\$435	\$525	\$590	\$1,450
Table Charge	\$ 450	\$ 450	\$ 450	
Program Tuition	\$13,184	\$15,692	\$3,412	
Total Tuition & Fees	\$14,069	\$17,467	\$17,636	\$11,421
<b>Additional Costs Not Included in the Above Fees</b>				
Misc. Supplies (variable)	\$300	\$300	\$350	
Total Supplies	\$300	\$300	\$350	
<b>Other Fees:</b>				
Course retake fee	Based on number of hours in the class			
Quiz or exam proctor fee	\$10.00			
Practical exam proctor fee	\$25.00			

The College reserves the right to cancel or postpone any class with insufficient enrollment, or to modify the course work, revise the course contents, course title, and the sequencing of courses based on legislative, professional, or educational mandates or any other reason which the College may deem necessary.

Once it has been determined that an account is out of financial compliance (past due), a collection effort consisting of the following methods will occur:

- A series of telephone calls will be made in order to obtain payment;
- A class visit will occur to obtain payment (if the student is in attendance);
- Students who do not resolve financial compliance issues could be withdrawn from class at 60 days of delinquency;
- Letters and/or notices will be sent to remind the student of their past due status and required payment;
- An outside collection service will be utilized for non-responsive student's accounts.



## APPENDIX C: CALENDARS

### Class Times

#### Massage Therapy, Massage Therapy Spa Specialist, Massage Therapy Sports Specialist

Morning Classes: 8:00 am to 12:30 pm

Afternoon Classes: 1:00 pm to 5:30 pm

Evening Classes: 6:00 pm to 10:30 pm

Schedules may vary due to required clinic shifts, internships, or workshops. Days attended vary depending on the program. Please refer to your course syllabus for correct dates and times.

Massage Therapy, Massage Therapy Spa Specialist Program		
Class Start	Class End Date	Graduation
9/24/2007	11/2/2007	9/12/2008
11/5/2007	12/14/2007	10/31/2008
12/17/2007	2/1/2008	12/12/2008
2/4/2008	3/14/2008	1/30/2009
3/24/2008	5/2/2008	3/13/2009
5/5/2008	6/13/2008	5/1/2009
6/23/2008	8/1/2008	6/12/2009

School Holidays
New Year's Day January 1, 2008
President's Day February 18 <sup>th</sup> , 2008
Memorial Day May 26, 2008
Independence Day July 4, 2008
Labor Day September 1, 2008
Thanksgiving Holiday November 27 & 28, 2008
Christmas Holiday December 24-26, 2008

Teach Out PLP Programs			
Current Students		Term Start & End dates	
Start	Graduation	Start	End
10/2/2006	9/7/2007	9/24/2007	12/7/2007
12/29/2006	12/7/2007	12/26/2007	3/7/2008
3/30/2007	3/7/2008	3/24/2008	6/6/2008
6/25/2007	6/6/2008		

Medical Insurance Billing and Coding		
2007		
Start Date	End Date	Holidays
Mon., Apr. 23	Fri., May 18	
Mon., May 21	Fri., Jun 15	Mon., May 28
Mon., Jun 18	Fri., Jul 20	Summer break Jul 2-6
Mon., Jul 23	Fri., Aug 17	
Mon., Aug 20	Fri., Sep 14	Mon., Sep 3
Mon., Sep 17	Fri., Oct 12	
Mon., Oct 15	Fri., Nov 9	
Mon., Nov 12	Fri., Dec 14	Thanksgiving Break Nov 19-23
Mon., Dec 17	Fri., Jan 18	Holiday break Dec 24-28, Tue., Jan 1
2008		
Mon., Jan 21	Fri., Feb 15	
Tues., Feb 19	Fri., Mar 14	Mon., Feb 18
Mon., Mar 17	Fri., Apr 18	Spring break Mar 31-Apr 4
Mon., Apr 21	Fri., May 16	
Mon., May 19	Fri., Jun 13	Mon., May 26
Mon., Jun 16	Fri., Jul 18	Summer break Jun 30-Jul 4
Mon., Jul 21	Fri., Aug 15	
Mon., Aug 18	Fri., Sep 12	Mon., Sep 1
Mon., Sep 15	Fri., Oct 10	
Mon., Oct 13	Fri., Nov 7	
Mon., Nov 10	Fri., Dec 12	Thanksgiving break Nov 24-28
Mon., Dec 15	Fri., Jan 16	Holiday break Dec 22-26, Thu., Jan 1

## APPENDIX D: PROGRAMS NO LONGER ENROLLING NEW STUDENTS

The following programs are no longer enrolling new students. The program outlines are included here for informational purposes only.

