



Arizona School  
*of* INTEGRATIVE STUDIES

# Student Catalogue & Handbook of Studies

June 2018

*Version 5.2*

# Table of Contents

<b>Philosophy</b>	<b>2</b>
<b>Mission Statement</b>	<b>3</b>
<b>History</b>	<b>3</b>
<b>Locations</b>	<b>4</b>
<b>Good Neighbor Policies</b>	<b>9</b>
<b>Admissions</b>	<b>10</b>
<b>Administrative Policies</b>	<b>12</b>
<b>Attendance Policy &amp; Make-up Procedures</b>	<b>14</b>
<b>Withdrawal &amp; Refund Policy</b>	<b>14</b>
<b>Student Services</b>	<b>16</b>
<b>Student &amp; Career Services</b>	<b>18</b>
<b>Educational Objectives</b>	<b>20</b>
<b>Being on Time &amp; Being Here the Whole Time</b>	<b>21</b>
<b>Confidentiality of Student Records</b>	<b>21</b>
<b>Grading Procedures</b>	<b>22</b>
<b>Requirements for Graduation</b>	<b>25</b>
<b>Class Overview &amp; Descriptions</b>	<b>25</b>
<b>What to Bring to Massage Class Everyday</b>	<b>31</b>
<b>Student Clinic Practicums</b>	<b>32</b>
<b>Student Clinic Policies</b>	<b>33</b>
<b>Faculty &amp; Administration</b>	<b>34</b>
<b>ASIS Policies</b>	<b>35</b>

# Philosophy

The intent of the staff at the ARIZONA SCHOOL of INTEGRATIVE STUDIES is to provide the space and education necessary for their students to become massage therapists and bodyworkers. Massage has been used throughout history as a treatment for pain and disease. It promotes circulation of blood, lymphatic flow, muscular relaxation, a greater base in standing and moving, and increased sensory awareness. Through the practice of massage, we can also become aware of lifestyle and psychological patterns which may be causing or perpetuating painful and limiting ways of being.

In this education, we offer a full-time, transpersonal training dedicated to the whole person. In a retreat-like environment, students are invited to take the time and space needed for deep learning to occur. We explore human anatomy and physiology, hydrotherapy, and a wide variety of massage modalities, all while heightening our sensitivity to the human soul. In a safe, supportive, yet evocative setting, we wish to prepare students to meet the challenges they will face as contributing members of the healthcare profession.

Within this framework, we explore the various ways that learning can take place. We offer a variety of feedback opportunities for students to learn how they best learn. A blend of kinesthetic, audio, and visual tools are available to encourage insight of each individual's learning process. Our small classes allow for students to receive ample attention from our dedicated staff. Teachers in the program bring decades of experience in both bodywork and facilitation to their students, and every effort is made on the part of the faculty to provide students with a rich and diverse learning environment. It is our belief that when various dimensions of personal experience are allowed expression, personal and collective development are enhanced. So, we are all each others teachers and students.

We are dedicated to the path of world peace, compassion to all living beings, and to honesty. We believe that it is essential that our work be nonviolent in nature, and that the goals of learning and therapy be those of the student rather than the teacher. In keeping with this belief, it is the school's philosophy that there is a direct correlation between how we view ourselves and how we view others. So as we increase the awareness and kindness with which we meet ourselves, physically and psychologically, we enhance the sensitivity and kindness with which we meet our families, our communities, and our clients.

We are happy that you are considering massage in your life. When offered in a caring, mutually respectful environment, we have found massage therapy to be a very nourishing practice that helps promote health, understanding, acceptance, and peace.

# Mission Statement

The aspiration that guides the Arizona School of Integrative Studies is to create a safe, supportive, and evocative learning environment, while celebrating the diversity, uniqueness, and beauty of each individual being's body, mind, and spirit, all while preparing students to gain fulfilling employment in the field of Massage Therapy.

# History

Founded in 1995, ASIS Massage Education (ASIS) was originally located in the Healing Arts Center in Old Town Cottonwood, and formally became an LLC in January 1996. In 2000, ASIS moved its main campus to Clarkdale, and in 2005, opened its campus in Prescott. In 2007, ASIS expanded its mission and reach. In 2009, ASIS expanded north to Flagstaff, and in 2012, as ASIS opened its fourth campus in Tucson, a new partnership was born, which includes the owners of the Finger Lakes School of Massage, David Merwin and John Robinson. In 2016, ASIS moved its flagship campus (Clarkdale) to Mesa AZ. In 2018 ASIS became a part of the TruMantra Education Group.

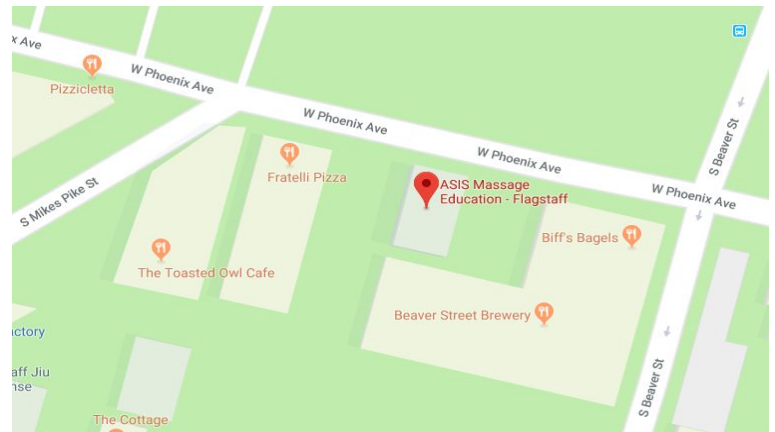
ASIS Massage Education is registered with the Arizona Corporation Commission as the Arizona School of Integrative Studies, LLC, is Licensed by the AZ State Board for Private Postsecondary Education, and is approved by the Arizona State Board of Chiropractic to offer a certificate in Chiropractic Assistant. In August 2013, ASIS received Accreditation by the Accrediting Council for Continuing Education & Training (ACCET), and then in March 2014, the U.S. Department of Education approved ASIS to offer Federal Financial Aid to those who qualify.

For all inquiries about the school's legal status, please contact the main campus at 639 North 6th Avenue, Tucson, AZ 85705.

# Locations

## Flagstaff

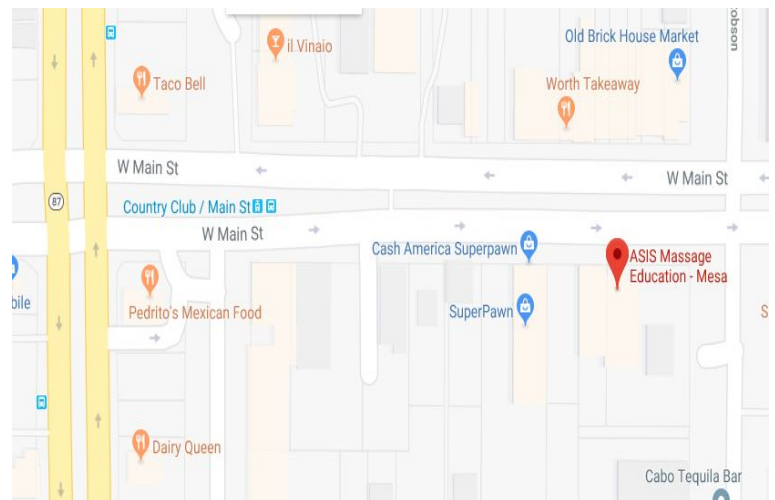
Our Flagstaff facility is situated in the heart of downtown, in what is known as the South Side. Our 1000 ft<sup>2</sup> classroom is just blocks from Northern Arizona University (NAU), coffee houses, breweries, book stores, and specialty boutiques. This small campus creates a sense of community, with a 400 ft<sup>2</sup> student lounge and a 350 ft<sup>2</sup> office. Flagstaff is still surrounded by thousands of acres of pristine nature, year-round outdoor activities, and wildlife. This lovely small city is the doorway to many iconic travel destinations such as the Grand Canyon, Lake Powell, the Vermillion Cliffs, and **Snowbowl Ski Resort**.



113 W. Phoenix Ave.  
Flagstaff, AZ 86001  
[flagstaff@asismassage.edu](mailto:flagstaff@asismassage.edu)  
928.226.1400

## Mesa

Located a mere twenty minutes from Downtown Phoenix, Mesa is the third-largest city in Arizona, set in a lively urban setting. Mesa's vibrant, historic downtown, is up and coming, and on Phoenix's new light rail line. Explore the Mesa Grande ruins, catch Major League Baseball spring training camps, hike the Superstition Mountains, or get wet at a nearby water park; there's always something to do. Also, the Mesa Arts Center provides an upscale performing arts venue and you'll have your choice of eateries, bars and coffee houses.



209 W. Main St.  
Mesa AZ 85201  
[mesa@asismassage.edu](mailto:mesa@asismassage.edu)  
602.833.6500

## Prescott

Our Prescott Massage School campus is in downtown Prescott, where weekend festivities abound. Prescott is referred to as “Everybody’s Hometown” with its small town charm, historic County Courthouse, and tree-lined plaza. Prescott is a mile-high city with four mild seasons and a plethora of trails and outdoor opportunities. Classrooms include a 900 ft<sup>2</sup> classroom, and a 300 ft<sup>2</sup> science lecture room. At ASIS office is minimal with only 200 ft<sup>2</sup> dedicated for staff offices. Our large 500 ft<sup>2</sup> student lounge is prepared for Hydrotherapy classes. Prescott is home to three colleges: Yavapai College, Embry Riddle Aeronautical University and Prescott College. In Prescott hiking, climbing and kayaking abounds. If you’re around in May, make sure to check out the Whiskey Row Marathon, one of the toughest marathons in the United States, put on by the local **YMCA**.

217 N. Cortez St.  
Prescott, AZ 86301  
[prescott@asismassage.edu](mailto:prescott@asismassage.edu)  
928.717.2747



## Tucson

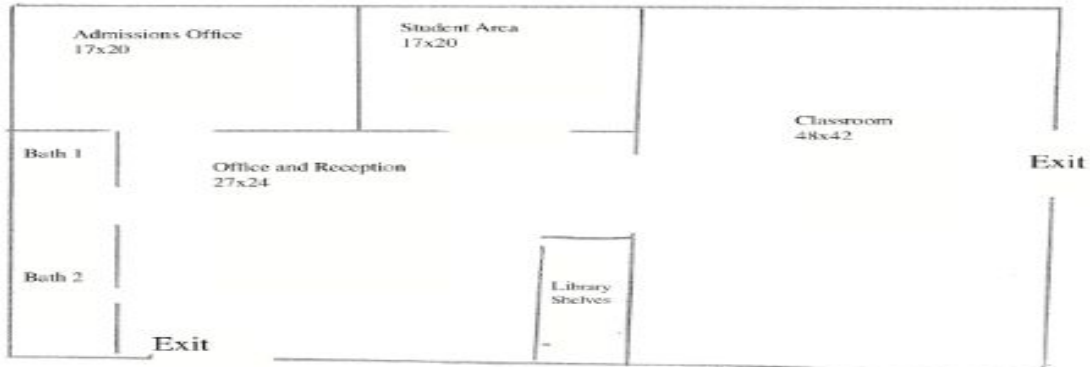
Tucson is the home of our fourth Arizona Campus. Known as the “Old Pueblo” and Arizona’s oldest settlement, Tucson is a vibrant and energized western city. The campus is located in what was the Desert Institute of the Healing Arts. We have 3 designated classrooms on the second story at this campus, one, a 1200 ft<sup>2</sup> and the second, a 900 ft<sup>2</sup> dedicated for science classes. In addition, we have another 1000 ft<sup>2</sup> classroom for various workshop and CEU courses. As an added feature, this campus has a dedicated 1200 ft<sup>2</sup> student clinic, a retail facility and 900 ft<sup>2</sup> of office space. In this Sonoran Desert campus, just a half hour from the world famous **Arizona-Sonoran Desert Museum**, and 50 miles from the Mexican border, students can experience mild winters, long springs, lush summers, and temperate autumns to explore the local mountain terrain. Nestled in the arts district, ASIS is just blocks from the University of Arizona campus and the 4th Avenue commercial area. Students can walk to cafés, boutiques, bookstores and galleries.

639 N. 6th Ave.  
Tucson, Arizona 85705  
[tucson@asismassage.edu](mailto:tucson@asismassage.edu)  
520.343.0338

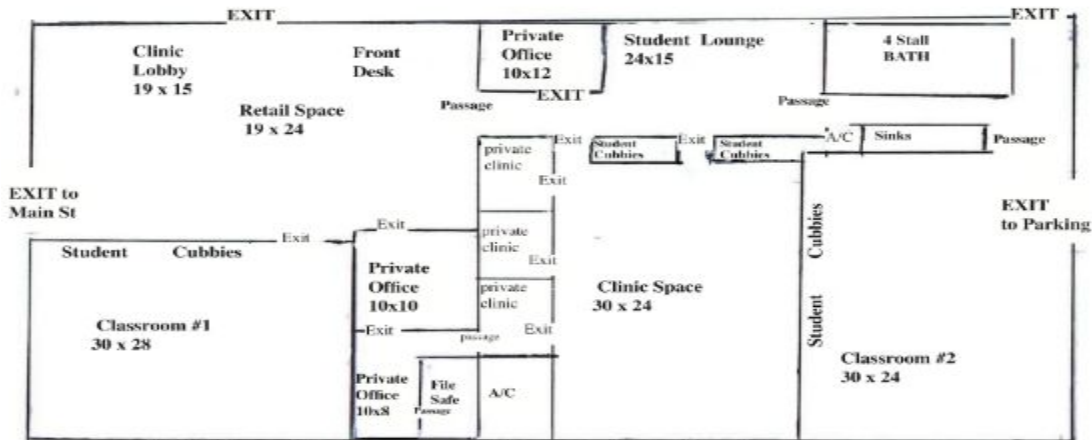


# ASIS Emergency and Evacuation Route

## ASIS Flagstaff Evacuation Route Dial 911 for Emergency



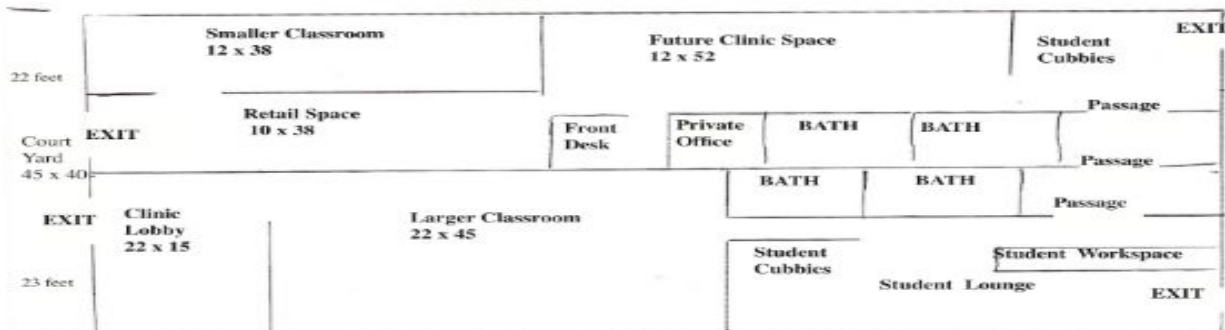
## 209 West Main St Mesa, AZ



## ASIS Mesa Emergency & Evacuation Route

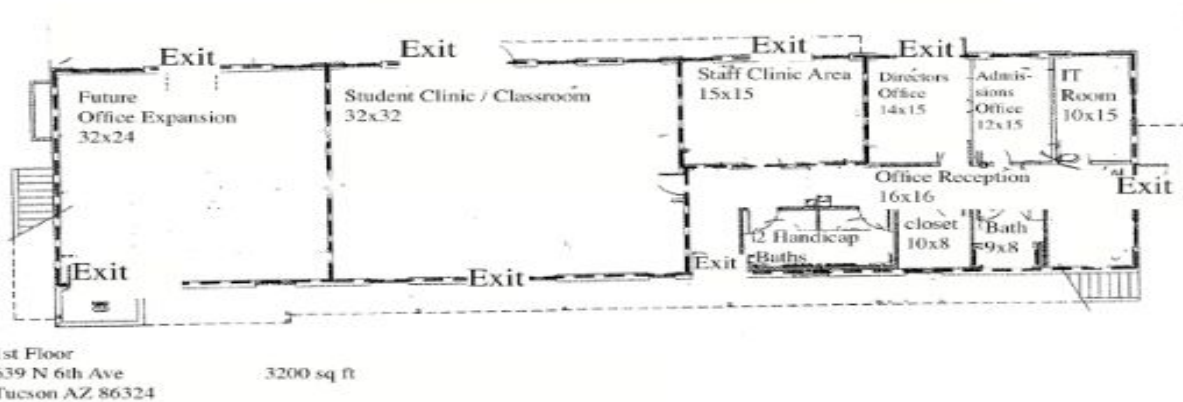
## 217 West Cortez

108 feet



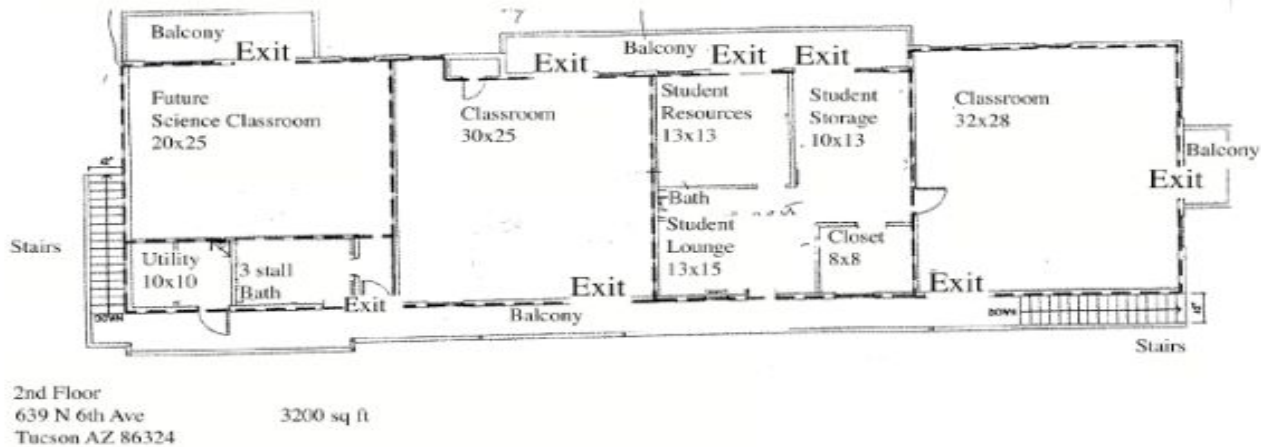
**ASIS Prescott Emergency & Evacuation Route**

## ASIS Tucson Downstairs Evacuation Route Dial 911 for Emergency





## ASIS Tucson Upstairs Evacuation Route Dial 911 for Emergency



ASIS locations have been carefully selected to meet the needs of our program. We do not foresee relocation of any of our campuses in the near future. If we experience the need to relocate to a new location at some point, ASIS will remain committed to our goals, our students, and managing any changes as smoothly, seamlessly, and non-intrusively to the students' experiences as possible.

We are committed to the value and safety of individual needs within the learning process; our low student-teacher ratios of 20:1 in both the massage and non-massage modalities help us ensure awareness in education. ASIS supplies students with starter kits which includes oils and sheets, in-house workbooks, textbooks and access to an online student support system. All ASIS campuses have wifi available for students.

For further detail on the school's safety record, and to view our Campus' Crime and Safety Reports (Cleary Reports) [click here](#).

# Good Neighbor Policies

Clean up after yourself every day/evening. Leave your phone off and in your cubby.

Do not leave your oil on the carpet or the window sills – they leak!

In the classroom, bring only water, no other food or drinks.

Do not clip your finger & toenails in the classroom and leave your clippings on the floor.

Do not bring your dog to school.

Talk quietly in the hallways.

If you smoke, make sure your hands, breath & sheets smell fresh.

Wash your hands OFTEN!

Do not use an emery board while sitting on a classmate's linens on their made-up table.

Be on time.

Be alert in class.

Recycle.

# Admission Policies for the Massage Therapy Certification

## Requirements & Procedures

A prospective student applying for any program must:

1. Be 18 years of age (may be waived through personal interview w/ legal guardian signature).
2. Submit a completed application.
3. Submit a \$50.00 application fee.
4. Submit high school diploma or G.E.D.
5. Submit a written self-recommendation including relevant biographical data, basic philosophy of healthcare, and motivations for training in massage therapy.
6. Interview, by phone or in person, with an admissions adviser.
7. Submit, upon acceptance to the program, a \$150.00 non-refundable Administration Fee/Deposit to confirm enrollment. This deposit will be credited to the total cost of the program.
8. Submit a signed enrollment agreement.
9. All foreign students must have passed TOEFL English proficiency exam, with pass rates 18 or greater on all sections.

A student may be accepted for admission to the program at any time prior to the beginning of a new class, providing there is still available space. Upon review and acceptance of the prospective student's application, the student will receive written verification of acceptance, as well as an Enrollment Agreement, and a written list of what they will need to bring for class participation.

ASIS reserves the right to postpone or cancel the start date due to insufficient enrollment. If this occurs, the student may request a guaranteed reservation in the next scheduled class, or a cancellation of enrollment with a full refund of all fees paid.

## Statement of Non-discrimination

The Arizona School of Integrative Studies does not discriminate on the basis of sexual orientation, race, ethnicity, place of origin, gender, religion, age, or physical disability. If you have a documented learning, psychological, or physical disability you may be entitled to reasonable academic accommodations or services. Within financial reason, ASIS will attempt to accommodate all student's special needs, however, those needs must be discussed and a plan of action must be agreed upon prior to enrolling.

## Financial Information for Massage Therapy Certification

**Tuition Costs:** The cost of tuition is \$12,850.00, which includes the Arizona License application fee. In addition, \$500 is required for texts and \$300 for supplies. A \$150.00 deposit is due within two weeks of acceptance into the program. This deposit confirms your place in the program and is credited towards tuition. If a student withdraws their application before beginning classes, a refund of 100% of the charges will be refunded, minus a \$150 administrative fee. Tuition must be paid in full one week prior to the first day of class unless a payment plan has been approved by the administration. If a student fails to pay in full by graduation, they will not receive a certificate of completion. If a student fails to fulfill an agreed upon payment plan, they will be brought to collections.

Additional Expenses: Tables for in-class use are supplied. Although not required, students should consider allocating an additional \$350 to \$600 for the purchase of a massage table. Lodging, meals, and personal expenses are not included in the cost of the tuition, nor are the cost of extra oils, sheets, towels, and pillows used in class. In addition, there are fees associated with out-of-state licensing boards and their application requirements.

Financial Options: Federal Financial Aid is available for those who qualify. To find out if you qualify for either Pell Grants, or Subsidized and Unsubsidized Federal Loans, complete the Free Application for Federal Student Aid (FAFSA). Students may also apply for personal bank loans, or an Education Line of Credit through Mountain America Credit Union. ASIS accepts all major credit cards, personal checks, and cash for payment.

## School Hours

ASIS is open Monday through Friday from 9:00 AM to 4:30 PM. Class hours are from 9:00 AM to 3:20 PM. Additional hours are scheduled for the supervised student clinic. Students are required to practice their craft in our supervised clinic, during scheduled afternoon and evening sessions. Students must complete the non-massage hours of the program prior to entering the massage hours of the program. Student Clinic is part of the massage hours. Ask for more details.

Optional seminars, additional courses of study, and weekend workshops are scheduled throughout the course of the program but are not required.

Evening Classes are held Weekdays: Tuesday through Thursday (6:00 PM - 9:30 PM) and Saturdays (9:00 AM - 6:00 PM) with clinic sessions as part of the Saturday schedule.

When the schedule is made for each cohort, there are days reserved to make-up any classes missed due to school closure. If the Education Director deems it necessary to close school for any amount of time the classes will be made up during those days and an announcement will be made to the students and staff with the updated schedule. If a student cannot attend the scheduled make up day, this will be counted as an absence.

## Program Start Dates

ASIS offers a variety of start dates throughout our four locations. Updated start lists are available on our website, [click here](#).

The 27 week, full time, or 54 week part time training program is offered several times a year at the Flagstaff campus. The 27 week full time, or 54 week part time training program is offered almost every month at our Mesa, Tucson, and Prescott campuses. See our website, or call for program start dates.

## Grading Procedures

Student progress is evaluated by online, written examinations and practical observations. Students must satisfactorily achieve a cumulative grade of 70% or better. Practical applications of massage, didactic classes, online tests and assessments are utilized in the grading process. For the complete policy, see page 35.

## Probation/Dismissal/Failing

ASIS has a Student Probation Policy which is designed to help students succeed at massage school. Our policy provides students the opportunity to correct any deficiencies in academics or attendance performance. For the complete policy, see page 42.

## Attendance Policy & Make-up Procedure

Students are required to have a cumulative 90% attendance to graduate. Make up work is solely to make-up comparable missed hours. Students must complete make-up work by the end of the applicable grading period, and all make-up work must be completed by the student's scheduled graduation date. Make-up must be educationally sound and is required to be comparable to the content, time and delivery of the classes missed. For the complete policy, see page 44.

## Requirements for Graduation

1. 90% attendance. Make-up for hours missed is not always available so students are encouraged to manage their attendance wisely. For a full understanding of the school's Attendance Policy, see page 44.
2. A cumulative grade of at least 70% on written & practical examinations. For Grading Policy, see page 35.
3. Completion of Universal Precautions courses offered at the school
4. Completion of CPR/First Aid courses offered at the school, or proof of current certification
5. Must maintain Satisfactory Academic Progress (SAP), see page 49.
6. Completion of Student Clinic hours
7. Tuition paid in full

## Attendance Policy & Makeup Procedures

### Attendance, Tardiness, & Active Observation

Attendance is necessary to the integrity of the education at ASIS Massage. By enrolling in the course, students make a commitment, to the school, to their classmates, and to themselves, to be present. Likewise, the ASIS faculty and staff are committed to being truly present with students, assisting them to fulfill their educational goals. For complete Policies on Attendance, see page 44.

### Tracking Tardiness and Early Departures

Unless specifically noted otherwise, morning classes are from 9:00 to 11:20 and afternoon classes are 12:00 to 3:20 and Evening Classes are held Weekdays: (days vary by campus), 6:00 PM - 9:30 PM, and Saturdays (9:00 AM - 6:00 PM). Note: clinic sessions are part of the Saturday schedule.

We expect students to be on time and to participate for the entire class period. ASIS staff is expected to start class on time and end class on time. Important information is often given during the first and last minutes of class. In addition, being tardy or departing early even by just a few minutes is disruptive and disrespectful to instructors and fellow classmates.

"Tardy" is defined as arriving after the scheduled start time of the class.

"Departing early" is defined as departing before class is dismissed by the instructor.

If you miss any portion of class for any reason, you are responsible for getting the information, practicing the work, and for being up-to-date and prepared to work in subsequent classes. The skills learned in this program are cumulative; Time is recorded by the clock in the classroom. If a student misses more than half of the scheduled class time, they are considered absent. Please be aware that if a student has missed a significant amount of material they may not be allowed to practice the work of the day, and they may be asked to observe, or to do make-up work. This is the case even if the student participates in the rest of the class. For complete Policies on Attendance, see page 44.

### Active Observation

If for some reason a student needs to not practice or receive the massage session of the day (injury, for instance), the student needs to consult with the instructor about their option to actively observe the class that day. Active Observation means that the student is sitting up, awake and present, watching other students practicing, and taking notes on the Active Observation Form. The instructor will collect this form at the end of class. Unless additional days are pre-approved by the Campus Director, the student may take this option up to eight times throughout the program. The student may only use three Active Observations per marking period. Active Observation is an option in massage classes only. If the student is physically present but neither participating fully nor engaging in Active Observation as arranged with the instructor, the student will have an absence for that class period. If the student is not feeling well enough to participate fully or to actively observe, please contact the instructors and excuse yourself to go home. There is no Active Observation for Student Clinic.

### Absences

We understand that “real life happens” and that students may need to occasionally miss class to attend to health, family, business, or other practical matters.

The following situations constitute an absence:

- You miss more than half of the scheduled class time.
- You are absent from the entire class period.

*Please use your “misses” judiciously.*

### Make-Up

Make-up work is solely to make up comparable missed hours. Students are encouraged to complete make-up work by the end of the applicable grading period, however, all make-up work must be completed by the student’s scheduled graduation date. Make-up must be educationally sound and is required to be comparable to the content, time and delivery of the classes missed. For missed massage classes (hands-on), students may schedule additional hours in the student massage clinic with the sole intent of practicing the content missed in class under direct supervision. For non-massage classes, students may participate in directly supervised and scheduled tutorial times provided by the school at no charge, where emphasis is solely on material missed. When a student’s attendance falls below 85%, an IEP will be required to help clarify goals of success. In this case, any additional teacher tutorial time will need to be paid for by the student (VA Funding will not cover any additional tutorial time) at a rate of \$30 per hour.

## Leave of Absence

A leave of absence or interruption of training may be granted only by prior arrangement with the staff of the school and approval from the school administration. See page 47 for LOA Policy.

## Consecutive Absences

If a student is absent for 10 consecutive scheduled class days, the student will be dismissed from the program. If a student knows they will be missing 10 or more consecutive days, they may request a leave of absence. Maintaining communication with the staff is of primary importance.

It is the sincere goal of our staff to support every student in their best, most satisfying learning experience. We are more than willing to meet all students halfway and work with them to figure out how such learning can happen. We hope that all students feel comfortable and confident enough to let a staff member know if they begin to experience difficulty with the material or with the learning process.

## Withdrawal

Students may withdraw at will.

## Conditions for Dismissal

A student may be dismissed for any of the following reasons:

1. Failure to fulfill the requirements of academic, behavioral, and attendance probation.
2. Failure to pay tuition on time.
3. Attending classes under the influence of alcohol or drugs.
4. Improper behavior that may be harmful to the learning environment or to the reputation of the school. See the Student Conduct Policy, page 39.
5. Failure to demonstrate an attitude and behavior consistent with that of a professional, caring member of the health science community.
6. Violent or sexual behavior towards staff and/or classmates.
7. Failure to maintain satisfactory academic progress (SAP, page 50).
8. Failure to get off of probation

## Re-entrance

Students who have been dismissed or have taken a leave of absence for any reasons may be reinstated only after an interview with an administrator. Reinstatement and any additional fees are at the discretion of the administration. Please see page 88 for the complete Re-entrance Policy.

## Applicable Withdrawal Policy:

An applicant who provides notice of cancellation within 3 days (excluding Saturday, Sunday, Federal & State holidays) of signing the enrollment agreement is entitled to a refund of all fees paid, minus the application and enrollment fee.

## Applicable Cancellation Policy:

If an accepted applicant cancels prior to the start of scheduled classes and more than three days after signing an enrollment agreement, or never attends class (no-show), the institution will refund all fees paid, less the application fee and the enrollment fee of \$150, if such charges are clearly noted in the enrollment agreement as being non-refundable. All refunds due will be made within thirty days of cancellation.

## Refund Policies

- If for any reason, an applicant is not accepted by ASIS, or the school cancels the scheduled course, the application fee will be returned, as well as all additional fees paid.
- For an enrolled student, the refund due will be determined by comparing the AZ State Board for Private Postsecondary Education requirements against ACCET's, our Accreditation Board's requirements. The calculation proven more favorable to the student will be used. The calculation will use the last date of attendance (LDA) and be paid within thirty (30) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, by applying the institution's attendance, conduct, or Satisfactory Academic Progress policy.
- When Calculating ACCET's Tuition Refund: During the first week of classes, tuition charges withheld will not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1000. When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
- After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained will not exceed a prorated portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed (not to exceed \$1000). When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
- When Calculating the State Board Tuition Refund: Students who cancel or are dismissed after beginning instruction, but prior to 50% of the course completion, shall receive a pro-rated refund based upon the tuition fees assessed, and rounded up to the nearest 10%. The student is financially responsible for the number of clock hours offered to date, rounded up to the nearest 10%. This will be determined by dividing the total number of program hours into the total number of clock hours offered to date. This number will equal the percentage of the total tuition cost due for this course of study. Any fees already paid above this percentage will be refunded within 30 days. The refund breakdown is as follows.
  1. If 10% or less of the program has expired, a refund of 90% will be refunded.
  2. If more than 10% and less than or equal to 20% of the program has expired, a refund of 80% will be refunded.
  3. If more than 20% and less than or equal to 30% of the program has expired, a refund of 70% will be refunded.
  4. If more than 30% and less than or equal to 40% of the program has expired, a refund of 60% will be refunded.
  5. If more than 40% and less than or equal to 50% of the program has expired a refund of 50% will be refunded.
- No refunds will be made after 50% of the course is completed, and full tuition is due.
- Veterans receiving educational benefits will follow the school's refund policy.
- There are no refunds for administrative fees, equipment, books, and starter kits received by the student.



## Immigration & Naturalization Services

ASIS is authorized under Federal law to enroll non-immigrant alien students on an M-1 visa.

## Veteran Services

ASIS is approved for the Training of Veterans at our Flagstaff, Prescott, and Tucson locations.

## Books & Supplies

Required workbooks, a small variety of oils, linens, and other products used during class are included in the tuition. In the spirit of open source, ASIS allows all students to use and reuse the materials given to them for their personal development. This is not an invitation to copy our materials for resale or profit. All ASIS campuses have wifi available for student study and research.

## Massage Tables & Chairs

ASIS provides all massage tables and chairs needed for in-class and student clinic practice, so that students do not need to purchase them during the program. However, new and used equipment may be purchased directly through the school.

## Advising

Advisor time may be scheduled with members of the staff. At ASIS, student safety is as important as the education itself, and we recommend that all students review the school's Campus Security Policy, on page 72.

## Licensing

The Arizona School of Integrative Studies is licensed by the Arizona State Board for Private Postsecondary Education, and is a member of the AMTA Council of Schools.

Massage licensing is handled differently in each state. In the state of Arizona, licensing is managed by the AZ State Massage Therapy Board. These fees are included in your tuition. For your state license information, [click here](#).

You can visit their website at [www.messageboard.az.gov](http://www.messageboard.az.gov). Students are encouraged to seek out the requirements of their points of destination. ASIS has links of contact numbers and requirements for all states and US territories on its website.

Contact the school administration office if any special arrangements need to be made. We can fulfill most requirements, and students' official transcripts reflect the particular work they completed.

## Transfer Credits

ASIS honors many previous education experiences. For the full Transfer of Credit Policy, go to page 63.

## Community Circle

Students at the ASIS are encouraged to participate in the growth and development of the group. There are regular circles offered as a forum for ideas and dialogue. These meetings foster interpersonal and communal development. Although one or more members of the staff are present to help facilitate these circles, every effort is made to create an egalitarian atmosphere.

For a more confidential interaction, administrative staff members are available for one on one meetings. All ideas or grievances will be considered with open ears, open minds, and open hearts.

### Student Grievance Procedure

The staff and faculty at ASIS meet students and their ideas openly and caringly. We do not discriminate on any basis. Feedback sheets are offered for all classes. In the event that a student has a grievance against ASIS, we first encourage the student to pursue a peaceful resolution on their own or with staff support in a timely manner. If this avenue does not bring about a satisfactory resolution, the student may submit a written grievance to the school administration within 5 days of the original grievance. ASIS will respond to the original complaint in writing within 10 business days. If the complaint cannot be resolved after exhausting the school's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board and /or ACCET for further details:

#### AZ State Board

1400 W. Washington St., Room 260

Phoenix, AZ

(602) 542-5709

**[www.ppse.az.gov](http://www.ppse.az.gov)**

#### ACCET

Chair, Complaint Review Committee

1722 N Street, NW

Washington, DC 20036 (202) 955-1113

Although we encourage our students to follow the aforementioned steps in the grievance procedure, students may contact our state and/or national accrediting boards at any time during the process.

### Student Resource Center & Facilities

ASIS has endeavored to support the students' learning potentials by providing a beautiful & practical learning environment. Our library currently consists of hundreds of books and periodicals which are available for students to read. To check out, students must sign out books with the Administrative office. In addition, ASIS enrolls all students in its Moodle based learning portal.

### Drug Free Environment

It is the policy of ASIS to maintain a drug, alcohol, and tobacco free environment. For more in-depth information on our policy, please see page 84.

### Housing

ASIS does not offer on-campus housing and is not responsible for any housing choices.

# Student & Career Services

ASIS's Student and Career Services is available for student support regarding academic issues that may arise during the program, from specific learning challenges, to questions about school policies, to resources for writing cover letters and resumes.

While the Arizona School of Integrative Studies does not offer counseling, we do provide referrals to local professionals upon request, and actively encourage all entering students to establish and maintain personal support systems. Student and Career Services and the school's communications instructors can provide information on a variety of local resources. For more information on student retention and graduation rates, and the school's gainful employment statistics [click here](#).

## Job Opportunities & Graduate Placement

ASIS maintains a listing of available positions that are sent to the school and on its alumni website. This file is updated by the staff and available to the students. The school does not guarantee job placement as a result of completion of the program. Self-employment and part-time work are common vocational objectives for massage therapists. Upon graduation, before massage employment, graduates need to apply for a state license.

ASIS offers assistance with job placement for all graduates. As a result of their training at ASIS, successful graduates gain the skills to work in a wide variety of locations; private practice, spas, chiropractic and sports clinics, and other health care environments. The ASIS facebook page posts ongoing job listings when available. While ASIS Massage Education makes every effort to assist graduates in reaching their vocational objectives, job placement is not and cannot be guaranteed.

## Integrity

Students are required to demonstrate academic and professional integrity. To ASIS, integrity prohibits plagiarism, lying or distorting the truth, unauthorized changes on official documents, and any behavior that violates the profession's scope of practice. If a student is found to be in violation of any of the above mentioned, the minimum penalty is failure on the assignment. A disciplinary record will be established and kept on file. See the school's Copyright Policy on page 68.

## Catalog Contents, Including Program Dates & Tuition

The contents of this official catalog and all inserts, including program dates and tuition for future programs, are subject to change without notice. ASIS Massage retains the right to change requirements, policies, and fees at any time. Provisions contained herein supersede all those previously published and do not constitute an irrevocable contract between any student and the school. Changes made after the publication of this catalog will be on file in the Main Office and will appear in subsequent documents.

## Policies for Successful Completion

This course of study has been carefully thought out and is designed for full participation. Each day builds upon the previous day, and each modality builds upon the previous modality. We understand that "life happens" and sometimes plans are superseded by emergencies and contingencies. If for some unavoidable reason you have to miss school, here are our policies:

1. 90% attendance. Make up for hours missed is not always available so students are encouraged to manage their attendance wisely. For a full understanding of the school's Attendance Policy, see page 44 .
2. A cumulative grade of at least 70% on written & practical examinations. For Grading Policy, see page 35.
3. Completion of Universal Precautions courses offered at the school
4. Completion of CPR/First Aid courses offered at the school, or proof of current certification
5. Must maintain Satisfactory Academic Progress (SAP). For SAP Policy, go to page 49.
6. Completion of Student Clinic hours
7. Tuition paid in full

In our experience, learning requires the full commitment of both the teacher and the student. We look forward to this dance with you.

We are committed to the value and safety of individual needs within the learning process; our low student-teacher ratios of 20:1 in the massage modalities help us ensure awareness in education. For further detail on the school's safety record, [click here](#) to view our Campus' Crime and Safety Reports (Clery Reports)

## Choices for Successful Students

### Successful Students...

- Accept PERSONAL RESPONSIBILITY, seeing themselves as the primary cause of their outcomes and experiences
- Discover SELF MOTIVATION, finding purpose in their lives by discovering personally meaningful goals and dreams.
- Master SELF MANAGEMENT, consistently planning and taking purposeful actions in pursuit of their goals and dreams.
- Employ INTERDEPENDENCE, building mutually supportive relationships that help them achieve goals and dreams (while helping others to do the same).
- Gain SELF-AWARENESS consciously employing behaviors, beliefs, and attitudes that keep them on course.
- Adopt LIFELONG LEARNING, finding valuable lessons and wisdom in nearly every experience they have.
- Develop EMOTIONAL INTELLIGENCE, effectively managing their emotions in support of their goals and dreams.
- BELIEVE IN THEMSELVES, seeing themselves capable, lovable and as an unconditionally worthy human being.

## Struggling Students...

See themselves as victims, believing that what happens to them is determined by external forces such as fate, luck and powerful others.

Have difficulty sustaining motivation, often feeling depressed, frustrated, and/or resentful about a lack of direction in their lives.

Seldom identify specific actions needed to accomplish a desired outcome. And when they do, they tend to procrastinate.

Are solitary, seldom requesting, even rejecting, offers of assistance from those who could help. R Make important choices unconsciously, being directed by self-sabotaging habits and outdated life scripts.

Resist learning new ideas and skills, viewing learning as fearful or boring rather than as mental play.

Live at the mercy of strong emotions such as anger, depression, anxiety, or a need for instant gratification.

Doubt their competence and personal value, feeling inadequate to create their desired outcomes or experiences.

## Educational Objectives

There are many ways in which learning and growth take place. We focus on three areas: development of knowledge and skills, professional preparation, and personal and communal growth.

Our intention is:

- To provide students with safe and supervised learning experiences which promote the health and well-being of themselves and their clients.
- To provide a thorough working knowledge of both the structure and function of the human body and the theory and practice of therapeutic massage modalities.
- To prepare students to become qualified and technically skilled massage therapists.
- To offer students the space and the opportunity to become more fully present in their own body/heart/mind.
- To provide an intimate learning environment.
- To model a professional attitude with a commitment to ethical practices toward clients and fellow practitioners.

ASIS is accredited by the Accrediting Council for Continuing Education & Training, licensed by the Arizona State Board for Private Postsecondary Education, approved by the National Certification Board for Massage and Bodywork, licensed by the Arizona State Board of Chiropractic, and is a member of the American Massage Therapy Association and the Associated Massage and Bodywork Professionals.

Arizona State Board of Massage Therapy licensing fees are included in tuition for those who plan to apply for Arizona licensure. ASIS graduates are not required to pass a licensing exam for Arizona licensure. However, ASIS graduates are prepared and eligible to sit for licensing exams if they plan to practice in other areas where such examinations are required.

# Accredited by the Accrediting Council for Continuing Education & Training

## Being on Time & Being Here the Whole Time

We expect you to come to class, to be on time, and to participate for the entire class period. As staff, we start class on time and we end class on time. Important information is often given during the first and last minutes of class. We have allowed 10% “misses” because we know your outside life may occasionally demand your time in unforeseen ways.

We recommend planning on getting to school 10 - 15 minutes early. If you know you tend to run a little late in general, as many of us do, you may want to “trick” yourself into believing that class really starts 15 minutes earlier than its posted time. Please remember, this is a professional training.

If you have an unusual circumstance and need to come in late or leave a class early, please let the instructor know beforehand, if possible. If you are tardy, the instructor will decide if you can work that day; this is for the safety of the class. You must communicate with the instructor to find out what you have missed and anything you must do to make it up.

Time management is a learned skill that does not come easily to everyone, and an important skill for us all to have as a therapist. If you are having difficulty managing schedules, you may need to meet with the Campus Director or Administrator to support your educational success.

## Confidentiality of Student Records & Transcripts

Student records are confidential and are accessible only to the individual student, administrative and teaching staff. Students may review their academic and financial records during school office hours. Please see the Campus Director to request access to your personal records. Student academic and financial records are filed in secured, locked locations for up to 1 year at the local campus. After 1 year they are archived at our Mesa campus for long term storage. The school does not release records or any other information about a student without written consent from the student. ASIS follows the US Dept. of Education, Family Education Rights & Privacy Act (FERPA), requiring an authorized release as stated on page 69.

An official Request for Transcripts form needs completed before any transcripts can be sent out. These can be found on our website, or obtained at any of our 4 campuses.

## Student Rights

ASIS is in compliance with the US Department of Education’s Family Education Rights and Privacy Act - FERPA (title 20, section 1232); please see the FERPA policy on page 71.

If a student does not agree with the grade being given them, they should first contact the instructor. If this does not resolve the situation, the student may appeal their grade with their Campus Director. If this does not resolve the problem, students may follow the Student Grievance Procedure outlined on page 41.

All student records are confidential, and transcripts are only sent after requested by the student. For official transcripts, [click here](#). Fees apply.

For further information about your rights, please contact:

US Department of Education  
400 Maryland Ave. SW  
Washington, DC 20202

## ASIS Observed Holidays

While we respect and honor all the religious holidays that people celebrate, we have a lot to do and cannot close school for every holiday. If you celebrate a religious holiday that coincides with a scheduled school day, ASIS will gladly assist in Make-Up.

### Observed Holidays

New Year's Day - January 1st, 2018

Memorial Day - May 28th, 2018

Independence Day, Including week of July 4th (Summer Break) - July 2nd - 6th 2018

Thanksgiving Day, Including day after Thanksgiving- November 22nd - 23rd, 2018

Christmas Day, Including week of Christmas (Winter Break) - December 24th, 2018 - January 1st, 2019

## Grading Procedures

### Grading Periods & Progress Reports

The Massage Therapy programs are broken into four grading periods, where students meet with the campus administration to be updated on their progress and status. Academic Progress and Attendance is reviewed at the end of these grading periods and Progress Reports are distributed. Each progress report is a culmination of cumulative exams, coupled with the instructors' assessments and cumulative attendance.

### Numeric Grades

All courses will receive a numeric grade percentage. Grades will be determined by an average of all tests and class assessments. A cumulative grade of 70% or above is passing.

Grade equivalencies:

Grade	Percent Scale	Grade Point Value
A	90 - 100%	4.0
B	80 - 89%	3.0
C	70 - 79%	2.0
D	< 69%	1.0

## Passing Massage & Non-Massage Courses

Each quarter the grades are averaged and a progress report is shared with the student. A grade of 70% or greater is defined as passing. A student who is not passing will be provided with a report outlining the reason for their grade and the actions required to pass.

## Tests/Learning Experiences

A grade of 70% is passing for all tests. If a student receives a grade of 69% or less on a learning experience, it is considered a failing grade. After 3 failing attempts, they must confer with the teacher/staff to discuss a resolution. The highest of the assessment scores will be averaged into the student's cumulative grade.

## Class Participation & Assessment

Class participation counts for a portion of the class assessment grade. Assessment is compiled by the instructor, using the below student evaluations. These assessments have eleven different categories, which are scaled from 0 to 10 points each.

The ten categories being assessed in the non massage courses are as follows:

1. Punctuality; being on time at the beginning of class and returning from breaks on time
2. Materials; bringing all necessary supplies to class each day (manuals, textbooks, labs, etc)
3. Lecture; being focused and attentive during lecture time, asking questions when necessary
4. Lab/hands-on practice/movement; being on task during this work and putting this time to good use
5. Small group activities; participation in all small group work and contribution to these assignments
6. Classroom environment; contribution to the maintenance of the physical space (tables, chairs, backjacks, pillows, plants, overall cleanliness, etc)
7. Professionalism - Respect towards classmates and staff (including consideration of others in the shared learning environment – things like cell phones in the classroom)
8. Initiative in and responsibility for own learning
9. Stays awake and attentive
10. Overall attitude, presence, and engagement

The ten categories being assessed in the massage courses are as follows:

1. Always fully present during massage session, both as client and as therapist
2. Engaged and awake during lectures, and demonstrations
3. Demonstrates competent massage strokes and application during session
4. Student is able to offer a session with confidence and fluidity, with regard to pace, pressure and connecting strokes
5. Demonstrates proper body mechanics
6. Drapes client appropriately, with confidence, and is conducive to the session being given
7. Demonstrates use of communications skills, utilizing those skills presented in class for intake, feedback, and check-in during session
8. Student is respectful in giving and receiving feedback and is able to respond and adapt to suggestions from instructors and clients
9. Demonstrates awareness of professionalism
10. Holds verbal and behavioral boundaries



## Probation & Dismissal

A student with an unsatisfactory progress report in relation to attendance, behavior, or academic concerns will be put on probation. They will have one grading period to correct the measure, or they will be dismissed. For ASIS's full Probation Policy, go to page 42.

### Attendance Probation

Failure to achieve 90% attendance of scheduled class hours by the end of the next grading period will result in dismissal from the program. A student can be on attendance probation no more than two times during the course of the program. Students on attendance probation will receive attendance counseling to develop strategies to ensure successful progress.

### Academic Probation

Failure to achieve 70% cumulative grade by the end of the next grading period will result in dismissal from the program. A student can be on academic probation no more than two times during the course of the program. Students on academic probation will receive academic counseling (IEP) to develop strategies to ensure successful progress.

A written notification will outline the steps required to be removed from probationary status. Students on academic probation must work to create a success plan for improving their grades. This may include: staff tutorial sessions, required attendance at Q&A's, peer tutoring or getting help from outside sources. An IEP will be used to facilitate a student's return to satisfactory standards. A student can be on academic probation no more than two consecutive times during the course of the program.

Classes where a failing grade is earned may be repeated in a future program. Please see the Grading Policy on page 35, and the Re-entrance Policy on page 88 for more details.

### Behavioral Probations

If a student violates the terms listed in the Conditions for Dismissal, he/she may be placed on behavioral probation. The probationary terms and conditions will be specified in the probationary letter and commences on the day of the violation. If a student is unsuccessful in meeting the terms and conditions of their probation, they will be dismissed. For our complete Student Conduct Policy, please go to page 39 or page 42 for the Probation Policy.

### Appeals Process

The student may submit a written appeal for all probation statuses or dismissal. A written appeal must be addressed and submitted to the Campus Director within 5 business days of the action taken.

## Requirements for Graduation

1. 90% attendance. Make up for hours missed is not always available so students are encouraged to manage their attendance wisely. For a full understanding of the school's Attendance Policy, see page 44.
2. A cumulative grade of at least 70% on written & practical examinations. For Grading Policy, see page 35.
3. Completion of Universal Precautions courses offered at the school
4. Completion of CPR/First Aid courses offered at the school, or proof of current certification
5. Must maintain Satisfactory Academic Progress (SAP). For SAP Policy, go to page 49.
6. Completion of Student Clinic hours
7. Tuition paid in full

## English Proficiency

ASIS accepts students with non-English proficiency and encourages such students to use any and all technologies available for translation. However to obtain a license in the state of Arizona, English proficiency is required by the State of Arizona Massage Board.

*Beginning with students who began massage school after 8/1/14, the AZ Board of Massage now requires non-proficient English speakers to prove their proficiency by taking 1 of 2 exams, (statute R-15-201 C): If English is not the native language of the applicant, to meet the requirements in A.R.S. 32-4222(E), the applicant shall take and pass, no more than 24 months before the date of the application, either of the following examinations; TOEFL or TOEIC*

## Class Overview for 800 Hour Massage Therapy Training

This 27 week, full time, or 54 week part time training program is offered several times a year at each campus. All ASIS day time trainings are offered as full-time, intensive trainings, whereas the evening programs are considered part time.

This education fulfills Arizona's minimum requirements for licensure and is considered entry level. CPR & 1st Aid certifications are included, as well as the fees for your AZ state license. For Grading and Scheduling purposes, all semesters are scheduled on a quarterly basis. A typical sequencing for the Massage Therapy Certification is as follows:

Course/Class	Lecture	Lab (Hands On)	Total Hours
<b>Fundamentals of Massage Therapy</b>	45	53	98
<b>Therapeutic Massage 1</b>	45	54	99
<b>Asian &amp; Energy Therapies</b>	59	50	109
<b>Kinesiology &amp; Palpation (Muscles, Bones, Joints &amp; Movement)</b>	45	17	62
<b>Therapeutic Massage 2</b>	40	58	98

<b>Anatomy &amp; Physiology</b> ,(Structure and Function of the Human Body)	80	30	110
<b>Communications, Ethics &amp; Business</b>	48	15	63
<b>Therapeutic Processes</b> , Chiropractic, Universal Precautions, Health & Hygiene	41	20	61
<b>Supervised Clinic Practicum</b>	0	100	100

<b>TOTAL COURSE HOURS</b>	<b>800</b>
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## Class Descriptions for Massage Therapy Trainings

### Conjunctive Studies

The purpose of the conjunctive studies that are taught within the massage training programs at ASIS Massage Education is to provide students with a variety of massage related skills and knowledge at the theoretical and experiential levels. Effectiveness in the field of massage therapy is grounded in solid technical skills, tactile sensitivity, compassionate presence and theoretical understanding.

A substantial portion of the conjunctive studies format is devoted to the study of Anatomy/ Physiology and Kinesiology/Palpation of the human body, Hydrotherapy, Therapeutic Process and Communication Skills. The conjunctive studies curriculum is completed with Business Practices, Professional Standards, Scope of Practice, Ethics, and Law, and a CPR & 1st Aid certification.

The classes are a mixture of intellectual and body-centered learning. At this level of training the student is exposed to teaching methods based on the belief that learning is a multidimensional process. In addition to traditional lecture and discussion, the student is invited to participate in an ongoing dialogue between him/herself and others. This process can uncover and release patterns of emotion, thought, and belief which may inhibit enjoyable learning. These patterns, while often stemming from educational environments of the past, are a rich and fertile ground of discovery when they arise in the present. What may initially be viewed as a stumbling block can, in an atmosphere of sensitivity and respect, become a great gift. Every effort is made on the part of the faculty to provide students with a safe, rich, and diverse learning environment that can be individually paced and tailored to the needs of specific learning styles. When various dimensions of personal experience are allowed expression, personal and collective development are enhanced. The conjunctive studies course content has been carefully selected and undergoes review on a regular basis. The faculty at ASIS have found the content and context of these classes to be invaluable parts of a holistic approach to massage therapy and education.

## Personal Journal

ASIS believes that the deepest and most meaningful work must begin within the individual. Through journaling, students have the opportunity to reflect on and take responsibility for their belief systems, their learning processes, and their emotional and physical experiences within the classroom and within the therapeutic relationship of giving and receiving bodywork. Journaling is the homework segment of the Communications & Ethics, and the Therapeutic Process courses. Students must submit a summary of their journaling experience as part of their Communications grade.

## Massage Modalities

The intent of the massage modalities interspersed throughout the massage training programs at the ASIS is to educate and assist the student in finding their own voice in the massage profession. The modalities are carefully chosen to blend eastern and western philosophies, as well as deep and light touch, thereby giving the student the opportunity to learn to affect their clients on all levels: physically, energetically, and emotionally. It is our underlying belief that each student has a great intelligence that will guide them throughout their profession, helping them to discern the most beneficial work to support the health of their client. The primary role of the therapist is to be one who listens to both the words and tissues of the client, and then uses whichever “tools” would be in that client’s best interest. It is in this way that the therapist can act as a teacher of greater health and wellbeing, which then facilitates the healer that lives within each recipient.

By integrating a variety of modalities, ASIS believes that the student is then free from dogma, and is more able to access their own inner voice in the therapeutic process. The more tools that a therapist brings to their table, the more capable they are to truly support their client. Throughout the program, students are encouraged to explore their own truth and preferences within the form of each modality, opening to a kinesthetic and cognitive understanding of all that is taught. What may at first appear as a less personally interesting style of work will later become an integral part of the individual’s repertoire for creative expression and healing.

It is the desire of the staff to graduate competent, creative therapists who have developed their own abilities to visualize, assess, and understand anatomy, coupled with a sensitivity to palpate the whole person, all while listening deeply.

All classes are a blend of didactic lecture learning and discussion, coupled with hands -on practical application. At all times, the importance of confidentiality is emphasized.

## **Class Descriptions for Massage Therapy Trainings**

### Swedish Massage

The first five weeks of the program are spent learning the basic strokes of Swedish Massage. This modality focuses primarily on affecting the circulatory systems of the body by using a variety of strokes which help bring about balance and relaxation for the client. In these beginning weeks, much attention is given to the development of healthful body mechanics, respectful use of draping, universal precautions, and fundamental therapist/client communication. At the end of this part of the massage modalities, a student can expect to have acquired the skills and sensitivities necessary for subsequent segments.

## Connective Tissue Massage (CTM)

This modality addresses the superficial and middle layers of connective tissue (fascia) in the body and effectively promotes relaxation, vitality, and increased awareness of postural biomechanics. Connective Tissue Massage is designed to introduce the student to a fundamental level of sensitivity and effectiveness with regards to working with the fascia of the body. However, towards the end of the program, this therapy specifically enhances awareness of how posture and the movement patterns of the body are dynamic and are influenced by environment, nutrition, emotion and experience. Body reading, postural analysis, and functional assessments are addressed. Clients who receive CTM can often experience a greater sense of balance and alignment. This class is an introduction to Structural Integration.

## Craniosacral

Craniosacral therapy is a holistic healing practice that uses very light touch to balance the craniosacral system in the body, which includes the bones, nerves, fluids, and connective tissues of the cranium and spinal area.

## Neuromuscular Therapy (NMT)

This therapy focuses on releasing acute or chronically contracted muscles and tendons by applying specific and direct point pressure to the myofascia of the body. The technique is similar to Oriental acupressure (Shiatsu) with regards to methodology, yet different in terms of physiological influence. NMT is a simple and effective way to reduce pain, tension, and stress that can result from injuries, poor posture and unbalanced nutrition. The method can also gradually re-educate the neuromuscular system so that habitual patterns of restricted physical movement are reduced, and awareness of the causal level of tension is increased.

## Shiatsu & Asian Studies

Shiatsu is a Japanese form of bodywork designed to promote health by influencing and improving the state of energy in the body. This modality addresses the client's energy (chi) through finger pressure on acupressure points along the meridians in the body. Various perspectives of Asian influenced movements and stretching are addressed. Students become familiar with basic Oriental theory, the 12 meridians, the five elements, and many of the acupoints for muscular release and energy movement.

## Polarity Therapy

The forms of bodywork taught in this segment of the program deal with the concept and experience of life energy. Polarity Therapy is based on principles drawn from Chiropractic and Osteopathic medicine, as well as the healing arts of China and India. The resulting unique synthesis addresses life energy as it manifests at the physical, emotional and mental levels. The physical pressure of the hands-on techniques can range from very light to moderately firm, blended with rocking, vibration and stillness. The overall intent is to draw the client's awareness to the patterns of life energy that form the body/mind continuum.

## Injury rehabilitation & Sport Massage

Sports Massage is an integrative modality designed to help athletes throughout a variety of training phases. Within this modality the student is educated on several sports massage techniques: pre-event massage, post-event massage, flexibility programs, and maintenance massage, however the emphasis of this training is looking at repetitive motion injuries, injury assessment, and development of a rehabilitative protocol. Throughout the school session students have the opportunity to practice on competing athletes at local events.

## Integrative Massage

The intent of this body of work is to allow the student opportunities to increase creativity, spontaneity and refinement of existing skills, while exploring the interface between the body and the mind. These classes are used as an opportunity to practice the blending of the learned techniques, as well as a time to introduce the students to a variety of other massage modalities, ranging from Infant Massage to massaging the elderly. Ultimately, a holistic approach of this nature is aimed at supporting individuals in experientially knowing themselves and their work more fully. This process of discovery in self-knowledge will often lead to greater self-responsibility, happiness and peace

## Hydrotherapy

Hydrotherapy is defined as using water for therapeutic purposes. Yet with the continued and growing, popularity of spas and resorts, it becomes much more than this to the thousands of recipients of Hydro treatments. Hydrotherapy is an ancient modality dating back to 4500 BC, and remnants of its existence can be found in most cultures throughout the world.

At ASIS, therapeutic applications of heat and cold, ice packs, body wraps, Kneip therapies, whirlpools, flower essences , essential oils, and other therapeutic tools and procedures are discussed or practiced in the school setting. Students learn how to incorporate these tools in their massage practice, for hydrotherapy was the first medicine, to influence modern techniques used by naturopaths, physical therapists, massage therapists, orthopedic physicians and spas.

## Chiropractic Assistant Training

Interspersed throughout the program, students will receive training for becoming a Certified Chiropractic Assistant (CCA). These classes prepare therapists to work in a cooperative relationship within a chiropractor's office. A CCA is required by the State of Arizona for an individual to assist in chiropractic modalities. Graduates from ASIS receive a CCA, with an emphasis in Physiotherapy and Acupuncture, record keeping, charting and client confidentiality upon completion of the Massage Training.

The ASIS Massage & Chiropractic Assistant Curriculum meets the requirements for Arizona's and most other states' licensure.

Solutare Per Aqua

Health Through Water

## **Additional Hours**

### Supervised Student Clinic

Students are required to complete sixty supervised student clinic sessions. This time is intended to help prepare the student to meet their clients in a professional setting, giving the student invaluable experience in business & marketing, charting and note taking, and the chance to massage a wide variety of clients. Students will perform a Clinic Readiness assessment to start in Clinic, and a Clinic Completion assessment to complete clinic requirements.

Student Clinic is truly the laboratory of Massage School. In this supervised setting, students are encouraged to utilize their communication skills, and their assessment & SOAP note skills, while practicing the massage modalities they are learning in class. Within the sixty three clinic sessions, students are occasionally scheduled to be Clinic Coordinator Assistant as an opportunity to experience the business aspects of being a Massage Therapist. Student Clinic is scheduled between 11 - 9:30 PM, Monday through Thursday, and Saturdays 12-6 PM for Evening Program students.

In a mock setting, students are treated as contract labor in the student clinic.

To book an appointment in an ASIS Student Clinic, please contact the desired location, see page 4-5.

## Additional Courses of Study

ASIS Massage is committed to the needs of massage therapists in Arizona and throughout the country. As added classes, ASIS offers a series of continually changing weekend CEU & Workshops for Massage Therapists, Ranging from Shiatsu to Structural Integration, Thai Massage to Cranio-Sacral, Injury Rehabilitation to Essential Oils.

All ASIS Massage CEU courses are approved by the AZ Board of Massage Therapy and NCBTMB. For a list all schedule CEU course [click here](#).

To apply at any ASIS campus, please [click here](#).

## Communication with Staff

Maintaining communication with the staff is of primary importance. Cases of extended illness and personal emergency that may result in absence or difficulty in school should be discussed with the Administration. We can find a way for you to complete missed work within the parameters of the Attendance Policy (page 44). If you are absent we ask that you call the office or the instructors. If you know you will be absent from any portion of a class beforehand, please inform the instructors.

It is the sincere goal of our staff to support every student in their best, most satisfying learning experience. We are more than willing to meet you halfway and work with you to figure out how such learning can happen for you. Please let a staff member know if you begin to experience difficulty with the material or with the learning process. Students at ASIS are encouraged to participate in the growth and development of the group. Group circles are offered as a forum for ideas, sharing and dialogue. These rounds foster interpersonal and communal development. For a more confidential interaction, instructors administrative staff members are available for one on one meetings, or e-mail contact. All ideas or grievances will be considered with open ears, open minds, and open hearts.

## Cancellation or the Postponement of a Start Date

ASIS reserves the right to postpone or cancel the start date due to insufficient enrollment. If this occurs, the student may request a guaranteed reservation in the next scheduled class, or a cancellation of enrollment with a full refund of all fees paid.

# What to Bring to Massage Class Everyday

## 1. LINENS:

2 Bath-size towels - Not too big, not too thick.

1 Pillow case or something suitable to cover the face cradle.

2 Sheets - A twin fitted sheet works well for the bottom, however, a double sheet or flat sheet is okay. A second sheet should open enough to be a top sheet to cover chilly clients.

1 Pillow – Queen size is ideal. (Consider putting your name on your pillow.)

You will need extra linens to use for your clients in the Student Clinic. (2 extra sets per day)

- ## 2. LUBRICANT:
- For the first several weeks of massage class, please use a light vegetable, cold pressed oil, such as almond oil, or the oil that we supply you. Be cautious about using scented oils or blends which, for some clients, may stimulate an allergic reaction. Read ingredients of blends and avoid using products that contain mineral oil which is suspected of inhibiting the absorption of certain vitamins and minerals.

If you purchase oil in bulk, remember to store it in the refrigerator to prevent rancidity. Cold pressed oils are mineral rich and are not protected from chemical solvents used in the extraction of most vegetable oils. Bring oil to class in a plastic squeeze bottle. Glass bottles or containers with screw-on lids are awkward to work with and often end up causing a major oil spill.

- ## 3. FOOT TUB:
- Otherwise known as a dish tub.

- ## 4. ATTIRE:
- Wear clothing that is easy to get in and out of and that you don't mind getting a little oil on. Even though we will always use adequate draping during massage practice, we recognize that we each come from a different background regarding undressing and levels of nudity. It is our intention to provide an environment based on respect and sensitivity to allow each student to move at their own pace regarding disrobing. For the student clinic, students must dress cleanly, comfortably and professionally.

**Jewelry** - If you have jewelry of monetary or sentimental value, consider that you will be removing it often while giving and receiving bodywork. There is the possibility for it to be misplaced and small pieces may be inadvertently picked up with someone else's things or disappear into the ethers. We recommend that you not wear precious or sentimental pieces to class. Of course, how you deal with this matter is entirely up to you.

## 5. HYGIENE:

**Finger Nails** -trim short until there is no white. Yes, it's good-bye nails! (No, you do not need to cut into the quick.) Round off edges, beveling the edge of the nail with an emery board. Your clients will thank you. You want clean and soft hands and nails. Practice washing hands before and after you work.

**Breath** – We are close to our clients when we work, and nothing is more distracting to relaxing than halitosis. Common culprits: tobacco, coffee, garlic, and unclean teeth. We suggest that you bring a toothbrush and paste to school to freshen your mouth, especially after lunch.



Body Odor - Besides cleanliness, what we eat and how we feel (fear) contributes to body smells. Granted, there are some of us that actually enjoy a more organic smell, yet as professionals we detract from our work if our client's lasting impression of our work is our smell. This consideration should also include the use of perfumes or scents (again, some folks are allergic to certain scents).

Regarding breath and body odor, find someone you trust and do yourself a service by giving each other breath checks and pit checks. Better your friend telling you your breath needs a little work than having a hard time finding a partner. This is an area we all work with, a part of being alive. With some acceptance of this fact, as well as a good dose of humor and compassion, we can support each other becoming more mindful and able to explore our potential as massage therapists.

6. PROFESSIONALISM: ASIS does not tolerate any form of inappropriate sexual innuendo, comments, jokes and/or sexual harassment in the classroom.

Note: You may consider labeling your items - notebooks, etc. Items left in the massage room at the end of the day are placed in the Lost and Found, or are discarded.

## **Student Clinic Practicums**

The Clinic Practicum is an important part of your training. It is an opportunity to integrate all that you're learning in the classroom and apply it to real life situations with real live people! We want to encourage you to dive in knowing that the best way to learn is by doing. The more people you touch, the more comfortable you will be touching!

This segment is a part of the massage modality, and is essential for completion of the program. You will be required to work on clients from the general public. Clinic begins at the end of the first quarter, after the completion of Swedish Massage. We have found that clinic practice is of great assistance in bridging the gap between student and professional therapist.

So, here is an invitation: Be courageous... Learn a lot... Stretch yourself... and have FUN!!!

## **Student Clinic Policies**

A number of Therapeutic Process classes are designed to present clinic requirements and expectations prior to the start of the student clinic. Students may not begin working in the Supervised Student until they have a successful 1st Progress Report. Successful and timely completion of Clinic Journals, professionalism in the administrative assistant role, consistent charting, and participation in the 3 C game is necessary for a grade of Passing for the Student Clinic.

Students must also meet the clinic time requirements noted on the SAP chart (when applicable) to stay on track for completion of all hours by Graduation. Late or incomplete clinics may result in Academic Warning, Academic Probation, or a delay in graduation. If they do not finish the Clinic sessions by graduation, they may be allowed to work with the clinic coordinator to complete their sessions. Sessions must be completed within 150% of the length of the program. Not completing clinic will delay graduation and the student's ability to qualify for a state licence.

### Requirements for Student Clinic Completion:

1. 100% attendance with missed days made up (student must make contact with the instructor)
2. A successful final student clinic assessment
3. Completion of Universal Precautions courses offered at the school

The intent of the Student Clinic is to help students interface with the public in a professional setting. The emphasis of the student clinic is the word professional.

### As ASIS, we perceive the following as PROFESSIONAL:

**HYGIENE:** Students must appear ready to work in a therapeutic setting. (i.e.: Hair pulled back and out of face, breath and body-odor free, hands need to be washed before and after each session, and nails trimmed short.)

**PREPAREDNESS:** Help set up clinic and personal workspace 15 minutes prior to the beginning of the session. Have oil and two sets of clean sheets for each day you are scheduled.

**CLOTHING:** All clothing should be clean, tidy and modest. ASIS provides each clinic student with two ASIS tee shirts for clinic use. Pants, skirts, dresses, or shorts must be at least knee length, with no holes. ASIS also provides martial arts shoes/slippers for clinic use; these are for indoor use only and are required for clinic (optional in classroom). Students may provide their own shoes for clinic that are indoor use only.

**ATTENDANCE:** If you are absent for the afternoon class you are responsible to let the Clinic Coordinator know you will be in attendance for clinic or that you have traded with someone else. All changes must be okayed by the Clinic Coordinator. Failure to complete your student clinics will result in an incomplete in the program.

**THINK THERAPEUTICALLY:** This is an opportunity for the student to work in a professional setting and still be a student. Practice what you have learned. Use the Client Intake Form to figure out what are the best modalities and strokes for the session. Stretch yourself, and think therapeutically.

**BE CONSCIOUS:** Think about creating a “sacred space” around you and your client. Be aware of the content of your conversations with your client and whether it is in the best interest of the session. Remember, there are other massages going on all around you.

**VERBAL PROFESSIONALISM:** ASIS does not tolerate any form of inappropriate sexual innuendos, comments, jokes and/or sexual harassment in the student clinic by either the therapist or the client.

## Faculty & Administration

By integrating a variety of modalities, ASIS believes that the student is then free from dogma, and is more able to access their own inner voice in the therapeutic process. The more tools therapists bring to their tables, the more capable they are of truly supporting their clients. Throughout the program, students are encouraged to explore their own truths and preferences as they experience a variety of educated instructors who specialize in a variety of modalities. What may at first appear as many perspectives, from several determined instructors, will later become an integral part of the individual’s repertoire for creative expression and healing.

It is the desire of the staff to graduate competent, creative therapists who have developed their own abilities to visualize and understand anatomy, coupled with a sensitivity to palpate the whole person, all while listening deeply. ASIS instructors engage with their students because they believe in the importance of this work. We

offer a diverse group of qualified practitioners, who believe in high standards, kindness, and generosity. With excitement for their respective fields and commitment to a collaborative educational process, our teachers choose to teach because they believe in the possibilities for their students, and massage therapy as a profession.

ASIS Massage Education is registered with the Arizona Corporation Commission as the Arizona School of Integrative Studies, LLC, is Licensed by the AZ State Board for Private Postsecondary Education, and is approved by the Arizona State Board of Chiropractic to offer a certificate in Chiropractic Assistant. In August 2013, ASIS received Accreditation by the Accrediting Council for Continuing Education & Training (ACCET), and then in March 2014, the U.S. Department of Education approved ASIS to offer Federal Financial Aid to those who qualify.

ASIS is owned and operated by Trumantra Education Group.

For all inquiries about the school's legal status, please contact the main office at 639 North 6th Avenue, Tucson, AZ 85702.

For more details about the schools history, the biographies of ASIS's competent and committed staff, visit our [Staff Listings](#).

ASIS has several opportunities for advisory boards to discuss various trends and goals of the profession and education. Click on this link for a list of our [Advisory Board](#).

# Student Grading Policy

Revision Date: January, 2017

## Purpose

The purpose of this document is to provide procedures for Student's Academic Tracking.

## Responsibility

Campus Director, Director of Student and Career Services

## Grading Periods & Progress Reports

The Massage Therapy programs are broken into four grading periods, where students meet with the campus administration to be updated on their progress and status. Academic progress is reviewed at the end of these grading periods and Progress Reports are distributed. Each progress report is a culmination of a cumulative test, coupled with grades given by the instructor.

## Numeric Grades

All courses will receive a numeric grade percentage. In the **science classes** the grade will be determined by an average of all tests and a class assessment grade.

## Means of Evaluation

- A. Instructor Assessment (10%)
- B. Tests (90%)
- C. Students will be required to achieve a cumulative percentage of 70% or higher for successful completion of the course.

In each **modality class** the student will be assessed by a test, an evaluation of hands-on skills/assessment grade.

## Means of Evaluation

- A. Instructor Assessment (70%)
- B. Tests (30%)
- C. Students will be required to achieve a cumulative percentage of 70% or higher for successful completion of the course.

In **Communications, Ethics and Business Classes**, and **Therapeutic Process Classes**, the grade will be determined by an average of all tests and a class assessment grades.

## Means of Evaluation

- A. Instructor Assessment (50%)
- B. Tests (50%)

- C. Students will be required to achieve a cumulative percentage of 70% or higher for successful completion of the course.

Individual course/modality grades are reviewed during each quarterly progress report to support students in achieving success in their education and a passing cumulative average.

## Grade Equivalencies

Grade	Percent Scale	Grade Point Value
A	90 - 100%	4.0
B	80 - 89%	3.0
C	70 - 79%	2.0
D	< 69%	1.0

## Tests/Learning Experiences

A grade of 70% is passing for all tests. When a student receives a passing grade of 70% or higher, they can retake the test one additional time to increase their grade. The highest passing grade will be recorded. If a student receives a grade of 69% or less on a learning experience, it is considered a failing grade. In this case, they must attend a scheduled Study Hall/Make Up session to review the material and retake the test. If a student again receives a 69% or less after the Study Hall/Make Up session, they will receive a failing grade for that test. Student's are encouraged to complete tests by the end of the applicable grading period, however, all tests must be completed by the student's scheduled graduation date.

## Quizzes

A number of quizzes may be given in various courses and modalities during each grading period. Completion of each quiz is viewed as a great opportunity to help the student be a knowledgeable therapist, or to prepare for any state or national exam.

## Class Participation and Assessment

Class participation counts for a portion of the class assessment grade. Assessment is compiled by the instructor, using the below student evaluations. These assessments have eleven different categories, which are scaled from 0 to 10 points each.

The ten categories being assessed in the non massage courses are as follows:

- **Punctuality**; being on time at the beginning of class and returning from breaks on time
- **Materials**; bringing all necessary supplies to class each day (manuals, textbooks, labs, etc)
- **Lecture**; being focused and attentive during lecture time, asking questions when necessary
- **Lab/hands-on practice/movement**; being on task during this work and putting this time to good use
- **Small group activities**; participation in all small group work and contribution to these assignments
- **Classroom environment**; contribution to the maintenance of the physical space (tables, chairs, backjacks, pillows, plants, overall cleanliness, etc)

- **Professionalism**; Respect towards classmates and staff (including consideration of others in the shared learning environment – things like cell phones in the classroom)
- **Initiative** in and **responsibility** for own learning
- Stays **awake** and **attentive**
- **Overall attitude, presence, and engagement**

The ten categories being assessed in the massage courses are as follows:

- Always fully present during massage session, both as client and as therapist
- Engaged and awake during lectures, and demonstrations
- Demonstrates competent massage strokes and application during session
- Student is able to offer a session with confidence and fluidity, with regard to pace, pressure and connecting strokes
- Demonstrates proper body mechanics
- Drapes client appropriately, with confidence, and is conducive to the session being given
- Demonstrates use of communications skills, utilizing those skills presented in class for intake, feedback, and check-in during session
- Student is respectful in giving and receiving feedback and is able to respond and adapt to suggestions from instructors and clients
- Demonstrates awareness of professionalism
- Holds verbal and behavioral boundaries

## Passing

Each quarter the grades are averaged and a progress report is shared with the student. A grade of 70% or greater is defined as passing. A student who is not passing will be provided with a report outlining the reason for their grade and the actions required to pass.

## Probation

A student with an unsatisfactory progress report in relation to attendance, behavior, or academic concerns will be put on probation. They will have one grading period to correct the measure, or they will be dismissed.

## Dismissal

If a student does not achieve satisfactory academic progress by the end of the probationary grading period, it will result in dismissal.

## Appeals Process

The student may submit a written appeal for all probation statuses or dismissal within 5 business days of the action taken. A written appeal must be addressed and submitted to the Campus Director, which will be discussed in the next scheduled management call. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from obtaining satisfactory progress in the program. ASIS will assess all appeals with the input of school staff, and will send a written decision to the student within ten business days of the Institute's receipt of the appeal. This decision is final.

Students who are readmitted following a return on probationary status for the duration of the grading period must fulfill all the terms designated in the letter granting readmission. The student may remain on probation for two consecutive grading periods as long as the terms of the letter are being met. By the end of the second

probationary grading period, satisfactory progress must be met. The student's progress will be reviewed at the end of each grading period until program completion.

## Retaking a Course

If a student has earned a failing grade, he or she may repeat the course in the subsequent program. In order for this to happen:

- The student must be in good academic standing in all other modalities
- The student must be in good attendance standing
- The student must be in good behavioral standing
- The student may only repeat a maximum of 50% in a future program.
- The student must have been proactive in their learning during their current program.
- ASIS needs to feel that the student has shown enough improvement, or has enough motivation to have made the changes necessary to be successful repeating the course.

To request retaking a course, the student must submit the request in writing to the Director of Student and Career Services for review and approval by the Campus Director. If the request is approved, the student will be allowed to retake the course in a future program, as space allows. Tuition will be charged and graduation delayed. Retaking a course will delay graduation and eligibility to take any required state exams. A failing grade will adversely affect a student's academic progress. No more than 50% may be repeated due to the requirements outlined in maximum time frame. If the request is denied, the student will be notified in writing by the Campus Director.

## Clinic

A number of Therapeutic Process classes are designed to present clinic requirements and expectations prior to the start of the student clinic. Students may not begin working in the Supervised Student until they have a successful 1st Progress Report. Students are required to complete sixty-two supervised student clinic sessions. Successful and timely completion of Clinic Journals, professionalism in the administrative assistant role, consistent charting, and participation in the 3 C game is necessary for a grade of Passing for the Student

Clinic students must also meet the clinic time requirements noted on the SAP chart (when applicable) to stay on track for completion of all hours by graduation. Late or incomplete clinics may result in Academic Warning, Academic Probation, or a delay in graduation. If they do not finish the Clinic sessions by graduation, they may be allowed to work with the clinic coordinator to complete their sessions. Sessions must be completed within 150% of the length of the program. Not completing clinic will delay graduation and the student's ability to qualify for a state license.

## Requirements for Student Clinic Completion

1. 100% attendance with missed days made up (student must make contact with the instructor)
2. A successful final student clinic assessment
3. Completion of Universal Precautions courses offered at the school

# Student Conduct Policy

The purpose of this document is to create a procedure for handling and addressing behavior, which in any manner, may be harmful to the learning environment, fellow students, staff, or to the reputation of the school and the profession.

## Responsibility

Campus Director, Lead Instructor, & Regional Campus Director

## Procedure of Probation & Dismissal

If a student violates the terms listed in the Conditions for Dismissal, he/she may be placed on behavioral probation. The probationary terms and conditions will be specified in the probationary letter and commences on the day of the violation. If a student is unsuccessful in meeting the terms and conditions of their probation, they will be dismissed.

If the student shows acceptable improvement by the end of the probationary period, he/she will be notified that they are being removed from probationary status.

If the student does not demonstrate behavioral improvement at the end of the probationary period he/she will be dismissed in writing by the Campus Director. Further behavioral violations during the probationary period may result in dismissal prior to the end of the probationary period.

## Reasons for Dismissal

- Failure to fulfill the requirements of academic, behavioral, and attendance probation
- Failure to pay tuition on time
- Attending classes under the influence of alcohol or drugs
- Improper behavior that may be harmful to the learning environment or to the reputation of the school
- Failure to demonstrate an attitude and behavior consistent with that of a professional, caring member of the health science community
- Violent or sexual behavior towards staff and/or classmates
- Failure to maintain satisfactory academic progress (SAP)
- Failure to get off of probation

Reinstatement following dismissal is up to the discretion of the Administration.

## Student Clinic

During the Student Clinic, students are expected to manage themselves as if they were employees of the Clinic Coordinator, and to treat all clients like they are paying customers at a renowned spa. Failure to manage yourself in a professional manner, which includes attire, preparation, and punctuality can lead to a behavioral probation.

## Appeals Process

The student may submit a written appeal for all probation statuses or dismissal within 5 business days of the action taken. A written appeal must be addressed and submitted to the Campus Director, which will be



discussed in the next scheduled management call. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from obtaining satisfactory progress in the program. ASIS will assess all appeals with the input of school staff, and will send a written decision to the student within ten business days of the Institute's receipt of the appeal. This decision is final.

Students who are readmitted following a return on probationary status for the duration of the grading period must fulfill all the terms designated in the letter granting readmission. The student may remain on probation for two consecutive grading periods as long as the terms of the letter are being met. By the end of the second probationary grading period, satisfactory progress must be met. The student's progress will be reviewed at the end of each grading period until program completion.

# Grievance Policy & Procedure

The purpose of this document is to create a procedure for students' grievances against the school.

## Responsibility

All Staff/Students

## Procedure

ASIS is committed to meeting and maintaining exemplary standards of quality. The staff's goal is to provide sound education, in a safe, supportive yet evocative setting. Students should make every effort to find fair resolutions through ASIS's formal grievance procedure if problems arise. Students at the ASIS are encouraged to participate in the growth and development of the group. There are regular circles offered as a forum for ideas and dialogue. These meetings foster interpersonal and communal development. Although one or more members of the staff are present to help facilitate these circles, every effort is made to create an egalitarian atmosphere.

For a more confidential interaction, administrative staff members are available for one on one meetings. All ideas or grievances will be considered with open ears, open minds, and open hearts.

The staff and faculty at ASIS meet students and their ideas and grievances openly and caringly. We do not discriminate on any basis. Feedback sheets are offered for all classes. If there is an immediate problem in the classroom we first encourage the student to pursue a peaceful resolution on their own or with staff support in a timely manner. If this avenue does not bring about a satisfactory resolution, the student may submit a written grievance to the school administration within 5 days of the original grievance. ASIS will respond to the original complaint in writing within 10 business days. If the complaint cannot be resolved after exhausting the school's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board and /or ACCET for further details:

The State Board address: 1740 W Adams St #3401, Phoenix, AZ 85007, or phone 602-542-5709, or through their website at [www.ppse.az.gov](http://www.ppse.az.gov)

ACCET address: ACCET Chair, Complaint Review Committee, 1722 N Street, NW, Washington, DC 20036, or phone 202-955-1113

Although we encourage our students to follow the aforementioned steps in the grievance procedure, students may contact our state and/or national accrediting boards at any time during the process.

# Student Probation Policy

The purpose of this document is to provide policy and procedures for Student Probations.

## Responsibility

Campus Director, Director of Student and Career Services

## Procedure

Probations: Attendance, Academic, Behavioral

### Attendance

In the event that a student fails to be present for a minimum of 90% of scheduled class hours, the student will be placed on Attendance probation for the duration of the next grading period. Students on attendance probation will receive written notification and attendance counseling to develop strategies to ensure successful progress. The written notification will outline the steps required to be removed from probationary status.

If a student achieves 90% attendance for scheduled class hours by the end of the probationary grading period, he/she will be notified in the progress reports that they are making satisfactory academic progress and that they are being removed from probationary status.

Failure to achieve 90% attendance of scheduled class hours by the end of the next grading period will result in dismissal from the program. A student can be on attendance probation no more than two times during the course of the program. A student who is not showing significant progress towards remedying the situation and is deemed incapable of successfully completing the program will be dismissed in writing by the Director.

### Academic

In the event that a student fails to achieve a 70% cumulative grade average or 70% in a numerically graded modality at the end of a grading period, the student will be placed on academic probation for the duration of the next grading period. The student must achieve satisfactory academic progress by the end of the probationary grading period.

A student will receive written notification and meet with the Campus Director and/or Director of Student Services when placed on probation. The written notification will outline the steps required to be removed from probationary status. Students on academic probation will work with the Campus Director and their teachers to create a success plan for improving their grades. This may include: staff tutorial sessions, required attendance at Q&A's, peer tutoring or getting help from outside sources. The IEP will be used to facilitate a student's return to satisfactory standards. A student can be on academic probation no more than two non consecutive times during the course of the program.

If a student achieves 70% cumulative average by the end of the probationary grading period, he/she will be notified in the following progress report that they are making satisfactory academic progress and that they are being removed from probationary status.

Cumulative: If the student is unable to achieve 70% cumulative average following the completion of their probation, the student will be dismissed from the program. A student will receive written notification by the Director that he/she is being dismissed from the program for unsatisfactory academic progress.

## **Behavioral**

In certain circumstances a student who violates the terms listed in the Conditions for Dismissal will be dismissed immediately: attending class under the influence of alcohol or drugs; improper behavior that may be harmful to the learning environment or to the reputation of the school; violent or sexual behavior towards staff and/or classmates. If a student violates the other terms listed in the Conditions for Dismissal, he/she will be placed on behavioral probation. The duration of the probationary period will be specified in the probationary letter and commences on the day of the violation. Behavioral probation is limited to twice in a program.

A student on behavioral probation is issued a letter of probation in a meeting with the Director of Student Services and/or the Campus Director. The letter identifies the problematic behaviors and the corrective measures necessary. The student meets with the Director of Student Services as needed to evaluate the behavioral issue during the probationary period. Behavioral improvement must be evident by the end of the probationary grading period.

If the student shows acceptable improvement by the end of the probationary period, he/she will be notified in writing if they are being removed from probationary status.

If the student does not demonstrate behavioral improvement at the end of the probationary period he/she will be dismissed in writing by the Director. Further behavioral violations during the probationary period will result in dismissal prior to the end of the probationary period.

## **Appeals Process**

The student may submit a written appeal for all probation statuses or dismissal within 5 business days of the action taken. A written appeal must be addressed and submitted to the Campus Director, which will be discussed in the next scheduled management call. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from obtaining satisfactory progress in the program. ASIS will assess all appeals with the input of school staff, and will send a written decision to the student within ten business days of the Institute's receipt of the appeal. This decision is final.

Students who are readmitted following a return on probationary status for the duration of the grading period must fulfill all the terms designated in the letter granting readmission.

# Attendance & Make Up Policy

**Revision Date:** February 6, 2017

## Purpose

The purpose of this document is to provide procedures for student attendance.

## Responsibility

Director of Student Resources and Career Services

## Attendance Policy

Attendance is necessary to the integrity of the education at ASIS Massage. By enrolling in the course, students make a commitment, both to the school and to themselves, to be present. Likewise, the ASIS faculty and staff are committed to being truly present with students, assisting them to fulfill their educational goals. Attendance is taken by the instructor at the start of class. Late arrivals and early departures will be recorded by instructors manually in the attendance book, then uploaded in our student database.

Minimum Standard:

ASIS Massage requires a minimum 90% cumulative attendance for graduation. In the event that a student fails to be present for a minimum of 90% within a grading period, the student will be placed on Attendance probation for the duration of the next grading period. 2 consecutive grading periods with less than 90% attendance will lead to dismissal.

If a student knows they will be absent for any portion of a class beforehand, we ask that they inform the office and the instructors. For students who are admitted to the program later than the first day of classes, absences are officially counted as of the day they are assigned to begin classes, and the school will be responsible for any and all make up required.

## Absences

We understand that “real life happens” and that students may need to occasionally miss class to attend to health, family, business, or other practical matters. The following situations constitute an absence:

- Student is absent from the entire class period.
- Student is absent for more than half of the scheduled time.
- **Tracking Tardiness and Early Departures** (Being On Time & Being Here the Whole Time)
- Unless specifically noted otherwise, morning classes are from 9:00 to 11:20 and afternoon classes are 12:00 to 3:20, with Student Clinic two evenings a week. Evening Classes are held Weekdays: (days vary by campus), 6:00 PM - 9:30 PM, and Saturdays (9:00 AM - 6:00 PM). Note: Student Clinic sessions are part of the Saturday schedule.
- We expect students to be on time and to participate for the entire class period. ASIS staff is expected to start class on time and end class on time. Important information is often given during the first and last minutes of class. In addition, being tardy or departing early even by just a few minutes is disruptive and disrespectful to instructors and fellow classmates.

“Tardy” is defined as arriving after the scheduled start time of the class.

“Departing early” is defined as departing before class is dismissed by the instructor.

Time is recorded by the clock in the classroom. Attendance records are time stamped and all time missed will be tracked on student records. Students arriving late or leaving early must sign in/ out with the time accurately recorded on the classroom attendance form provided in class. Students are required to make up class time missed due to tardiness. If a student misses more than half of a scheduled class time, they are considered absent. For accumulation of every 210 tardy minutes of massage classes (hands-on), students will schedule makeup with the Clinic Coordinator, at which time they will view the missed course content on the LMS, discuss with the Clinic Coordinator any questions and/or uncertainties about the material, and then perform the work in the student massage clinic with the sole intent of practicing the content missed in class under direct supervision. For accumulation of every 150 tardy minutes of non-massage classes, students will view the missed course content on the LMS (Moodle), and participate in directly supervised and scheduled tutorial times provided by the school at no charge, where emphasis is solely on materials missed. Please be aware that if a student has missed a significant amount of material they may not be allowed to practice the work of the day, and they may be asked to observe, or to do make-up work. This is the case even if the student participates in the rest of the class.

If a student has an unusual circumstance and needs to be tardy or depart early, if possible let the instructors know beforehand. It is the student’s responsibility to contact instructors and find out what they have missed and anything they must do to make it up. If tardy, the instructor will decide if the student can work that day. This is for the safety of the class.

Within each grading period, a student with 8 accumulated tardies will be placed on Attendance Probation. To assist students in correcting this behavioral pattern, a meeting with the administrative staff is required as part of their probation. Time management is a learned skill that does not come easily to everyone, and an important skill for us all to have as a therapist. We recommend students arrive to school ten to fifteen minutes early. Please do whatever is needed to do to minimize the risk of being tardy.

## **Being Present**

Once a student arrives, participation is expected. Participation includes:

- being attentive to lecture material
- actively watching demonstrations
- practicing the techniques demonstrated in massage class
- participating fully in all class activities (movement, labs, etc.)

## **Active Observation**

If for some reason (injury, for instance) a student needs to not practice or receive the massage session of the day, the student needs to consult with the instructor about their option to actively observe the class that day. Active Observation means that the student is sitting up, awake and present, watching other students practicing, and taking notes on the Active Observation Form.

The instructor will collect this form at the end of class. Unless additional days are pre-approved by the Campus Director, the student may take this option up to eight times throughout the program. The student may only use three Active Observations per marking period. Active Observation is an option in Massage classes only. If the student is physically present but neither participating fully nor engaging in Active Observation as arranged with

the instructor, the student will have an absence for that class period. If the student is not feeling well enough to participate fully or to actively observe, please contact the instructors and excuse yourself to go home. There is no Active Observation for Student Clinic.

## **Make-Up Hours**

Make up work is solely to make up comparable missed class time. Students must complete make-up work by the end of the applicable (same) grading period. Make up must be educationally sound and is required to be comparable to the content, time and delivery of the classes missed. For missed massage classes (hands-on), students will schedule makeup with the Clinic Coordinator, at which time they will view the missed course content on the LMS, discuss with the Clinic Coordinator any questions and/or uncertainties about the material, and then perform the work in the student massage clinic with the sole intent of practicing the content missed in class under direct supervision. For non-massage classes, students will view the missed course content on the LMS, and participate in directly supervised and scheduled tutorial times provided by the school at no charge, where emphasis is solely on materials missed. When a student's attendance falls below 85%, an IEP will be required to help clarify goals of success. In this case, any additional teacher tutorial time will need to be paid for by the student (VA Funding will not cover any additional tutorial time) at a rate of \$30 per hour.

## **Consecutive Absences**

If a student is absent for 10 consecutive scheduled class days, the student will be dismissed from the program. If a student knows they will be missing 10 or more consecutive days, they may request a leave of absence. Maintaining communication with the staff is of primary importance.

It is the sincere goal of our staff to support every student in their best, most satisfying learning experience. We are more than willing to meet all students halfway and work with them to figure out how such learning can happen. We hope that all students feel comfortable and confident enough to let a staff member know if they begin to experience difficulty with the material or with the learning process.

## **Medical or Emergency Absences**

We understand that life happens. Should medical or emergency absences occur that results in missing more than 10 consecutive days, a Leave of Absence may be granted. Please see the Leave of Absence Policy for details.

## **Celebrated Holidays**

While we respect and honor all the religious holidays that people celebrate, we have a lot to do and cannot close school for every holiday. If you celebrate a religious holiday that coincides with a scheduled school day, ASIS will gladly assist in Make-Up.

# Leave of Absence Policy & Form

**Revision Date: January 2018**

We understand that life is the thing that happens as we are making our glorious plans for what we want to have happen. If by any chance a student experiences life circumstances which leave them no choice but to suspend their training, it is our goal to work with the student in figuring out the best options possible for both the student and the school. A leave of absence or interruption of training may be granted only by prior arrangement with the staff of the school and approval from the school administration.

A leave of absence is a temporary break in a student's attendance, during which they are still considered to be enrolled. An Official Leave of Absence must comply with the following requirements:

1. The student must request the leave of absence in writing in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. If the student does not request a leave of absence within a time-frame consistent with the institution's consecutive absence policy, he or she will be withdrawn.
2. Except under the circumstances identified in #3 below, the leave of absence is limited to 180 calendar days in any 12 month period or one-half the published program length, whichever is shorter. Multiple leaves of absence are not permitted.
3. A student enrolled under an M-1 visa may be granted leaves of absence or in accordance with the regulations of the Department of Homeland Security and the following guidelines: (a) in emergency situations such as a serious illness or a death in the immediate family. Unless otherwise stipulated and documented, the leave is not to extend beyond 50% of the length of period for which the student applied; (b) an extended absence (more than four weeks) may require retesting upon reentry into the program.
4. The student must sign and date their leave of absence request and specify a reason for the leave. The reason must be specified in order for ASIS to have a reasonable expectation of the student's return.
5. The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study.
6. ASIS will document its approval of the leave of absence request in accordance with this policy.
7. ASIS will not assess the student any additional charges as a result of the leave of absence.
8. An approved leave of absence may be extended for an additional period of time provided that the extension request meets all of the above requirements, and the total length of the leave of absence does not exceed the specified limit, as noted in item # 2 or # 3.

I, \_\_\_\_\_ (student at ASIS), do so request a leave of absence from my massage therapy training, which began on \_\_\_\_\_ and is scheduled to graduate on \_\_\_\_\_. My last day of class this semester will be \_\_\_\_\_, and I would like to return beginning on \_\_\_\_\_. By signing this, I acknowledge that my new graduation will be on \_\_\_\_\_ and that all requests for Leave of Absence are not necessarily granted.

**Please use an additional piece of paper if necessary to explain your reason for this request.**



Approved By: \_\_\_\_\_

Administrative Notes: \_\_\_\_\_

Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

# ASIS Satisfactory Academic Progress Policy (SAP)

Revision Date: June, 2018

## **SATISFACTORY ACADEMIC PROGRESS**

### **Purpose:**

The purpose of this document is to provide policy and procedures for determining Satisfactory Academic Progress.

### **Responsibility:**

Campus Director and Registrar

### **Student Academic Progress (SAP):**

The ASIS Massage Therapy program is 800 clock hours. Satisfactory progress is evaluated in four grading periods throughout the program. The grading periods are evenly distributed in quarterly disbursements. These grading periods occur at the 25%, 50%, and 75% points, and at program completion, based on their start and graduation dates.

- The student is required to make quantitative progress toward program completion. To be making satisfactory academic progress, a student must adhere to the Attendance Policy and must be present for a minimum of 90% of scheduled class hours on a cumulative basis.
- The student's academic average is reviewed to determine qualitative progress. The minimum required is 70% at the conclusion of each evaluation period.

### **Maximum Time Frame**

A Student's total program length must be established and fixed in the enrollment agreement at the time of initial enrollment. A Student must complete all program requirements by the fixed program completion date recorded on the enrollment agreement. However, circumstances may arise that prevent a student from completing all of their requirements by the program completion date. In those situations, enrollment agreements may be extended and modified only with written consent of both the student and the school. Under no circumstances will it be possible to modify an enrollment agreement beyond the 150% of the total program length. Time spent on an approved leave of absence is not counted against the maximum time frame. Students exceeding the maximum time frame would be administratively withdrawn.

### **Transfer and Readmitted Students**

Students who transfer classes into the program will be evaluated qualitatively only on classes completed at ASIS. The maximum time frame is based on the clock hours transferred into ASIS and the clock hours completed at ASIS. As per ASIS's transfer policy we are limited to transferring 400 clock hours. If a student transfers 400 clock hours, the maximum time frame would include those 400 hours when calculating 150% of the program length. Please refer to the Transfer Policy for details.

## Table of Satisfactory Academic Progress

### Quantitative Requirements

Grading Period 1	Grading Period 2	Grading Period 3	Grading Period 4	Maximum Time Frame Additional Hours
<b>Full-Time Program</b> M,T,W,Th,F:  6.00 hrs per day / 30 hrs per week  200 scheduled hrs	<b>Full-Time Program</b> M,T,W,Th,F:  6.00 hrs per day / 30 hrs per week  400 scheduled hrs	<b>Full-Time Program</b> M,T,W,Th,F:  6.00 hrs per day / 30 hrs per week  600 scheduled hrs	<b>Full-Time Program</b> M,T,W,Th,F:  6.00 hrs per day / 30 hrs per week  800 scheduled hrs	<b>1200 hrs</b>
<b>Part-Time Program</b> T, W, Th (3.5 hrs daily) Sat (6 hrs)  16.5 hrs per week  200 scheduled hrs	<b>Part-Time Program</b> T, W, Th (3.5 hrs daily) Sat (6 hrs)  16.5 hrs per week  400 scheduled hrs	<b>Part-Time Program</b> T, W, Th (3.5 hrs daily) Sat (6 hrs)  16.5 hrs per week  600 scheduled hrs	<b>Part-Time Program</b> T, W, Th (3.5 hrs daily) Sat (6 hrs)  16.5 hrs per week  800 scheduled hrs	

### GRADING POLICY

#### **Cheating is bad....**

ASIS is a unique learning environment. We of course value test taking and encourage students to do well on written tests so they will eventually pass their state board exams. What we value even more than test scores, is true knowledge. We want our students to know more than what they need to pass a multiple choice test. We want and expect that they truly learn the material so they can be safe and effective massage therapists. Here at ASIS there is no dean's list, no valedictorian. We stress true knowledge over grades. Because of this philosophy, there is no need for any level of cheating, on projects, tests or quizzes. The intention of any test/quiz is to truly see if the student has learned the material. If a student were to choose to cheat on a test, this only sets them up for failure on their future state boards. We hold our students to a high moral and ethical standard to promote self-reliance, self-respect, and in turn, respect for their peers. Cheating and plagiarism, therefore, are viewed with zero tolerance and will result in a behavioral probation, grade of zero on the assignment or immediate dismissal based on the circumstance. Cheating is defined as any unauthorized help on an assignment, quiz, or examination. Plagiarism is defined as submitting work that is someone else's as one's own.

## Grading Periods & Progress Reports

The ASIS program is broken into four quarterly grading periods. Academic progress is reviewed at the end of these grading periods and Progress Reports are distributed.

## Grading: Numeric Grade Module

In all Modules the grade will be determined by an average of all quizzes, tests and a class participation grade. A grade of 70% or above is passing for each module.

The following grades and values are used:

Grade:	Percent Scale:	Grade Point Value:
A	90-100%	4.0
B	80-89%	3.0
C	70-79%	2.0
D	60-79%	1.0
F	59% and below	0.0

## Tests

A grade of 70% is passing for all tests. If a student receives a grade of 70% or less on a test, it is considered a failing grade. The student will be given a second try at the test. The student will be required to attend study hall before their second attempt. If the student doesn't show up for the scheduled second attempt, they forfeit that attempt and the original score is used. It is imperative that students communicate to their teachers and student services around the scheduling and attendance of make up tests.

## Class Participation

As noted in the Attendance Policy, class participation is required in order to be counted as "present." In the numerically graded module, class participation also counts for 10% of your grade. Participation is determined by the compilation of instructor evaluations. These evaluations have 10 different categories which are worth 1 to 10 points each. The instructor evaluation is calculated into a point value which is added to your test grades.

The ten categories are as follows:

- ❖ Overall presence and engagement
- ❖ Punctuality; being on time at the beginning of class and returning from breaks on time
- ❖ Materials; bringing all necessary supplies to class each day (manuals, textbooks, labs, etc)
- ❖ Lecture; being focused and attentive during lecture time, asking questions when necessary
- ❖ Lab/hands-on practice/movement; being on task during this work and putting this time to good use
- ❖ Small group activities; participation in all small group work and contribution to these assignments
- ❖ Classroom environment; contribution to the maintenance of the physical space (tables, chairs, back, jacks, pillows, plants, overall cleanliness, etc)
- ❖ Completion of all required in class assignments
- ❖ Respect towards classmates and staff (including consideration of others in the shared learning environment – things like cell phones in the classroom)
- ❖ Initiative in and responsibility for own learning

## Passing

Each module, the test grades within each of the numerically graded modules are averaged together and a class participation grade is added. An average grade of 70% or above on all written exams is required to pass the module. Each quarter/grading period, all test grades and participation grades accumulated at that point are averaged together to produce a cumulative grade average. A cumulative average of 70% or above and completion of all make-up work is required to meet SAP requirements.

### **Incomplete**

At the end of each module, a grade of Incomplete will be recorded for any student who has work outstanding, has not achieved the requisite skills or has a cumulative grade equivalent to less than 70%. The Registrar will provide the student with an Incomplete Form outlining the reason for the grade and the actions required to pass. Incomplete grades must be rectified within two weeks the end of each grading period.

### **Failing**

Any student who has:

- Not satisfactorily addressed a grade of Incomplete within 2 weeks after the last day of the grading period
- Not achieved a passing grade of 70% or more will be given a grade of Failing.
- Earns a failing grade for a module may result in Academic probation or dismissal from the program.

## **Grading: Pass/Fail Modules**

### **Student Clinic**

Successful and timely completion of your clinic requirements is necessary for a grade of passing for Clinic.

Students must also meet the cumulative time requirements as noted in the table of Satisfactory Academic Progress. Late or Incomplete clinics will result in a notice or Probation (for Grading period 1-3), or a grade of incomplete (for grading period 4). A student who earns a grade of incomplete will need to meet with s Director to discuss the plan for completing the deficient clinics.

### **Passing**

A passing grade will be granted in a Pass/Fail modality for the following criteria:

- ❖ The student has been observed performing the work of the day/course satisfactorily
- ❖ Attendance and punctuality have been satisfactory
- ❖ All make-up work has been completed
- ❖ The student has met the expectations of Class Participation (see previous section)

## **ATTENDANCE POLICY**

Your attendance is necessary to the integrity of the education you receive at Arizona School of Integrative Studies. By enrolling in the course, you make a commitment, both to the school and to yourself, to be present. Likewise, the ASIS faculty and staff are committed to being truly present with you, assisting you to fulfill your educational goals.

### **Minimum Standard**

ASIS requires a minimum 90% cumulative attendance rate for scheduled class days in order for a student to graduate from the program. If you know you will be absent for any portion of a class beforehand, we ask that you inform an administrator and your instructors. For students who are admitted to the program later than the first day of classes, absences are officially counted as of the day they are assigned to begin classes.

## **Absences**

We understand that “real life happens” and that you may need to occasionally miss class to attend to your health, your family, or other practical matters. The following situations constitute an absence:

- You are absent from the entire class period.
- You are absent for more than half of the scheduled time.
- You do not participate in the work of the day. (See the Student Handbook section “Being Present”.)

## **ASIS Total Absence:**

ASIS has a 90% attendance rate requirement for maintaining SAP. This rate is measured by the accumulation of absences. An absence is defined as having missed more than half of the scheduled class period or lack of presence within the class period.

The accumulation of time missed due to late arrival, early departure, or time granted under medical and emergency leave will be tracked and monitored as well.

The combination of missed time due to absence and missed time due to late arrival, early departure, or time granted under medical and emergency leave cannot exceed 20% of the program length in clock hours.

## **Leave of Absence (LOA)**

If a student has an emergency during the course of the program, he/she may submit a request for a Leave of Absence absence. This refers to significant medical or family emergencies, The method by which the hours are made up is determined by the Education Director. An individual plan will be created for each student depending on the amount and content of classes missed. All LOA time is required to be completed by graduation and/or the 150% maximum time frame.

If you need to see a doctor for an injury or illness at any point during the program you may be required to obtain a clearance note stating when it is okay for you to participate in school. (Please let your doctor know that participation means giving and receiving massage and that the clearance note should specifically state that you are able to participate in both giving and receiving.)

## **Tracking Tardiness and Early Departures**

Unless specifically noted otherwise, Full time morning classes begin at 9:00 am; evening classes begin at 6:00 pm and Part time weekend classes at 9:00 am. We expect you to be on time and to participate for the entire class period. As a staff, we start class on time and we end class on time. Important information is often given during the first and last minutes of class. In addition, being tardy or departing early even by just a few minutes is disruptive and disrespectful to your instructors and fellow classmates. “Tardy” is defined as arriving after the scheduled start time of the class. “Departing early” is defined as departing before class is dismissed by the instructors. Time is recorded by the clock in the classroom, and tracked in the attendance binder.. If you are tardy or depart early WITHIN half of the scheduled class time it is counted as a tardy/early departure. Please be aware that if you have missed a significant amount of material you may not be allowed to practice the work of the day, or may be asked to do make-up work, even though you are only being marked as a tardy/early departure. If you are tardy or depart early and miss more than half of the scheduled class time, you have missed a large portion of class and this is counted as an absence. This is the case even if you stay and participate in the rest of the class, which we would encourage you to do in order to minimize any make-up requirements you would incur for that day.

## **Tardiness**

If you have an unusual circumstance and need to be tardy or depart early, if possible let the instructors know beforehand. It is your responsibility to contact instructors and find out what you have missed and anything you must do to make it up. If you are tardy and have missed information critical to your ability to practice the work of the day, the instructor may not allow you to practice the hands on work of the day.

At 6 accumulated tardies or leave earlies within a grading period, you will be asked to have a check in with the Director of Student and career services. This check in is intended to support the student in figuring out ways to manage their time, both at school and beyond for this profession. You may be given additional time management assignments and/or asked to attend Q&A's on time management or have regular check-ins with a Director. Time management is a learned skill that does not come easily to everyone, and an important skill for you to have as a therapist. We recommend arriving ten to fifteen minutes early. Please do whatever you need to do to minimize your risk of being tardy.

## **Being Present**

Once you arrive, participation is mandatory in order to be counted as "present".

Participation includes:

- being attentive to lecture material
- actively watching demonstrations
- practicing the techniques demonstrated in massage class
- participating fully in all class activities (movement, labs, etc.)

## **Active Observation**

If for some reason (injury, for instance) it is best for you not to practice or receive the massage session of the day, consult with the instructor about your option to actively observe the class that day. Active Observation means that you are sitting up, awake and present, watching other students practicing, and taking notes on the Active Observation Form. The instructor will collect this form at the end of class. Unless additional days are pre-approved by the Director of Education, you may take this option up to eight times throughout the program. You may only use two Active Observations per grading period. Active Observation is an option in Massage classes only. If you are physically present but neither participating fully nor engaging in Active Observation as arranged with the instructor, you will be informed that you have an absence for that class period. If you are not feeling well enough to participate fully or to Actively Observe, please contact the instructors and excuse yourself to go home. We'd much prefer that you go home and get well; an illness can easily spread to your classmates.

## **Make-Up Work for Absences**

When you are absent from a class, you are responsible for getting the information from the instructor and completing a make-up form for the absence. You will be required to return this make-up form documenting your work to the Registrar. Additionally, you may be required to attend a tutorial with an instructor. Make-up work or required tutorials must be completed by the end of the grading period. Failure to complete make-up work will negatively impact the class participation grade and may result in a grade of Incomplete for the class. A grade of Incomplete must be rectified two weeks after the end of the grading period or it will result in a Failing grade for the course or Academic Probation. Please note that making up missed work does not "erase" that absence from your overall attendance tracking.

## **Consecutive Absences**

If you are absent for 10 consecutive scheduled class days, without prior arrangement or communication, you will be dismissed from the program. Maintaining communication with the staff is of primary importance.

It is the sincere goal of our staff to support every student in their best, most satisfying learning experience. We are more than willing to meet you halfway and work with you to figure out how such learning can happen for you. Please let a staff member know if you begin to experience difficulty with the material or with the learning process.

## **Celebrated Holidays**

One of the beautiful aspects of our ASIS community is the diversity of its members. While we respect and honor all the religious holidays that people celebrate, we have a lot to do in seven months and cannot close school for every holiday.

## **PROBATIONS**

A student's violation of the conditions of her/his contract with the school carries serious consequences and will require a formal meeting with the Directors and appropriate staff and may result in one of the following disciplinary actions: Notice, Probation or Dismissal. A student may be placed on Notice or Probation at any time, or dismissed without having been previously placed on Notice or Probation. Disciplinary action is at the discretion of the Directors and appropriate staff. Please note that being on any type of probation may impact your financial aid.

### **Attendance**

In the event that a student fails to be present for a minimum of 90% of scheduled class hours at the end of the Grading Period, the student will be placed on Attendance probation for the duration of the next grading period. Students on attendance probation will receive attendance counseling to develop strategies to ensure successful progress. The probation letter will indicate how many, if any, absences may be incurred during the probationary period.

If at any point in the program a student surpasses the 10% allowable absences for the entire duration of the program, regardless of where they are in the program, the student will immediately be dismissed from the program.

If a student achieves 90% attendance for scheduled class hours by the end of the probationary grading period, he/she will be notified in writing that they are making satisfactory academic progress and that they are being removed from probationary status.

### **Academic**

In the event that a student fails to achieve a 70% cumulative grade at the end of a grading period, (allowing 2 weeks to address academic incompletes, if needed), the student will be placed on academic probation for the duration of the next grading period. The student must achieve satisfactory academic progress by the end of the probationary grading period.

A student will receive written notification and meet with the Campus Director and/or Director of Education when placed on probation. The written notification will outline the steps required to be removed from probationary status. Students on academic probation will work with the Director of Education and their teachers to create a success plan for improving their grades. This may include: staff tutorial sessions, required attendance at Q&A's, peer tutoring or getting help from outside sources. The plan may also involve a cumulative competency exam and/or a reassessment to demonstrate proficiency.

If a student achieves 70% cumulative average by the end of the probationary grading period, he/she will be notified in writing that they are making satisfactory academic progress and that they are being removed from probationary status.

### **Behavioral**

If a student violates the terms listed in the Code of Conduct or the Conditions for Dismissal, he/she may be placed on behavioral probation. The duration of the probationary period will be specified in the probationary letter and commences on the day of the violation.

A student on behavioral probation is issued a letter of probation in a meeting with the Director of Education and/or the Campus Director. The letter identifies the problematic behaviors and the corrective measures necessary. The student meets with the Director of Education as needed to evaluate the behavioral issue during



the probationary period. Behavioral improvement must be evident by the end of the probationary grading period.

If the student shows acceptable improvement by the end of the probationary period, he/she will be notified in writing if they are being removed from probationary status.

If the student does not demonstrate behavioral improvement at the end of the probationary period or he/she may be dismissed in writing in person by a Director or via certified mail. Further behavioral violations during the probationary period may result in dismissal prior to the end of the probationary period.

### **Clinic Probation**

In the event that a student fails to complete the required number of clinics by the end of a grading period, the student will be placed on notice or clinic probation for the duration of the next grading period. The student must complete the required number of clinics by the end of the probationary grading period.

If a student completes their deficient clinics as well as the probationary grading period clinics, that student will be notified in writing that they are making satisfactory academic progress and that they are being removed from probationary status.

Failure to complete the deficient clinics by the end of the next grading period and/or failure to complete the required number of clinics in the probationary grading period may result in a dismissal from the program.

### **Probation Notification:**

A Student will receive written notification and meet with a Director when placed on probation. The written notification will outline the steps required to be removed from the probationary status. The Student may also be required to meet with appropriate staff for the duration of their probation so we may offer ongoing support and track progress.

A student can not be on any category of probation more than two times during the course of the program. The Campus Director can authorize an extension of the probationary period if the documentation of mitigating circumstances and/or if it has been determined that the student can make satisfactory academic progress by program completion. Students must request a hearing and meet with the Campus Director, Director of Education, and the Registrar all together to explain circumstances as to why they could not uphold the terms of their probation. This will determine if the extension will be approved.

### **Dismissal Notification:**

A student will receive written notification in person by a Director, Email or via certified mail that he/she is being dismissed from the program.

### **Appeals Process:**

The student may submit a written appeal for all probation statuses or dismissal. A written appeal must be addressed and submitted to the Campus Director within 5 business days of the action taken. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from obtaining satisfactory progress in the program. The Campus Director will assess all appeals with the input of the school staff and will send a written decision to the student within ten business days of the Institute's receipt of the appeal. The decision of the Campus Director is final.

If a student is readmitted after dismissal, all time missed during the dismissal/appeal process must be made up hour for hour or taken out of the students 10% allowable misses. Prior to granting the appeal, both the student and the Director must agree on a academic plan for success within the time frame. In order to graduate, the student must fulfill all the terms designated in their readmission letter.

## **Financial Aid Warning and Probation**

Federal Financial Aid Disbursements are requested by payment period. At the end of each payment period, students are evaluated to determine if they are making Satisfactory Academic Progress. In the event that a student is not achieving Satisfactory Academic Progress due to falling below SAP standards described for attendance and/or academics, the student will be placed on Financial Aid Warning for the duration of the payment period. During this time he/she can continue to receive Title IV aid, but at the end of the period, he/she must again be meeting ASIS's SAP standards in order to be eligible for subsequent disbursements of Title IV aid.

If a student placed on Financial Aid Warning does not achieve SAP by the end of the payment period, he/she will be placed on Financial Aid Probation, and will not be eligible for the next disbursement of Title IV funds until he/she is again meeting the SAP standards. Other than when an appeal is granted for special circumstances, a student can regain eligibility for Title IV aid only by taking action that brings him/her into compliance with ASIS's SAP standards.

A student will receive written notification and meet with Financial Planning staff when placed on Financial Aid Warning or Financial Aid Probation. The written notification will outline the steps required to be removed from warning or probation status.

## **Appeals for Financial Aid Probation**

Students may submit a written appeal if there are mitigating circumstances that warrant a student to continue to receive Title IV aid even though he/she is not meeting the SAP standard for two consecutive payment periods. (Example: major illness or injury that has negatively and substantially affected a student's attendance record)

A written appeal must be addressed and submitted to the Campus Director within five (5) business days of the start of the Financial Aid Probation. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from obtaining satisfactory progress in the program. The Campus Director will assess all appeals with the input of the school staff and will send a written decision to the student within ten business days of the Institute's receipt of the appeal.

If an appeal to the Financial Aid Probation is granted for special/mitigating circumstances, the student may continue to receive disbursements of Title IV aid even if they are not yet achieving SAP.

## **Transfer Students**

Transfer and re-admitted students will be evaluated by the Campus Director, at the time the student either transfers to another program or is readmitted to the School, to assure that SAP can be achieved or maintained. The maximum time frame is reduced for transfer students, based upon the remaining length of the program in which they enroll. If the student transfers in 300 hours, and therefore must complete 500 hours at ASIS (500/125 hours per month = 4 months), the maximum time frame is 4 months x 150% or 6 months.

# Refund Calculation Form

Date Calculation Completed: \_\_\_\_\_

Student: \_\_\_\_\_

Campus: \_\_\_\_\_ Program \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Last Date of Attendance: \_\_\_\_\_

Date of Determination: \_\_\_\_\_ Application Fee: \$ \_\_\_\_\_ Total Tuition: \$ \_\_\_\_\_

Starter Kit & Books: \$ \_\_\_\_\_

## ACCET Refund Calculation

Number of weeks student attended: \_\_\_\_\_

*When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.*

Number of weeks in period of financial obligation: \_\_\_\_\_

*Total weeks in program*

Pro rata portion completed based on weeks: % \_\_\_\_\_

*Weeks student attended /total weeks in program. After 50% of period of financial obligation, full tuition due.*

Pro rata tuition charges: \$ \_\_\_\_\_

*Total Tuition Charges\*pro rata %. For Cancellations, before starting and within the 1st week, only \$150 Administrative fees apply.*

Unearned tuition charges: \$ \_\_\_\_\_ x Ten Percent (x.10) = \_\_\_\_\_

*Total Tuition Charges - Prorated Tuition Charges = Unearned Tuition Charges*

*Unearned Tuition Charges X Ten Percent of the remaining unattended portion of the program*

Pro rata tuition charges \_\_\_\_\_ + Unearned tuition charges (x.10) \_\_\_\_\_ = \_\_\_\_\_

Charges owed to ASIS according to

ACCET Refund: \$ \_\_\_\_\_ + \$800 starter kit/books = \$ \_\_\_\_\_

*For Cancellations, before starting and within the 1st week, only \$150 Administrative fees apply.*

Date Return Due to Student: \_\_\_\_\_

*(45 days from the date of determination)*

Calculated by:

\_\_\_\_\_

# Arizona State Refund Calculation

Number of hours student attended: \_\_\_\_\_

*Includes clinic hours at 3.2 hours per day committed*

Number of hours in period of financial obligation: \_\_\_\_\_

*Total Hours scheduled in program as of change in status*

Pro rata portion completed based on hours (%): \_\_\_\_\_

*Hours student attended /total hours in program. After 50% of period of financial obligation, full tuition due.*

Tiered Pro rata portion completed based on Hours (%) \_\_\_\_\_

*Pro rata % rounds up to the nearest 10%*

Charges owed to ASIS according to AZ State Refund: \$ \_\_\_\_\_ + \$800 starter kit/books = \$ \_\_\_\_\_

*For Cancellations, before starting and within the 1st week, only \$150 Administrative fees apply.*

**Lesser Charge owed by Refund Calculations (ACCET vs AZ State) is the students cost.**

Charges owed to ASIS by (ACCET/AZ State) Refund:\$ \_\_\_\_\_

*circle one as the "lesser owed refund Calculation"*

Total tuition paid to date: \$ \_\_\_\_\_

*FM total payments – Application fee*

R2T4 calculation: \$ \_\_\_\_\_ Charges  
owed after R2T4 applied to date: \$ \_\_\_\_\_

Balance/Refund Due: \$ \_\_\_\_\_

*If the charges owed after R2T4 applied to date is greater than the "lesser owed refund calculation", then Refund due.*

Date Return Due to Student: \_\_\_\_\_

*(45 days from the date of determination)*

Calculated by:

\_\_\_\_\_

## Applicable Withdrawal Policy

An applicant who provides notice of cancellation within 3 days (excluding Saturday, Sunday, Federal & State holidays) of signing the enrollment agreement is entitled to a refund of all fees paid, minus the application fee.

## Applicable Cancellation Policy

If an applicant accepted cancels prior to the start of scheduled classes and more than three days after signing an enrollment agreement, or never attends class (no-show), the institution will refund all fees paid, less the application fee and the deposit/administrative fee of \$150, if such charges are clearly noted in the enrollment agreement as being non-refundable. All refunds due will be made within thirty (30) days of cancellation.

## Refund Policy

- If for any reason, an applicant is not accepted by ASIS, or the school cancels the scheduled course, the application fee will be returned, as well as all additional fees paid.
- For an enrolled student, the refund due will be determined by comparing the AZ State Board for Private Postsecondary Education requirements against ACCET's, our Accreditation Board's requirements. The calculation proven more favorable to the student will be used. The calculation will use the last date of attendance (LDA) and be paid within thirty (30) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, by applying the institution's attendance, conduct, or Satisfactory Academic Progress policy.
- When Calculating ACCET's Tuition Refund: During the first week of classes, tuition charges withheld will not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1000. When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
- After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed (not to exceed \$1000). When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
- When Calculating the State Board Tuition Refund: Students who cancel or are dismissed after beginning instruction, but prior to 50% of the course completion, shall receive a pro-rated refund based upon the tuition fees assessed, and rounded up to the nearest 10%. The student is financially responsible for the number of clock hours offered to date, rounded up to the nearest 10%. This will be determined by dividing the total number of program hours into the total number of clock hours offered to date. This number will equal the percentage of the total tuition cost due for this course of study. Any fees already paid above this percentage will be refunded within 30 days. The refund breakdown is as follows.
  - If 10% or less of the program has expired, a refund of 90% will be refunded.
  - If more than 10% and less than or equal to 20% of the program has expired, a refund of 80% will be refunded. 3. If more than 20% and less than or equal to 30% of the program has expired, a refund of 70% will be refunded. 4. If more than 30% and less than or equal to 40% of the

program has expired, a refund of 60% will be refunded. 5. If more than 40% and less than or equal to 50% of the program has expired a refund of 50% will be refunded.

- No refunds will be made after 50% of the course is completed, and full tuition is due.
- Veterans receiving educational benefits will follow the school's refund policy.
- There are no refunds for administrative fees, equipment, books, and starter kits received by the student.

# