Academic Standards

a) **Good Standing Status:**
   a. Once enrolled in the program, Massage Therapy students must maintain the following in order to remain in **Good Standing**
      i. *Overall GPA of 2.5*
      ii. *Massage Therapy (MT) Course GPA of 2.5*
      iii. Letter grade of “C” or better in all MT courses

b) **Conditional Status:**
   a. Students will be removed from **Good Standing** and placed on **Conditional Status** for the following:
      i. *Overall GPA below 2.5 but not lower than 2.0*
      ii. *Massage Therapy (MT) Course GPA below 2.5 but not lower than 2.0*
      iii. Receiving a “D” or “F” in MT courses
         1. Exception: MT-1302 and MT-1242 – a “D” in “F” in one or both of these courses leads to dismissal
      iv. Return after dismissal
   
   b. **Conditional Status** students will be required to attend mandatory tutoring, academic counseling workshops, one-on-one academic counseling, and other activities deemed necessary. Students must progress toward 2.5 GPA(s).

   c. Students placed on **Conditional Status** will be dismissed from the program for *not* adhering to **Conditional Status** rules and regulations, which include but are not limited to, being tardy or absent from tutoring, counseling and other activities.
      i. Students wishing to re-enter the program after dismissal for not adhering to **Conditional Status** rules and regulations, must reapply to the program as a new student again the following fall semester.
         1. If accepted again as a new student, then the student
            a. will be required to retake all or some of the MT courses -- this is determined on a case-by-case basis.
            b. will have a status as **Conditional**
         2. The case-by-case determination of the retaking of MT courses will not be given to students until they have applied and been accepted to the program again.
      ii. Applicants who must reapply to the program after dismissal will not receive special status over new applicants and there is no guarantee of acceptance.

   c) **Conditional Acceptance:** Each Fall Semester, some students are granted **Conditional Acceptance** to the program because of GPA below 2.5. These students start the program with a **Conditional Status** and can achieve **Good Standing Status** when GPA(s) reach 2.5 or above. These students are also required to progress toward 2.5 GPA(s) and follow all the rules and regulations regarding **Conditional Status** as mentioned above.
d) **GPA below 2.0**

a. Students who fall below 2.0 **Overall GPA and/or MT GPA** will automatically be dismissed from the program.

b. Students wishing to re-enter the program after dismissal for GPA(s) below 2.0:
   i. Students with an **Overall GPA of below 2.0** must increase Overall GPA to 2.0 before applying to the program as a new student again the following fall semester.
      1. If accepted again as a new student, then the student
         a. will be required to retake all or some of the MT courses -- this is determined on a case-by-case basis.
         b. will have a status as **Conditional**
   ii. Students with an **MT GPA below 2.0** must apply the following year as a new student again the following fall semester.
      1. If accepted again as a new student, then the student
         a. will be required to retake all or some of the MT courses -- this is determined on a case-by-case basis.
         b. will have a status as **Conditional**

c. The case-by-case determination of the retaking of MT courses will not be given to student until they have applied and been accepted to the program again.

d. Applicants who must reapply to the program after dismissal will not receive special status over new applicants and there is no guarantee of acceptance.

e) **A letter grade of “D” or “F” in MT-1302, Massage Therapy I, and/or MT-1242, Somatic Studies I**

a. Students who receive a “D” or “F” in MT-1302 and/or MT-1242, will be automatically dismissed from the program.
   i. Students wishing to re-enter the program after dismissal due to receiving a “D” or “F” grade in MT-1302 and/or MT-1242 must reapply to the program as a new student again the following fall semester.
      1. If accepted again as a new student, then the student
         a. will be required to retake all or some of the MT courses -- this is determined on a case-by-case basis.
         b. status will change to **Conditional**
      i. If student passes the MT-1302 and/or MT-1242 course(s) on the second attempt with a letter grade of “C” or better and has GPA(s) of 2.5 or above, **Conditional Status** will change to **Good Standing**.
      2. The case-by-case determination of the retaking of MT courses will not be given to student until they have applied and been accepted to the program again.
      3. Applicants who must reapply to the program after dismissal will not receive special status over new applicants and there is no guarantee of acceptance.

f) **A letter grade of “D” or “F” in all other Massage Therapy (MT) courses** (except MT-1302 and MT-1242, see above)

a. If students receive a letter grade of “D” or “F” in all other MT courses, they will be permitted to remain in the program -- unless their Overall GPA and/or MT GPA falls below 2.0.

b. The student status will automatically change to **Conditional**.
c. The student must first repeat the course (which is offered the following year) before moving to the next one in the program’s approved sequence, therefore:
   i. A full-time student will automatically have a status change to part-time. A part-time student will have a revised part-time schedule.
      1. A part-time student cannot be in the program for more than 3 years. If this occurs, the student will have to retake all or some of the MT courses. This is decided on a case-by-case basis.

