



INDIANA MASSAGE COLLEGE

Indiana Massage College, Ilc CATALOG

Nationally Accredited by ACCET
Accrediting Council for Continuing Education & Training

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INTRODUCTION

Welcome to the Indiana Massage College (IMC) Catalog.

Our Diploma of Sports & Medical Massage (DIMC) program has been distilled from the combined knowledge and experience of professionally trained and nationally certified massage therapists incorporating a variety of techniques effective in both therapeutic as well as recreational massage and bodywork settings.

Presented in an integrative learning format, IMC is able to allow students maximum scheduling flexibility while completing this advanced training in only 40 weeks and with only one to two days of attendance each week.

Along with maximum flexibility in a hands-on career training program, IMC's curriculum is designed for an entry level student with no previous knowledge in the field of massage and bodywork. Foundational courses begin with anatomy, pathology and other human science courses in addition to basic hands-on technique courses such as Swedish and Deep Tissue Massage. Courses progress into scientifically based therapeutic skills and rehabilitative massage topics while providing students a valuable introduction to cutting edge and traditional manual therapies such as: Pregnancy, Chinese Medicine, Kinesiotaping, Cupping, and Reflexology. Training in business and marketing suitable for success in the spa and medical fields as well as special focus on building of private practice and small businesses is also emphasized.

In addition to the career skills discussed above, IMC's program presents all major topics addressed for testing and certification by the National Certification Board for Therapeutic Massage and Bodywork as well as testing for licensure under the Federation of State Massage Therapy Boards, both of which are accepted by the Indiana Professional Licensing Association in application for status as a Certified Massage Therapist in the State of Indiana and many others.

IMC ADVANTAGES

- You can Finish a Diploma and start a Career in only 40 Weeks
- No General Education courses like English & Mathematics costing you time and money
- Only 1 1/2 Days in class each week for 40 weeks
- 1 Real-World Experience, Hands-On Clinic shift each week during all four quarters
- Preparation for National & State Licensing & Certification exams (MBLEx)
- All Tuition & Materials Costs are Disclosed Before Enrollment; We're Proud of the Value we offer
- Small Hands-On Classes and Clinic mean learning direct from professionals
- Home Study Materials (Integrative Distance Learning) for multiple learning styles
- Curriculum emphasis in All 4 "Trends in Massage" education areas as identified by the Associated Bodywork & Massage Professionals (ABMP):
 1. Pre-curriculum
 2. Online Course Technology
 3. Emphasis on Soft-Skills
 4. Evidence Based Therapy

Remember, IMC's courses are grouped so that topics are taught in multiple courses during the same week supporting your learning; our integrative learning model means you can review material as many times as necessary and get real help from trained professionals as you perform the work (we know that help is more effective during homework and hands-on time, not during lecture); the DSMM program takes you beyond basic massage programs and provides you with effective skills to build a business, get a job, & genuinely help clients; the lack of general education courses and emphasis on evidence proven career knowledge and skills means you can finish your diploma, get working in less than a year, and for significantly less cost.

IMC is Bonded & Insured because we stand by our services and products!

MESSAGE FROM INDIANA MASSAGE COLLEGE



It is our passion to continue the development of a program delivering scientifically evidence-based massage & bodywork education. We designed the program to empower the development of clinically and therapeutically able therapists in gainful bodywork employment and entrepreneurship. IMC's curriculum emphasizes hands-on skills aiding you in truly achieving your goals no matter what they may be.

In order to achieve these goals, we have developed a dynamic schedule which integrates key points across multiple courses for optimal learning, application and retention. Retention of key information is enhanced by our integrative learning system. While breaking away from traditional education models, our system has proven to allow maximum schedule flexibility for students, while increasing overall success in academic and hands-on skills.

At a time when the interest in and need for supplemental and alternative care to tradition medical therapies is rising, the Diploma in Indiana Massage College emphasizes evidence based therapies rapidly gaining popularity from hospitals and medical spas, to professional sports locker-rooms, medical offices and high-end spas. We are empowering students to work with clients in producing visible, measurable results in their overall health.

It is our hope that students with a true desire to help others with pain and dysfunction will use our program to incorporate therapeutic skills with a compassionate heart in the founding of a valuable new career.

MISSION STATEMENT

The Mission of Indiana Massage College is to Pursue Excellence in the Training of Compassionate, Clinical, and Client –Focused Massage Therapists.

Excellence: Staff, Faculty, & Student Therapists consistently pursue Excellence through practice of self-evaluation and improvement as demonstrated by outstanding work ethic and client outcomes.

Compassionate: Therapists genuinely care about the pain of others and work both collaboratively to respond to the needs of clients in dynamic and meaningful ways.

Clinical: Therapists integrate eclectic assessment and treatment protocols with the confidence to identify and assist the client in resolving the root cause of dysfunction.

Client-Focused: Therapists, recognizing the individuality of each client, actively listens to and engage the client in his or her individual healing process while maintaining the highest ethical standards.

HISTORY OF INDIANA MASSAGE COLLEGE

IMC, formerly known as Indiana College of Sports and Medical Massage, was founded in 2010 by Jason and Dainah Craft. They were inspired to start the school, when they ran into tremendous difficulty hiring qualified massage therapists to work in their private practice Health Yourself Massage llc. It was clear that Indianapolis had increasing interest and consumer demand for therapeutic massage, but very little in the way of training. They determined that what Indiana really needed was not another facility offering therapeutic massage, but a school founded and run by clinically trained massage therapists.

IMC started with 1 student in October 2010 when class was held in the lobby of Rabel Chiropractic on Michigan Rd and 96th street. They held courses on the weekend because they still needed to work full time at their other jobs. The following spring (2011) a class of 5 students were enrolled and also met on the weekend at Michigan Rd. It became evident at this point that IMC was something special, and people wanted what we had to offer. It was in May 2011 that the owners began looking for their own location. Unexpectedly, Rabel Chiropractic abandoned their Michigan Road location; this left IMC with no classroom location as a 6 week summer vacation began. After 5 weeks of investigating various locations, the owners settled on a facility located at 184 West Carmel Drive in Carmel Indiana. A lease was signed, and the construction was underway while courses were temporarily held in the small unit next door. Another course of 5 students were enrolled and started October 2011 in IMC's Carmel location.

As of October 2016, IMC outgrew their Carmel location and moved to what is now their current location of 10585 North Meridian, Suite 102, Indianapolis, IN 46290. Here, IMC offers class sizes up to 24 students, an Instructor and a Classroom Coach per enrollment, thereby offering a ratio of 13 students to one Instructor.

Since then, IMC has started an average of 5 classes per year, graduating a class every ten weeks. In 2013, IMC became school members with ABMP, the Associated Bodywork & Massage Professionals. IMC's growing graduate pool and online presence has attracted the attention of local employers leading to a growing job board and cross marketing opportunities. In early 2014, IMC made the decision to support the growth of the school through the National Accreditation process. IMC has grown from the original staff of 2 (the owners) to a team of 12. IMC is very proud of our staff and faculty. All current faculty members have military experience and/or hold a degree in addition to their training in massage therapy. IMC continues to offer cutting edge training in the field of massage and as of December 31, 2015, boasts an average pass rate of 94.7% on the MBLEx (1st attempt). Through the deployment of a career services department in early 2014, IMC has strengthened the bond and communication with local employers. The response from the Indianapolis community has been extremely encouraging, and supportive of our growth as a school. Employers actively seek out IMC graduates for hire and comment that the graduate's skills in clinical massage, documentation, and knowledge of human anatomy are impressive. In April 2015, IMC became nationally accredited by ACCET. This was the external 3rd party validation of the quality of education we provide. ACCET will continue to be a valued partner for IMC.

ACCREDITATIONS, APPROVALS, MEMBERSHIPS, AND ORGANIZATIONS

This Institution is Nationally Accredited by:
ACCET: Accrediting Council for Continuing Education & Training
1722 N St NW
Washington DC, 20036
Phone: (202) 955-1113
Fax: (202) 955-1118
complaints@accet.org

This institution is regulated by:
Indiana Department of Workforce Development
Office for Career and Technical Schools
10 N. Senate Ave, Suite SE 308
Indianapolis, IN 46204
317 234-8338 or 317 234-8339

Member AMTA: American Massage Therapy Association
500 Davis Street Suite 900
Evanston IL60201
877-905-0577 amtamassage.org

Indiana Massage College is a limited liability incorporation

IMC llc, our owners, and our instructors take our commitment to providing high quality services and products seriously, so we back up that promise with insurance and bonding by the following institutions:

Starr Indemnity & Liability Company (National Association of Massage Therapists)
The Ohio Casualty Insurance Company (West American Insurance Company)

FACILITIES

Courses and the Public Clinic are held at our facilities located at 10585 North Meridian, Suite 102, Indianapolis, IN 46290. The nearest major intersection is US 31 North (Meridian Street) and 106th Street.

SELF-DIRECTED AND MOTIVATED STUDENTS

Because IMC employs a proven model of integrative learning allowing maximum flexibility to students by assigning lecture and reading material at home and online, a student is required to actively participate in scheduling and fulfilling academic activities during his or her own time in much the same way any successful therapist in private practice will be required to schedule and perform business duties. IMC's curriculum aims to create real world career training and, likewise, all students get out what they put in. IMC is dedicated to helping all of its students succeed; furthermore, we value our field and seek to graduate individuals dedicated to their success.

DIPLOMA PROGRAM OUTLINE

Quarter 1 (10 Weeks)	Home	Class	Total Hrs	Cr Hr.	Lecture	H-On Lab
Anat & Physio & Med Term 1	25	30	55	4.40	55	0
Pathology 1	10	10	20	1.65	20	0
Business Law & Ethics	4	3	7	0.61	7	0
Pregnancy Massage	2	6	8	0.55	3	5
Corp. Seated Chair Massage	3	5	8	0.61	2	6
Swedish Massage	10	26	36	2.53	16	20
Clinic 1	0	33	33	1.82	0	33
	54	113	167	12.16	103	64

Quarter 2 (10 Weeks)	Home	Class	Total Hrs	Cr Hr.	Lecture	H-On Lab
Anat & Physio & Med Term 2	25	30	55	4.40	35	20
Pathology 2	10	10	20	1.65	20	0
Deep Tissue Massage	10	30	40	2.75	10	30
Kinesiotherapy	5	10	15	1.10	5	10
Clinic 2	0	55	55	3.03	0	55
	50	135	185	12.93	70	115

Quarter 3 (10 Weeks)	Home	Class	Total Hrs	Cr Hr.	Lecture	H-On Lab
Anat & Physio & Med Term 3	25	30	55	4.40	55	0
Pathology 3	10	10	20	1.65	20	0
Integrative Practice	2	4	6	0.44	6	0
Lymph Drainage Massage	2	8	10	0.66	3	7
Sports, Stretch, & Kinesiotape	3	12	15	0.99	5	10
Dollar Camp	4	16	20	1.32	14	10
Clinic 3	0	55	55	3.03	0	55
	46	135	181	12.49	103	82

Quarter 4 (10 Weeks)	Home	Class	Total Hrs	Cr Hr.	Lecture	H-On Lab
Craniosacral Therapy	4	12	16	1.10	7	9
Asian Modalities	4	12	16	1.10	7	9
Pre & Post Operative	4	12	16	1.10	7	9
Injury & Rehabilitation	6	12	18	1.32	9	9
CPR, First Aid & AED	1	4	5	0.33	3	2
Clinic 4	0	55	55	3.03	0	55
Practice Management & Market.	11	16	27	2.09	27	0
Integrative Practice	2	4	6	0.44	6	0
Massage Certification	20	4	24	2.42	24	0
Keystone Project	30	4	34	3.52	34	0
Q4 Hours	82	135	217	16.45	124	93
Total Program Hours	232	518	750	54.01	400	354

