



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 (DSMM) program has been distilled from the combined knowledge and experience of professionally trained and certified and licensed 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 campus attendance weekly.

Along with maximum flexibility in a hands-on career training program, IMC's curriculum is designed for 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 licensure under the Federation of State Massage Therapy Boards. This is necessary for application to the Indiana Professional Licensing Association in application for status as a Licensed Massage Therapist (LMT) 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 traditional medical therapies is rising, the Diploma in Sports & Medical Massage 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 and 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 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 listen to and engage the client in his or her individual healing process while maintaining the highest ethical standards.

HISTORY OF INDIANA MASSAGE COLLEGE

Indiana Massage College (IMC) was founded in 2010 as Indiana College of Sports and Medical Massage llc 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 effective clinical massage 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. Courses were held in the lobby of a chiropractic office 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 IMC had to offer. It was in May 2011 that the owners began looking for their own location. Unexpectedly, the chiropractor closed and abandoned their Michigan Road location just as a 6-week summer vacation began; this left IMC with no classroom location. 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.

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, and the American Massage Therapy Association (AMTA). 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.

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 early 2014, IMC made the decision to support the growth of the school through the National Accreditation process.

IMC has shown continuous growth and excellence in offering innovative training in the field of massage. In 2015, we achieved an average pass rate of 94.7% on the MBLEX (1st attempt). In May 2015, IMC became Nationally Accredited by ACCET, Accrediting Council for Continuing Education & Training. This was the external 3rd party validation of the quality of education we provide. ACCET will continue to be a valued partner for IMC.

Title IV approval was granted to IMC by the Department of Education of the United States in mid-2016 allowing increased access to vocational career training. Many people who wanted to train and gain a valuable career in massage but unable to afford training are now able to gain government financial aid. This led to increased enrolment interest in IMC's Diploma of Sports & Medical Massage Program.

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 enrolls class sizes up to 26 students, holding to a 13 to one student to Trainer ratio in hands-on classes so students get feedback in real time.

IMC has grown from the original staff of 2 (the owners) to a team of more than a dozen individuals working as a team in the pursuit of a shared Mission, to provide outstanding training of compassionate, clinical, and client – focused massage therapists.

We at IMC realize our mission and challenge the larger massage industry to continuously research, self-study, seek out, and implement better processes for the benefit of all massage therapists and massage clients.

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 IL 60201
877-905-0577 amtamassage.org

Member ABMP: Associated Bodywork and Massage Professionals
25188 Genesee Trail Rd. #200, Golden CO 80401
800-458-2267 abmp.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	Ttl Hrs	Cr Hr.	Lecture	Lab	Block1	Block2
Anat & Physio & Med Term 1	25	30	55	4.40	55	0	55	
Pathology 1	10	10	20	1.65	20	0	20	
Business Law & Ethics	4	3	7	0.61	7	0	7	
Pregnancy Massage	3	8	11	0.77	6	5		11
Chair Massage	2	4	6	0.44	0	6		6
Swedish Massage	10	25	35	2.48	15	20		35
Clinic 1	0	33	33	1.82	0	33		33
	54	113	167	12.16	103	64	82	85
	32%	68%			62%	38%	49%	51%

Quarter 2 (10 Weeks)	Home	Class	Ttl Hrs	Cr Hr.	Lecture	Lab	Block1	Block2
Anat & Physio & Med Term 2	25	30	55	4.40	35	20	55	
Pathology 2	10	10	20	1.65	20	0	20	
Deep Tissue Massage	10	30	40	2.75	10	30		40
Kinesiotherapy	5	10	15	1.10	5	10		15
Clinic 2	0	55	55	3.03	0	55		55
	50	135	185	12.93	70	115	75	110
	27%	73%			38%	62%	41%	59%

Quarter 3 (10 Weeks)	Home	Class	Ttl Hrs	Cr Hr.	Lecture	Lab	Block1	Block2
Anat & Physio & Med Term 3	25	30	55	4.40	55	0	55	
Pathology 3	10	10	20	1.65	20	0	20	
Integrative Practice	2	4	6	0.44	6	0	6	
Lymph Drainage Massage	2	8	10	0.66	3	7		10
Sports, Stretching, & Kinesiotape	3	12	15	0.99	5	10		15
MediSPA Techniques	4	16	20	1.32	14	10		20
Clinic 3	0	55	55	3.03	0	55		55
	46	135	181	12.49	103	82	81	100
	25%	75%			57%	45%	45%	55%