d. Additionally, the student’s status will change to Conditional. If student passes the Massage Therapy course on the second attempt with a letter grade of “C” or better and have GPA(s) of 2.5 or above, Conditional Status will change to Good Standing in the program. If GPA(s) remain below 2.5, then students remain on Conditional Status.

e. **There is an exception:** If the “D” or “F” grade are in a course or courses that are prerequisites for other MT course(s), then, in some instances, it could be impossible to continue in the program. In this case, the student will be dismissed from the program and can then reapply as a new student the following fall semester.
   1. If accepted again as a new student, then the student
      a. will be required to retake all or some of the MT courses -- this is determined on a case-by-case basis.
      b. status will change to Conditional.
         i. If student passes the course on the second attempt with a letter grade of “C” or better and has GPA(s) of 2.5 or above, Conditional Status will change to Good Standing.
   2. The case-by-case determination of the retaking of MT courses will not be given to student until they have applied and been accepted to the program again.
   3. Applicants who must reapply to the program after dismissal will not receive special status over new applicants and there is no guarantee of acceptance.

f) Massage Therapy courses can only be repeated one time to improve a “D” or “F” letter grade to a letter grade of “C” or above. If students receive a “D” or “F” grade again (second attempt), then they are permanently dismissed from the program. This means they can no longer reapply or be readmitted to the program.

h) In some instances, during the semester and before final grades are posted, a student may anticipate receiving a “D” or “F” in an MT course, GPA below 2.0, etc. Students who are anticipating these events cannot demand any action be taken by the program after the grades are posted to their student records and before the start of the next semester.

i) **MT-2701, Comprehensive Somatic Studies and MT-2991, Comprehensive Massage Therapy course completion policies are as follows:**
   a. These courses are capstone courses which encompass the Ohio medical board’s core curriculum and the program’s curriculum.
   b. Students are expected to prepare for these courses throughout the program.
   c. MT-2701 and MT-2991 are 5 weeks courses offered in the final, summer semester.
d. Students will receive a very quick and **not** in-depth review. The students will be given a mock final on the 3rd week of the course to prepare for the final exam which is given on the 5th week.

e. Students will not be informed if they passed the final exam until grades are posted by instructors to their student record. An “I,” Incomplete grade means the student received a “D” or “F” on the final exam.

f. Students who do not pass the exam and received an “I” grade will be given one more chance to pass a final exam. The exam will be given in September, before the last day to change an “I” grade in October. These students must attend mandatory tutoring and academic counseling sessions or workshops.

g. **Important:** An “I” grade will mean a:
   
   i. Later graduation date for the Certificate of Proficiency and Post-Degree Certificate
   
   ii. Delay of State Medical Board licensure
   
   iii. Impact on completion of advanced massage therapy courses, MT-2311 and MT-2870
      
      1. These students can enroll in the MT-2311 and MT-2870 courses with the awareness that if they do not pass the second final exam, they will have to drop the courses and will **not** receive a refund.
   
   iv. Impact on graduation with  of the associate of applied science degree
   
   v. Financial aid could be delayed or denied for the following semester.
      
      1. Please check with financial aid for more information.

h. Students who do not pass the second final exam, will be given a special schedule and must retake courses, including MT-1242, MT-1272, MT-1280, MT-2370, MT-2701, MT-2991 and other courses deemed necessary on a case-by-case basis. Students in the program for three years, may have to retake even more MT classes.
5. Program Completion

a) This is a special health careers program and students are not permitted to pick and choose how to complete courses. All students are required to follow the approved full-time sequence published in the Tri-C college catalog and Massage Therapy Program policy handbook or officially commit to the standard, approved part-time Massage Therapy Program sequence.

b) Students are either accepted as full-time or part-time status. After acceptance, full-time students can change to part-time status. Because of the structure of the program, it is not possible for students who were accepted with a part-time status to move to full-time status.

c) All Massage Therapy courses must be completed according to the program’s approved sequential order. For example, MT-1302, Massage Therapy I, is only offered in the Fall Semester and MT-1331, Massage Therapy II, is only offered in the Spring Semester. Massage Therapy I is a prerequisite for Massage Therapy II. Students are not permitted to complete MT courses out of the approved full- and part-time sequences.

d) All full-time students complete the Certificate of Proficiency or Post-Degree Professional Certificates in one year. Part-time students complete the program in 2 or 3 years from the acceptance date to the program.

e) Students cannot be in the program for more than 3 years. Students who remain in the program after 3 years will automatically have to repeat many or all of the massage therapy courses. The student may even have to reapply as a new student and follow the rules and regulations in the Academic Section of this handbook.
   a. This is determined on a case-by-case basis.