ACADEMIC CALENDAR 2016

Monday, December 21, 2015	16.1 Orientation (Monday Class)
Monday, December 28, 2015	New Class Start
Thursday, December 31, 2015	New Year's Eve (Get a Jump on Your Resolution by Attending Class)
Friday, January 1, 2016	New Year's Day (Resolve to Have Perfect Attendance)
Friday, January 29, 2016	First Day of Clinic for Winter Start
Sunday, March 13, 2016	Day Light Savings (Spring Ahead 1 Hour)
Sunday, March 6, 2016	Last Day of Quarter
Wednesday, March 2, 2016	16.2 Orientation (Wednesday Class)
Wednesday, March 9, 2016	New Class Start
Sunday, March 27, 2016	Easter Vacation (Jesus Rested & So Shall We, No Weekend Clinic)
Sunday, April 10, 2016	First Day of Clinic for Spring Start
Sunday, May 15, 2016	Last Day of Quarter
Thursday, May 12, 2016	16.3 Orientation (Thursday Class)
Thursday, May 19, 2016	New Class Start
Monday, May 30, 2016	Memorial Day (Unless Senile)
Friday, June 17, 2016	First Day of Clinic for Summer Start
Monday, July 4, 2016	4th of July (May the Forth Be With You)
Sunday, July 24, 2016	Last Day of Quarter
Tuesday, July 19, 2016	16.4 Orientation (Tuesday Class)
Tuesday, July 26, 2016	New Class Start
Friday, August 26, 2016	First Day of Clinic for Late Summer Start
Monday, September 5, 2016	Labor Day (Thank Your Mother For Laboring)
Sunday, October 2, 2016	Last Day of Quarter
Monday, September 26, 2016	16.5 Orientation (Monday Day Class) (Mon. & Tuesday Night Class)
Monday, October 3, 2016	New Class Start
Monday, October 10, 2016	Columbus Day (Don't Get Lost)
Monday, October 31, 2016	Halloween (Dress As Your Favorite Muscle)
Tuesday, November 8, 2016	Election Day (Vote for More Massage)
Sunday, November 6, 2016	Day Light Savings (Fall Back 1 Hour)
Friday, November 4, 2016	First Day of Clinic for Fall Start
Friday, November 11, 2016	Veteran's Day (Thank A Vet For Your Freedom)
Thursday, November 24, 2016	Thanksgiving (School Closed Thanksgiving Week)
Sunday, December 18, 2016	Last Day of Quarter

Christmas Vacation (The Mall is STILL Not the Reason for the Season)

ACADEMIC CALENDAR 2017

Wednesday, December 21, 2016	17.1 Orientation (Wednesday Class)
Saturday, December 31, 2016	New Year's Eve (Get a Jump on Your Resolution by Attending Class)
Sunday, January 01, 2017	New Year's Day (Resolve to Have Perfect Attendance)
Wednesday, January 04, 2017	New Class Start (Wednesday Class)
Friday, January 27, 2017	First Day of Clinic for Winter Start
Sunday, March 05, 2017	Last Day of Quarter
Thursday, March 02, 2017	17.2 Orientation (Thursday Class)
Thursday, March 09, 2017	New Class Start
Sunday, March 12, 2017	Day Light Savings (Spring Ahead 1 Hour)
Friday, April 07, 2017	First Day of Clinic for Spring Start
Friday, April 14, 2017	Easter Vacation (Jesus Rested & So Shall We, No Weekend Clinic)
Sunday, May 14, 2017	Last Day of Quarter
Tuesday, May 09, 2017	17.3 Orientation (Tuesday Class)
Tuesday, May 16, 2017	New Class Start
Monday, May 29, 2017	Memorial Day (Unless Senile)
Friday, June 16, 2017	First Day of Clinic for Summer Start
Tuesday, July 04, 2017	4th of July (May the Forth Be With You)
Sunday, July 23, 2017	Last Day of Quarter
Monday, July 17, 2017	17.4 Orientation (Monday Class)
Monday, July 24, 2017	New Class Start
Friday, August 25, 2017	First Day of Clinic for Late Summer Start
Monday, September 04, 2017	Labor Day (Thank Your Mother For Laboring)
Sunday, September 17, 2017	Constitution Day
Sunday, October 01, 2017	Last Day of Quarter
Wednesday, Sept. 27, 2017	17.5 Orientation (Wednesday Day Class) (Mon. & Tues. Night Class)
Wednesday, October 04, 2017	New Class Start
Monday, October 09, 2017	Columbus Day (Don't Get Lost)
Tuesday, October 31, 2017	Halloween (Dress As Your Favorite Internal Organ)
Friday, November 03, 2017	First Day of Clinic for Fall Start
Sunday, November 05, 2017	Day Light Savings (Fall Back 1 Hour)
Tuesday, November 07, 2017	Election Day (Vote for More Massage)
Saturday, November 11, 2017	Veteran's Day (Thank A Vet For Your Freedom)
Thursday, November 23, 2017	Thanksgiving (School Closed Thanksgiving Week)
Sunday, December 17, 2017	Last Day of Quarter

Christmas Vacation (The Mall is STILL Not the Reason for the Season)

COURSE SCHEDULING

Courses are set every quarter as outlined in the program completion schedule found in this catalog. Materials and resources for courses will be provided to students upon fulfillment of payment obligations. Registration will not be extended to students until previous financial obligations are met.

Students repeating courses must arrange their schedule individually with administration and may be required to attend an additional or alternative course day. In effort to comply with ACCET and Federal Aid standards of the 125% rule, students repeating a course will fall back to the next enrollment program and not be able to double up with efforts to finish by original graduation date. Instead, students who retake a course will be required to finish the following graduation date. It will be decided by administration and with the student whether the student will be best served by taking on additional courses in order to catch up with his or her original course schedule, or to reschedule with a subsequent course.

APPLICATION AND ENROLLMENT

Indiana Massage College pursues excellence in all standards and it starts with having not only the right staff members but also the right Massage Athletes in Training. Therefore, IMC is no longer an open enrollment school. In efforts to enroll graduates and serious individuals who are passionate about massage, IMC provides the highest standards of application and enrollment.

Once an explorer makes an inquiry, the Admissions Guide conducts an interview and a tour of the facility. If successful, the application process then takes place, including completion of an application, application fee, signed attestation of release of official High School or GED transcripts, and submission of high school or GED official transcripts. Explorers may contact their school and ask official transcripts be mailed to the school or log onto Parchment.com. Please note that not all schools can be found on this site. Admissions Committee meets with the Admissions Guide to discuss the possibility of acceptance or denial of the explorer. The committee, may require the applicant to come in for second interview prior to a determination of acceptance or denial into the program. If successful, the explorer may continue with the Enrollment process. If unsuccessful, the explorer will not continue with the Enrollment process.

Enrollment procedures include: successful completion of the enrollment form, enrollment fee, and scrub fitting. Explorer will also meet with the Financial Aid Director to discuss and arrange financial options. Once complete, the explorer is then successfully admitted to IMC.

The minimum age to enroll is 18. Students who are 17, and graduated from high school, or have completed their high school equivalency exam may enroll with the signed consent of their parent or guardian.

Any requests for accommodations by students require documentation of disabilities. Written notification for the request for accommodation must be made during the admissions interview, or prior to acceptance into the DSMM program.

Criminal offenses including but not limited to felonies, and other crimes involving violence and sexual misconduct are possible disqualifying factors for state massage certification. IMC takes NO responsibility for the denial of license or certification by any governing body for any reason. All applicants agree that they understand and agree to the above policy.

NON-DISCRIMINATION POLICY

IMC does not permit discrimination against any federally protected group but reminds students and applicants that the program and career field for which we train requires certain physical, mental and educational standards in order to perform successfully.

SMALL CLASS SIZES

IMC believes that small class sizes are imperative to the proper instruction in the field of massage and body work. Maximum student teacher ratio is 13 students to 1 teacher/teaching assistant or classroom coach for all hands on modality classes.

CHALLENGED STUDENTS

All applicants are offered equal opportunity to apply in IMC programs. If students choose to self-disclose disabilities or challenges, the program applicant must submit written documentation from a qualified medical doctor, physiologist, or government agency explaining any limitation and suggested accommodation. Self-disclosing students must do so during the time of application, and not after beginning any program. No accommodations will be made if deemed by IMC senior administration to compromise the integrity of academic and/or skills performance.

ACADEMIC COUNSELING

Academic counseling begins during registration as course lists and a schedule are distributed to students, and continues on an individual student basis as the student reaches mid-term and end of quarter academic goals. Counseling includes current academic and attendance status, as well as implications upon the programs timely completion.

CAREER COUNSELING

Admissions interviews include discussion of career goals and pathways within the career field. IMC provides career advising for students, and maintains a revolving list of job and private practice contacts available to students and graduates via telephone, e-mail, or in-person.

CAREER SERVICES

At IMC, we believe that empowering students with the knowledge and tools to organize and execute an employment search will be more valuable to students in the long term than placing students in a job. These tools, provided by IMC Career Services Representative include assistance with resume preparation, mock interviews, access to current job listing posted on the Job board and emailed to all IMC graduates. While many IMC graduates have obtained employment in the field of massage, **we do not guarantee employment as a result of training or Career Services at IMC.** Long term employment in the profession of massage takes commitment to personal excellence, strong work ethic, ongoing development of bodywork skills, and is aided by the distinguished training graduates received at IMC.

PERSONAL COUNSELING

IMC understands that personal conflicts and difficulties can add challenges to completion of course work and program requirements. Students are encouraged to keep IMC informed of developing and/or ongoing challenges. IMC encourages students to seek qualified and/or licensed professional help with significant mental, emotional or life issues.

DOLLAR CAMP

Personal finance boot camp! Will assist students in fully understanding their personal financial planning in order to fulfill their contractual obligation to pay back their student loans.

ORIENTATION

To ensure the success of all students, a mandatory orientation is required before the first week of courses for new or re-admitted students. Orientation will include an introduction to facilities, policies, introduction to the academic program and course work scheduling.

CLINIC

In order to offer students a forum for developing hands-on and soft skills working with the public in a therapeutic setting, IMC includes a public student clinic offering discounted massage services. Clinic is designed to enhance the student's education by allowing them to incorporate weekly learning while developing on the job experience. In accordance with state legislation, students are not permitted to receive payment for any course activities including clinic services. Students must complete 100% of clinic shifts to graduate from IMC.

SCOPE OF PRACTICE

IMC graduates are not legally allowed to diagnose, prescribe or cure defects, injury, or disease without advanced education and licensing in the medical field. As certified therapists, graduates are trained to assess and provide therapy for various systems dysfunctions, primarily in the musculoskeletal system.

Any questions regarding legislation in this area should be directed to the Indiana Department of Professional Licensing (www.in.gov/pla).

DISCLAIMER REGARDING CERTIFICATION

State certifications and licenses are issued by the Indiana Department of Licensing according to current legislation. IMC currently prepares students for any of 3 Indiana approved certification examinations. Because state certification as a massage therapist is granted by the Indiana Department of Professional Licensing and not by individual schools, IMC is not able to guarantee state certification directly.

Any questions regarding legislation in this area should be directed to the Indiana Department of Professional Licensing (www.in.gov/pla).

Certification and licensing in other states, territories, and countries is subject to local legislation. Current standards can best be attained by contacting the local offices directly.

Questions concerning the content of IMC's program and how we can qualify you to work where you want to be, can be attained by contacting IMC directly at (317) 641-8121.

ACADEMIC REFERENCE RESOURCES

IMC provides printed & video resources for reference to students and faculty. Resources are available for academic work upon written request.

BULLETIN BOARD

Boards are provided and will include information regarding school activities, events, public services, job postings clinic trades and other information as approved by administration.

GRADING STANDARDS

Grading in each course is detailed in the individual course syllabi and will include, but is not limited to, assessment based upon quizzing, testing, forum entries, hands-on course and participation, workbook or documentation completion and other projects as assigned.

TESTING & ASSESSMENT

The purpose of assessments at IMC is not to acquire a grade. Testing and assessment solely for the purpose of acquiring a grade leads to poor study habits including “cramming” or even cheating. We encourage students to keep in mind that assessments are designed to provide only a sample of the major concepts presented in each course module as a way of determining overall material mastery. The primary goal of each student should be mastery of material and skills in the interest of career application, not focus upon any one or series of assessment results.

