

**Cleveland Chiropractic College**  
Los Angeles

**Massage Therapy Program**

**Fall 2009–Summer 2010**

**SUPPLEMENTAL CATALOG**

Welcome to the Cleveland Chiropractic College – Los Angeles Massage Therapy Program. Academic policies, procedures and program details in this Supplemental Catalog are applicable to all massage therapy students.

The editors of this supplemental document have made every effort to ensure that all statements including those related to calendar, curriculum, fees, rules and regulations are true and correct as of the date of this publication. It is the responsibility of the massage therapy students at Cleveland Chiropractic College - LA to be well acquainted with the rules, regulations, requirements and responsibilities provided in this publication as well as the College Catalog, including any updates posted throughout the year by the College. *Verbal communications that may have an impact on students, faculty or staff will be verified in writing.* The massage therapy supplemental catalog should not be considered an irrevocable contract between the student and the College.

Please refer to the College Catalog for additional information and complete policies and procedures. The College Catalog can be found online at [www.cleveland.edu](http://www.cleveland.edu). Click on Quicklinks and go to Catalog. The College reserves the right to make changes to any policy, standard, procedure, curriculum, tuition, or fee without prior notice. All changes apply to prospective students and enrolled students unless otherwise specified.

The College Catalog and supplements are published each fall.

## **Cleveland Chiropractic College - Los Angeles**

590 North Vermont Avenue

Los Angeles, California 90004-2196

Main Telephone: (323) 906-2031

(800) 466-CCLA (2252)

FAX: (323) 906-2094

Web site: [www.cleveland.edu](http://www.cleveland.edu)

Massage Therapy Program Director: (323) 906-2134

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## **ACCREDITATION**

### ***Massage Therapy Program Professional Memberships and Listings***

#### **Approvals**

The massage therapy curriculum at Cleveland Chiropractic College has been approved by:

The California Massage Therapy Council (CAMTC) since 2009  
California Massage Therapy Council  
Sacramento, California  
916.669.5336  
(Fax) (916)444.7462

States may have differing requirements, please check with the state regulatory organizations for specific licensure regulations. To learn more about the state boards that regulate massage – including requirements and contact information go to American Massage Therapy Association's (AMTA) complete listings at the following url: [http://www.amtamassage.org/pdf/2006\\_StateLaws.pdf](http://www.amtamassage.org/pdf/2006_StateLaws.pdf).

The National Certification Board of Therapeutic Massage and Bodywork (NCBTMB) since 2008  
1901 S. Meyers Rd., Ste. 240  
Oakbrook Terrace, Illinois 60181  
1-800-296-0664  
<http://www.ncbtmb.org>

#### **Memberships**

The school is a member of the following:

American Massage Therapy Association (AMTA) since 2008  
500 Davis Street, Suite 900  
Evanston, IL 60201-4695  
Toll-Free: 1-(877)-905-2700  
Phone: (847) 864-0123  
Fax: (847) 864-1178  
Website: [www.amtamassage.org](http://www.amtamassage.org)

Associated Bodywork and Massage Professionals (ABMP) since 2008  
25188 Genesee Trail Road  
Golden, CO 80401  
800-458-2267 Fax 800-667-8260  
[expectmore@abmp.com](mailto:expectmore@abmp.com)

## ***Institutional (Regional) Accreditation and State Authorization***

The Cleveland Chiropractic College multicampus system is accredited by:  
The Higher Learning Commission of the North Central Association of Colleges and Schools  
30 N. LaSalle Street, Suite 2400  
Chicago, IL 60602-0504  
(312) 263-0456  
[www.higherlearningcommission.org](http://www.higherlearningcommission.org)

The Doctor of Chiropractic Program is accredited by:  
The Council on Chiropractic Education  
8049 N. 85th Way  
Scottsdale, AZ 85258-4321 ~ (map)  
Tel: 480.443.8877    480.443.8877 ~ Toll: 888.443.3506    888.443.3506 ~ Fax: 480.483.7333  
Email: [cce@cce-usa.org](mailto:cce@cce-usa.org) ~ Website: [www.cce-usa.org](http://www.cce-usa.org)

Each Cleveland Chiropractic College campus is independently approved by the U.S. Immigration and Naturalization Service for attendance of non-immigrant students. Both campuses are listed in the *Education Directory of Colleges and Universities* published by the National Center for Education Statistics.

### **Los Angeles Campus**

The Los Angeles campus is approved by the California Department of Education under the U.S. Code for veterans' education. The campus is approved by the State of California Bureau for Private Postsecondary and Vocational Education and the California Board of Chiropractic Examiners.

## **STATEMENT OF NONDISCRIMINATION**

Cleveland Chiropractic College believes in the principle and practice of equal employment opportunity and equal educational opportunity. The College does not discriminate on the basis of race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status in its admission, treatment and evaluation of students or in its hiring, supervision, evaluation, placement, training or promotion of employees. Other personnel actions such as compensation, benefits, transfers, social and recreation programs, demotion, discipline and termination are also administered in a non-discriminatory manner. The College ensures that personnel and student-related actions are administered in compliance with federal, state and local laws prohibiting discrimination on the basis of race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status. Preventing discrimination is the responsibility of every employee and student.