Quarter 4 (10 Weeks)	Home	Class	Ttl Hrs	Cr Hr.	Lecture	Lab	Block1	Block2
Craniosacral Therapy	4	12	16	1.10	7	9		16
Asian Modalities	6	16	22	1.54	10	12		22
Pre & Post Operative	4	12	16	1.10	7	9		16
Injury & Rehabilitation	4	8	12	0.88	6	6		12
CPR, First Aid & AED	1	4	5	0.33	3	2		5
Clinic 4	0	55	55	3.03	0	55		55
Practice Mgmt. & Marketing	11	16	27	2.09	27	0	27	
Integrative Practice	2	4	6	0.44	6	0	6	
Massage Certification	20	4	24	2.42	24	0	24	
Keystone Project	30	4	34	3.52	34	0	34	
Q4 Hours	82	135	217	16.45	124	93	91	126
	38%	62%			57%	43%	42%	58%
Total Program Hours	232	518	750	54.01	400	354	329	421
	31%	69%	Ttl CIH	Ttl CrH	53%	47%	44%	56%

Academic Calendar 2017

Wednesday, December 21, 2016	17.1 Orientation (Wednesday Class)
Wednesday, December 28, 2016	New Class Start
Saturday, December 31, 2016	New Years Eve (Get a Jump on Your Resolution by Attending Class)
Sunday, January 1, 2017	New Years Day (Resolve to Have Perfect Attendance)
Friday, January 27, 2017	First Day of Clinic for Winter Start
Sunday, March 5, 2017	Last Day of Quarter
Thursday, March 2, 2017	17.2 Orientation (Thursday Class)
Thursday, March 9, 2017	New Class Start
Sunday, March 12, 2017	Day Light Savings (Spring Ahead 1 Hour)
Friday, April 14, 2017	Easter Vacation (Jesus Rested & So Shall We, No Weekend Clinic)
Friday, April 7, 2017	First Day of Clinic for Spring Start
Sunday, May 14, 2017	Last Day of Quarter
Tuesday, May 9, 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 4, 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 4, 2017	Labor Day (Thank Your Mother For Laboring)
Sunday, September 17, 2017	Constitution Day
Sunday, October 1, 2017	Last Day of Quarter
Wednesday, September 27, 2017	17.5 Orientation (Wednesday Day Class) (Mon. & Tues. Night Class)
Wednesday, October 4, 2017	New Class Start
Monday, October 9, 2017	Columbus Day (Don't Get Lost)
Tuesday, October 31, 2017	Halloween (Dress As Your Favorite Internal Organ)
Friday, November 3, 2017	First Day of Clinic for Fall Start
Sunday, November 5, 2017	Day Light Savings (Fall Back 1 Hour)
Tuesday, November 7, 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

Academic Calendar 2018

Thursday, December 21, 2017	18.1 Orientation (Thursday Class)
Monday, January 1, 2018	New Years Day (CLOSED)
Tuesday, January 2, 2018	IMC Re-Opens for all Classes
Thursday, January 4, 2018	New Class Start
Monday, January 15, 2018	MLK (Exercise Your Right to Earn a Great Career, Be at IMC)
Friday, February 2, 2018	First Day of Clinic for Winter Start
Monday, February 19, 2018	President's Day (That Job's Already Taken, You Be in Class)
Sunday, March 11, 2018	Day Light Savings (Spring Ahead 1 Hour)
Sunday, March 11, 2018	Last Day of Quarter
Tuesday, March 6, 2018	18.2 Orientation (Tuesday Class)
Tuesday, March 13, 2018	New Class Start
Friday, March 30, 2018	Easter Vacation (NO WEEKEND CLINIC) (3/30 - 4/1)
Friday, April 13, 2018	First Day of Clinic for Spring Start
Sunday, May 20, 2018	Last Day of Quarter
Monday, May 14, 2018	18.3 Orientation (Monday Class)
Monday, May 21, 2018	New Class Start
Monday, May 28, 2018	Memorial Day (Unless Senile, Remember to Be @ IMC)
Friday, June 22, 2018	First Day of Clinic for Summer Start
Wednesday, July 4, 2018	4th of July (May the Forth Be With You, At Home, Not @ IMC)
Sunday, July 29, 2018	Last Day of Quarter
Wednesday, July 25, 2018	18.4 Orientation (Wednesday Class)
Wednesday, August 1, 2018	New Class Start
Friday, August 31, 2018	First Day of Clinic for Late Summer Start
Monday, September 3, 2018	Labor Day (Labor Someplace Else, No Class)
Sunday, September 17, 2017	Constitution Day
Sunday, October 7, 2018	Last Day of Quarter
Thursday, October 4, 2018	18.5 Orientation (Thursday Day Class) (Mon. & Tues. Night Class)
Monday, October 8, 2018	Columbus Day (Don't Get Lost, Be @ IMC)
Thursday, October 11, 2018	New Class Start
Wednesday, October 31, 2018	Halloween (Dress As Your Favorite Internal Organ, @ Home)
Sunday, November 4, 2018	Day Light Savings (Fall Back 1 Hour)
Friday, November 9, 2018	First Day of Clinic for Fall Start
Tuesday, November 6, 2018	Election Day (Vote for More Massage)
Sunday, November 11, 2018	Veteran's Day (Thank A Vet For Your Freedom to Learn Massage)
Thursday, November 22, 2018	Thanksgiving (School Closed Thanksgiving Week) (11/19 - 11/25)
Sunday, December 23, 2018	Last Day of Quarter