Students are encouraged to show responsibility and professionalism by attending all course sessions and by making arrangements to complete assessments in advance if it is impossible to avoid an absence. In the event of emergencies resulting in missed assessments, students with appropriate documentation will be permitted to make up or have excused, the daily assessment. Any unexcused or undocumented absences and missed assessments will result in zero points for that assessment. Midterm and Final assessments cannot be dropped but must be scheduled for retake if emergency circumstances validate doing so. Failure to attend a scheduled retake will result in failure of that assessment and possible action as outlined in the Failure to Progress Policy. This policy applies to each course individually and independently.

Exposure of clients during hands on skills testing will result in a maximum score of 70% for that assessment. If failure of final examination results in a failing grade for a course, then the student is permitted to attempt one retake of that examination material. Failed exams which are eligible for retake will not result in a score on that assessment of more than 70%.

SENIOR ADMINISTRATION

Senior administration includes majority members of IMC Ilc (Jason & Dainah R Craft) and others as designated by the members in revisions or addendums to this catalog.

DESCRIPTION OF CREDIT HOUR

Based upon a standard 50 minute course period, one credit hour is defined as ten lecture hours, and twenty lab hours. IMC course periods are 55 minutes in length.

IMC operates by a clock hour system and provides credit hour conversions for transcript GPA purposes only.

GRADING SYSTEM

Solely for the purpose of easing transcript conversion, IMC calculates GPA on a 4 point scale quarterly and cumulatively as follows. Grades are determined by dividing the total quality points by the total number of completed credits. Quality Points are determined by multiplying the number of course credits by the numerical value of the assigned grade.

GPA Calculation				
A	4	90%	to	100%
B	3	80%	to	89%
C	2	70%	to	79%
F	0	0%	to	69%
I	0			

REPEAT COURSE

Students failing any course may repeat once and will only attempt any course a total of two times. Any repeated course is charged to the student in excess of the initial tuition and fees amount; the repeat course fee is determined by the current price per clock hour for new students that quarter. The highest grade for all attempts will be recorded in calculation of cumulative GPA.

Students who fail any level of clinic are only eligible for one retake. E.g. failing clinic 2 twice will result in dismissal from school; failing clinic one and two will result in dismissal from school. Eligibility to retake a clinic course due to course failure is determined at the sole discretion of the DOE; IMC does not guarantee students will be permitted to retake clinic in event that course failure was due to attendance, or professional conduct violations. Inability to successfully complete clinic demonstrates an inability to be successful in the field of massage therapy.

INCOMPLETE COURSE

A student failing to complete course work may submit a written appeal to complete satisfactory work in order to pass a course. At full discretion of IMC administration, incomplete status will be extended to students suffering extreme hardship which temporarily prevents course work completion. Students failing to complete and submit course work by the agreed extension date will fail the course, and may retake the course per course retake policy.

STUDENT READMISSION

Students who have previously withdrawn or been dismissed from the program may apply for re-admission. Applicants for re-admission are required to meet all current admissions standards and fees. No re-admission applications will be considered until previous balances are paid in full, and re-application fee is paid.

TRANSFER OF CREDIT

Transfer of credit to other educational institutions, as with all schools, colleges and universities, is not determined by IMC. The receiving institution makes all decisions regarding acceptance of credits from previous education based upon time since the course was completed, similarity of the original course material to the course being substituted as well as any criteria the receiving institution independently determines.

Many students with advanced degrees find benefit in previous human science courses but this prior experience is not required and many of those students express surprise at how much they had forgotten & re-learned or are learning for the first time.

IMC values the contribution that previous human sciences courses brings to a classroom as well as recognizes the benefit to the student to be able to delve deeper into their massage & bodywork education by focusing more of their valuable study time on lab topics rather than lecture courses.

Likewise IMC values the consistent quality of the education that we provide and the accomplished students that emerge from this accelerated program. IMC cannot be sure of specific quality standards of previous institutions, nor the retention of the individual student, nor the depth of study in specific course topics essential to bodywork but less emphasized in more academic but less functional human sciences courses. For this reason, transfer of credit will be determined at the sole discretion of the Director of Education (DOE).

Those wishing to apply for transfer of credit must have graduated from a nationally or regionally accredited program within the last 5 years as demonstrated with official transcripts and have a minimum cumulative GPA of 3.5. Student must supply catalog from their previous institution of study as well as course syllabi for the courses in question to the DOE. Tuition will be adjusted accordingly, based on the cost per clock hour of the course in questions. Appeals for denials will be heard by the DOE, and outcomes are at the sole discretion of the DOE. IMC does not accept transfer of credit for clinic hours, or hands on modality courses.

GRADUATION REQUIREMENTS

Completion of the program and qualification for graduation requires passing each course with a 70% minimum grade in each course, and 100% completion of scheduled clinic shifts, and a minimum 80% cumulative programmatic attendance. In addition, all school property (rented, borrowed, or damaged) must be returned or paid for before certificate of completion, and transcript will be issued.

After graduation, an official diploma showing program completion will be mailed with your transcript detailing hours completed within 14 days of graduation.

In order to qualify for graduation, students must meet the following criteria:

- Passed each course per the syllabi designated grade requirement (70%)
- Complete graduate exit interview
- Maintained adequate attendance in accordance with the attendance policy
- In Good Financial Standing

PROGRAM FEES

Year 2017 \$9376.75

4 Quarter Diploma Program	750	56.76
	Clock Hrs	Credit Hrs

Institutional Fees

Application Fee: \$100

Tuition for Diploma of Sports & Medical Massage = \$9376.75

Quarter 1 Book/material fees: \$370 due at new student orientation

Quarter 2 Book/material fees: \$160 due first week of 2nd quarter

Quarter 3 Book/material fees: \$185 due first week of 3rd quarter

Quarter 4 Book/material fees: \$35 due first week of 4th quarter

Other Administrative Fees

Returned Check Fee	\$35
Credit card charge-back	\$35
Credit Card decline	\$35
CPR Retest Fee	\$100 per Attempt
Re-admission Fee	\$100
Additional Transcript Fee	\$10
Finance Adjustment Fee	\$35

Fees may be paid in the form of cash, check, or credit card. We do not accept American Express

For tuition fees paid with credit card, student pays all associated credit processing fees 3 -4%

IMC Financial Aid

IMC is a Title IV approved school, as such we do offer federal financial aid for those who qualify. IMC offers the following federal aid options.

- Federal Pell Grants: A federal grant for undergraduate student with financial need. Does not have to be paid back.
- Federal Subsidized Loans: A loan, which must be repaid, that is based on financial need for which the federal government pays the interest that accrues while the borrower is in an in-school, grace, or deferment status. If the interest is not paid during the grace period, the interest will be added to the loan's principal balance.
- Federal Unsubsidized Loans: A loan for which the borrower is fully responsible for paying the interest regardless of the loan status. Interest on unsubsidized loans accrues from the date of disbursement and continues throughout the life of the loan.
- PLUS Loan - A loan available to parents of dependent undergraduate students for which the borrower is fully responsible for paying the interest regardless of the loan status.

Students wishing to determine their eligibility for federal financial aid should complete the free application for federal student aid (FASFA) which can be located online at <https://fafsa.ed.gov/>

IMC PAYMENT PLAN

IMC offers payment plans to facilitate students wishing to participate in IMC program of study. An interest free payment plan, as well as financing is available. For those not on an IMC payment plan, quarterly tuition and book /material fees are due Day 1 of the quarter. Tuition is due to IMC per the Timely Payment Policy, and no later than week 1 of each quarter in accordance with state law (Indiana State Legislation 570 IAC 1-8-6.5 Resident institutions; refunds Sec. 6.5.).

INTEREST FREE PAYMENT PLAN

The balance of tuition for the 40 week program (\$9376.75) is divided into 9 equal monthly payments. The balance of tuition owed to the school is paid in full upon graduation. Payments are serviced by a 3rd party company, and are required to be on auto draft. Books, materials, and MBLEX fee can also be included into the interest free payment plan.

PRIVATE STUDENT LOAN

IMC offers student loans, which must be repaid, to those students that require a low monthly payment to attend IMC. The maximum term limit offered by IMC is 12 months (1 year), and students may finance tuition only. All books and materials must be purchased in the form of cash, check, credit card, or money order. Finance charges will apply, with maximum interest rate of 10%. All payments are processed by a 3rd party company, and students are required to set up auto draft at the time they sign their contract. Student loans are a legally binding contract, and will be reported to the student's credit history and score. IMC does not charge a prepayment penalty and highly encourages students to pay off loans in a timely manner as way to reduce finance charge.

IMC may offer an extension towards a private student loan up to 24 months at 10% interest. Student must appeal by providing proper documentation proving income hardship such as W2 and Low Income Sheet. If motion is approved, an acceptance will be granted and the loan may be extended.

IMC student loans are not federal student loans or pell grants, but are offered privately through IMC for the benefit of IMC students, as such, students **will not defer payments of their student loan**, and will be responsible for making payment on their loans while attending IMC. Delinquent payments will be subject to collections and payment of the complete account balance including any fees incurred by the collections agency, before transcripts will be released. Students must be current on all student loan payments to attend courses.

GI BILL

For those who qualify, IMC is approved by the VA to accept the GI Bill. Veterans wishing to utilize their GI Bill will be provided IMC's ID number so that they may apply for their benefits at www.in.gov/dva. In the event of withdrawal or dismissal, IMC's tuition refund policy will be applied in compliance with Indiana State law and our accrediting agency. Students may owe a balance to the VA in the event of withdrawal or dismissal.

CANCELLATIONS & WITHDRAWALS: IMPACT ON PAYMENT PLANS AND LOAN OBLIGATIONS

In the event a student no shows the first day of courses, their contract will be cancelled by IMC. In the event a student voluntarily withdraws, or is dismissed from the program by IMC senior administration, the balance of that individual's tuition will be calculated in compliance with the State of Indiana Tuition Refund Policy. In the event students are owed a refund, those will be disbursed no later than 31 days after withdrawal. **For students that have student loans, the principal of the loan will be reduced in compliance with Indiana State Tuition Refund Policy within 5 business days of withdrawal. It is likely students will owe a balance to IMC based on the length of the program they attended. Students will be required to continue making their payments as scheduled until their balance is paid in full. Failure to do so will result in use of outside collections agency at the expense of the student.**

OTHER SOURCES OF FUNDING

We encourage students to consider investing in their education via sources including but not limited to scholarships, tuition reimbursement programs, savings, personal loans, credit, home equity loans, and others.

TIMELY PAYMENT POLICY

Full payment of all tuition, fees, and materials must be made by week 1 of each quarter as outlined in the Program Fees section. Payments will be made directly to IMC in the form of credit card, check, money order, or cash. Receipts will be provided. Returned checks will result in a \$35 fee due within 24 hours of notice. If you are using a payment plan, payments must be current as outlined in the printed agreement prior to shipment of

materials including, but not limited to, textbooks, videos, massage tools, et cetera. **Any student not current on all payments and fees is required to be current before attending or taking part in any further courses. Failure to bring all balances current will result in dismissal from the program and enforcement of the collection policy.**

OFFICE FOR CAREER AND TECHNICAL SCHOOLS RESIDENT REFUND POLICY

The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified below or as otherwise approved by the Office for Career and Technical Schools (OCTS). The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

If a postsecondary proprietary educational institution utilizes a refund policy of their recognized national accrediting agency or the United States Department of Education (USDOE) Title IV refund policy, the postsecondary proprietary educational institution must provide written verification in the form of a final refund calculation, upon the request of OCTS, that its refund policy is more favorable to the student than that of OCTS.

The following refund policy applies to each resident postsecondary proprietary educational institution as follows:

1. A student is entitled to a full refund if one (1) or more of the following criteria are met:

(a) The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.

(b) The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.

(c) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.

(d) If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.

2. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

4. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

5. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

6. A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund. **OCTS Resident Refund Policy, Revised 8/3/16.**

IMC uses a cohort model for the DSMM program. As such, refunds apply to withdraw from the entire quarter, not individual courses. At this time, IMC does not offer the option of taking individual courses and quarterly tuition rates apply for all enrolled students regardless of whether they are able to complete any individual course. Students wishing to withdraw from an individual course are required to withdraw from the program quarter and will be considered on an individual basis for re-admission in subsequent quarters.