## INTRODUCTION

### ***Massage Therapy Program***

#### ***Facility***

The massage therapy classes and clinical practicum is held at the Cleveland Chiropractic College – Los Angeles. The classrooms are designed for multi-purpose learning experiences. There are chairs, desks, massage tables, overhead projectors, computers, drapes as well as a private changing area. The student clinic serves as a lecture classroom as well as the public clinic for massage utilizing the bays separated by curtains for public client massages. For a more complete description of the Los Angeles campus please refer to the College Catalog online at [www.cleveland.edu](http://www.cleveland.edu).

#### ***Program length***

Cleveland Chiropractic College Los Angeles offers a two semester (30 week), 650-hour program in massage therapy. The first semester consists of 300 hours (15 weeks) of classroom work and allows graduates to sit for licensing examinations in most California municipalities, as well as apply for optional (voluntary) statewide certification in California. Completion of the entire 650-hour program over the course of 2 semesters qualifies the graduate to sit for the National Certification Examination for Therapeutic Massage and Bodywork which is required or recognized in 33 states and the District of Columbia.

#### ***Teacher/student Ratio***

Teacher/student ratio for lecture classes is 1:20 and for hands-on classes are 1:6.

#### ***Program Educational Goal***

The primary program educational goal of the Massage Therapy Program is to provide the student with a strong foundation in anatomy, physiology and kinesiology while offering a thorough training in Swedish, deep tissue and sports massage in order to prepare the graduate for employment in the allied health fields.

#### ***Program Objectives***

The specific objectives of the Massage Therapy Program are:

1. To provide graduates with the opportunity to meet the eligibility requirements for massage therapy certification or licensing. Currently, in California, licensing is governed by each local municipality. There is, as of September 1, 2009, an *optional* California State Certification that supersedes most local ordinances regarding massage therapy licenses or permits.
2. To provide graduates the required courses and hours to pursue certification through the National Certification Board for Therapeutic Massage and Bodywork.
3. To provide an opportunity to practice newly acquired skills at the Student Clinic during the second phase of the program.

Students may be admitted to the Massage Therapy program in September, January or May.

## **ADMISSIONS**

Persons seeking admission to the Massage Therapy Program should direct inquiries to the Office of Admissions at:

Cleveland Chiropractic College - Los Angeles  
590 North Vermont Avenue  
Los Angeles, California 90004-2196  
Telephone: (323) 906-2031  
(800) 466-CCLA (2252)  
FAX: (323) 906-2094  
Web site: [www.cleveland.edu](http://www.cleveland.edu)

### ***Requirements for Admissions***

1. Applicants must be at least 18 years old at the start of the program.
2. Applicants must be physically able to perform and receive massage techniques taught in the program.
3. Applicants must disclose any previous felony or misdemeanor charges.
4. Applicants must have a personal interview with the Program Director.
5. Applicants must be a high school graduate or equivalent.

### ***Application Procedures***

1. Complete an application and submit it along with a non-refundable application fee.
2. Request an official High School transcript or GED credential be mailed directly to the Admissions office. (Official college transcripts documenting the equivalent of one academic year in lieu of high schools transcripts are acceptable).
3. Submit a letter of recommendation to the Admissions office. (Letters from relatives are not acceptable)
4. Enclose a short essay (one page) describing why you want to become a massage therapist.

## FINANCIAL INFORMATION

### ***Tuition and Fees***

The tuition rates and fees listed are effective for the 2009-2010 academic year. The College reserves the right to alter tuition or fees and the regulations governing them as deemed necessary and without notice.

Massage Therapy Program Fees	
Phase I—300 Hours *	\$4,725.00
Phase II—350 Hours* *	\$3,780.00
Application Fee	\$50.00
Late Registration	\$100.00
Parking Fees	\$200.00
Transcripts/Diploma/Credential Verification Processing	Fee varies
Notary Public/Notary Services (official College documents)	No charge
Returned Check Fee	\$40.00
Tuition Payment Plan (fee + 18% APR from tuition due date)	\$40.00
Late Tuition Payment (up to four weeks)	\$60.00
Interest of 18% APR will accrue after 30 days on balance	

\*Required books are included in the tuition fee, most required supplies such as lotions, gloves, hand sanitizer are provided during the hands-on labs and clinic experiences

\*\*Most required supplies such as lotions, gloves, hand sanitizer are provided during the hands-on labs and clinic experiences. Graduates receive a portable massage table upon successful completion of Phase II,.

### ***Tuition Payment Plan***

A student may make payment arrangements with the Finance Office. Tuition may be paid in installments. All fees must be paid at the time of the first tuition installment. Contact the Finance Office or refer to the Cleveland Chiropractic College Catalog for further information.