f) IMPORTANT: Students must work with financial aid and academic counselors to meet part-time and full-time college credit hour requirements which are different from the MT program’s part-time and full-time student status credit hour requirements.

g) Students requesting a part-time schedule must contact the program manager for an approved part-time schedule. Part-time schedules are given before students are accepted to the program. After acceptance to the program, part-time schedules are given to students after the grades are posted to their student records and before the start of the next semester.

h) Students are required to complete courses as shown on their approved part-time schedule. There are no exceptions!

i) Once a student commits to a part-time schedule, there is no guarantee the student can switch to a new part-time schedule. Each request to change will be reviewed on a case-by-case basis. Documentation may be required for the review process. If the request to switch to a new part-time schedule is granted, there is always the chance students will have to retake courses. This is decided on a case-by-case basis.
j) Part-Time Options are not guaranteed and are subject to change due to unforeseen college and/or program scheduling changes, or because students withdraw from courses, or for other issues.

k) Withdrawal:
   a. MT Course Withdrawal:
      i. Students are not permitted to withdraw from any MT course(s) without first contacting the program manager. Once student is given approval to withdraw, the student must officially withdraw themselves from the course(s).
      ii. If a student withdraws from a course after being granted approval from the program manager, then either
         1. A full-time student will automatically have a status change to part-time. A part-time student will have a revised part-time schedule.
            a. A part-time student cannot be in the program for more than 3 years. If this occurs, the student will have to retake all or some of the MT courses. This is decided on a case-by-case basis.
         2. Or -- In some cases, students must reapply to the program in the fall as a new student
            a. If accepted again as a new student, then the student will be required to retake all or some of the MT courses -- this is determined on a case-by-case basis.
         3. The case-by-case determination of the retaking of MT courses will not be given to student until they have applied and been accepted to the program again.
         4. Applicants who must reapply to the program after dismissal will not receive special status over new applicants and there is no guarantee of acceptance.
      iii. If a student withdraws from MT-1302, Massage Therapy I, and/or MT-1242, Somatic Studies I, during the first semester then they are automatically dismissed from the program and must reapply as a new student (see above K, a, ii, 2-4).
   b. MT Program Withdrawal
      i. A student who withdraws themselves from the program will be declared “Out of Sequence.”
         1. Students wishing to re-enter the program must reapply to the program in the fall as a new student
            a. If accepted again as a new student, then the student will be required to retake all or some of the MT courses -- this is determined on a case-by-case basis.
         2. The case-by-case determination of the retaking of MT courses will not be given to student until they have applied and been accepted to the program again.
         3. Applicants who must reapply to the program after dismissal will not receive special status over new applicants and there is no guarantee of acceptance.
1) **“I,” Incomplete grade**
   
a. If a student receives an “I” grade in any MT course and it is **not** changed to a letter grade **one week before the start of the next semester**, then the following will be determined on a case-by-case basis:
   
i. A full-time student will automatically have a status change to part-time. A part-time student will have a revised part-time schedule.
   
   1. A part-time student cannot be in the program for more than 3 years. If this occurs, the student will have to retake all or some of the MT courses. This is decided on a case-by-case basis.
   
ii. **Or**- Student could be dismissed from the program and must reapply to the program in the fall as a new student
   
   1. If accepted again as a new student, then the student will be required to retake all or some of the MT courses -- this is determined on a case-by-case basis.
   
   2. The case-by-case determination of the retaking of MT courses will not be given to student until they have applied and been accepted to the program again.
   
   3. Applicants who must reapply to the program after dismissal will not receive special status over new applicants and there is no guarantee of acceptance.

b. If the “I” grade that is not changed a week before the start of the next semester is in MT-1302, Massage Therapy I, and/or MT-1242, Somatic Studies I, then the student is automatically dismissed from the program and must reapply as a new student.(see above I, ii, 1-3).

m) **Important:** Certificate of Proficiency students are responsible for completing ENG-1010 before the gradation date! Certificate of Proficiency students who do not complete ENG-1010 with a letter grade of “C” or better will not be permitted to graduate and sit for the MBLEx licensure exam and apply for State Medical Board of Ohio licensure. A postponed graduation date could mean students will have to repeat Massage Therapy courses.
6. Essential Functions of a Massage Therapy Student

a) Students accepted into the Massage Therapy program must meet specific technical standards fundamental for successful and competent performance in the Massage Therapy Program. These standards are listed in the physical, mental, emotional/psychological, and communication requirements of the Essential Functions listed below.

b) The ability of each student to meet the Essential Functions Requirements was determined through the health examination conducted by a physician (MD or DO) before acceptance to the Massage Therapy Program and competency evaluation meeting the level of proficiency required by the program. This competency evaluation continues from entrance to the program and through progression in and completion of the program. Students must possess and demonstrate Essential Functions of a Massage Therapy Student listed below.