IMC: RETURN OF TITLE IV FUNDS

If a student (parent/guardian in the case of a student under legal age) cancels his/her contract, the cancellation date will be determined by the postmark on written notification or the date said information is delivered to the school's Financial Aid Director/Owner in person. Should any aid be disbursed prior to the start of class, all funds will be returned in full to the appropriate agency.

The Financial Aid Department administers the Return to Title IV Funds Calculation (R2T4). A student withdrawal includes those students who officially or unofficially withdraw. Examples would be 1) a student who did not return from an approved or unapproved Leave of Absence, 2) those who were terminated from enrollment, 3) those who withdrew from the program and notified the school, 4) the school was notified by a second party due to circumstances beyond the student's control. All R2T4 calculations are based on the student's last date of attendance as provided by the student's attendance records. The R2T4 determines the amount of aid that was earned. The R2T4 is calculated based on 2 payment periods. ICM payment periods are calculated based on 0-375 clock hours for the first payment period, and 376-750 clock hours for the second payment period. After the student has completed 60% of the payment period, no refund is due. The R2T4 is completed for all withdrawals to determine if the student is approved for a post withdrawal disbursement. The calculation for the percent of completion of the payment period is as follows: IMC will determine the actual date the student started the payment period and the last date of attendance and will figure the scheduled clock hours within that period of time. The number of clock hours the student was scheduled to complete within that payment period is divided by the total number of clock hours in that payment period to determine percent completed. Days a student was on a Leave of Absence are not included in this calculation. Students who owe an overpayment of Pell grants as a result of withdrawal from the program, initially will retain their eligibility for Title IV funding for forty five (45) days of the earlier of 1) date the school sends the student notification of the over award 2) the date the school was required to notify the student of overpayment.

Within thirty (30) days of determining that the student's withdrawal created a repayment of all or part of the Pell Grant, the school must notify the student that she/he must repay the overpayment or make satisfactory arrangements to repay. The student will be notified of overpayment of Title IV funds and that the student's eligibility for additional Title IV aid will cease if the student fails to take a positive action by the forty fifth (45th) day following notification from IMC. The student will have the options of paying the overpayment in full or arranging a repayment agreement with the Department of Education. If the student fails to take action to repay during the forty five (45) days allotted, IMC will report to NSLDS; NSLDS marks the student as ineligible and will not be permitted to accept any additional Financial Aid until reconciled.

Any student who withdraws officially or unofficially will be made aware of the possible consequences of withdrawing. For financial aid students, repayment on Federal Loans begins 6 months from their last date of attendance. Students who took a full 180 day Leave of Absence (LOA) and who did not return from the LOA will go into immediate repayment. The R2T4 does not dictate the school's refund policy and is not based on the student's education charges, only the scheduled time within the payment period in which the student drops. This policy is separate from the school's Institutional Refund Policy. All students who utilize Title IV funding will have the R2T4 calculation completed prior to calculating the Institutional Refund Policy. A student may owe funds for

unpaid charges to the school to cover education charges. If the school is required to return federal funds, the school will return Federal Aid disbursed that was credited to the student's account for the payment period in which the student withdrew. The school will refund any unearned Title IV aid due within forty five (45) days of the date of determination, which is no later than fourteen (14) days from the last date of attendance.

Title IV Refunds are allocated in the following order:

1. Unsubsidized Direct Stafford Loan
2. Subsidized Direct Stafford Loans
3. Direct PLUS Loans
4. Federal Pell Grants for which a return of funds is required

If the school is allowed a post withdrawal disbursement, the school will advise the student or parent they have fourteen (14) calendar days from the date the school sent notification to accept a post withdrawal disbursement. A student who qualifies for a post withdrawal disbursement must meet the current award year requirements and time frames for late disbursements. A post withdrawal for Pell Grants of which the student is awarded will be disbursed within forty five (45) days of the date the school determined the student withdrew. Post withdrawal loan funds a student accepts will be made within one-hundred and eighty (180) days from the date the school determined the student withdrew. If IMC Institutional Refund Calculation indicates the student still owes the school, the debt to the school must be paid in full before the release of transcripts (unless your state law indicated otherwise).

IMC's responsibility in regard to the Return to Title IV funds are as follows:

- to provide students with the information contained in the R2T4 Policy.
- Identifying student who have withdrawn and will be affected by the R2T4 Policy
- Return all unearned Title IV Funds in compliance with The Department of Education requirements.

The student's responsibilities in regard to the Return to Title IV funds are as follows:

- Return unearned Title IV Funds that were disbursed to the student where in the
- When possible, the student should notify the school in writing of official withdrawal.
- If the student cancels their decision to withdraw, the student must notify the school
- All requests to withdraw or cancel a request to withdraw must be delivered to the Student was deemed ineligible, based on the R2T4 calculation in writing within three business days of the date of the original withdrawal.

Schools financial aid office.

- Student borrowers of the Direct Stafford Loans are required to attend or complete online an Exit Interview before leaving school.

FEDERAL VA REFUND POLICY

To: VA Representative
Re: Federal VA Refund Policy

Date: 01/12/2015

Dear VA Representative,

Please see the below addendum to our catalog for students eligible for VA Education Benefits. This will now serve as our refund policy for any student receiving funds from the VA. I certify that the information below is true and correct in content and policy.

Sincerely,

Dainah R Craft
CEO

Federal VA Policy:

Title 38 US Code CFR 21.4255 Refund Policy; Non-Accredited Courses for IHL/NCD

A refund of the unused portion of the tuition, fees and other charges will be made to the veteran or eligible person who fails to enter or fails to complete the course as required by Veteran Administration regulation. The refund will be within 10% (percent) of an exact pro rata refund. No more than \$10.00 of the established registration fee will be retained if a veteran or eligible person fails to enter and complete the course.

The code states that the exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.

This policy will change upon accreditation of the school by an accrediting body recognized by the U.S Department of Education. The State Approving Agency will be notified accordingly.

CHANGES IN TUITION

Tuition is subject to change on a quarterly basis. For continuing students, tuition will remain the same throughout timely completion of the enrolled program. Students re-entering the program, re-taking courses, and/or new applicants are subject to current new student quarterly tuition rates. See the most current catalog, addendum, or contact IMC administration for current rates.

We believe students deserve and really should know their total financial commitment in order to make a good decision that both the students and the school can be happy with.

COLLECTION OF FEES

IMC strives to make career education affordable and valuable. We understand financing education can be a challenge and offer assistance in the form of payment plans and financing guidance; however, IMC reserves the right to use an outside collection service if deemed necessary for any recovery of tuition, fees and/or materials. An additional service fee for the employment of the outside collection service will apply and will be in addition to the amounts due to IMC. If the College finds it necessary to collect overdue fees, the student is responsible for ALL costs which will include collection agency fees, attorney's fees, court costs, interest, and any other fees incurred.

WITHDRAW REFUND POLICY

IMC considers student's application and enrollment in the program intent to complete. If students deem it necessary to withdraw from the program, he or she should meet with a member of senior administration to discuss assistance options and resources. If no solution can be found, the student will be informed of and expected to meet current financial obligations.

LEAVE OF ABSENCE

In the event a student is unable to attend course or clinic due extenuating life circumstances such as illness, surgery, or family situation, it may become necessary to take a leave of absence from IMC. Students must meet with senior administration to arrange a leave of absence, and will be integrated into the course the next time it is offered. Students that require more than 20 weeks of time off will be withdrawn from the program and will have to apply for readmission. Students are required to uphold financial responsibilities and payments as a condition of returning to courses.

INSURANCE

We require students to have student liability insurance which will cover them in any sessions done while in school, and at all school functions. IMC includes the cost of AMTA student liability insurance into student fees, and purchases insurance for all students enrolled at IMC. Students that drop will NOT have their insurance fee refunded to them.

CAREER COLLEGE STUDENT ASSURANCE FUND

In order to assure students of IMC's commitment to provide educational value, and in accordance with Indiana State legislation under the direction of the Office for Career and Technical Schools, IMC contributes to the Career College Student Assurance Fund as described, "to provide compensation to a student or enrollee of a postsecondary educational institution who suffers a loss or damage." Details regarding this legislation and IMC's commitment may be viewed under the following state legislation available at IN.GOV: Office for Career and Technical Schools; 646 IAC 6-14

COMPLAINT & DISPUTE RESOLUTION PROCEDURE

IMC realizes the value of constructive feedback from all levels of our organization including students, faculty and administration. As such, we seek mutually beneficial resolution to any disputes or complaints and have established this system for collecting, considering and acting upon concerns. It is important for all members of the IMC organization to realize that any decision has far reaching effects across multiple departments and systems and that, keeping the foundational guidelines in this catalog in mind, compromise may be required on one or all sides of any conflict in order to maintain the integrity of the educational programs we deliver.

Binding Arbitration: Any dispute or complaint that is not resolved by the following dispute resolution procedure shall be fully and finally settled by arbitration administered by the American Arbitration Association in accordance with the provisions of the applicable Arbitration Rules. Arbitration is to be handled by a single arbitrator and will occur in Marion County, Indiana. The parties will be entitled to conduct discovery in accordance with the Federal Rules of Civil Procedure, subject to limitation by the arbitrator to secure just and efficient resolution of the dispute. If the amount in controversy exceeds \$10,000.00, the arbitrator's decision must include a statement specifying in reasonable detail the basis for and computation of the amount of the award, if any. A party substantially prevailing in the arbitration will also be entitled to recover such amount for its costs and attorney's fees incurred in connection with the arbitration as may be determined by the arbitrator. Judgment upon the arbitration award may be entered in any court having jurisdiction. Nothing contained in this section, however, will prevent a party from seeking relief in a court having jurisdiction in those instances where injunctive relief may be appropriate.

All students, faculty, administrators or other organization members are required to follow this complaint and dispute resolution procedure:

1. Students and/or staff needing to resolve problems or complaints should first contact the person whom the complaint or dispute involves in order to seek resolution.
2. If resolution is not found with the involved person or persons, senior administration will then accept student's formal complaint in writing by personal or postal delivery stating he or she is filing an "Official Dispute". IMC will investigate complaints thoroughly, interview those concerned, and review all documents related to the complaint. IMC administration has full authority to determine if a complaint is valid and to take all steps necessary to resolve it. The school will provide the student with a written response within 10 business days of receiving the complaint in writing.
3. All members of the IMC organization are encouraged to address concerns quickly and using the appropriate procedure; however, less immediate concerns will be presented and are encourage during regular survey of students and staff. All feedback on these surveys is optional and can be submitted anonymously; however, self-identification is encouraged to aid in the resolution of any concerns and/or adoption of any suggestions. It is our intention to use these ongoing systems in

- order to continually strive for increasing effectiveness and value in our organization.
4. All concerns must be addressed using the above outlined process, and decisions made by senior administration of IMC are final.
 5. Complaints not resolved to student satisfaction may be addressed to Indiana Department of Workforce Development, Office for Career and Technical Schools 317 234-8338 or 317 234-8339
 6. Complaints not resolved to student satisfaction may be addressed to our Accrediting Agency:

ACCET CHAIR, COMPLAINT REVIEW COMMITTEE 1722 N Street, NW Washington,
DC 20036 Telephone: (202) 955-1113 Fax: (202) 955-1118 or (202) 955-5306 Email:
complaints@accet.org Website: www.accet.org

CONTACT INFORMATION

Students are required to alert IMC Director or registrar of any changes in contact information. Contact information includes the current, legal full name, phone number, address, and email address. If student information changes during the program, it is his or her responsibility to complete a change of information form.

ATTENDANCE TRACKING

Hands-on career training requires active participation and, thus, regular attendance at course sessions. As the vocational field emphasizes scheduling in advance, and performing as scheduled, the attendance portion of the vocational training is vital to student's long term career success. Staff tracks attendance daily consistent with regulatory standards.