COURSE SCHEDULING

Courses are set every quarter as outlined in the program completion schedule found in this catalog. Materials and resources for courses are provided to students upon arrangement of payment obligations and completion of required new student orientation. 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. IMC administration has not found it to aid students in successfully completing the program by taking on additional courses in order to catch up with his or her original class schedule. 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 class and not be able to double up with efforts to finish by original graduation date. Instead, students who retake a course are required to finish the following graduation date.

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 high 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 may then successfully be 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. The Federation of State Massage Therapy Boards outlines requirements for disability accommodation documentation for the MBLEx examination; these requirements serve as guidelines for IMC accommodation decisions.

Criminal offenses including but not limited to felonies, and other crimes involving violence and sexual misconduct are possible disqualifying factors for state massage licensure. IMC takes NO responsibility for the denial of license or certification by any governing body for any reason. Such offenses may serve as reason to be denied admission to IMC as the state is likely to deny licensure following completion of the program. 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.

CAREER GUIDANCE

Admissions interviews include discussion of career goals and pathways within the career field. As the student reaches mid-term and end of quarter academic goals. Guidance includes current academic and attendance status, as well as implications upon the programs timely completion. 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 Trainers, and 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 GUIDANCE

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.

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 LICENSURE

Indiana State Massage Therapy licenses are issued by the Indiana Department of Licensing according to current legislation. IMC prepares students for Indiana approved licensure examinations as approved by the Indiana State Massage Therapy Board. Because state licensure 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 licensure 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 those offices directly.

ACADEMIC REFERENCE RESOURCES

IMC provides printed & video resources for reference to students and faculty. Resources are available at the front office and may be checked out with the receptionist.

BULLETIN BOARDS

Boards are provided and will include information regarding school activities, events, public services, job postings clinic trades and other information as approved by administration. ALL postings must be pre-approved and initialed by IMC 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 performance 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) as well as Campus Director Elizabeth Cain, Financial Aid Director Jason Reed, Academics Manager Brittney Tuttle.

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.

Inability to successfully complete clinic demonstrates an inability to be successful in the field of massage therapy. 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.

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) which may include input by the Academic Manager.

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 question. 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, a minimum 80% cumulative programmatic attendance, and a passing score on the MBLEX or other Indiana approved massage licensing exam. In addition, all school property (rented, borrowed, or damaged) must be returned or paid for before diploma, and transcripts will be issued.

After graduation, an official diploma showing program completion will be mailed with a student 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
- Be in Good Financial Standing
- Passed MBLEX or other Indiana Approved licensing examination

PROGRAM FEES

4 Quarter Diploma Program	750	54.01
	Clock Hrs	Credit Hrs

Institutional Fees

Application Fee: \$100

Tuition for Diploma of Sports & Medical Massage Until July 24, 2017 = \$9376.75

Tuition for Diploma of Sports & Medical Massage Effective October 1, 2017 = \$9995.00

Tuition is charged per payment period. 50% of the tuition will be charged at the beginning of the program. The

remaining 50% of the tuition will be charged once the student has reached the midpoint of their clock hours which is 375. Refunds of tuition are based on the total tuition charge.

Book/material fees: \$750 due at new student orientation

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	\$20
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%

IMC FINANCIAL AID/STUDENT LOANS

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 Direct 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.
- Federal Direct 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. If the interest is not paid during the grace period, the interest will be added to the loan's principal balance.
- Federal Direct Parent 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 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). Finance charges will apply, with a 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 affect credit scores positively or negatively. IMC does not charge a prepayment penalty and highly encourages students to pay off loans in a timely manner to reduce finance charges.

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.

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 or withdraws 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 private 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 delivery 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.**

CANCELLATION AND REFUND POLICY

For applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or IMC closure.

Any monies due the applicant or students shall be refunded within 31 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by IMC. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case, all monies collected by IMC shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the IMC less the registration fee in the amount of \$100.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies IMC that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by IMC. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 14 days.) In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the IMC Administrator in person.