### ***Refund Policy***

The following tuition refund rates apply when a student withdraws from one to all course(s) in accordance with College enrollment policies and the refund has been approved. Student refunds are made according to the following schedule:

First calendar week (0-6.7% of attendance)	100%
Second calendar week (6.8-13.3% of attendance)	90%
Third calendar week (13.4-20% of attendance)	75%
Fourth calendar week (20.1-26.7% of attendance)	50%
Fifth calendar week (26.8-33.3% of attendance)	25%
Sixth calendar week (33.4% or more of attendance)	0%

## **CODE OF HONOR AND INTEGRITY**

Honesty, integrity and high ethical standards are essential features of Cleveland Chiropractic College. The honor code helps to build trust within the College community and instills common values and principles that will extend into all facets of personal and professional life. Entering students sign the honor code statement as they enroll. Faculty, administrators and the Cleveland Board of Trustees have signed statements on file.

The statement is as follows: As members of the Cleveland Chiropractic College community all faculty, staff and students are bound by honor to uphold professional standards of respect, honesty, integrity and social responsibility. We are responsible for promoting ethical behaviors and endeavors both in and out of the classroom and will act in a manner that demonstrates concern for the personal dignity, rights and freedoms of all members of the community. We pledge that we will not take unfair advantage of any other member of the College community either by lying, cheating or plagiarizing.

We are respectful of College property and the property of others. I acknowledge that I am responsible for upholding the Honor Code at all times and that failure to do so will result in disciplinary action.

## **ACADEMIC STANDARDS AND POLICIES**

### ***Attendance***

Successful completion of the Massage Therapy Program at Cleveland Chiropractic College requires a significant commitment of time for class work and outside study each day. Attendance is required at all times, as only complete attendance in all coursework will enable a student to benefit fully from instructors' identification of subject matter relevance, classroom information and discussion extending beyond the scope of course texts, laboratory exercises, and practical clinical experiences.

Each faculty member will take attendance, and will establish his/her own policies and procedures dealing with tardiness and absenteeism, and will publish these policies and procedures in course syllabi. Tardiness is disruptive to the class. Each student should make every attempt to get to class on time. An instructor may refuse to allow a tardy student to enter the classroom. A student who is tardy to a class may be counted absent for that class period. A student enrolled in a course is responsible for all course assignments or requirements that are due or given from the beginning of the course, regardless of whether the student is present or absent from scheduled course meetings. Students are responsible for being aware of their own attendance for each course in which they are enrolled in order not to exceed the maximum absences allowed. Leave will be granted for required military duty for up to a maximum of two weeks annually and it will be considered an excused absence. Course credit will be given only if the student is present at least 90 percent of the time and completes the course with a passing grade. Should absences exceed 10 percent of scheduled class time, the student will be dismissed from the course.

### ***Unsatisfactory Academic Performance***

Please refer to page 82 of the Cleveland Chiropractic College Catalog found online at [www.cleveland.edu](http://www.cleveland.edu) for institutional policies regarding unsatisfactory academic performance.

### ***Incomplete Coursework***

Please refer to page 83 of the Cleveland Chiropractic College Catalog found online at [www.cleveland.edu](http://www.cleveland.edu) for institutional policies regarding incomplete coursework.

### ***Laboratory Participation***

Part of the learning experience of students includes participation in laboratory settings. Therefore, students are required to participate in all laboratory exercises; this includes, but is not limited to, serving both as massage therapist and as client.

### ***Examinations***

Please refer to page 84 of the Cleveland Chiropractic College Catalog found online at [www.cleveland.edu](http://www.cleveland.edu) for institutional policies regarding examinations.

### ***Make-up Examinations***

Please refer to page 84 of the Cleveland Chiropractic College Catalog found online at [www.cleveland.edu](http://www.cleveland.edu) for institutional policies regarding make-up examinations.

### ***Grades and Quality Points***

Please refer to page 85 of the Cleveland Chiropractic College Catalog found online at [www.cleveland.edu](http://www.cleveland.edu) for institutional policies regarding grades and quality points.

### ***Grading Scale***

Please refer to page 85 of the Cleveland Chiropractic College Catalog found online at [www.cleveland.edu](http://www.cleveland.edu) for institutional policies regarding grading scale.

### ***Grade Appeal***

Please refer to page 85 of the Cleveland Chiropractic College Catalog found online at [www.cleveland.edu](http://www.cleveland.edu) for institutional policies regarding grade appeal.

## Graduation (Completion) Requirements

Completion of the Massage Therapy Program requirements:

1. Satisfactory completion of first semester (Phase I)  
(Successful completion of Phase I is required in order to enroll in Phase II).
2. Satisfactory completion of second semester (Phase II)
3. Satisfactory completion of all courses with no grades less than a “C”.
4. A minimum cumulative grade point average of 2.00.
5. Participation in an exit interview with the Program Director.
6. Complete payment of all indebtedness to the College. (Official transcripts and the certificate will not be released until this occurs.)

The program must be completed within 1.5 years of matriculation.