c) Students are ultimately responsible for meeting the Essential Functions requirements listed. Questions regarding possible inability to meet these requirements or those who may require accommodations must contact the Massage Therapy program manager at 216-987-2426.

d) Physical Requirements

1. Must have full manual dexterity, tactile ability, and full use of upper extremities, including but not limited to arms, elbows, hands, fingers, wrists, neck and shoulders
2. Must have unrestricted movement in both lower extremities, back, hips,
3. Must be able to apply finger and hand pressure to specific points of the body
4. Must be able to exert muscle force repeatedly or continuously over time
5. Must have complete, normal, sensitivity in both hands
6. Must be able to coordinate two or more limbs (for example two arms and two legs or one leg and one arm) while sitting or standing.
7. Must be able to keep hand and arm steady while moving arm or while holding arm and hand in one position
8. Must have physical stamina to complete the required course of didactic and clinical study.
   a. For example, long periods of standing and moving are required in the classroom, laboratory and clinic practicum
9. Must be able to bend, reach, kneel, occasionally sit and have the ability to remove environmental hazards from the floor
10. Must be able to transfer and skillfully position patients and move freely to observe and assess the patient and perform emergency patient care
11. Must have the ability to see and hear sufficiently to receive and record client histories, document treatment plans, provide instructions and provide routine patient safety services
12. Must be free of communicable diseases, including communicable skin conditions, that would endanger the health of patients and students
13. Must be physically capable and willing to receive a massage and other advanced therapies. The technical instruction requires reciprocal application
of techniques of massage therapy and advanced techniques such as, and not limited to, trigger point, myofascial release, muscle energy techniques, etc.

14. Must be able to function in an environment where there will be exposure to potential allergens such as, (but not limited to) perfumes and colognes, massage oils and creams, cigarette smoke residue on clothing, hair and skin, etc.

15. Must be physically able to have skin-to-skin contact without the use of gloves or other coverings.

16. Must be free from health or medical disorders that limit the physical ability to perform completely and efficiently the duties of a Massage Therapist without risk to self or others.

e). Mental Requirements:
1. Must be able to understand and follow verbal and written instructions completely and read and cognitively comprehend written course materials, patient care documents and all student policies and procedures.
2. Must be able to interpret physician orders accurately through verbal and written communication and carry through with appropriate psychomotor clinical application.
3. Must be able to learn and keep abreast of developments in the field of massage therapy.
4. Must be able to learn and understand that Massage Therapists are not permitted to perform manipulations or adjustments of the human skeletal structure, diagnose, prescribe, or provide any other service, procedure, or therapy, which is beyond the scope of or their practice.
5. Must demonstrate cognitive learning in relation to new procedures in both clinical application and written formats.
6. Must possess and utilize the mental ability to apply previously learned knowledge. Application of this knowledge includes ability to measure, calculate, rationalize, analyze, integrate, and synthesize in a timely fashion according to established procedure and standards of speed and accuracy.
7. Must exhibit critical thinking and the ability to interpret data and problem solve sufficiently for clinical judgment and to make appropriate clinical assessments, evaluations and self-evaluation.
8. Must make appropriate judgment decisions in routine and emergency situations and in situations not clearly governed by specific guidelines.
9. Must have the ability to recognize a problem.
10. Must be free from health and medical disorders that limit the mental ability to perform completely and efficiently the duties of a Massage Therapist.

f). Emotional/Psychological Requirements:
1. Must possess the emotional health and stability required for the full utilization of their intellectual abilities, for exercise of good judgment, for the prompt completion of all responsibilities attendant to care of patients without risk to self or others.
2. Must be emotionally stable because work is physically strenuous and emotional and must be able to tolerate mentally and potentially emotionally taxing workloads and function effectively under stress.
3. Must not be chemically dependent.
4. Massage training involves giving and receiving massages on a daily basis. Student must be willing and able
   a. to be undressed to a minimum of underwear and be covered by a sheet at all times while receiving a massage from peers and instructors
   b. to give massages to peers and patients who will be undressed to a minimum of underwear while being covered by a sheet at all times.