Any student failing to attend or make arrangements for formal leave will be withdrawn from the program after 14 calendar days of complete absence from the program

Non-Clinic Courses

Absence, time of arrival and/or time of early departure is noted on the Daily Participation Tracking Form.

Participation scores and Attendance are recorded in GradeKeeper separately. Recording of Participation & Attendance is completed by course instructors daily. (Missed course time will negatively impact participation scores and, therefore, course grade but participation scores are recorded in the course GradeKeeper whereas attendance is recorded on a separate attendance GradeKeeper file which does not directly affect any course grading)

In GradeKeeper, attendance is recorded by the minute. Attendance is tracked as Present (100% in attendance), Tardy (Instructor records total minutes missed in the 4-hour course block on the attendance form), or Absent (Not present).

For the Purpose of Program Attendance calculation, missed time is totaled on a weekly basis via electronic record.

Students are counseled (Including Counseling form completion) regarding the attendance policy, its purpose and intent, as well as the requirements for him or her to graduate and perform as expected in the vocational field when the student has missed 15% and 20% of hours attempted.

If courses are cancelled due to weather or other events, an alternative course day will be scheduled, if determined necessary by the DOE with input of the course instructor in order to compensate for lost instruction. If no compensatory course day is scheduled then the instructor will arrange course material to deliver prescribed curriculum in the remaining course schedule.

In addition to requiring attendance of at least 80% of course blocks for the program, students will not miss more than 20% of any single course without written appeal & exception to the DOE, and must complete adequate coursework to pass academically.

If students are able to pass academically, but fail to meet attendance standards, they will receive an incomplete in the course until the absence has been made up the next time the course is offered; this will result in a delay of graduation.

Repeated absenteeism will result in action per the Failure to Progress: Satisfactory Academic Progress Policy.

Clinic Course

35 or 36 clinic shifts will be scheduled for each student dependent upon holiday closures on Easter, Christmas and Thanksgiving weekends

Clinic requires 100% completion of scheduled shifts

Attendance is recorded on the Clinic Sign-In Sheet during each clinic shift as students sign in and out daily

Inclement weather may result in clinic closure but will require a corresponding student make up shift to complete scheduled clinic shifts and graduate as scheduled

IMC understands that an additional make up shift may create scheduling hardship for students and will make reasonable effort to work with student schedules in setting this required make up shift

Any make-up shift will be scheduled as detailed in Clinic Grading Policy

CODE OF ETHICS & HONOR AGREEMENT

This Code of Ethics is a summary statement of the standards of conduct that define ethical behavior for the massage therapist. Adherence to the Code is a prerequisite for admission to and continued membership in the Indiana Massage College.

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

Massage therapists/practitioners shall:

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

Rules of Ethics. The Rules of Ethics are mandatory and direct specific standards of minimally-acceptable

professional conduct for all students of the Indiana Massage College. The Rules of Ethics are enforceable for all students, and any students who violate this Code shall be subject to disciplinary action.

Massage therapists/practitioners shall:

- Conduct all business and professional activities within their scope of practice and all applicable legal and regulatory requirements.
- Not engage in any sexual conduct or sexual activities involving clients.
- Be truthful in advertising and marketing, and refrain from misrepresenting his or her services, charges for services, credentials, training, experience, ability or results.
- In accordance with Indiana State law, student therapists will not provide massage services in exchange for payment until attaining state certification following licensing examination.

PROFESSIONAL CONDUCT POLICY

A career in massage therapy can be both rewarding and challenging, but it is not for everyone. In addition to providing goal oriented therapeutic massage, professional therapists must consistently demonstrate a strong commitment to client welfare as demonstrated by honesty, integrity, a positive mental attitude, and accountability. To put it bluntly, a therapist that cannot consistently show up for work or scheduled appointments and be on time with positive attitude while interacting with staff and clients will be failures in their chosen careers.

IMC graduates effective, well rounded professionals with the ability to behave in a manner that will lead to success in the professional setting be they an employee or private practitioner. For this reason, IMC reserves the right to counsel, drop grades, or dismiss student therapists that do not demonstrate performance necessary to be successful in the field of massage therapy. IMC will take punitive action up to dismissal for performance including but is not limited to:

- Adhering to uniform policy
- Avoiding inappropriate and offensive language
- No obscene or threatening body language or gestures
- Keeping conversation clean and professional, in line with a professional work setting
- No cheating
- No plagiarism (using source information without proper citation)
- Showing & expressing respect towards themselves, classmates, and staff at all times
- Appearing under the influence of drugs and/or alcohol
- Obeying all federal and state laws
- Obeying all school policies.
- Understanding and adhering to IMC's gossip policy and importance of Health Laws such as HIPPA
- Adhering to the ethical standards set by the AMTA online at <https://www.amtamassage.org/About-AMTA/Core-Documents/Code-of-Ethics.html>
- Physically or mentally cannot perform at the level required of professional massage therapists
- Consistently being a poor representative of IMC and the field of massage therapy
- Any other behavior that is deemed inappropriate, or incompatible with success in the field of massage therapy as determined by IMC senior administration.

UNIFORM APPEARANCE & HYGIENE POLICY

Students will receive a uniform and description of appearance standards with materials upon their new student orientation. Their uniform must be worn at all times including course time, clinic, and all IMC events unless pre-approved by administration. Uniform and appearance standards are essential to maintaining professional integrity and standards in preparation for entering the work force. Uniform appearance and hygiene standards are based upon standards in the field for premier health care and bodywork providers. Standards include

- Clean scrubs issued with student materials
- Any solid colored undershirt (no designs or prints are permitted)
- Undershirts above the elbow during hands-on practice, and clinic

- Clean foot wear
- Pants hanging upon the hips
- Hair pulled up, and back out of the face during hand on practice, and clinic
- Nails clipped short (showing no white along the free edge) and natural in appearance
- IMC branded merchandise with the standard student uniform for students concerned with temperature during course time
- No rings, bracelets, or piercings other than one set of small studs in the ear lobes
- No necklaces longer than two inches below the Adam's apple
- No tattoos that are deemed by IMC administration to be derogatory or offensive. All tattoos should be covered by appropriate uniform.
- No headphones are allowed during course periods, clinic, or events
- No hats, or head coverings
- No undergarments will be visible
- No perfume, cologne, or any other fragrance enhancing sprays due to allergies and unknown sensitivities among students, staff & visitors

Hygiene is paramount both as a safety precaution in preventing the spread of disease and in positive social relations. As such, all students are expected to bathe daily. Unpleasant body odor, and or body soils are grounds for dismissal from program activities. Continued violations are grounds for dismissal from the program.

CLINIC GRADING POLICY

Clinic is a hands-on course, and participation is graded as follows...

1. Arriving on time for your scheduled shift
 - a. 8:45 am for the morning shift
 - b. 1:45 pm for the afternoon shift
 - c. Tardiness of less than 15 minutes late will result in automatic 3 point reduction of points that day
 - d. Tardiness of more than 15 minutes late will result in 0 participation points for that day
2. Completing all assigned Bodywork sessions and forms during your shift
 - a. Mismanagement of time or scheduled duties will result in point reduction for that day, which will be determined by staff member that day as appropriate.
 - b. Clinic Forms with multiple "NA," "None," or similar answers is not complete
3. Students must complete 100% of their clinic shifts to pass the course.
4. Clinic Makeup Policy
 - a. You must pre-arrange with another student to cover your shift in advance if you need to miss a clinic shift.
 - b. You are responsible to complete/repeat any clinic shift you miss, trade, and/or are unable to complete.
 - c. You may trade shifts (with staff approval) for 100% of you clinic participation points as long as it does not become a problem for the clinic staff. If we have to arrange coverage for you in advance, you will get credit for the shift you make-up, but your grade will drop 1-3 letter grades depending upon the given notice and inconvenience to staff & clients!
 - d. Emergencies: We understand that emergencies may arise at the last minute. Our definition of an emergency may be different from yours. You will be excused in the following circumstances...
 - i. You are ill. You have a fever, vomiting, or diarrhea. You are sick enough that you cannot perform your clinic duties. In order to be excused with this option to make up for full points you must submit a doctor's note which is dated with your clinic shift date!

Documentation is due the first day student is medically cleared to resume courses and or clinic activities. If you are too sick to come to clinic, you are sick enough to go to the doctor!

- ii. Death of a family member. To be excused, you must provide the obituary, and you must be listed among the survivors. Documentation is due within 1 week of excused absence.
5. Unexcused absences will result in a failing grade.
 - a. Examples include but are not limited to no call/ no show for a shift.
6. Students may appeal a failing letter grade due to an unexcused absence to IMC senior staff. Make up of shift will be done at the discretion of IMC senior staff, with the maximum letter grade of a C. Staff will determine on an individual basis if re-taking clinic course is necessary.
7. Accumulation of missed clinic shifts is detrimental to both student learning, and the reputation of the IMC student clinic. For this reason students will only miss 2 consecutive clinic shifts. If it is necessary to miss more, student must make an appointment with senior administration to apply for a leave of absence. Students must provide evidence for need of leave, and is only extended at the discretion of IMC administration.
8. Students who have missed clinic shifts and require a makeup shift will be assigned according to clinic staffing needs by senior administration. Make-ups will only be scheduled in weeks 1 -4 of the quarter or to fill in for emergency situations for classmates. We were inconvenienced when you missed your shift, so you may suffer an equally inconvenient situation in order to make up your shift! Students that do not take advantage of makeup opportunities as offered by clinic staff will see a drop in their letter grade up to a failing grade as determined by IMC administration.
9. Students must be clean, odor free, with tidy hair, nails clipped & filed and in their IMC uniforms (including footwear).
10. In the event that you have a time slot open, the following activities are acceptable uses of your time...
 - Practicing on another student if they have an opening as well
 - Cleaning duties
 - Massage Prep
 - Studying
 - Homework
11. Students are not permitted to loiter in the reception area, or hallways! No socializing, texting, phone calls, or watching movies is permitted! Do not distract the receptionist from his or her work!
12. It is your responsibility to make sure you get at least 2 client feedback forms the 1st quarter, and 4 feedback forms per quarter for quarters 2nd through 4th. Daily feedback helps you improve. Ask clients for feedback and the receptionist will gladly provide a form for each client.
13. IMC is accountable to accrediting bodies for reporting completion of total program hours & learning objectives. Clinic time is meant to be productive learning time and ends at set times as noted:
 - a. 2:15 pm for the morning shift
 - b. 7:15 pm for the afternoon shift
 - c. Students should not ask to leave early (Refer to #10 above for appropriate clinic activities)

SATISFACTORY ACADEMIC PROGRESS

Satisfactory academic progress is required of all students in areas of academic performance, and attendance. Programs have a defined length of 750 hours and 40 weeks. Based on our 80% attendance requirement, the maximum timeframe for completion of the program is 50 weeks and 968.75 hours (leave of absence is not included in this calculation). Students not finishing within 125% of program length will not graduate or receive a diploma. Satisfactory Academic Progress will be monitored by payment period (at weeks

20 and 40). At these evaluation periods student's rate of progress will be assessed to determine the student is capable of completing the program within 125% of program length

Programmatic attendance is reported daily and tracked cumulatively. Cumulative attendance is available on a daily basis per student as a percentage of that student's attendance in comparison to weeks attempted, as well as, compared to total programmatic hours.

Student attendance is required at 80% of the total program to graduate. Students are informed of their cumulative attendance regularly (quarterly mid-term, and final). Students failing to maintain 80% attendance cumulatively are warned of SAP policy. Students failing to meet SAP attendance requirements of 80% at the quarter end are placed on probation for attendance.

Academic progress is tracked for each student on a daily basis and reported quarterly at mid-terms and finals. Program completion requires all courses be completed with a minimum of 70% (2.0 on a 4.0 scale) as determined by scores on regular quizzing, project and presentation and hands on grading rubrics.

Any transfer hours will not count towards attendance progress evaluation, and will only count towards the total number of hours needed to complete the program the student is enrolled in.

In the event a student is unable to attend course or clinic due extenuating life circumstances such as illness, surgery, or family situation, it may become necessary to take a leave of absence from IMC. Students must meet with senior administration to arrange a Leave of Absence, and will be integrated into the course the next time it is offered. Students that require more than 20 weeks of time off will be withdrawn from the program and will have to apply for readmission. Students are requiring to uphold financial responsibilities and payments as a condition of returning to courses.