For students who enroll and begin classes but withdraw prior to program completion (after three business days of signing the contract), IMC will apply the most beneficial refund policy for the student. Listed below are the Indiana State Refund Policy and the ACCET Refund policy. All refunds are based on scheduled weeks:

Indiana State Refund Policy

- During 1st week = 90% refunded
- 2 Week to 25% = 75% refunded
- 25% up to 50% = 50% refunded
- 51% up to 60% = 40% refunded
- 61% to 100% = 0% refunded

ACCET Refund Policy

- a. Refund amounts must be based on a student's last date of attendance (LDA). When determining the number of weeks completed by the student, the institution may consider a partial week the same as if a

whole week were completed, provided the student was present at least one day during the scheduled week.

- b. During the first week of classes, tuition charges withheld must not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1,000.
- c. After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained must not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed, up to a maximum of \$1,000. Institutions that do not retain any unearned tuition may assess an administrative fee associated with withdrawal or termination not to exceed \$100.
- d. After fifty percent (50%) of the period of financial obligation is completed by the student, the institution may retain the full tuition for that period.

All refunds will be calculated based on the student's last date of attendance. Any monies due a student who withdraws shall be refunded within 31 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the IMC will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution.

If the course is canceled subsequent to a student's enrollment, the IMC will either provide a full refund of all monies paid or completion of the course at a later time. If the course is canceled subsequent to a student's enrollment, IMC will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the IMC shall provide a pro rata refund for all students transferring to another IMC based on the hours accepted by the receiving IMC OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned IMC property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by IMC shall be paid within 45 days of the date of determination, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by IMC and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

Veterans Only. The Amount charged to the Student for tuition, fees and other charges when only a portion of a course is completed shall not exceed the approximate pro rate portion of the total charges for tuition, fees and other charges that the length of the completed portion of the course bears to its total length. Refunds will be made within 31 days after the last class attended, or the effective date of the withdrawal or termination. This policy is in compliance with the requirements of Title 38 CFR 21.4255.

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.

Return of Title IV (R2T4) Funds Policy

The law specifies how ICSMM must determine the amount of Title IV program assistance that you earn if you withdraw from ICSMM. The Title IV programs that are covered by this law are: Federal Pell Grants, Academic Competitiveness Grants, National SMART Grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans. When you withdraw during your payment period the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your ICSMM or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by ICSMM and/or you.

R2T4 – Official and Unofficial Withdrawals

The process will begin with the student's official or unofficial withdrawal from ICSMM. Students wishing to officially withdraw from ICSMM must notify the Campus Director, Classroom Coach, Director of Education, Registrar or Director of Financial Aid verbally or in writing via physical letter or email that they are no longer wish to continue their enrollment. This communication should include the last day they intend to attend classes as well as the reason for their withdrawal. Students will be considered an unofficial withdrawal if they fail to attend courses for two consecutive weeks without prior approval or an approved Leave of Absence (LOA).

R2T4 – Leave of Absence

The student must follow ICSMM's Leave of Absence Policy when requesting an LOA and get an approval of the request for a LOA. There must be reasonable expectations that the student will return from the LOA. The institution will not assess the student any additional institutional charges as a result of the LOA. A student granted an LOA that meets the criteria is not considered to have withdrawn, and no refund calculation is required at that time. Title IV loans will not be disbursed during the LOA.

Students taking an unapproved LOA will be considered withdrawn at the start of the unapproved LOA. The last date of attendance prior to the LOA will be utilized for the purposes of calculating a refund.

The maximum time frame for a LOA is 180 calendar days and the minimum is 5 calendar days. ICSMM permits more than one LOA provided the total number of days of all LOA does not exceed 180 calendar days within a 12-month period. If the student does not return from the LOA within the 180 calendar days, the student will be dropped from ICSMM. The student's loans will go into repayment after 180 days from the last date of attendance.

On the day the student returns from a LOA the student is required to inform the Financial Aid Office of the return and complete an enrollment agreement addendum or initial the correction on the contract. The student's contract and maximum time frame will be extended for the same number of days the student was on LOA without any penalty to the student.

R2T4 – Last Date of Attendance & Date of Determination

The Last Date of Attendance will be the last day the student physically attended classes for both Official and Unofficial Withdrawals. Official attendance records are maintained in the office of the Registrar.

The Date of Determination for Unofficial Withdrawals will be after two weeks of failure to physically attend classes without prior approval or an Approved Leave of Absence. The Date of Determination for Official Withdrawals will be the later of the date the student notified ICSMM or their Last Date of Attendance. Students who fail to return from an Approved Leave of Absence will have a Date of Determination equal to the date that they were expected to return without an approved extension of the Leave of Absence.

R2T4 – Calculation of Title IV Earned by the Student

Several steps are applied in determining the amount of aid the student earned.

Step 1: A review of the student ledger will determine the total amount aid that disbursed, total grant aid that could have disbursed, and a combination of total aid disbursed plus total aid that could have disbursed.