FITNESS TRAINER				
Credential	Clock Hours	Credit Units		Version
Diploma	759.75	64.47		
<b>No longer enrolling new students</b>				

Fitness Training is one of the fastest growing and exciting industries in America. As the public become aware of its need for personal fitness planning, qualified professional trainers and fitness coaches are in constant demand. The Everest Institute Fitness Trainer Program prepares students to work independently as fitness professionals or in various settings in the health and fitness industry. Specific courses within the Fitness Trainer Program also prepare graduates for careers working with elderly, disabled, and other special populations.

		Total Hours	Total Credits
<b>Term One</b>			
160A Anatomy & Physiology I		20.00	2.00
161A Fitness Programming I: Healthy Populations		46.75	3.93
368A Group Exercise Instruction		46.75	3.33
163A Kinesiology I		46.75	4.23
164A Nutrition & Exercise I		20.00	2.00
165A Student Development		8.50	0.85
	<b>Term 1 Total</b>	<b>188.75</b>	<b>16.34</b>
<b>Term Two</b>			
260A Anatomy & Physiology II		22.00	2.20
261A Fitness Programming II: Special Populations		46.75	4.23
162A Exercise Physiology I		40.00	3.55
263A Kinesiology II		46.75	4.23
264A Nutrition & Exercise II		22.00	2.20
266A CPR/First Aid		8.50	0.65
	<b>Term 2 Total</b>	<b>186.00</b>	<b>17.06</b>
<b>Term Three</b>			
360A Anatomy & Physiology III		22.00	2.20
361A Fitness Programming III: Therapeutic & Rehabilitative Exercises		46.75	4.23
367A Fitness Assessment		46.75	3.78
262A Exercise Physiology II		44.00	3.95
369A Marketing & Business Management		22.00	2.20
	<b>Term 3 Total</b>	<b>181.50</b>	<b>16.36</b>
<b>Term Four</b>			
460A Anatomy & Physiology IV		22.00	2.20
461A Fitness Programming IV: Performance Enhancement		46.75	4.23
470A Health & Wellness Management		46.75	3.88
471A Internship		66.00	2.20
472A Legal Issues in the Fitness Industry		22.00	2.20
	<b>Term 4 Total</b>	<b>203.50</b>	<b>14.71</b>
<b>Terms 1 through 4 Total</b>		<b>759.75</b>	<b>64.47</b>

For course descriptions see page 48.

## PROFESSIONAL LICENSING

Credential	Clock Hours	Credit Units	Length	Version
Diploma	805.5	62.50	12 months	

No longer enrolling new students

		Total Hours	Total Credits
<b>Term One</b>			
101 Anatomy and Physiology I		20.00	2.00
110 Kinesiology I		46.75	4.06
112 Lab		13.75	0.69
119A Massage Theory & Practice I		109.25	8.23
130 Student Development		8.50	0.85
	<b>Term 1 Total</b>	<b>198.25</b>	<b>15.83</b>
<b>Term Two</b>			
201 Anatomy & Physiology II		22.00	2.20
210 Kinesiology II		46.75	4.06
212 Lab		13.75	.69
219A Massage Theory and Practice II		124.00	9.15
	<b>Term 2 Total</b>	<b>206.50</b>	<b>16.10</b>
<b>Term Three</b>			
302 Anatomy & Physiology III		22.00	2.20
310 Kinesiology III		22.00	2.20
319A Massage Theory and Practice III		93.50	6.68
346 Student Clinic I		65.00	4.25
	<b>Term 3 Total</b>	<b>202.50</b>	<b>15.33</b>
<b>Term Four</b>			
402 Anatomy & Physiology IV		22.00	2.20
410 Kinesiology IV		22.00	2.20
419 Massage Theory and Practice IV		89.25	6.59
446 Student Clinic II			
<b>OR</b>			
447 Hospital Internship		65.00	4.25
<b>OR</b>			
449 Sports Internship			
	<b>Term 4 Total</b>	<b>198.25</b>	<b>15.24</b>
<b>Terms 1 through 4 total</b>		<b>805.50</b>	<b>62.50</b>

For course descriptions see page 48.