## State Licensing

Most states require licensing or certification for the practice of massage therapy. California currently has an optional (voluntary) statewide certification program administered by the California Massage Therapy Council (CAMTC.org), as well as local city and municipality regulations. The CAMTC certification has two levels; a 250 hour minimum for a Certified Massage Practitioner (CMP) and a 500 hour minimum for a Certified Massage Therapist (CMT). Although this program is approved by the CAMTC, graduation from this program does not guarantee state certification nor local licensing or permit. Enrollment in the educational program at Cleveland Chiropractic College Massage Therapy Program does not constitute a guarantee of employment upon graduation.

Each state may set its own standards and administer its own examinations before granting a license or certificate to practice. It is the student’s responsibility to know and meet the requirements of the states in which she/he expects to seek licensure or certification. The Director of the Massage Therapy program maintains address files of the state licensing boards, National Board and other information that may assist the student. The National Certification Examination for Therapeutic Massage and Bodywork is required or recognized in 33 states and the District of Columbia.

Students also may obtain information about state requirements at [www.amta.org](http://www.amta.org).

## Students with Advance Standing/Transfer Credits

A student who has attended another accredited college or an accredited massage therapy program may be able to transfer credits into the Massage Therapy program under the following conditions:

- It is the student's responsibility to inform the College of transfer credits prior to matriculation.
- Transfer credit will not be awarded after initial registration.
- Transfer students must be in good academic standing and must meet admission requirements in place at the time the student first enrolled in the original institution. A letter of good standing is required from the Registrar's Office of the transferring institution.
- Once the admissions file is complete and the student's eligibility for acceptance with advanced standing is verified, an academic evaluation of the file is conducted by the dean or director of the program, or his/her designee, for which the student has applied.
- Final acceptance is not granted until transcripts have been evaluated to ensure that appropriate transfer credit is awarded and student meets current academic standards of the College.

Credits used to satisfy the minimum prerequisites for admission may not be used for transfer credit.

To be eligible for transfer credit consideration, post-secondary coursework must:

1. Have a grade of "C" (2.00 on a 4.00 scale) or better as recorded on an official transcript for consideration of transfer.
2. Be earned within five years of the date of admission to Cleveland Chiropractic College Massage Therapy Program. The College may waive this requirement for persons holding a first professional degree in the health care sciences (e.g., M.D., D.O., D.D.S., D.P.M.) or an academic degree (M.A., M.S., Ph.D.) in a related discipline from a regionally accredited institution.
3. Transfer students may be required to repeat coursework that was passed at their previous institution if deemed necessary. This decision is at the sole discretion of the College.
4. Must be equivalent to Cleveland Chiropractic College standards in relation to quality, content and credit units.

A student may be required to demonstrate proficiency via written and/or practical examination in any or all coursework for which transfer credit is sought. A student may be required to audit any course for which transfer credit is awarded. A review of all transfer credits and requests is completed on a case-by-case basis and all decisions are final. Any applicant found to have illegally altered a document or to have misrepresented information as a part of their application shall be permanently disqualified from admission to Cleveland Chiropractic College Massage Therapy Program. Transfer students must complete not less than 25% of their total credits required for graduation at Cleveland Chiropractic College Massage Therapy Program.

## **PERSONNEL**

### ***Board of Directors***

Charles A. Eddy, D.C, Chairman  
Ernst Anrig, D.C., Vice Chairman  
Timothy E. Meng, D.C., Secretary/Treasurer  
James C. Anderson, D.C.  
Allen A. Ashworth, B.S.  
Daniel J. Fahnestock, D.C.  
The Honorable Anna Ho  
Edward D. McKenzie, D.C.  
Rosemarie A. Wilson, D.C.

### **Emeritus Members**

Ethelbert Stalling, D.C. (deceased)  
G. Richard Wheatley, D.C. (deceased)

### ***Cleveland College Foundation***

Alan Proctor, B.A., Executive Director of Development  
Timothy E. Meng, D.C., Chairman  
Ernst Anrig, D.C., Vice Chairman  
Daniel J. Fahnestock, D.C., Secretary/Treasurer  
Larry J. Matney, D.C.  
L. Russell Matthias, D.C.

### ***Multicampus Administration***

President, Carl S. Cleveland III, B.S., D.C.  
Vice President of Academic Services and Chief Academic Officer, Ruth Sandefur, D.C., Ph.D.  
Vice President of Institutional Planning and Assessment, Gary Globe, M.B.A., D.C., Ph.D.  
Vice President of Finance and Administration, John J. Sopinski, C.P.A.  
Vice President of Research and Scholarship, Cheryl Hawk, D.C., Ph.D.  
Vice President of Professional Development and Alumni Services, John C. Nab, D.C.  
Interim Vice President of Enrollment Management, Jonathan W. Lindsay, B.A.

### ***Multicampus Officers***

Assistant to the President, Marjorie Bradshaw, B.A.  
Director of Corporate Relations and Institutional Assessment, Christena V. Nicholson, P.N., A.S., B.S., D.C.  
Director of Communications, Alan Morgan, B.S.

## Los Angeles Campus

Provost and Academic Dean, Gary Globe, M.B.A., D.C., Ph.D.  
Assistant Dean, Leila Iler, Ed.D., M.S.  
Associate Dean, Stephan Mayer, B.S., D.C.  
Department Chair, Chiropractic Sciences, Carol Claus, D.C., M.A.  
Department Chair, Clinical Sciences, Keith Henry, B.S., D.C.  
Department Chair, Basic Sciences, Anita Mork, B.S., M.S.  
Dean of Undergraduate Studies, Christopher Peditto, B.A., M.A.  
Department Chair, Diagnostic Sciences, Victor Tong, D.C., D.A.C.B.R.  
Controller and Human Resources Representative, Yvonne Moore, M.B.A.  
Registrar, Bryan Reeder, B.A., M.A., M.F.A.  
Executive Director of Student and Alumni Relations, Michael S. Brown, B.A., M.A.  
Interim Director of Admissions/Director of Financial Aid, Sunshine Garcia, B.A., M.A.  
Director of Massage Therapy Program, John Butler, D.C.  
Director of Research, James Brantingham, D.C., Ph.D.  
Director of Buildings and Grounds, Daniel Granados, R.P.A.  
Library and Media Resource Center Director, Marian A. Hicks, B.A., M.L.S., A.H.I.P.

## ***Los Angeles Campus Massage Therapy Program Faculty***

John M. Butler . . . . . Assistant Professor  
D.C., Cleveland Chiropractic College, Los Angeles, 1996  
Kerry Lorimer . . . . . Instructor  
B.A., San Francisco State University, 1992

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act of 1974, as amended (the “Act”), is a federal law which requires that (a) a written institutional policy must be established, and (b) a statement of adopted procedures covering the privacy rights of students must be made available via annual notice in the College *Catalog* to currently enrolled students. Cleveland Chiropractic College shall maintain the confidentiality of educational records in accordance with the provisions of the Act and shall accord all the rights under the Act to eligible students who are or have been in attendance at the College.

### ***Persons Protected***

The rights of privacy provided herein are accorded to all students who are or have been in attendance at Cleveland Chiropractic College. The rights do not extend to persons who have never matriculated at the College.

### ***Definition of Educational Records***

The term “educational records” encompasses all recorded information, regardless of medium, which is directly related to a student and which is maintained by the College. Educational records include, but are not limited to, admissions, student conduct, academic/enrollment, certain personnel, financial and financial aid records. Educational records do not include the following:

- Records of instructional, supervisory and administrative personnel, and ancillary educational personnel that are in the sole possession of the maker and are not accessible or revealed to any other individual except a substitute who may temporarily perform the duties of the maker.
- Records and documents of a law enforcement unit which are maintained separately from educational records, are maintained solely for law enforcement purposes, and are not made available to persons other than law enforcement officials of the same jurisdiction.
- Records relating to individuals who are employed by the College which are made and maintained in the normal course of business, relate exclusively to individuals in their capacity as employees and are not available for another purpose. NOTE: Employment records of persons who are employed solely as a consequence of College attendance, e.g., teaching assistants or work-study students, are educational records.
- Records created and maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional, acting or assisting in a professional capacity, such as clinic records, to be used solely in connection with the provision of treatment to the student and not disclosed to anyone other than for treatment purposes, provided that records may be disclosed to a physician or professional of the student’s choice. NOTE: Treatment in this context does not include educational activities which are part of the program of instruction at Cleveland Chiropractic College.
- Records of an institution which contain only information relating to a person after that person is no longer a student at the institution; e.g., accomplishments of alumni.

## ***Rights of Inspection***

The Act affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review their records.
2. The right to request the amendment of their records to ensure that they are not inaccurate, misleading or otherwise in violation of their privacy or other rights.
3. The right to consent to disclosures of personally identifiable information contained in their records, except to the extent that the Act authorizes disclosure without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by the College to comply with the requirements of the Act.
5. The right to obtain a copy of the College's educational records policy (obtainable in the Office of the Registrar).

## ***Request for Review***

Students may inspect and review their educational records upon request to the appropriate record custodian. A written request must be submitted which identifies as precisely as possible the record or records he/she wishes to inspect/review.

The record custodian will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.

There are some limitations on the rights of students to inspect educational records. Students shall have no right of inspection or review of:

1. Financial information submitted by their parents.
2. Confidential letters and/or recommendations placed in the student's file prior to January 1, 1975, if such documents were intended to be confidential and are used only for the purpose(s) for which they were specifically intended.
3. Confidential letters and/or recommendations placed in the student's file subsequent to January 1, 1975, associated with admissions, employment or job placement or the receipt of an honor or honorary recognition if the student has voluntarily waived his/her right to inspect the confidential letters and/or recommendations in writing.
4. Records which contain information about more than one student, in which case the student may inspect and review only the records which relate to him/her.
5. Records which are excluded from the definition of educational records (see previous pages).

A copy of an educational record otherwise subject to review may be refused if a “hold” for non-payment of financial obligations exists or there is an unresolved disciplinary action against the student. In all other instances, copies will be provided at no cost.