Step 2: A review of the student attendance record will determine the percentage of aid earned. This is determined by dividing the number of hours scheduled to be completed in the payment period by the total number of hours in the payment period. If this number is equal to or greater than 60%, the student is to be considered 100% earned for the period.

Step 3: The percentage of aid earned will be multiplied by the total amount of disbursed and could have been disbursed for the period.

Step 4: A comparison is now done of the amount of funds earned to the amount of funds disbursed. If the student earned more funds than were disbursed, the student may be entitled to a post withdrawal disbursement (defined later in this policy). If the student earned less than was disbursed, a refund is required. If the amounts are equal, no further action is necessary. If a refund is required, the calculation must continue to Step 5.

Step 5: Using the student ledger and results from Step 2, the ICSMM will determine its responsibility for returning unearned aid. All eligible institutional charges will be totaled first. This total will be multiplied by the percentage of unearned aid. This will determine the amount that the school must return.

Step 6: The school must return *funds in the following order up to the total amount disbursed for each fund source for the period:

1. Federal Direct Unsubsidized Stafford Loan
2. Federal Direct Subsidized Stafford Loan
3. Federal Direct PLUS Loan
4. Federal PELL Grant

*Please note that only TITLE IV funds that ICSMM students are eligible for are listed above.

Step 7: A comparison is done of the amount of funds that student is required to return and the funds the school is required to return. The amount the student was required to return will be subtracted from the amount the school was required to return. If the student was required to return more, proceed to step 8. Step 8: If the amount determined in Step 7 is all loan funds, students will repay the refunds in accordance with the terms outlined in the Master Promissory Note.

R2T4 – Post Withdrawal Disbursements

A Post Withdrawal Disbursement (PWD) is a fund that was not yet disbursed but was determined to be earned as a result of the R2T4 Calculation. PWD grant funds will be disbursed based on the amount that was determined to be eligible to cover eligible institutional charges. Permission is required to cover other charges and will be included in the PWD offer letter referenced in the following paragraph. If a loan fund is determined to be eligible for PWD, the school will require the student's written permission prior to disbursing those funds. A document, PWD Offer Letter, will be mailed or emailed to the student indicating the date the offer was made, the type and amount of each loan fund eligible, allowance for partial acceptance of the funds, and lastly the due date for acceptance of the PWD offer. Students will be reminded of the responsibilities of repayment prior to accepting the disbursements. PWD must be offered to the student within 30 days of the date that the institution determined that they student withdrew. If any grant funds are eligible for PWD, they must be disbursed within 45 days from the date the institution determined the student has withdrawn. Loan funds that have been accepted as a PWD must be disbursed within 180 days from the date the institution determined the student has withdrawn.

R2T4 – Timeframe for returning Title IV funds

The completion of R2T4 calculation as well as the timely processing of all required refunds is due no later than 45 days from the Date of Determination that the student withdrew. The funds will be returned in the following order:

1. Federal Direct Unsubsidized Stafford Loan
2. Federal Direct Subsidized Stafford Loan
3. Federal Direct PLUS Loan
4. Federal PELL Grant

R2T4 – Delivery of Refund Information

Students are initially made aware of the policy by providing the student catalog as well as discussing the information at new student orientation. Students who officially or unofficially withdraw are notified in writing via certified mail. This notification includes updated final ledger, official withdrawal letter, change in student status form, exit counseling requirements if applicable, return of funds calculation, refund documentation, and PWD information and document if applicable.

R2T4 – Example R2T4

Sally Sample Student enrolled at ICSMM. She was awarded \$4252 in Financial Aid Funds. Sally was only scheduled to complete 50 of her 375 hours (13.3%) before she moved to Russia and had to withdraw. The total amount of aid she earned based on all of her disbursements and percentage completed was \$565.52. The refunds required to return were \$3686.48

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 to extenuating life circumstances such as illness, surgery, or family situation, it may become necessary to take a leave of absence from IMC. Students must request a leave of absence in writing from senior administration, and, if granted, 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 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.

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 encouraged during regular survey of students and staff. Detail of feedback on these surveys is optional; 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 Registrar and Classroom Coach 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 and recorded electronically.

Recording of Participation & Attendance is completed by Classroom Coach daily. Participation scores are recorded in GradeKeeper, whereas Attendance is recorded in Genesis, separately. (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 in a separate software system,

Genesis, which does not directly affect any course grading)

In Genesis, attendance is recorded by the minute. The Classroom Coach records total minutes missed in the 4-hour course block on the attendance form and Tardiness is tracked by the Genesis system. Absence is recorded likewise in the event a student misses the entire class meeting.