## PROFESSIONAL LICENSING - SPA SPECIALIST

Credential	Clock Hours	Credit Units	Length	Version
Diploma	979.75	74.89	12 months	
<b>No longer enrolling new students.</b>				

		Total Hours	Total Credits
<b>Term One</b>			
101 Anatomy and Physiology I		20.00	2.00
110 Kinesiology I		46.75	4.06
112 Lab		13.75	0.69
119A Massage Theory & Practice I		109.25	8.23
130 Student Development		8.50	0.85
151 Aromatherapy Foundation		46.75	3.86
	<b>Term 1 Total</b>	<b>245.00</b>	<b>19.69</b>
<b>Term Two</b>			
201 Anatomy & Physiology II		22.00	2.20
210 Kinesiology II		46.75	4.06
212 Lab		13.75	0.69
219A Massage Theory and Practice II		124.00	9.15
251 Spa Industry, Body Wraps, Spa Foot Treatments		42.50	2.82
	<b>Term 2 Total</b>	<b>249.00</b>	<b>18.92</b>
<b>Term Three</b>			
302 Anatomy & Physiology III		22.00	2.20
310 Kinesiology III		22.00	2.20
319A Massage Theory and Practice III		93.50	6.68
346 Student Clinic I		65.00	4.25
351 Spa Industry, Seaweed, Buff & Bronze		42.50	2.89
	<b>Term 3 Total</b>	<b>245.00</b>	<b>18.22</b>
<b>Term Four</b>			
402 Anatomy & Physiology IV		22.00	2.20
410 Kinesiology IV		22.00	2.20
419 Massage Theory and Practice IV		89.25	6.59
446 Student Clinic II		65.00	4.25
451 Mud/Clay, Eastern Inspired Treatments, Signature Treatments, Spa Run		42.50	2.82
<b>OR</b>			
448 Spa Internship			
	<b>Term 4 Total</b>	<b>240.75</b>	<b>18.06</b>
<b>Terms 1 through 4 total</b>		<b>979.75</b>	<b>74.89</b>

For course descriptions see page 48.

## PROFESSIONAL LICENSING, CLINIC AND SPORTS MASSAGE SPECIALIST

Credential	Clock Hours	Credit Units	Length	Version
Diploma	1,048.75	81.57	15 months	
<b>No longer enrolling new students</b>				

		Total Hours	Total Credits
<b>Term One</b>			
101 Anatomy and Physiology I		20.00	2.00
110 Kinesiology I		46.75	4.06
112 Lab		13.75	0.69
119A Massage Theory & Practice I		109.25	8.23
130 Student Development		8.50	0.85
	<b>Term 1 Total</b>	<b>198.25</b>	<b>15.83</b>
<b>Term Two</b>			
201 Anatomy & Physiology II		22.00	2.20
210 Kinesiology II		46.75	4.06
212 Lab		13.75	0.69
219A Massage Theory and Practice II		124.00	9.15
	<b>Term 2 Total</b>	<b>206.50</b>	<b>16.10</b>
<b>Term Three</b>			
302 Anatomy & Physiology III		22.00	2.20
310 Kinesiology III		22.00	2.20
319A Massage Theory and Practice III		93.50	6.68
346 Student Clinic I		65.00	4.25
	<b>Term 3 Total</b>	<b>202.50</b>	<b>15.33</b>
<b>Term Four</b>			
402 Anatomy & Physiology IV		22.00	2.20
410 Kinesiology IV		22.00	2.20
419 Massage Theory and Practice IV		89.25	6.59
446 Student Clinic II			
<b>OR</b>			
447 Hospital Internship		65.00	4.25
<b>OR</b>			
449 Sports Internship			
	<b>Term 4 Total</b>	<b>198.25</b>	<b>15.24</b>
<b>Term Five</b>			
501 Anatomy & Physiology V		30.00	3.00
502 Kinesiology V		40.00	4.00
503 Massage Theory and Practice V		80.75	5.99
504 Business Marketing		4.00	0.40
505 Advanced Injury and Assessment		16.00	1.30
506 CPR/First Aid		7.50	0.63
507 Sports Massage Clinic Internship		65.00	1.75
	<b>Term 5 Total</b>	<b>243.25</b>	<b>19.07</b>
<b>Terms 1 through 5 total</b>		<b>1,048.75</b>	<b>81.57</b>

For course descriptions see page 48.