### ***Waiver of Student Rights***

A student may waive any or all of his/her rights under this policy. The College does not require waivers and no institutional service or benefit shall be denied a student who fails to supply a waiver. All waivers must be in writing and signed by the student. A student may waive his/her rights to inspect and review either individual documents (e.g., a letter of recommendation) or classes of documents (e.g., admissions materials). The items or documents to which a student has waived his/her right of access shall be used only for the purpose for which they were collected. If used for other purposes, the waiver shall be void and the documents may be inspected by the student. A student may revoke a waiver in writing, but by revoking it, the student does not regain the right to inspect and review documents collected while the waiver was validly in force.

### ***Disclosure of Educational Records***

No person outside of Cleveland Chiropractic College shall have access to, nor shall the College disclose any personally identifiable information from, a student’s educational records without the written consent of the student. The consent must specify the educational records to be disclosed, the purpose of the disclosure, the party or class of parties to whom disclosure may be made, and must be signed and dated by the student. A record of all requests for and/or disclosure information from a student’s educational records will be maintained by the College, in the respective offices responsible for the record requested. A copy of the educational record disclosed or to be disclosed shall be provided to the student upon request. There are exceptions to this consent requirement. The College reserves the right, as permitted by law, to disclose educational records or components thereof without written consent to:

1. “College officials” who have a “legitimate educational interest.” “College officials” shall mean any person who is a trustee, officer, agent or employee of Cleveland Chiropractic College. “Legitimate educational interest” shall mean any authorized interest or activity undertaken in the name of the College for which access to an educational record is necessary or appropriate to the proper performance of the undertaking. It shall include, without limitation, access by a student’s instructor, department or division chair, the academic dean of instruction or director of undergraduate program, the president, the registrar, legal counsel, the director of financial aid, the staff and subordinates of the foregoing, and others authorized by the president, to the extent the foregoing persons are acting within the course and scope of their employment or authority.
2. Officials of other educational agencies or institutions in which a student seeks to enroll or is currently enrolled.
3. Persons or organizations providing student financial aid in order to determine the amount, eligibility, conditions of award and to enforce the terms of the award.
4. Accrediting organizations carrying out their accrediting functions.
5. Authorized representatives of the Comptroller General of the United States, the Secretary of the U.S. Department of Education, and state or local educational authorities, only if the information is

necessary for audit and evaluation of federal, state or locally supported programs and only if such agencies or authorities have a policy for protecting information received from re-disclosure and for destroying such information when it is no longer needed for such purposes (unless access is authorized by federal law or student consent).

6. State or local officials to whom disclosure is required by state statute adopted prior to November 19, 1974.
7. Organizations conducting studies for or on behalf of educational agencies or institutions to develop, validate and administer predictive tests, to administer student aid programs, or to improve instruction, so long as there is no further external disclosure of personally identifiable information and the information is destroyed when no longer necessary for the projects.
8. Parents of a “dependent student” where the student’s status as a dependent as defined in Section 152 of the Internal Revenue Code of 1954, as amended, has been established to the satisfaction of the College.
9. Persons in order to comply with a judicial order or a lawfully issued subpoena, provided a reasonable effort is made to notify the student in advance of compliance, unless the subpoena specifically prevents such contact from being made.
10. Appropriate persons in a health or safety emergency if the information is necessary to protect the health or safety of the student or other individuals.
11. Alleged victims of any crime of violence (as that term is defined in Section 16 of Title 18 of the United States Code) of the results of disciplinary proceedings conducted by the College against the alleged perpetrator of that crime.

## ***Directory Information***

At its discretion, Cleveland Chiropractic College may disclose, publish or provide directory information concerning a student without consent or a record of disclosure. Directory information may include a student’s name, address, telephone number, e-mail address, date and place of birth, dates of attendance, class schedule, degrees and awards received, previous institutions attended by the student, and participation in officially recognized activities. Students may withhold directory information by notifying the Office of the Registrar in writing during the normal registration period of each trimester. All written requests for non-disclosure will be honored by the College for only one (1) trimester, therefore, authorization to withhold directory information must be filed during each trimester of attendance. (Alumni may request non-disclosure of directory information concerning them at any time. Such requests will be honored continuously.)

## ***Challenge of Contents of Educational Records***

Any student who believes that his/her educational records contain information that is inaccurate or misleading or is otherwise in violation of his/her privacy or other rights may discuss his/her concerns informally with the custodian of the specific record in question. If the decision of the custodian is in agreement with the student’s request, the appropriate educational records shall be amended and the student shall be notified in writing of the amendment.

If the decision is not in agreement, the student shall be notified within 30 calendar days that the educational records will not be amended and the student shall be notified of his/her right to a hearing.

Student requests for a formal hearing must be made in writing within 30 calendar days after receipt of the notice from the appropriate record custodian. Within 30 calendar days after receipt of the written request, the student will be notified of the date, time and place of the hearing, which shall not be held sooner than 30 calendar days after issuance of said notice.