Students returning from Leave will return to the same progress status. Hours elapsed during the Leave of Absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Leave of Absence must not exceed 180 days in a 12-month period. Additional charges will not be assessed as a result of a Leave of Absence. Leave of Absences may be granted for medical or non-medical reasons but requires documentation and approval by administration. The new graduation date, if applicable, will be changed in our student computer system. Returning students will meet with Financial Aid Director for any necessary changes to financial contracts.

Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

The withdrawal date will be the last day of attendance. The student would be determined to have withdrawn from the school on the date:

- Student notifies the Director of plan to withdraw.

- The school terminates your enrollment due to a violation or unsatisfactory academic progress.

- Failure to attend class for 14 calendar days without notice or any contact with the school.

- Failure to attend clinic without notice or any contact with the school.

- Failure to return after a leave of absence.

Any student failing to complete a course with 70% will have the option to retake that course on probation per the probation policy, and course retake policy. Students are only allowed to retake a course once per the course retake policy, after which the student will be dismissed if they fail a second time or may be removed from probation with a passing grade per the probation policy.

IMC calculates GPA on a 4-point scale quarterly and cumulatively as follows. Grades are determined by dividing the total quality points by the total number of completed credits. Quality Points are determined by multiplying the number of course credits by the numerical value of the assigned grade.

GPA Calculation				
A	4	90%	to	100%
B	3	80%	to	89%
C	2	70%	to	79%
F	0	0%	to	69%
I	0			

REPEAT COURSE

Students are notified of failure to meet SAP via meeting with senior administration and counseling form at week 20 and 40. Students are notified for the reason (academic or attendance), applicable standards and the student's current status. Students are notified of the probation procedure and required to submit a written appeal to policy, or plan for successful completion. Students on probation failing to meet academic or attendance standards may be dismissed per the probation policy.

Per the student readmission policy, students who have previously withdrawn or been dismissed from the program may apply for re-admission (re-instatement). Applicants for re-admission are required to meet all current admissions standards and fees. No re-admission applications will be considered until previous balances are paid in full, and re-application fee is paid.

Student's wishing to contest SAP determination and/or applying for reinstatement must submit a written plan identifying factors leading to failure in SAP as well as corrective actions. From the time of notification, students have 3 days to deliver a written appeal to SAP determination including an academic plan to ensure the student will meet SAP standards and the time frame for doing so. DOE determines the outcome of the appeal and notifies the student in writing within 5 business days. In the event the DOE grants the appeal, the DOE and student will agree to evaluation periods in determining SAP progress per the students plan.

A student failing to complete course work may submit a written appeal to complete satisfactory work in order to pass a course. At full discretion of IMC administration, incomplete status will be extended to students suffering extreme hardship which temporarily prevents course work completion. Students failing to complete and submit course work by the agreed extension date will fail the course, and may retake the course per course retake policy. IMC staff will determine if course work may be completed for full credit, or a maximum of 70%.

In the case of retakes, the most recent attendance is reflected for cumulative tracking, and the most recent course grade is reported on transcripts. Since the most recent grade and attendance is recognized for SAP tracking, previously incomplete courses which are completed, final grades for withdrawn courses, and most recent grades in repeated courses directly affect SAP status by replacing previous course work and attendance values. Transfer of credit is recorded for purposes of determining attendance credit and academic GPA calculation based on the transferred transcript. Programmatic academic standing and attendance including these hours and course scores is included in overall SAP determination by replacing IMC equivalents.

Students must bring all attendance and academic measures into SAP standards to be removed from probation.

PROBATION POLICY

Students that have failed any course, fail to maintain 80% cumulative attendance, are not in compliance with IMC Timely Payment Policy, or have been counseled a total of 2 times for professional conduct violations will be placed on probation until the end of the quarter. Probation will not exceed 1 quarter.

Students' progress will be assessed at the end of the quarter, and any student that has not resolved probationary issues or shown marked improvement in areas of professional conduct will not be permitted to progress to the following quarter. Students will be dismissed from the program for a minimum of 1 quarter and may re-apply in writing for admission the following quarter. The admission fee will be waived at the discretion of the CEO following student's written request justifying exception.

In the event of probation due to timely payment policy violation, evaluation of probationary status will be completed by FAR. For all other probationary issues, DOE will evaluate readmission applications. Students that are not current on all financial obligations to the school will not be considered for re-admission.

Students on probation during their 4th quarter that have not resolved probationary issues by the end of 4th quarter will not be permitted to graduate.

GOSSIP / POSITIVE SPEECH / CLIENT CONFIDENTIALITY POLICY

At IMC, you are not required to like everyone or agree with what other people may think, but you are required to treat all students, staff and clients with dignity and respect. If you have a legitimate dispute, please refer to the IMC Dispute Policy. If you are in doubt as to whether or not you should say something, don't say it. Gossip (including bad mouthing another student's therapeutic ability, voicing unbalanced opinions on highly volatile political or ethical topics, or violating client confidentiality) will not be tolerated at any time. Students will maintain professional standards of client confidentiality, and agree not to discuss their clients with anyone except IMC staff. We at IMC do discuss clinic in a group setting for purposes of learning in line with the professional standard used by integrative health teams, but students and staff shall not refer to the client by their name in an effort to maintain client confidentiality. Violations will result in grade penalties and/or dismissal from the program.

CHEATING

Cheating of any type is indicative of a lack of ethical boundaries essential in the delicate social and physical situations in which professional therapists perform. In accordance, cheating of any type including but not limited to copying homework and projects, and sharing or copying assessment questions is, solely at the discretion of senior administration, grounds for failure of the assignment, assessment, course and/or dismissal from the program.

HARASSMENT

Harassment (behavior which is found threatening or disturbing) of others by students, staff or any persons associated with IMC will not be tolerated and is cause for disciplinary action and/or dismissal.

SEXUAL HARASSMENT

Sexual harassment (persistent and unwanted sexual advances) of others by students, staff or any persons associated with IMC will not be tolerated and is cause for disciplinary action and/or dismissal.

Given the vulnerability of massage and bodywork clients in addition to occasional and unfortunate stigmas upon the massage profession, IMC holds all students and associates to the highest standard regarding sexual references, jokes, and/or other forms of communication that so associates massage and bodywork and/or IMC with sex.

Similarly, it is of utmost importance that IMC maintain the safety and integrity of its students and program. As such, severe action will be taken by IMC against clinic clients and campus visitors who violate this policy including but not limited to refusal of future service, and/or notification of authorities.

DRUGS

All illegal drugs are forbidden for students and staff of IMC. In addition, some prescribed and over the counter medications may disqualify students from participation in hands-on activities depending upon side effects and the student's mental/physical state. In accordance with legal standards and for the safety of all students, staff and visitors, violation of this policy will result in disciplinary action and immediate dismissal.

CRIME REPORTING & STATISTICS

IMC will in a manner that is timely and will aid in the prevention of similar crimes, report to the campus community on crimes that are:

- included in campus crime statistics, such as arson, robbery, burglary, motor vehicle theft, aggravated assault, criminal homicides, and sex offenses or
- reported to local police agencies
- considered by the school to represent a threat to students and employees

Crimes that are reported to IMC staff will be reported to local police immediately and recorded in the crime Log by IMC senior administration. Crimes will be posted in a place of prominence for no less than 60 days.

As of 10/01/2016 IMC has no crimes to report in compliance with Clery Reporting Requirements.

CAMPUS SECURITY

The safety of students, staff, faculty, and visitors is of the highest priority at IMC. To ensure compliance with Indiana state law, and a safe environment, IMC undergoes a fire and safety inspection with the local Fire Dept. annually.

Additionally, we encourage all staff and students to report crimes or suspicious activity to IMC administration. Crimes and suspicious activity will be reported to the local police dept., as well as undergo a thorough investigation by IMC administration.

SMOKING

All IMC facilities are smoke free; parking lot included. Smoking is also prohibited while wearing IMC school uniform and/or any apparel marketing our logo or brand. In the interest of student health and image as a reputable healthcare professional, all students are encouraged not to smoke. Furthermore, failure of any student smoker to take appropriate hygienic steps by de-fumigating skin, breath, hair, and clothes before course activities and clinic shifts will result in dismissal. Please note that even if you cannot smell smoke on you, other people can. Please be respectful to your classmates, staff, and clients. When in doubt, de-fumigate it out.

VISITORS

Family, children, and other visitors are not allowed in class without preapproval. Students with children and other commitments are required to make secondary plans for care of dependents in cases of emergency.

PHONES

Cellular phones and portable electronic devices are not allowed in classrooms unless specifically directed by instructors. Students are not permitted to have cell phones on their person during scheduled clinic time. All personal items must be stored in your vehicle or under your table. Phones and photographic devices are disallowed during hands-on settings at all times. They are not to be used or seen. In case of emergencies, students may be contacted by calling the school directly; messages will be forwarded to the student.

WEATHER

In the event of bad weather, administration will determine if it is necessary to interrupt normal course schedules. An attempt will be made to contact students and faculty as soon as possible.

AWARDS AND HONORS

IMC recognizes the hard work, dedication, and achievements of our students by offering quarterly and programmatic awards as follows:

- Academic Honors Award – awarded to students earning a GPA of 3.5 -3.74
- Highest Academic Honors Award – awarded to students earning 3.75 – 4.0

TRANSCRIPTS

A printed transcript will be provided upon graduation to the graduate, and a second to the state certification/licensing board of the student's choice. Additional transcripts may be requested from IMC upon completing a written request for transcript and paying a \$20.00 fee.

ADMINISTRATIVE RECORD KEEPING POLICY

Student records are retained for at least ten (10) years. Student and staff records are confidential and used solely for the purpose of conducting business with IMC. Student's information is protected by the Family Educational Rights and Privacy Act (FERPA) as outlined by the Federal government of the United States and viewable at www.ed.gov

CATALOG UPDATES

All information contained in this catalog is for informational purposes only and is subject to change without prior notice. This catalog does not constitute an irrevocable contract on the part of IMC or any of its members and is subject to revision at IMC administrative discretion in the form of official catalog addendums and/or revisions. The most recent policies including addendums and revisions to these policies are available by contacting IMC directly by phone or in person.

OPEN COMMUNICATION

IMC realizes the value of constructive communication at all levels of our organization including students, faculty and administration. A school is a living being made of many moving pieces and it's hard sometimes for any one person or small group to see all the relevant pieces. Please help us help you resolve concerns and help us to continuously improve the quality of education we provide by contacting us with comments.

It may not be possible to achieve each individual's original goal when coming forward with a concern or suggestion but IMC staff will seek to convey our appreciation for your openness and interest in helping IMC be

the best it can be. Staff are expected to listen to concerns, encourage their input and seek resolution.

Students and staff should share concerns, seek information, provide input and resolve school related issues by discussing them with staff until they are resolved.

Please share in the following ways:

By speaking to your instructor during breaks,

By e-mailing the appropriate staff member or Contact@indianamassagecollege.com

Speak first, to the person you have a conflict with.

Then, if no resolution is found, contact a supervisor.

Another staff member will meet with both of you in the near future.

When Possible, write and speak in actionable steps (perhaps, we can salt the walkways) instead of complaints (it's too cold and icy to be out at clinic)

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Intellectual property includes patents, copyrights, trade secrets, and trademarks. New ideas or inventions may be protected through a formal patent, or as trade secrets. A trade secret is any information that is sufficiently valuable and secret that it gives us an actual or potential advantage over others. A copyright is a right that prevents others from copying artistic, literary, and other works such as photographs, music, articles, and computer programs. It is the policy of the Company to secure and protect its intellectual property rights, and to take appropriate action against any individual or group making unauthorized use of our rights.