## FITNESS TRAINER AND PROFESSIONAL LICENSING PROGRAM COURSE DESCRIPTIONS

<p><b>101 Anatomy &amp; Physiology I</b> Anatomy &amp; Physiology 1 is an overview and beginning of the study of the essential concepts of human anatomy and physiology. Students will learn terminology, structures, and functions relating to the chemical, cellular, and tissue levels of the human body, as well as the skeletal, muscular, and integumentary systems.</p>
<p><b>110 Kinesiology I</b> The main focus of Kinesiology 1 is the study of the muscles of the upper body and posterior trunk. Students will learn specific palpation of each muscle and its attachments as well as the actions it produces. This course also covers basic anatomical terminology, basic arthrology and functions of muscle tissue.</p>
<p><b>112 Lab</b> Structured study time for the purpose of assisting students in achieving competency in each course. Students may have the opportunity to receive individualized help and to establish study groups.</p>
<p><b>119A Massage Theory &amp; Practice I</b> Practical hands-on aspects of Swedish full-body massage as well as the foundation of Swedish wellness massage. Students learn the history of massage and the profession today, the psychological impact of touch and safe touch protocols. Skills such as positioning and draping for client modesty, palpation, screening techniques, and medically-oriented record keeping are taught. Practitioner self-care, body mechanics, hygiene, infectious diseases and communication topics are also covered. Students experience all aspects of massage theory and practice through in-class practice and homework assignments at every level throughout the year. Special Massage Theory &amp; Practice topics include: AIDS Education (1 day) Addresses client and practitioner concerns about AIDS in relation to massage. This course includes all requirements for health care professionals as identified by the State of Washington in the AIDS Omnibus Act for Health Care Workers and relates the required information for the safe practice of massage regardless of the practitioner's or the client's HIV status. Seated massage workshop (2 days) teaches student how to apply massage techniques in a chair setting and the business opportunities chair/onsite massage offers.</p>
<p><b>130 Student Development</b> Provided to students as an integral part of completing the Professional Licensing Program. Students begin developing their personal learning goals and understand more about school principles and philosophies. General communication and learning skills are introduced. Study strategies, test taking tips and class preparation are also discussed.</p>
<p><b>151 Aromatherapy Foundation</b> Students will receive training in aromatherapy that meets the National Association of Holistic aromatherapy guidelines for a Foundation Certificate. Students will learn about the therapeutic properties of essential oils, methods of applying oils, blending techniques, treatment design and how to deliver an aromatherapy consultation and aromatherapy massage. This module forms the basis for blending and customizing spa product in upcoming modules and teaches the therapist how to better incorporate essential oils into a massage practice or spa setting.</p>
<p><b>160A Anatomy &amp; Physiology I</b> Anatomy &amp; Physiology 1 is an overview and beginning of the study of the essential concepts of human anatomy and physiology. Students will learn terminology, structures, and functions relating to the chemical, cellular, and tissue levels of the human body, as well as the skeletal, muscular, and integumentary systems.</p>
<p><b>161A Fitness Programming I: Healthy Populations</b> One of the most important roles of the fitness specialist is the ability to understand client needs and to create an appropriate exercise plan based on these needs. This class is designed to teach concepts of exercise prescription including cardiovascular, strength, flexibility, and core training in a healthy population.</p>
<p><b>162A Exercise Physiology I</b> Explores the effects of exercise on the human body. This class will develop the scientific foundation in which all exercise programs will be based upon.</p>
<p><b>163A Kinesiology I</b> Students learn the fundamentals of the musculoskeletal system and biomechanics. Kinesiology 1 will focus on upper body structure, function, and movement.</p>
<p><b>164A Nutrition &amp; Exercise I</b> An introduction to the fundamentals of nutrition as they relate to a healthy population. Students learn nutritional guidelines, discuss current trends in nutrition and complete a dietary analysis.</p>
<p><b>165A Student Development</b> Students begin developing their personal learning goals and understand more about school principles and philosophies, how they learn and how the curriculum is delivered. General communication and learning skills are introduced. Study strategies, test taking tips and class preparation are also discussed.</p>
<p><b>201 Anatomy &amp; Physiology II</b> This course is a continuation of the study of the essential concepts of human anatomy and physiology. Students will learn terminology, structures, and functions relating to the cardiovascular, respiratory, lymphatic, and immune systems, as well as the special topics of inflammation and tissue repair.</p>
<p><b>210 Kinesiology II</b> Kinesiology 2 is a continuation of in-depth study of the muscular system. This term students focus on the muscles of the neck, leg and anterior trunk. Students continue to study the specific palpation of each muscle and its attachments as well as the actions it produces.</p>
<p><b>212 Lab</b> A continuation of a structured study time for the purpose of assisting students in achieving competency in each course. Students may have the opportunity to receive individualized help and to establish study groups.</p>