5. Must enjoy patient contact and working one-on-one with people

6. Must be able to work with and massage
   a. men and women
   b. people of all shapes and sizes
   c. people with a wide range of physical situations and medical conditions,
   d. people of any race, color, religion, sex, national origin or ancestry, age, sexual orientation, disability, military status, status as a veteran

7. Must be willing and able to give verbal and written feedback to peers and instructors and willing and able to receive and integrate verbal and written feedback from instructors and peers

8. Must react appropriately in emergency situations

9. Must be mature, poised, tactful, neat, well-groomed, reliable, discreet, flexible, versatile, cooperative, diplomatic, compassionate, motivated and demonstrate integrity, honest and professionalism in all matters

10. Must not make false claims regarding the potential benefits of the techniques rendered and shall have the capacity to actively participate in educating the public regarding the actual benefits of a massage

11. Must be able to display interpersonal and professional skills at all times in the clinical and didactic setting

12. Must have the ability to learn and set appropriate boundaries. Occasionally a few patients will make inappropriate requests or display inappropriate behavior. Students must have the ability to learn and the capacity to deal with these situations effectively

13. Must in no way instigate or tolerate any kind of sexual advances while acting in the capacity of a Massage Therapist

14. Must be free from health and medical disorders that limit the emotional/psychological ability to perform completely and efficiently the duties of a Massage Therapist

**g) Communication/Language Requirements:**

1. Must be able to interact with individuals from a variety of social, cultural, and intellectual backgrounds including patients, peers, and other health care professionals.

2. Must be able to write utilizing legible and concise documentation style (SOAP notes) which is readable, in the English language, and completed in a timely manner.
3. Must show evidence of effective and appropriate written and verbal English communication skills throughout the program to all persons in both the academic setting and the clinical health care setting. Communication includes speech, reading, writing and non-verbal behavior and actions.

4. Must have the ability to relate information to and receive information from patients in an accurate, clear, honest, caring, ethical, sensitive, and confidential manner.

5. Must be able to understand and convey information essential for the safe and effective care of patients in a clear, unambiguous, and rapid fashion in emergency situations.

6. Must have the ability to listen and understand information and ideas presented through spoken words and sentences.
Healthcare Documentation Requirements

a) Health exam and TB test must be completed annually for as long as the student remains in the program. Note: Annual single TB test required for Massage Therapy

9. Physician Release Form

a) If a student has withdrawn from the program or missed a class/clinic because of illness, injury, hospitalization or other health reason, then the student must submit a Physician Release form before reentering the program or returning to the class/clinic. Your doctor, MD or DO only, will sign the Massage Therapy Program Physician Release form attesting to the fact that (1) you meet the requirements listed in the Essential Functions and you are able to participate in the Massage Therapy Program and (2) you are not contagious (3) you are in apparent good health, and have no condition that would endanger the health and well-being of other students, patients and yourself.

b) The official Massage Therapy Program Physician Release form is posted to your instructor’s Blackboard site. Students cannot return to hands-on labs or clinic until the correctly completed form is submitted!

c) The student has the responsibility of informing his/her instructor of any physical limitations. Additionally, in order to assist in determining the student’s physical limitations, on the Physician Release form, your physician must also list any limitations on the form and the length of the limitations. Certain limitations may require the student to withdraw from a course(s) or program.

d) Health Insurance is recommended but not required at this time. Students who do not have health insurance are still required to (1) complete Health Requirements Form and pay for the Health Exam and Immunizations, and TB test required for entry to the program (2) complete annual health exam and tests (3) submit the program’s Physician Release form after withdrawing from the program or missing a class/clinic because of illness, injury, hospitalization or other health reason.

e) Withdrawal for Health/Essential Function Reason

a. Students are required to meet the essential functions with or without accommodations and perform all the duties other Massage Therapy students are required to perform in the classroom and clinic. If these duties cannot be performed, then the student will be declared ineligible for the class or clinical and be withdrawn from a particular class or clinic or withdrawn from the program.

b. MT Course or Program Withdrawal- depending on the situation one of the following can occur:

i. A full-time student will automatically have a status change to part-time. A part-time student will have a revised part-time schedule.
1. A part-time student cannot be in the program for more than 3 years. If this occurs, the student will have to retake all or some of the MT courses. This is decided on a case-by-case basis.
   
   ii. Or -- student may be permanently removed from program after due process
   
   iii. Or -- student must reapply to the program in the fall as a new student
      1. If accepted again as a new student, then the student will be required to retake all or some of the MT courses -- this is determined on a case-by-case basis.
      2. The case-by-case determination of the retaking of MT courses will not be given to student until they have applied and been accepted to the program again.
      3. Applicants who must reapply to the program after dismissal will not receive special status over new applicants and there is no guarantee of acceptance.
   
   iv. If a student is withdrawn from MT-1302, Massage Therapy I, and/or MT-1242, Somatic Studies I, during the first semester then they are automatically withdrawn from the program and must reapply as a new student (see above b, iii, 1-3).

   c. In any situation, the Physician Release form, as mentioned in #9-a) above must be submitted before student can return.