For the Purpose of Program Attendance calculation, missed time is totaled on a daily basis via Genesis from which a report is generated weekly by the registrar for Classroom Coaches to track and guide students.

Students are guided (Including Guidance 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 Trainer in order to compensate for lost instruction. If no compensatory course day is scheduled then the Trainer will arrange course material to deliver prescribed curriculum in the remaining course schedule.

In addition to requiring attendance of at least 80% for the program, students 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.

Shifts may include a mixture of standard clinic shifts, promotional events, school sanctioned educational events, or other periods as approved by the DOE to adequately model the learning objectives of the clinic course as outlined per syllabi.

Clinic requires 100% completion of scheduled shifts.

Attendance is recorded on the clinic shift attendance and participation form, and Genesis software 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, unless the DOE grants exception for members of the involved students based upon severity of the incident. Any exception is at the sole discretion of the DOE informed by the Clinic Manager.

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 licensure following 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 provide guidance, 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 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>
- Appearing physically or mentally unable to perform at a 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
- If any, a solid colored undershirt (no designs or prints showing)
- Undershirts must remain above the elbow during all hands-on practice including clinic
- Clean foot wear
- Pants hanging upon the hips
- Hair pulled up, and back out of the face during hand on practice including clinic
- Nails clipped short (showing no white along the free edge) and natural in appearance
- IMC branded merchandise as approved
- 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. Efforts should be made to cover tattoos by appropriate uniform.
- No headphones are allowed during course periods, clinic, or events
- No hats, or head coverings
- No visible undergarments
- 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 up to 15 minutes late will result in automatic 1-3 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 your 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 uniform (scrubs and appropriate 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 staff from his or her work!
12. It is your responsibility to make sure you get at least 3 client feedback forms the 1st quarter, and 5 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 POLICY (SAP)

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at IMC. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the Accrediting Council for Continuing Education and Training (ACCET) and the federal regulations established by the United States Department of Education. SAP will be evaluated at the end of the evaluation periods based on attending the minimum percentage of hours possible for the attendance schedule. Student must complete within the maximum time frame and will also be evaluated for academic success. Students failing to meet the attendance and academic requirements will be placed on warning until the next evaluation period. Students failing to meet SAP during the warning period will be placed on Probation. Students may appeal both the warning and probation status. Students who receive an approved Leave of absence will return into the same status for which from which the left upon their return from LOA. Students may be dismissed due to failing to meet SAP which may also be appealed. Students failing to meet SAP during probation will have their Title IV eligibility suspended until they re-establish their eligibility. Specific detailed information is listed below for the following:

1. Evaluation Periods
2. Attendance Progress Evaluations
3. Maximum Time Frame in Weeks and Hours
4. Academic Progress Evaluations
5. Determination of Progress Status
 - a. Warning
 - b. Probation
6. Re-establishment of Satisfactory Academic Progress of Financial Aid
7. Interruptions, Course Incompletes or Withdrawals
8. Appeal
9. Dismissal due to Unsatisfactory Progress

1. EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Course	Clocked (actual) Hours
Massage	375, 750

Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first. Evaluations will determine if the student has met the minimum requirements for SAP. The frequency

of evaluations ensures that students have at least one evaluation by midpoint in the course.

2. ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule, in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, IMC will determine if the student has maintained at least 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

3. MAXIMUM TIME FRAME

The maximum time (which does not exceed 125% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

Maximum Time Frame in Weeks and Hours

Course	FT/PT	Hrs./Wk.	Hours required to graduate	Normal Weeks to complete	Max hours to complete	Max week to complete
Massage	FT	18.75	750	40	937.5	50

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 80% of the scheduled contracted hours.

4. ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the IMC. Students must maintain a written grade average of 80% and pass a final written and practical exam prior to graduation. Students must make up missed tests and incomplete assignments. The following grade scale is utilized for theory and practical skill evaluation which utilizes a 100-point grading scale:

A	90 – 100%	Excellent
B	80 – 89%	Very Good
C	70 – 79%	Satisfactory
F	70% OR BELOW FAIL	Unsatisfactory

5. DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making SAP until the next scheduled evaluation. Students will receive a hard-copy of their SAP determination at the time of each of the evaluations. Students deemed not maintaining SAP may have their Title IV Funding interrupted, unless the student is on Warning or has prevailed upon appeal resulting in a status of Probation.

5a. WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on Warning. The student will be advised in writing on the actions required to attain SAP by the next evaluation. Students on Warning are not eligible to continue receiving Title IV funds. Students may continue in school without using Title IV funds until SAP is met. Students placed on Warning may appeal the decision. A successful Appeal will result in the student being placed on Probation and retaining Title IV Eligibility.