<p><b>219A Massage Theory &amp; Practice II</b>  Students will continue to strengthen their Swedish massage skills while introducing and integrating the theory and practice of deep tissue massage and the proprioceptive technique of combining deep tissue with range of motion ("pin &amp; stretch"). Students will learn how to safely and effectively work in areas of caution, assess posture &amp; gait and document a case study on a client focusing on functional goals. Students will also learn the therapeutic uses of hydrotherapy, taking blood pressure, and how to safely massage pregnant clients to meet their special needs. Students will explore Massage Law and its relevancy to massage practice and attend a basic level certification course in CPR and First Aid. Special Massage Theory &amp; Practice topics include: Professional Development (1 day) Devoted to exploring the legal and professional aspects applicable to establishing, operating and maintaining a healthy and professional massage practice. Students relate their own personal and professional beliefs with laws that currently exist and notice how these laws will affect their future massage practice.</p>
<p><b>251 Spa Industry, Body Wraps, Spa Foot Treatments</b>  Students of the Spa Specialist Program will develop an understanding of the spa industry and how spa treatments are designed. The student will learn how to enhance basic treatments with such skills as dry skin brushing, paraffin dips and hot towel steams. Students will learn a total of 9 different spa treatments to utilize in a dry room setting. In addition, further aromatherapy skills will be developed as students continue to create blends and customize product for treatments.</p>
<p><b>260A Anatomy &amp; Physiology II</b>  This course is a continuation of the study of the essential concepts of human anatomy and physiology. Students will learn terminology, structures, and functions relating to the cardiovascular, respiratory, lymphatic, and immune systems, as well as the special topics of inflammation and tissue repair.</p>
<p><b>261A Fitness Programming II: Special Populations</b>  An introduction to the exercise requirements of special populations. Strategies for exercise prescription for those with various diseases and disorders will be examined.</p>
<p><b>262A Exercise Physiology II</b>  Exercise Physiology 2 will include physiological responses to advanced endurance and resistance training.</p>
<p><b>263A Kinesiology II</b>  As a continuation of Kinesiology 1, students will study mechanical concepts related to human movement of the lower body. Total kinetic chain movement will also be examined.</p>
<p><b>264A Nutrition &amp; Exercise II</b>  Students will learn optimal nutrition for weight control and sport performance. Students will also discuss eating disorders, and the use of nutritional modification and exercise in a weight control program.</p>
<p><b>266A CPR/First Aid</b>  This basic level certification course is designed to give students the knowledge and skills necessary to respond in an emergency, to assist in keeping someone alive, and to reduce pain and minimize the consequences of injury or sudden illness until professional medical help arrives. CPR/First Aid (2 days or 1 weekend day) Multimedia American Red Cross First Aid is taught.</p>
<p><b>302 Anatomy &amp; Physiology III</b>  Anatomy &amp; Physiology 3 is a continuation of the study of the essential concepts of human anatomy and physiology. Students will learn terminology, structures, and functions relating to the urinary, reproductive, and digestive systems, as well as the special topics of pregnancy, nutrition, metabolism, body temperature regulation, and abdominal palpation.</p>
<p><b>310 Kinesiology III</b>  Kinesiology 3 examines the major synovial joints of the body and how to assess them. In this term students participate in an in-depth study of the structures of the trunk, shoulder, elbow, wrist and jaw. Students will learn active, passive, and resisted range of motion assessment for the shoulder, elbow and wrist.</p>
<p><b>319A Massage Theory &amp; Practice III</b>  In-depth understanding of how to develop and apply treatment plans in relation to soft tissue disorders. Pathologies commonly associated with the upper body are covered as well as working with clients with chronic pain. Advanced massage techniques are introduced to strengthen treatment techniques previously covered. This class includes 4 days in Oriental Medicine and 1 day of a business class covering resumes and business plans.</p>
<p><b>346 Student Clinic I</b>  A safe, professional clinic setting where students learn by experience. Students identify key aspects of maintaining a practice, problem solve difficult situations, run the operations and delivery of service with instructor supervision and support. Students work with the public by providing massage for clients on a weekly basis.</p>
<p><b>351 Spa Industry, Seaweed, Buff and Bronze</b>  Term 3 spa introduces the student to concepts for adding spa treatments to a private massage practice, developing a day spa concept or working for an established spa. Students design and delivery a signature spa treatment and work with products like seaweed (thalassotherapy), mud (fangotherapy), auto-tanning products and products that smooth the contours of the body. Spa product ingredients are explained and students learn to make their own spa products.</p>
<p><b>360A Anatomy &amp; Physiology III</b>  Anatomy &amp; Physiology III3 is a continuation of the study of the essential concepts of human anatomy and physiology. Students will learn terminology, structures, and functions relating to the urinary, reproductive, and digestive systems, as well as the special topics of pregnancy, nutrition, metabolism and body temperature regulation.</p>
<p><b>361A Fitness Programming III: Therapeutic &amp; Rehabilitative Exercises</b>  This class will address the specific requirements of clients undergoing rehabilitation. Students will learn common rehabilitation protocols and understand the role of the health fitness specialist in a comprehensive treatment program.</p>
<p><b>367A Fitness Assessment</b>  This class is designed to introduce the basic concepts behind fitness testing and provide practical experience in the techniques of assessment of posture, blood pressure, heart rate, flexibility, muscular strength/endurance, cardiovascular fitness and body composition.</p>