10. Switching or Pairing of Day and Evening/Weekend Courses

   a) Students are accepted to the Massage Therapy Day and Evening/Weekend Program and cannot change their assignment without written approval from the Program Manager.

   b) Students must submit the request using the Switch or Pair Day and Evening/Weekend Courses Request form. All requests for switching or pairing of courses must be submitted in a timely manner to the Program Manager.

   c) The Program Manager will then determine if the data regarding enrollment numbers for a particular semester indicate that students can switch and/or pair the day and evening/weekend courses.

   d) If the Program Manager determines the switching and pairing can be made for a particular semester due to enrollment, then the student will receive a written approval, if the reason is deemed valid. The change will only be permitted for that one semester. The following semester the student will return to the original day or evening/weekend assignment and, if needed, must submit a new written request for the following semester.

   e) If the Program Manager determines the switching and pairing cannot be made for a particular semester due to enrollment, then the student will receive a written denial.

   f) The student can appeal the denial and submit an original written letter from a doctor, employer, or other entity and attach it to the copy of the written denial.
The appeal will be considered on a case-by-case basis. The doctor, employer, or other entity will be contacted for verification. Note: excuses from parents, family, or friends will not be accepted. Student could be required to meet with the Program Manager. Student will receive a final written reply to the request.

a. If the final reply is a denial, then, if needed, the student can submit a new written request for the following semester.

g) **Important:** Depending on enrollment for a particular semester, students requesting a switch from day to evening/weekend may be approved while students requesting a switch from evening/weekend to day may be denied – or vice versa. This will occur because of enrollment numbers that semester in the day and evening/weekend courses.

h) **Note:** At the beginning of each fall semester, new enrollment is not known until well into the first week of classes. Students will not be notified of acceptance or denial until the last day of the first week of classes.

a) **Withdrawal for Attendance/Tardy Reason**

  a. **MT Course or Program Withdrawal-** depending on the situation one of the following can occur:

     i. A full-time student will automatically have a status change to part-time. A part-time student will have a revised part-time schedule.

        1. A part-time student cannot be in the program for more than 3 years. If this occurs, the student will have to retake all or some of the MT courses. This is decided on a case-by-case basis.

     ii. Or -- student may be permanently removed from program after due process

     iii. Or -- student must reapply to the program in the fall as a new student

        1. If accepted again as a new student, then the student will be required to retake all or some of the MT courses -- this is determined on a case-by-case basis.

        2. The case-by-case determination of the retaking of MT courses will not be given to student until they have applied and been accepted to the program again.

        3. Applicants who must reapply to the program after dismissal will not receive special status over new applicants and there is no guarantee of acceptance.

     iv. If a student is withdrawn from MT-1302, Massage Therapy I, and/or MT-1242, Somatic Studies I, during the first semester then they are automatically withdrawn from the program and must reapply as a new student (see above j), iii, 1-3).

**Professionalism**

a) Massage Therapy Students are required to exhibit professional and ethical conduct. **Students are expected to:**

a. be aware of and follow all rules, policies, and procedures as stated in Cuyahoga Community College and Massage Therapy Program syllabus,
handouts and any policy and procedure manuals, letters, memos and other communication

b. maintain professional demeanor in all interactions with classmates, instructors, staff, clinic clients and others

c. handle personal problems maturely

d. demonstrate a positive attitude toward feedback

e. follow through on feedback

f. maintain an image appropriate for the Massage Therapy profession

g. demonstrate acceptance of limited knowledge and experience

h. work cooperatively and productively with classmates, instructors, staff, clients and others

i. do no harm

j. be aware of and follows rules and regulations set forth by the State Medical Board of Ohio, Cuyahoga Community College, and the Massage Therapy Program.

k. respect the privacy of your peers and refrain from gossiping

l. accept responsibility for own actions and outcomes of those actions

m. recognize the trust and power issues of the Massage Therapy/Instructor relationship. Be aware that instructors and clinic staff never are to exploit the dependency of students, especially avoiding personal, business and other intimate relationships with them.

n. be aware that all forms of sexual abuse, assault or harassment are illegal and unethical.

14. Misconduct and Due Process

a) Students are evaluated on an on-going basis for suitability in the program and the Program Manager is kept apprised of students’ progress. High academic performance does not assure continuation in the program or placement in the clinic courses. The student could be deemed unsuitable because of attendance, behavior, performance, health (emotional/physical), not adhering to the professional requirements, code of ethics and other polices in this handbook, clinic handbook, prospective student handbook, syllabi, handouts or other materials, or fulfillment of College/Program obligations
b) Records of student conduct are kept on file and are subject to review by the State Medical Board of Ohio. Any misconduct or violation of rules, and/or policy and procedures are documented.

c) Each situation, which can take many forms and vary in severity, is evaluated on a case-by-case basis. Students will receive due process which can lead to expulsion.

d) Students violating Massage Therapy Program conduct policies (or other program, clinic, college, medical board policies) will go through the following due process:
   a. **1st step in due process** - meet with the instructor who documents meeting on *Counseling Action Form*.
   b. **2nd step of due process** -- if the behavior continues, instructor will inform the student that he or she will meet with the Program Manager for 2nd step in due process which could lead to withdrawal from the program, course and/or clinic practicum.
   c. **Important**: Depending on the circumstances and severity of the situation, the student will only meet with the program manager or immediately be placed on final due process for expulsion from the program.