Core Requirements

- Promptly submit invention disclosures on innovations in areas such as product or process improvements, business methods, manufacturing, designs, and software applications.
- Do not publish or disclose your invention to anyone outside the Company
- Promptly report any unauthorized use of the Company's intellectual property.
- If you wish to use a copyrighted work, (for example, by adding music to presentations) check to determine whether a copyright license is necessary.
- Do not load software that is not business-related onto Company computers.
- Do not disable antivirus & antipiracy or other protective computer services/mechanisms/software

COPYRIGHT POLICY

Indiana Massage College and all its employees are subject to the provisions of the Copyright Act of 1976. Instructors, administrators, and other IMC personnel will take an active role in assuring compliance with the United States copyright law and congressional guidelines.

IMC does not sanction illegal use or duplication in any form. Unlawful copies of copyrighted materials will not be produced or used on IMC-owned equipment, within IMC-owned facilities, or at IMC-sponsored functions. Employees who knowingly and/or willingly violate IMC copyright policies do so at their own risk and will be required to remunerate IMC in the event of a loss due to litigation.

All pictures or other materials not produced by IMC should be open source or documented as useable, not under copyright protection.

IMC ADVISORY BOARD MEMBERS

IMC values the feedback and contributions of employers, and professional bodyworkers, and is dedicated to maintaining a cutting edge curriculum. As such, we periodically consult with our advisory board to ensure we maintain the highest standards of massage education.

- Lexington Filipowski : Provides feedback on best business practices at IMC
- James Stawick CPA: Financial planning advisor to IMC
- Financial Aid Services (FAS): Title IV & student financial planning advisors
- Parks, Leisa: IMC Alumni, Massage Therapist, working in wellness and fitness facilities
- Werworski & Associates, Scott Haid: Financial planning and forecasting
- Oozle Media, Cassie Costner: Online marketing, web planning.

IMC FACULTY

At IMC, all instructors are state credentialed massage therapists with experience in the field of massage and bodywork. Instructors bring various specialties in the medical, and sports related therapies, as well as in private practice and spas to the classroom and clinic. Faculty participates in on-going training in both bodywork skills and cutting edge teaching applications to best serve all types of students.

INSTRUCTORS & STAFF

Jason R Craft: Director of Education, Owner

Jason R Craft (CMT, NCMT, BA) is a founder, instructor and head curriculum designer for IMC. Jason studied Education & Business at the University of Southern Indiana specializing in Intercultural Business and completing a Teaching Practicum in Europe before becoming a national AmeriCorps volunteer serving as a site leader, lead instructor and co-coordinator serving immigrant and refugee populations for the Literacy Council of Northern Virginia in the Washington DC metro area. Jason graduated with honors from the Utah College of Massage Therapy gaining his highest marks in Human Anatomy, Oriental Medicine, and Sports Injury Massage. Jason has since worked in Spa and Medical Office settings alongside Chiropractors and Naturopaths. In addition to volunteering therapy with Hospice patients and their families, Jason has built several private practices and advanced his training in Kinescopying, Craniosacral Therapy, Lymph Drainage and others. Jason has taught massage and health science fundamentals professionally since 2003 and has designed two complete massage curriculums. His current focus is on the ongoing improvement of the Indiana College of Sports and Medical Massage's Diploma of Sports & Medical Massage curriculum and its cutting edge integrative learning model.



Dainah R Craft: CEO, Owner

Dainah R Craft (CMT, NCTMB, BS) Is the Founder & Chief Executive Officer of IMC. Her responsibilities include overseeing the enrollment of every IMC student, and seeing to the continued growth and development of IMC. Dainah studied massage therapy at the Utah College of Massage Therapy, with an interest in Asian modalities, and Rehabilitative Massage. She furthered her career with advanced training in spa techniques, Thai Yoga Massage, and Kinesio-Therapy. Dainah finished her academic degree at University of Utah where she studied human health psychology, and nutrition. Dainah has several years' experience working in the field of massage bodywork including positions at the Mountain Body Spa, and the exclusive Kura Door Holistic Japanese Spa. Dainah furthered her career with positions in human resources including hiring, managing, and training employees, corporate sales, and admissions in proprietary education. This business experience, combined with her bodywork experience, enabled her to build a private practice replacing her corporate income in 1 months' time. Her current focus is on the ongoing growth of the Indiana Massage College and the well-being of IMC's student body. She is committed to ensuring that the Diploma of Indiana Massage College will continue to reflect skills that equal success in the real world of professional bodywork: exemplary therapeutic skills, people skills, and hard line business sense. Dainah continues to share her passion for self-employment with students wishing to be successful private practitioners upon graduation. She is heavily involved with admissions and administration at IMC and will continue to ensure a high level faculty and staff at IMC.



Elizabeth Cain: Director & Advocate of Possibilities

Elizabeth is the Director and alumni of IMC. After her MBA at Indiana, she continued her education and enrolled at IMC July 2012 with a goal of one day working for the New York Yankees. While in massage school, she gained a passion for Cupping Massage. After March 2013 graduation, she earned her certificate in Cupping via the International Cupping Therapy Association located in Seattle, Washington. March of 2015, she received the Advanced Cupping Certificate from San Diego, California, also from the International Cupping Therapy Association and is the first practitioner in the state of Indiana with the certificate. With nearly three years of practice in a chiropractic environment, Elizabeth proudly accepted this position with IMC. Her business background of 14 years in retail and Insurance, and business education collaborate well with her new role of many responsibilities such as admissions guidance, enrollment/ monitor, job fairs, VA events, class instructor, and inspirational enthusiast, just to name a few. Elizabeth is also an MS (Multiple Sclerosis) warrior. Hoping to be an inspiration to others, she is a motivational health and gym junkie. When she is not working, you will see her at the gym or downtown Indianapolis training for the next upcoming mini or full marathon. She continues to fight and lives her life by her one of her favorite quotes, "This I am that I will be tomorrow," Louis L'Amour.



Diane Micich: Career Services & Registrar

Diane Micich, CMT, is a proud Graduate of IMC, and has been a massage therapist for Massage Envy and the Woodhouse Day Spa. She currently works as the ICM Career Services Representative and Registrar. She loves the challenge of mentoring IMC students and assisting them in finding their niche in the bodywork industry. She works closely with senior administration to reach out to local employers and seek out career opportunities for our distinguished graduates. In addition to her role in Career Services, Diane maintains a small private practice in Indianapolis.



Brittney Tuttle: Clinic Manager, Class Coach

Brittney is a proud graduate of IMC. After previous experience with IU Saxony Hospital and Massage Envy, she decided to incorporate her massage passion full time at IMC working as Classroom coach. She advocates, motivates and inspires IMC Massage Therapists in Training to be the best massage therapists they can be! Brittney genuinely enjoys watching MIT's learn and grow and is truly caring for the success of every IMS student.



Jason Reed: Financial Aid Director

Jason Reed is the Director of Financial Aid at IMC. Jason began his career helping career focused students in the late 1990's. Jason's progressive background includes growing two different institutions into their highest historical enrollment by providing sound, compliant student service in Financial Aid. Along with professional successes, Jason was also asked to speak on a statewide level on how to best facilitate relationships between departments that best served the needs of the student. Jason has attended multiple state and federal training sessions to ensure the institution is on the cutting edge of what Financial Aid has to offer. As a graduate of a career college, Jason has a compassion for the challenges, opportunities and triumphs that our students encounter. When he's not helping students succeed, Jason can be found balancing his time between friends and family or catching the latest movie on the silver screen.



Terri Smillie: Instructor, Classroom Coach

Terri Smillie (CMT, BA, Herbalist, Nutritional Counselor) is an IMC Graduate. After completing her training at the Trinity School of Natural Health she discovered a passion for massage and body work while attending Myofascial Release courses. She enrolled in IMC to obtain her license to touch so that she could continue her studies in Myofascial Release. Since graduating, she has continued her studies in Myofascial Release, Cranial Sacral Therapy and Lymph Drainage. Terri has a thriving private practice, in addition to her role as an IMC instructor and coach. Her previous experience as a teacher serves her well as she shares her knowledge and passion for bodywork with future CMT's.



Trevor Foote: Instructor

Trevor Foote (USN Veteran) graduated from IMC in 2014 with highest honors. Trevor answered a call to service as an Intelligence Specialist with the United States Navy from 2005-2012. Highlights from his active duty career include two extended deployments to the Arabian Gulf and a tour as the lead instructor at the Navy and Marine Corps Intelligence Training Center Operational Intelligence Course. Trevor received numerous awards and commendations including two Navy Achievement Medals and three Good Conduct Awards. He received an Honorable Discharge and completed Naval Service in November of 2012.

Trevor is a graduate of Indiana University Purdue University of Indianapolis where he completed his Bachelors of Science in Kinesiology. Trevor started his career at IMC as a clinic TA, and grew from there.

In addition to training the massage therapists of the future, Trevor maintains a private practice focusing on Deep Tissue Massage, Trigger Point & Neuromuscular Therapy, Thai Massage and Kinesiotherapy.



Cindy Hall: Administrative Assistant

Cindy is the Administrative Assistant/Receptionist for IMC. She has a Bachelor's degree from Asbury University in Elementary Education and a Master's of Education in Early Childhood from Ball State University. After having spent 20 years in early childhood education, and three years in the field of integrated health, she is excited to have this opportunity to blend both of these experiences in her position here at Indiana Massage College. In Cindy's spare time she enjoys quilting, making jewelry, and cooking



Cathy Wright: Anatomy Instructor

Cathy is a distinguished graduate of the Indiana Massage College, and instructor of our human science courses. Cathy has an extensive background in health care as a pharmacist, as well as extensive experience in working in small business. Her professional background prepared her to be an effective teacher and mentor for new incoming massage therapists in training. Cathy enjoys using all her skills and training to meet IMC's high standards of excellence and develop future massage therapists.

Joseph Hendrickson: Receptionist

Joseph is a talented artist & business graduate with a strong aptitude to learn, teach, lead, and consult. Joseph has a proven ability to analyze complex issues and design appropriate solutions. Joseph believes in a proactive approach to problem solving to identify opportunities for improvement, making constructive suggestions for change. Joseph challenges others to develop as leaders while serving as a role model and mentor. Has a strong affinity for attention to detail and meeting deadlines. Joseph enjoys the many challenges of working with students and clinic clients and seeks to grow his roll at the school in the future.



Tommy Galloway: Clinic Manager

Tommy served his country in the United States Army where he obtained experience in leadership and working under extreme pressure. Additionally, he provided protection to the city of Attica during his time as a police officer. Tommy has completed extensive training in Thai Chia and Kung Fu, and his studies in the Eastern Arts even took him to a three-year training program in Beijing China. Tommy decided to round out his training with a diploma from IMC. His background in both massage and law enforcement make him uniquely qualified to be the IMC clinic manager. He enjoys the interaction with both students and clients and the mentorship opportunities his position provides. He is highly motivated to help each IMC student find their inner massage therapist.



The Bearded Brigade: We Pursue Excellent Beards & Education

COURSE DESCRIPTIONS

Diploma of Indiana Massage College (DSMM) Courses

Anatomy, Physiology & Medical Terminology I

This course introduces a systemic approach to the study of human anatomy for the massage therapist. Lectures will include the basic structure and function of the skeletal system and the bony landmarks, as well as an introduction to the muscular system and the importance of muscle-fiber direction, antagonists & agonists. Course will highlight how the human body is a tensegrity model by emphasizing the delicate balance between the hard and soft tissues of the body. An introduction and ongoing exposure to medical terminology will help to prepare students to communicate effectively with other medical professionals.

Anatomy, Physiology & Medical Terminology II

This course is an in-depth study of the muscular kinesiology of the human body. Students will study the body in a way that is unique to body-work professionals by emphasizing attachment points, actions, and innervation for each muscle in relation to their functional movement. Palpation skills and viewing of the muscular system in various positions common in a therapy session will be essential to mastery of the material. Ongoing exposure to medical terminology will help to prepare students to communicate effectively with other medical professionals. This course is a foundation for Pathology 2, and Deep Tissue Massage.

Anatomy, Physiology & Medical Terminology III

This course is a study of the structure and function of the remaining organ systems of the human body. Some body systems covered include the cardiovascular, digestive, urinary, reproductive, endocrine, and immune systems. Ongoing exposure to medical terminology will help to prepare students to communicate effectively with other medical professionals. This course is a foundation for Pathology 3, and is preparatory for the National Certification examinations following graduation and leading to State Certification.