<p><b>368A Group Exercise Instruction</b> Examine factors involved with safely instructing a group fitness class and provide the opportunity for students to experience leading and participating in group fitness class.</p>
<p><b>369A Marketing &amp; Business Management</b> Students will develop essential business and marketing skills necessary to enter into the fitness industry. Liability insurance, business licenses, business plan development and creative marketing skills will be examined.</p>
<p><b>402 Anatomy &amp; Physiology IV</b> Anatomy &amp; Physiology IV is a continuation of the study of the essential concepts of human anatomy and physiology. Students will learn terminology, structures, and functions relating to the nervous and endocrine systems. In addition, students will prepare and give short presentations to the rest of the class on pathologies of the human body.</p>
<p><b>410 Kinesiology IV</b> Kinesiology IV continues to look at the major synovial joints. This class examines with the spine, focuses on the structure of the neck and progresses to the hip, knee and ankle. Students learn active, passive and resisted range of motion assessment for the neck, hip, knee and ankle.</p>
<p><b>419 Massage Theory &amp; Practice IV</b> Focuses on how to develop and apply treatment plans in relation to soft tissue disorders of the lower body. Pathologies commonly associated with the lower body will be covered. All previously learned techniques are reviewed and advanced techniques introduced to augment the development of treatment plans. This class includes a 4 days business class covering marketing, insurance billing overview, business practices and a portfolio review day. This course also offers a one day review in Oriental Medicine.</p>
<p><b>446 Student Clinic II</b> A safe, professional clinic setting where students learn by experience. Students identify key aspects of maintaining a practice, problem solving difficult situations, run the operations and delivery of service with instructor supervision and support. Students work with the public by providing massage for clients on a weekly basis.</p>
<p><b>447 Hospital Internship</b> Students have the opportunity to give massage to patients in a variety of hospital wards with the assistance of Everest's supervising instructor. Students also give relaxation massages to the medical staff.</p>
<p><b>448 Spa Internship</b> The spa clinic offers spa students the unique opportunity to work with the public in a supervised setting. Spa skills that are practiced in the classroom are honed and polished in the professional atmosphere of the spa clinic. Students learn how to manage their time when offering a series of spa treatments in a row. They also practice record keeping and charting for spa treatments.</p>
<p><b>449 Sports Internship</b> Students have the opportunity to experience on-site massage clinical learning at fitness and sports facilities focusing on treatment for the athlete with the assistance of Everest's supervising instructor.</p>
<p><b>451 Mud/Clay, Eastern Inspired Treatments, Signature Treatments, Spa Run</b> Students will learn how to develop spa treatments that utilize different mud and clay products. They will also learn about the use of wet room equipment in order to enhance treatments. Students explore Eastern influences in spa treatments and create their own signature spa treatment. Towards the end of the term and the program, students will participate in a Spa Run which gives valuable experience in designing a menu, development and pairing of services, client management and flow between multiple services.</p>
<p><b>460A Anatomy &amp; Physiology IV</b> Anatomy &amp; Physiology IV is a continuation of the study of the essential concepts of human anatomy and physiology. Students will learn terminology, structures, and functions relating to the nervous and endocrine systems. In addition, students will prepare and give short presentations to the rest of the class on pathologies of the human body.</p>
<p><b>461A Fitness Programming IV: Performance Enhancement</b> This class is designed to teach advanced training methods for all components of fitness, focusing on sports performance enhancement through high intensity training.</p>
<p><b>470A Health &amp; Wellness Management</b> Health counseling and behavior modification skills will be developed to assist clients in exercise adherence, smoking cessation and weight management.</p>
<p><b>471A Internship</b> In order to gain the experience necessary to be hired into a work setting, the internship will provide students with the opportunity to use their knowledge in an applied environment with real customers. Settings include various health, wellness, and fitness facilities and studios.</p>
<p><b>472A Legal Issues in the Fitness Industry</b> This course is designed to introduce students to the legal issues related to the field of health and fitness, focusing on scope of practice, negligence, liability and general fitness recommendations for clients.</p>
<p><b>501 Anatomy &amp; Physiology V</b> Relates anatomical and physiological principles to fitness and athletic preparation. Designed to provide the basics of fitness principles and exercise prescription. Classes will include physiological responses to exercise, principles of strength, endurance and flexibility training, principles of exercise prescription and basic research design.</p>
<p><b>502 Kinesiology V</b> A two-part class focusing on developing palpatory skills and isolated muscle testing to incorporate into assessments. Joint by joint, students will learn to isolate specific muscles to help in their overall injury assessment. The second part of the class explores force analysis during motion and using the information to help identify involved structures and possible causes.</p>
<p><b>503 Massage Theory and Practice V</b> Designed to explore the theory and practice of clinical treatment with a focus on injury evaluation and treatment. Classes include integration of assessment with treatment plans using a variety of techniques and communication with medical professionals, psychology of rehabilitation and sports event management. The MTP class is designed to bring together components from the other classes in this program and provide comprehensive treatment strategies.</p>