e) While going through the steps in due process, student could be required to meet with a Tri-C academic counselor or school psychologist for counseling sessions, attend tutoring, or other activities deemed appropriate.

f) In addition to the policies and procedures, code of ethics and professionalism requirements already listed, below is a list of acts of misconduct, but not limited to:

1. Sexual misconduct, substance abuse, criminal activity or violation of State Medical Board of Ohio, Ohio Board of Regents or Cuyahoga Community College rules. This includes engaging in sexual intimacies of any kind with other students, staff, instructors, and patients

2. Not maintaining confidentiality, especially patient confidentiality. Massage Therapy client health and personal information is regulated under HIPPA and is strictly confidential and can only be discussed between students and instructors for educational purposes. Students cannot discuss client information with anyone not even other Massage Therapy students unless permitted by the instructor and clinic staff for educational purposes.

3. Discrimination of any kind – including behaviors that are harassing or demeaning to any person based on basis of age, ancestry, color, disability, military status, national origin, race, religion, sex, sexual orientation, gender identity and expression, pregnancy, veteran status and genetic information is prohibited.

4. Refusing to perform a massage on a student or patient due to age, ancestry, color, disability, military status, national origin, race, religion,
sex, sexual orientation, gender identity and expression, pregnancy, veteran status and genetic information.

5. Failure to follow the directives of the instructors, clinic staff and program manager regarding patient care and/or student behavior in the Massage Therapy Clinic Practicum and Massage Therapy Classroom.

6. Abusive behavior, including harassment. Students are not permitted to engage in physical, verbal, emotional, and/or sexual abuse or harassment, abusive words or actions, or exploitive coercion of any instructor, staff, students, patient, visitors or others. This includes threats of physical harm.

7. Abusive, obscene or threatening language to instructors, program staff, program manager, students, patients, visitors or others.

8. Dishonesty, including, but not limited to cheating, falsifying test results, avoiding responsibility for errors and/or lying.

9. Use of alcohol or illegal substances while attending class or clinic or on college property.

10. Insensitivity to the moral, social, religious, and sexual orientations of classmates, staff, instructors and communities. Imposing your beliefs on others.

11. Uncooperative, hostile, harassing, negative or non-constructive attitude

12. Asking patients for tips in the clinic

13. Unsatisfactory technical performance in the clinic

14. Disruptive and/or disrespectful behavior regarding feedback and refusal to follow-through on feedback. Students are expected to respectfully discuss constructive feedback with Instructor, Clinic Staff and Program Manager. Students are expected to follow through on feedback and demonstrate active listening skills and actively seek feedback and assistance and maintain two-way information.

15. Disruptive and or disrespectful behavior which makes teaching and learning difficult for others, which can include but not limited to, being late, reading the paper, sleeping, making noise, repeatedly interrupting, passing notes, answering cell phones and text messaging, wearing headphones, use of electronic devices such as laptop and hand-held devices, making persistent and unreasonable demands for time and attention, personally insulting verbal and non-verbal behavior. Note: only devices sanctioned by the ACCESS department are permitted.
f) Withdrawal for Behavior Reasons
   a. MT Course or Program Withdrawal can occur depending on the situation the following can occur:
      i. A full-time student will automatically have a status change to part-time. A part-time student will have a revised part-time schedule.
         1. A part-time student cannot be in the program for more than 3 years. If this occurs, the student will have to retake all or some of the MT courses. This is decided on a case-by-case basis.
      ii. Or -- student may be permanently removed from program after due process
      iii. Or -- student must reapply to the program in the fall as a new student
         1. if accepted again as a new student, then the student will be required to retake all or some of the MT courses -- this is determined on a case-by-case basis.
         2. The case-by-case determination of the retaking of MT courses will not be given to student until they have applied and been accepted to the program again.
         3. Applicants who must reapply to the program after dismissal will not receive special status over new applicants and there is no guarantee of acceptance.
      iv. If a student is withdrawn from MT-1302, Massage Therapy I, and/or MT-1242, Somatic Studies I, during the first semester then they are automatically withdrawn from the program and must reapply as a new student (see above a, iii, 1-3).