Asian Modalities

This course will instruct students in the foundations of Eastern medicine, including the Chinese five element theory, and the direction and flow of the 12 organ meridians. The student will come to understand Chi and its effect on the health of the human body. Students will observe and practice Thiatsu, a combination of Shiatsu and Thai Yoga massage techniques.

Business, Law & Ethics

This course will instruct students in basic business skills necessary to succeed in the working world. Topics covered include: goal setting and the importance of having a vision for your life and career, soft skills such as people skills, and professionalism, sales skills and ethics for massage professionals. Students will be required to outline what their goals are for their careers as body workers and obtaining a state license.

CPR, First-Aid & AED

This course provides basic knowledge for students in the recognition and response to aid clients in distress. Topics include recognition and treatment of hypothermia, hyperthermia, lesions, respiratory and cardiac arrest as well as other basic first-aid techniques.

Craniosacral Therapy

Students will review the anatomy of the craniosacral system, and the concepts behind Dr. Upledger's revolutionary techniques. Students also study basic holds of craniosacral therapy at the head, body-bands & sacrum designed to relieve restrictions in the membranes (meninges) surrounding the brain and spinal cord.

Deep Tissue Massage

This course integrates the principles of Anatomy 2 and Pathology 2. Students are instructed in the detailed treatment of individual muscles addressing bio-mechanical dysfunction by manual manipulation of attachment sites, Trigger Points, Myofascial layers and neuromuscular junctions. Emphasis will be on tracking and measuring functional outcomes of the client, and reporting results via SOAP notes.

Integral to this course is the development of Kinesiotherapy massage techniques which address muscle tissues three dimensionally (3-D) along multiple fascial planes within normal range of joint motion throughout the body by integrating Compressive and Friction techniques with both Passive and Active muscle movements. The result is more thorough treatment of muscular tissues, and greater intensity in therapeutic session with decreased physical effort from therapists.

Injury Rehabilitative Massage

This course integrates the principles from Anatomy, Pathology, Kinesiology, and Orthopedic Assessment. Students are instructed in therapy protocols that address common bio-mechanical and joint dysfunction. Students will be instructed in assessment and specific treatment protocols for these muscular-skeletal pathologies that they will be able to use in their careers as medical massage therapists.

Integrative Practice

This course invites guest therapists with eclectic styles to perform 1 hour bodywork demonstrations for students modeling the integration of bodywork skills and adapting sessions to the client. Students record notes for question answer sessions with the therapists. Students summarize learning for integration into individual therapeutic approaches.

Keystone Project

This project is designed to assist students in getting a head start in their specific career objectives prior to graduation. Students are instructed in the process of obtaining employment in the massage industry, or in preparing a business plan in preparation for a career in private practice.

Lymph Drainage Massage

Students review the anatomy and physiology of the human lymph system as well as common pathologies followed by instruction in basic techniques to move toxins through the lymph system facilitating proper lymph drainage for relief of swelling (Edema), toxicity, exhaustion, a weakened immune system, post-surgical recovery, and beauty care.

Massage Certification

The Massage Certification course assists students in preparation of the Certification and/or licensing examinations, including a comprehensive introduction and assessment of all material necessary in qualification for state licensure as a competent and certified massage therapist, test preparation and test taking tips.

Massage Clinic I

This course will give massage students real-world experience working with the public. Student clinic will provide opportunities to utilize and develop their new skills on a weekly basis. Student duties will include providing student massage to the public, maintaining facilities, and assisting with linens. Students will complete documentation of clinic clients to familiarize students with proper therapeutic documentation. The course will instruct students in requirements as a professional therapist, whether they seek job employment immediately after school, or choose to go into private practice. Students will have one 5 ½ hour clinic starting week 5 of first quarter.

Massage Clinic II

This course will give massage students real-world experience working with the public. Student clinic will provide opportunities to utilize and develop their new skills on a weekly basis. Student duties will include providing student massage to the public, maintaining facilities, and assisting with linens. Students will complete documentation of clinic clients to familiarize students with proper therapeutic documentation. The course will instruct students in requirements as a professional therapist, whether they seek job employment immediately after school, or choose to go into private practice. Students will have one 5 ½ hour clinic each week for 10 weeks of second quarter.

Massage Clinic III

This course will give massage students real-world experience working with the public. Student clinic will provide opportunities to utilize and develop their new skills on a weekly basis. Student duties will include providing student massage to the public, maintaining facilities, and assisting with linens. Students will complete documentation of clinic clients to familiarize students with proper therapeutic documentation. The course will instruct students in requirements as a professional therapist, whether they seek job employment immediately after school, or choose to go into private practice. Students will have one 5 ½ hour clinic each week for 10 weeks of third quarter.

Massage Clinic IV

This course will give massage students real-world experience working with the public. Student clinic will provide opportunities to utilize and develop their new skills on a weekly basis. Student duties will include providing student massage to the public, maintaining facilities, and assisting with linens. Students will complete documentation of clinic clients to familiarize students with proper therapeutic documentation. The course will instruct students in requirements as a professional therapist, whether they seek job employment immediately after school, or choose to go into private practice. Students will have one 5 ½ hour clinic each week for 10 weeks of fourth quarter.

MediSPA

This course will introduce students to therapeutic techniques commonly used in spas, and medical spa settings. Skills include an introduction to hydrotherapy, aromatherapy, reflexology and the history of spa therapies. Emphasis will include contraindications and indications for spa therapies including special safety and sanitation guidelines. IMC utilizes the Dollar Camp training program to aid student in the development of personal and professional financial skills applicable for successful work in medical, spa and private practice settings.

Pathology I

This course is to be taken in conjunction with the Anatomy 1 course. Students will be instructed in basic progression of disease and the massage therapist's roles and limitations in addressing pathologies. Common pathologies of body structures introduced in Anatomy 1 will be discussed with emphasis on indications, contraindications, & disorders commonly addressed by massage therapists. This course includes 8 hours in Virology including 4 hours of HIV & AIDS hazard content.

Pathology II

This course is to be taken in conjunction with the Anatomy 2 course. Students will be instructed in common injury sites and common pathologies of musculoskeletal structures introduced in Anatomy 2. Emphasis will be on indications, contraindications, & disorders commonly addressed by massage therapists.

Pathology III

This course is to be taken in conjunction with Anatomy 3 course. Students will be instructed in the common pathologies of the organ systems of the body, including the cardiovascular, digestive, reproductive, urinary, and others. Emphasis will be on indications, contraindications, & disorders commonly addressed by the massage therapist.

Practice Management & Marketing

This course outlines the detailed management of private practice including business financial analysis, incorporating your business, tax deductions, building a master mind group, and realistic expectations of building your own business. Students are instructed in utilizing office software, book keeping as well as insurance billing for the massage therapist.

This course instructs students in the use of technology in the field of massage and bodywork. Students gain instruction on building effective websites, search engine optimization, email marketing and online social networking. Students gain insight into traditional & gorilla marketing, and its role in building a successful private practice. The course emphasizes research and development of a niche market, and determining the right image for your business.

Pre/Post-Operative Massage

Students are instructed in bodywork techniques designed to break down scar tissue and speed recovery time. Hydrotherapy techniques including ice massage are discussed and applied. Students are instructed in the special needs of surgical patients including restorative sessions to shorten hospitalization, and in proper patient ambulation.

Pregnancy Massage

This course is instructional in applying Swedish massage techniques to the pregnant woman. Students will become acquainted with the special needs and contraindications of this population, and will learn to apply side draping and body mechanics suitable to the lateral recumbent position.

Seated & Corporate Chair Massage

This course is a practical course in application of manual massage techniques as applied to clients in a seated position. Special attention will be given to adjusting body-mechanics, as well as using the chair for special populations including the elderly and pregnant. The course includes an introduction to marketing chair massage as an effective marketing tool and as a separate modality.

Sports Massage & PNF Stretching

This course focuses on therapies and modification of massage techniques vital to working with athletes. Students will gain a comprehensive, hands-on instruction in the use of pre-event, inter-event and post-event applications.

Students are instructed in the proper application of Kinesiotape to support muscular & skeletal structures after a manual therapy has been applied. They will be instructed in the use of Kinesiotaping for athletes, and to use the tape as a tool for post event/injury recovery. This course builds upon concepts in Kinesiotherapy & injury rehabilitation.

Swedish Massage

This course is the foundation course for all massage techniques and preparation for Massage Clinic. Students will be instructed in massage theory including hygiene, customer service, informed consent, emotional release, equipment selection & use, proper body mechanics, draping techniques, Swedish massage strokes and the neurophysiological effects of strokes. Students will receive instruction on integrating the concepts into a basic massage routine that addresses front, and back positions as well as an introduction to basic deep tissue techniques.

This course is focused on instructing massage students in the proper care and maintenance of their own bodies thereby preventing physical and mental burnout. Topics covered in include: proper eating, hydration, PRICE therapy, the importance of rest, exercise and receiving bodywork on a regular basis. Students will be instructed in the proper use of a foam roller and self-stretching



CATALOG ADDENDUMS (IF ANY)

GLOSSARY

ASAP	As Soon As Possible
ATB	Ability to Benefit
CEO	Chief Executive Officer
Class	Group of Students
Course	Course of Study e.g. Swedish Massage, A&P
Course Block	AM: Human Sciences, PM: Lab
Course Session	Class Day: Q3 W2 AM
CSR	Career Services Representative
CTA	Clinic Teaching Assistant
DoD	Date of Determination
DOE	Director of Education
DSMMT	Diploma of Sports & Medical Massage Therapy
ELAP	Entry Level Analysis Project
Evaluation	Supervisor determination of work performance including data from a combination of Student Surveys, Self-Evaluation, Observation, Peer and/or Supervisor Feedback.
FAR	Financial Aid Representative
ICSMM	Indiana College of Sports and Medical Massage llc
IMC	Indiana Massage College llc (A legal DBA of ICSMM)
IDL	Interactive Distance Learning
LDA	Last Date of Attendance
MIT	Massage therapist In Training
MRR	Memory Retention Routine from ABMP's Teaching Massage textbook: Navigate Slide, Introduce & Define Key Term, Support with Facts, Examples & Details, Relate the fact to the Massage field, and Personalize with Instructor Experience and/or known student goals/career vision
Observation	Supervisor Observes Work performance and take note in areas of compliance, excellence and/or weakness
SA	Senior Administration : Big Chief Administrative Officer (Currently CEO) & Po Lil Assistant Administrator (Currently DOE)
SAP	Satisfactory Academic Progress
Success	"To Cut Off From" Some Goals Require calculated sacrifice (time, effort, hobbies)

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TESTIMONIALS

It's small and personable. You actually cared about our learning experience. You go out of your way to make sure we understand what we learned and always were available to answer our questions. You follow up with your students after school.

S. Sipowicz, Private Practitioner

Courses were fun and very interactive. I loves the small classes. When I applied for my current job they liked that I was trained in the medical aspects of massage as well as relaxing Swedish.

J. Astin, Massage Therapist Chiropractic office Clinton Indiana

Hands on time was always a favorite. I feel that's where I learned the most both giving and receiving massage. I think the job board and the emails are very useful! Timed clinic hours with "real" clients. Small class sizes. The program is all massage related.

A. Padric, CMT & Owner Indy Massage Company

The Student Clinic is one of the best features of your school.

J. Hart. CMT Private Practice

They know more information and stay up to date on the latest and best massage techniques!

S. Morgan, CMT & Owner Detox My Blood

I loved working on each other in class, quick curriculum, start working with public soon into first quarter. Awesome variety of topics/modalities were taught, knowledgeable staff.

M. Mott, CMT Spa Manager

The instructor's style of teaching used a variety of teaching methods, visual, movie references, silly saying, etc. to help us all learn, also the interact of the other students helped us learn from each other. The deep knowledge of muscles and the function of the body.

A. Worley CMT, Private Practitioner

The thorough lecture and hands-on training. The "on the job" training received through clinic is very valuable.

K. Walsman, CMT Massage Envy Spa

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