<b>504 Business Marketing</b> Provides students with a better understanding of working in clinical settings. Marketing ideas, billing, professional interactions will be covered along with using resumes as marketing tools.
<b>505 Advanced Injury and Assessment</b> Explores the basic concepts of orthopedic injury assessment thereby allowing the LMP to treat appropriately and to know when to refer to other medical providers. The class covers most common special tests which are accepted throughout the medical community and are easily incorporated into evaluations.
<b>506 CPR/First Aid</b> A re-certification in CPR.
<b>507 Sports Massage Clinic (Internship)</b> Designed to give students practical hands-on experience working with athletes. Students learn to interact with other medical professionals and gain better understanding of the role massage can play in rehabilitation. Students will also be required to attend off-site sporting events, where they will have the opportunity to provide sports massage to athletes.

## PROFESSIONAL LICENSING ATTENDANCE POLICY

Everest Institute is committed to helping students attain their educational goals. To assist in these efforts, regular attendance is required. All coursework must be completed to Everest Institute's standards. The student is responsible for initiating procedures to make up any coursework missed.

Attendance is recorded daily--in 15-minute increments (rounded up)--at the beginning of each class and after each break. Attendance will be monitored daily by the Registrar and the Director of Education. Absences will be discussed by campus staff regularly in meetings. Hours absent will be the criteria used for the following.

### Attendance will be tracked within each term.\*

Hours absent in a term will result in the following:

Programs	1 <sup>st</sup> Warning	1 <sup>st</sup> Probation	2 <sup>nd</sup> Probation	Termination
<b>4-Term Programs</b>				
Professional Licensing	21 Hours	31 Hours	41 Hours	51 Hours
Fitness Trainer	18 Hours	27 Hours	36 Hours	45 Hours
Professional Licensing & Spa Specialist	25 Hours	37 Hours	50 Hours	62 Hours
<b>5-Term Program</b>				
Professional Licensing, Clinic and Sports Massage Therapist	follows Professional Licensing's attendance policy in Terms 1 through 4 and follows Professional Licensing & Spa Specialist's attendance policy in Term 5			

\*Cumulative program absence may not exceed 25%

Academic requirements may include attendance and participation as reflected in the specific course syllabus. Regular, punctual attendance is essential to successful completion of the program. Students are expected to attend all classes as scheduled. Students are informed throughout their enrollment of the importance of regular attendance. Attendance is discussed during Student Development, Financial Aid entrance workshops, and during the first class day of each new course.