The student shall be afforded a full and fair opportunity to present evidence relevant to the issue(s) raised. If the student desires, he/she may be assisted or represented at the hearing by one or more persons of his/her choice, including an attorney, at the student's expense.

The hearing shall be conducted by a person (or persons) designated by the vice president of academic services who does not have a direct interest in the outcome of the hearing. The decision of the hearing officer or panel shall be final, shall be based solely on the evidence presented at the hearing and shall be in writing, summarizing the evidence and stating the findings of fact and conclusions which support the decision. The written report shall be mailed to the student and any concerned party no later than 30 calendar days after the date of the hearing.

If the hearing officer or panel determines that the educational records at issue are inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, the educational records shall be amended in accordance with the decision and the student shall be so informed in writing.

If the hearing officer or panel determines that the educational records at issue are not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, the student may place in the educational records a statement commenting on the information in the educational records, or a statement setting forth any reasons for disagreeing with the decision of the hearing officer or panel. The statement shall be placed in the educational records and shall be maintained as part of the educational records so long as the educational records are maintained and shall be disclosed whenever the educational records in question are disclosed. NOTE: Rights of challenge cannot be used to question substantive educational judgments which are correctly recorded (e.g., course grades with which the student disagrees).

A student who believes that the determination made concerning his/her challenge was unfair or not in keeping with the provisions of this policy or the Act may file a complaint, in writing, with the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Ave. S.W., Washington, D.C. 20202-4605, Phone: (202) 260-3887, Fax: (202) 260-9001.

### ***Destruction of Records***

Once a student has requested access to his/her educational records, such records shall not be destroyed until inspection and review have been provided or, if denied, until all complaint proceedings have been completed. Subject to the foregoing condition, the obligation to maintain student statements of clarification exists only so long as the underlying educational records are maintained. Subject to other applicable laws, policies or regulations, the College reserves the right to dispose of educational records when it deems appropriate.

## ***Procedures for Requesting/Obtaining Copies of Records***

### **Releasing Official Records (Transcripts)**

The procedure to obtain a transcript in person is as follows:

1. Complete Transcript Request Form (sign and date).
2. Pay fee to the cashier (\$5.00 for students, \$10.00 for graduates).
3. Obtain a receipt for paid, completed Transcript Request Form.
4. Take receipt and completed Transcript Request Form to the Office of the Registrar.
5. Inform the Office of the Registrar how you may be reached if difficulties arise.
6. Allow approximately 3 - 7 working days for processing.

### **Procedure to obtain a transcript by mail is as follows:**

1. Mail in written request with the appropriate fee. (This request must be signed and dated).
2. Inform the Office of the Registrar how you may be reached if difficulties arise (include current address, working hours and phone numbers).
3. Specify precisely where the transcript is to be mailed.
4. Allow approximately 3 - 7 working days for processing.

### **Replacement of Diplomas, Special Certificates and Other Documents**

There is no charge for replacement photocopies of damaged or lost diplomas or other special certificates (i.e. alumni certificate, physiotherapy certificate, special service or teaching assistant recognition). The Office of the Registrar requires a written request justifying the need for a duplicate, as well as the original damaged document, if available.

If a student requests an original diploma, the Office of the Registrar will assess a \$100 fee for each diploma.

## **ADDITIONAL INFORMATION**

### ***Academic Policies***

The College *Catalog* contains much valuable information regarding the history of the College, its mission and policies which apply to all members of the College community. Students are responsible for knowing the policies, regulations and other information in the current College *Catalog*. It is available on the College web site.

### ***Cafeteria***

The cafeteria is open Monday through Friday; hours vary. Vending machines for snacks and drinks are also located in the cafeteria.

### ***Chiropractic Care***

Students may receive free chiropractic care in the Health Center located on the first floor. Services include a complete history and physical exam and adjustments by supervised interns. X-rays are available for a nominal fee. Please call (323) 665-4200.

### ***E-mail Addresses***

All students are provided with e-mail addresses courtesy of the College. Inform the Office of the Registrar located on the third floor, Room 308. Please call (323) 906-2172.

### ***Campus Portal***

All students are given access to the Campusvue student portal. Students are assigned a user name and password. The initial password may be changed at the student's discretion. Important college-wide announcements as well as grades and schedules will be posted on the portal. If you have a problem accessing the portal, please inform the Office of the Registrar located on the third floor, Room 308.

### ***Finance/Business Office***

Tuition or any related fees are due at the time of registration. For deferred payment, the balance is due 30 days from the first day of the module. With any questions regarding tuition payment, please call (323) 906-2010.

### ***Career Resources/Placement and Employment Services***

There are no formal job placement or employment services currently available. Job preparation courses and materials are offered along with personal career counseling. For more information please go to Room 326 or call (323) 906-2196.

### ***Student Parking***

Students may park anywhere in the main parking lot after 3:00 p.m. except in marked handicapped, clinic patient, visitor, reserved and/or Admissions parking stalls. If arriving on campus before 3:00 p.m., please check in with campus security. Parking rules are strictly enforced and citations are issued.

### ***Student Services***

There are various clubs, lectures, activities and seminars in which students can participate. Please feel free to join in and to become part of the student community. Please call (323) 906-2196.

### ***Student ID Cards***

The Office of the Registrar issues all students ID cards during the College orientation. You will be asked to show your ID card at the front desk for security purposes. You must present this card when visiting the Health Center, library and media center. Your ID card can also be used in conjunction with a photo ID for discounted tickets to movies and other events.

## Academic Calendar

### **Fall 2009**

#### **Los Angeles Campus-Fall 2009**

##### **Massage Therapy Program**

First Day of Trimester . . . . .	September 8
Coursework Begins . . . . .	September 8
Veterans' Day Observed . . . . .	November 11
Thanksgiving Day Holiday . . . . .	November 26–27
Last Day of Trimester . . . . .	December 18
Trimester Break . . . . .	December 19– January 3, 2010

### **Spring 2010**

#### **Los Angeles Campus-Spring 2010**

##### **Massage Therapy Program**

First Day of Trimester . . . . .	January 4
Coursework Begins . . . . .	January 4
Martin Luther King Day Observed . . . . .	January 18
President's Day Observed . . . . .	February 15
Last Day of Trimester . . . . .	April 16
Trimester Break . . . . .	April 17–May 9

### **Summer 2010**

#### **Los Angeles Campus-Summer 2010**

##### **Massage Therapy Program**

First Day of Trimester . . . . .	May 10
Memorial Day Observed . . . . .	May 31
Independence Day Observed . . . . .	July 5
Last Day of Trimester . . . . .	August 20
Trimester Break . . . . .	August 21–September 5

## Course Descriptions

### ***Phase 1: First Semester (300 hours)***

MT101 Anatomy and Physiology for Massage Therapists 100 hours

This course is an introduction to anatomy and physiology for the massage therapist. Students will learn basic terminology; cell structure and function; the four basic tissue types, the ten basic systems of the human body and their functions with an emphasis on the integumentary, skeletal, muscular and nervous systems.

MT112 Business and Ethics for Massage Therapists 15 hours

This course will provide students with a guide to ethical behavior in a professional setting, as well as an understanding of basic concepts of business management. Emphasis (10 of the 15 hours) will be placed on understanding ethical guidelines used in the massage and bodywork industry and developing a healthy client/practitioner relationship.

MT122 Pathology for Massage Therapists 20 hours

An overview of pathology that helps students adapt their technique to ease pain and discomfort, promote healing, and avoid treatment when contraindicated with an emphasis on how massage influences the disease and healing processes.

MT131 Fundamentals of Swedish Massage 100 hours

This basic course provides the student with a solid foundation in Swedish massage techniques. The art of professional touch and palpation, proper biomechanics, appropriate draping techniques, choosing the right equipment and client intake will also be taught.

MT141 Fundamentals of Deep Tissue Massage 50 hours

Introduces students to deep tissue massage techniques. Emphasis is placed on understanding the indications and contraindications of deep tissue treatments.

MT151 Hydrotherapy 15 hours

This course discusses the scientific application of hydrotherapy for therapeutic purposes and wellness. Students will learn the correct application of ice packs and hot packs.

## ***Phase 2: Second Semester (350 hours)***

Successful completion of Phase 1 is required in order to register for Phase 2.

MT201 Anatomy & Kinesiology for Massage Therapists 50 hours

Designed to provide students with a review and an advanced understanding of specific major muscles, origins, insertions and actions and how body movement can contribute to muscle dysfunction. Emphasis will be placed on basic principles of biomechanics.

MT211 Business and Ethics for Massage Therapists 10 hours

This class will explore goal setting, planning, marketing and advertising with an emphasis on creating a successful career in massage therapy.

MT221 Sports Pathology 20 hours

This course focuses on common pathologies found by massage therapists while working with clients in a sports massage setting.

MT232 Sports Massage 45 hours

Students will be taught practical skills needed in one of the most rapidly growing areas of massage therapy. Various massage and stretching techniques as well as an overview of athletic injuries will be discussed and demonstrated. Emphasis is placed on specific maintenance and rehabilitative therapies.

MT242 Deep Tissue Massage 50 hours

Designed to introduce students to advanced deep tissue massage techniques. Emphasis is placed on using the concepts of muscle OIA to develop and implement a therapeutic treatment plan, as well as understanding the indications and contraindications of deep tissue treatments.

MT251 Eastern Massage History and Theory 25 hours

Designed to introduce students to the history of Chinese Medicine and explore how ancient concepts such as Yin/Yang, the Five Element Theory, and mapping of the meridian system and acupuncture points are still being used in therapeutic practices today. Along with theory, students will receive an introduction to Shiatsu, Ayurveda, Reflexology and the concept of chakras.

MT302 Student Clinic 150 hours

The purpose of this course is to provide students with the opportunity to utilize and demonstrate their massage therapy techniques in a supervised setting. This hands-on course will allow the student to apply their assessment and evaluation skills and create a real world experience working with the general public. In this setting the student will be able to gain practical experience in a supervised clinical atmosphere.