Massage Therapy Student Clinic Orientation and Placement in the Clinic

- There is no guaranteed placement in the Clinic courses MT-2350, MT-235A/MT-235B, MT-2360, MT-236A/MT-236B, or MT-2370. Placement in the Clinic is not tied to a student's performance or grades in other Massage Therapy courses.

a) Even after students are placed in MT-2350, MT-235A/MT-235B, MT-2360, MT-236A/MT-236B, or MT-2370, they can be removed at any time for reasons of health (emotional/physical), attendance, behavior, and performance, not adhering to the professional requirements, code of ethics and other polices in this student handbook, clinic handbook, prospective student handbook, syllabi, handouts or other materials, or fulfillment of College/Program obligations

Placement in MT-2350 and MT-235A
The Clinic Information Session is held approximately one week before the start of the semester. Clinic Orientation is held the first several sessions of MT-2350 and MT-235A. The Orientation and Information Session are only held once per year, **all students are required to attend**. Students are trained in clinic policies and procedures and are evaluated on all skills (including but not limited to massage techniques, draping, body mechanics, SOAP notes, communication, teamwork, ethics, dress code and hygiene, etc.) at this time. Students with *Unsatisfactory* performance will not be able to continue in the course and program.

**Removal at Anytime From MT-2350, MT-235A/MT-235B, MT-2360, MT-236A/MT-236B, or MT-2370**

**Students will be removed from the clinic for** (1) not performing up to standards (2) attendance and behavior issues (3) health issues.

Students who are removed from the clinic must withdraw from the course and will meet with the program manager and full-time faculty to discuss one of the following. (1) begin due process for permanent removal of program (2) change from full-time status to part-time status, or change existing part-time plan, (3) or be withdrawn from the program for such a length of time that it will be necessary for the student to reapply to the program – please see *Massage Therapy Student Handbook* for details. Each student situation is evaluated by the program manager and full-time faculty on a case-by-case basis.

**Regarding health issues: Students must follow the policies regarding the Essential Functions and Physician Release Form which are found in the Massage Therapy Program Student Policy and Procedure Handbook.**

**Important:** Some violations of rules and regulations may warrant immediate dismissal from the program and/or clinic.

Note: In order to participate in classroom lecture, hands-on labs and clinical students must submit the required health forms. Part-time students must also submit a copy of their liability insurance receipts. Failure to submit the proper paperwork means the students cannot participate in hands-on lab and clinical. This means students who do not submit the required documents by the deadline date will be withdrawn from the course and program – see *Massage Therapy Handbook* for details.

**Petition to Graduate**
a) All Massage Therapy students will first graduate with a Certificate of Proficiency or Post-Degree Certificate. Students will receive the “Petition to Graduate” form from the department and will be given instructions on how to fill out the form. After the form is filled out properly, the program manager will sign it and submit it to the Enrollment Center. Do not petition to graduate on your own!

b) For Associated Degree Students ONLY:
   1. Deadline dates are the responsibility of students. They can be found on the college website and/or schedule books.
   2. Students are responsible for retrieving the Petition to Graduate form and their correct catalog date from the Massage Therapy Department.
   3. Do not file “Petition to Graduate” form with Admissions and Records before submitting it to Massage Therapy Program Manager for signature and review. Associate Degree students must meet with a counselor to verify that you are eligible for graduation.

19. Medical Board Licensure and MBLEx Exam

a) The State Medical Board of Ohio requires that before graduation, each Massage Therapy student must perform one therapeutic massage on a licensed massage therapist and must show “minimally acceptable competency”. More information will be distributed at a later date.

b) In order to apply for medical board licensure, graduates must have passed the Massage and Bodywork Licensing Examination (MBLEx) administered through the Federation of State Massage Therapy Boards and meet all the requirements for licensure under Ohio law.

c) The medical board also requires all persons applying for licensure pay for a background check, which includes fingerprinting. Additional information regarding the background check will be distributed to students with the medical board application for licensure in the final semesters of the program.

d) Currently, the fee for the MBLEx licensure exam is $195 and the medical board licensure application fee is $150.

e) The application is posted on the State Medical Board of Ohio website.
   STUDENTS ARE RESPONSIBLE FOR CORRECTLY COMPLETING THE APPLICATION AND SENDING IT TO THE MEDICAL BOARD AFTER PASSING THE MBLEx exam.

f) **NOTE:** Acceptance and participation in the Massage Therapy Program and completion of all Massage Therapy courses does NOT guarantee eligibility for and/or passing of the MBLEx exam and/or NCBTMB exams.
Even if an applicant completes the Massage Therapy Program and passes the MBLEx licensure exam, there is no guarantee the medical board will grant the applicant a license, especially if the applicant has a history of convictions, violations of the law, history of chemical/substance abuse, certain medical, physiological, mental and psychological disorders or other situations. The medical board evaluates each application on a case-by-case basis. The medical board reserves the right to deny licensure. Please contact the program manager for more information.

There is no guarantee that a student will graduate from the program, pass the licensure exam, or be licensed by the medical board.

For more information on the massage therapy program please go to the massage therapy link at: http://www.tri-c.edu/programs/health-careers/massage-therapy/index.html