Absences and tardiness are cumulative throughout the term. Tardiness will be accrued and counted toward the total program hours of absence. Attendance will be taken during the first 5 minutes of the scheduled class start time. Any student arriving late or leaving early for a scheduled class will be considered tardy. Example: If a student arrives 20 minutes late to a class, he/she will be recorded as 30 minutes late. Any student who has consecutive absences of fourteen calendar days within one term will be withdrawn from school. A student has the right to appeal this decision.

## PROFESSIONAL LICENSING PROGRAMS: ACADEMIC STANDARDS AND GRADING

Grades are given for all lecture and practical courses. Grading is numerical, ranging from 0 to 4.0; grades are not rounded up to percentage. Statements of academic progress will be provided at the end of each term. Following are grades and grade point standards:

Grade	Meaning	Percentage	Point Value
A	Excellent	100-93	4.0
B	Very Good	92.9-85	3.0
C	Good	84.9-77	2.0
D	Poor	76.9-70	1.0
E	Failing	69.9-0	0.0
P	Passing	0	0
L	Leave of Absence		0
I	Incomplete		Not Calculated
N	Non-complete		Not Calculated
S	Satisfactory		Not Calculated
W	Withdrawal		Not Calculated

*	Repeated coursework	
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No remedial courses are included in the curriculum. Students must complete all practical, lecture and special topic coursework in order to fulfill the graduation requirements.

**Pass/Fail**

Ashmead offers select courses on a pass/fail basis. Students who fail these courses will proceed through the probationary stages. Students are required to repeat and pass the courses in order to graduate. Fees for repeat credits will apply. The following is a list of courses at Ashmead that require a pass grade:

Number	Course Name	Credits
112	Lab	0.69
212	Lab	0.69
151	Aromatherapy Foundation	3.86
251	Spa Industry, Body Wraps, Spa Foot Treatments	2.82
351	Spa Industry, Seaweed, Buff & Bronze	2.89
451	Mud/Clay, Eastern Inspired Treatments, Signature Treatment, Spa Run	2.82
165A	Student Development	0.85
130	Student Development	0.85

A P grade will count as credits attempted and successfully completed but will not be calculated into a student's GPA. A failing grade in these courses will affect the student's GPA.

**Satisfactory/Non-Complete**

Satisfactory S and non-complete N grades are used by Ashmead College to track successful completion of topics required to receive a massage license in the states in which Ashmead operates. Workshops offered at Ashmead include AIDS Education & First Aid/CPR. The satisfactory S and non-complete N grades have no credit value and are not calculated into the student's GPA.

**Incomplete Grades**

Students may receive an "I" grade if an instructor decides to allow a student the opportunity to complete make-up work after a term ends to pass the class. Once make up work is completed and turned into the instructor, the instructor will complete a grade request to post a final grade. If the makeup work is not completed by the first Friday of the following term this grade will be changed to an "E" grade.

**Repeated Coursework**

A student who fails or does not complete a course will receive an E grade and will be required to retake the course before continuing in that topic sequence. Upon successful completion of a repeated course, the original grade will be notated with an asterisk (\*), indicating that the course has been repeated and a new grade assigned. The student's GPA will be recalculated based on the higher of the two grades.

Students will be scheduled to retake only the failed course the following term and charged a retake course fee and may not be eligible for financial aid during the term the single course is taken. (See tuition and fees in Appendix B for retake charges.) Students may be required to arrange self-pay or alternative financing for the cost of retaking the failed course(s). Once the failed course is successfully completed, students will resume normal progression in other topics during their remaining terms and be charged the remainder of the program tuition as applicable.

In extreme circumstances College officials may decide that a student is eligible to retake the failed course and continue normal progression in all other topics within the same term. If College officials determine the student can continue normal progress in other topics with the addition of the retake course, the student will be charged the retake course fee plus the normal tuition for the term. In this case, the student may continue to qualify for financial aid for the cost of the normal tuition.

A student who fails a course a second time may be allowed to retake the failed course again but may not be allowed to enroll in any other courses for the term. A second retake will be allowed only if it is determined that satisfactory academic progress can be met and that the program can be completed within the maximum time frame. A student who fails a course a third time will not be allowed additional retakes. A student may be allowed to retake a course that he/she has not failed in extenuating circumstances. Tuition charges, refund policies, and financial aid policies stated in this catalog will be in effect in this situation.

The weeks attended during retakes or extended course schedules are considered enrolled time and are counted in refund calculations as applicable.