5b. PROBATION

Students may attempt to appeal the Warning status in order to retain Title IV eligibility. A successfully approved appeal will result in status known as Probation as well as the retention of Title IV Eligibility. Only students who have the ability to meet the SAP Policy standards by the end of the evaluation period may be placed on probation and will be provided an academic plan. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making SAP. The student will be advised in writing of the actions required to attain SAP by the next evaluation. A successful appeal resulting in a Probation status will allow the student to retain Title IV eligibility. Students who fail to meet the requirements in their academic plan are no longer eligible to receive Title IV funding and are returned to Warning. Students, who are not eligible to receive Title IV funds, can remain enrolled only by cash paying. The cash paying student must be eligible to graduate within the maximum time frame.

6. RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS OF FINANCIAL AID

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period, at the next scheduled evaluation.

7. INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS, CHANGE OF MAJOR, SECOND DEGREE

Change of majors, pursuit of a second degree, and summer terms do not apply to Indiana Massage College. If enrollment is temporarily interrupted for a Leave of Absence, the student will return to IMC in the same progress status as prior to the leave of absence. Hours elapsed during a 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. 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.

8. APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within five (5) calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the IMC on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within five (5) days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

9. DISMISSAL DUE TO UNSATISFACTORY PROGRESS

A student, who was dismissed from IMC due to unsatisfactory progress, may appeal the dismissal to Director of Education (DOE) in writing within 5 business days of the dismissal date. Senior Administration will make a determination within 5 business days of receipt of the appeal and will respond to the dismissed student in writing. If the appeal is approved, the student will be re-admitted to IMC, however; the student will follow the same Financial Aid Warning and Financial Aid Probation policies if applicable, upon re-entry. The student must achieve cumulative SAP by the next checkpoint in order to be eligible for Title IV aid in the next payment period and to remain enrolled at IMC.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses and repetitions do not apply to this institution. Therefore, these items have no effect upon the IMC's satisfactory academic progress standards.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted

LEAVE OF ABSENCE (LOA) POLICY

An authorized Leave of Absence (LOA) is a temporary interruption in the student's course of study. The LOA refers to a specific period of time in which a student is not in attendance. An LOA is not required if a student is not in attendance for an institutionally scheduled break. However; a scheduled break may occur during an LOA. A student who must take an approved Leave of Absence (LOA) will return in the same satisfactory academic progress status as at time of taking the LOA.

The LOA must be requested and approved in writing prior to LOA occurring. In addition, the student is required to list the reason for the LOA as well as provide supporting documentation. Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it via mail or in person within a reasonable resolution of the emergency to IMC.

A student may be granted a LOA for any of the following reasons:

- Medical Issues
- Military Requirements
- Jury Duty
- Mitigating Circumstances beyond the Student's Control

IMC faculty recommendation
Financial Hardship

The student must follow IMC's Leave of Absence Policy when requesting an LOA and get an approval of the request for a LOA. There must be reasonable expectations that the student will return from the LOA. The institution will not assess the student any additional institutional charges as a result of the LOA. A student granted an LOA that meets the criteria is not considered to have withdrawn, and no refund calculation is required at that time. Title IV loans will not be disbursed during the LOA.

ACADEMIC GUIDANCE

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 subject to Academic Guidance. Academic Guidance is monitored weekly and status reassessed at Midterm and Final. Academic Guidance will be for no less than 10 weeks and will not exceed 14 weeks per cause.

Students' status will be assessed at the midterm and end of the quarter; any student that has not resolved Academic Guidance 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.

Students on Academic Guidance during their 4th quarter that have not resolved Academic Guidance cause by the end of 4th quarter will not be permitted to graduate until resolution is attained.

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 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. Violations will result in grade penalties and/or dismissal from the program.

IMC has defined Gossip as any comment which is of a negative nature to ANY individual other than a direct supervisor (Clinic Coach, Trainer, Campus Director, Director of Education). Coworkers and fellow students have no capacity to correct third party action; therefore, it would only propagate negativity. Concerns or potential concerns should always be directed Up-line, never Cross-line or Down-line.

Student Therapist concerns, experiences and clinic incidents (both Positive and negative) are commonly reviewed in a supervised way by instructors and staff to facilitate all students learning and professional progress. Efforts must always be taken to limit identifying individuals while encouraging learning in the areas of pathologies, treatment procedures, and improving interpersonal interaction.

This policy/procedure is required to maintain professional confidentiality, a positive learning environment and to grow constructively from negative circumstances.

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 up to 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
- 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. Designated smoking areas are provided on campus. 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 disciplinary action up to immediate 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.

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 at 317.376.8640; 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 via electronic notification platform.

AWARDS AND HONORS

IMC recognizes the hard work, dedication, and achievements of our students by offering 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 one to the state certification/licensing board of the student's choice. Additional transcripts may be requested from IMC upon completing a written request for the 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 Trainer or Classroom Coach during breaks,

By e-mailing the appropriate staff member ElizabethC@IndianaMassageCollege.com or

BrittneyT@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.

Bring up your concerns in your IMC student surveys

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) Be a source of positive suggestions for improvement, not a source of critical, un-actionable commentary.

COPYRIGHT / INTELLECTUAL PROPERTY RIGHTS

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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
- Werworski & Associates, Scott Haid : Financial planning and forecasting
- Oozle Media, Cassie Costner : Online marketing, web planning.
- Bruce & Sherry Keene : Provides feedback on Massage Training outcomes and Employer concerns
- Jeff Saunders : Provides legal and HR advise

IMC FACULTY

At IMC, all Trainers are state certified/licensed massage therapists with experience in the field of massage and bodywork. Trainers 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

Dainah R Craft (CMT, BS) Chief Executive Officer, Owner, Trainer
Jason R Craft (BCMT, BA) Director of Education, Owner, Trainer
Elizabeth Cain (CMT, MBA) Campus Director, Trainer
Tommy Galloway (CMT, PFT) Coach
Cindy Hall (BA, M Ed) Administrative Assistant
Diane Micich (CMT) Career Services & Registrar
Jason Reed (AA) Financial Aid Director
Tiffani Schmidt (BS) Admissions Guide, Advocate of Possibilities
Teri Smillie (CMT, BA, Herbalist, NC) Class Coach, Trainer
Brittney Tuttle (CMT) Academic Manager, Class Coach, Trainer
Dr. Mark Tyburski (MD) Trainer
Cathy Wright (Pharmacist) Trainer
Shea McKinney (CMT) Coach

COURSE DESCRIPTIONS

Diploma of Sports & Medical Massage (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 Licensure.

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

Advancing quarter 1 Swedish techniques, 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

Students will be instructed in assessment and specific treatment protocols for muscular-skeletal pathologies that they will be able to use in their careers as medical massage therapists. Students are trained in the cause and standard treatment of a disorder including a hands-on protocol, and potential self-care. Students then select a disorder to research and prepare a treatment protocol which is added to a growing database for student and graduate use.

Integrative Practice

This course serves students as a reflection period to review previous academic and hands-on learning. Regular self-analysis is recognized as a valuable step in successful integration of material into new approaches and increased understanding of material as inter-material connections and new questions are realized. Students record notes for question answer sessions with the Trainer staff. 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, as well as 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 each week starting week 5 of first quarter.

Massage Clinic II

Continuing from Clinic I, this course expands student documentation with full SOAP noting and medical document correction. 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. 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

Continuing from Clinic II, this course expands student documentation with full SOAP noting and medical document correction. 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. 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 IV

Continuing from Clinic III, this course expands student documentation with full SOAP noting and medical document correction. 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. 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.

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 a simple but effective 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. This course concludes with the IMC quarterly job fair during which students interview a variety of spas wellness centers as well as other potential employment sites often incorporating MediSPA principles and techniques.

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

In addition to guiding students in the varied preparation for massage interviewing, 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. Topics include 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 introductory skills in online marketing: 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. Clinical modalities and techniques including ice massage, TENS, STIM, Ultrasound, Laser Puncture, multiple forms of heat application and more are discussed and applied. Students are instructed in the special needs of surgical patients including restorative sessions to shorten hospitalization, and in concerns with proper patient ambulation. An assessment day focuses on muscle testing, gait and visual assessment as well as neuromuscular re-patterning exercises.

The final course session is an introduction to cupping, a bodywork tool capable of mimicking multiple techniques including myofascial stretching and others while being considerably less taxing to the body. This is an introductory cupping course only; advanced training is necessary for safe and effective practice of this modality unsupervised on the public.

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 & Kinesiotaping

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 applications as well as learning necessary modifications of Swedish and Deep Tissue skills for inter-event and post-event sessions.

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.

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

Academic Guidance	Student Status per policy by Same Name Assisting Students in Overcoming Non-Probation Performance and Behavioral Concerns
ASAP	As Soon As Possible
ATB	Ability to Benefit
CEO	Chief Executive Officer
Class	Group of Students
Class Coach	Primary Support person Assigned to Attend all Course Sessions with a Class & Support Trainers
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
IDL	Interactive Distance Learning
IMC	Indiana Massage College llc (A legal DBA of ICSMM)
LDA	Last Date of Attendance
Massage Athletes	Massage Therapists
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
Probation	A Process and Student Status Related to Student Government Aid per SAP Policy
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)
Trainer	Subject Specialist Presenting Academic and/or Hands-On Skills Training and Assessment : Teacher
Warning	One Potential Student Status in the Probation Process

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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 love 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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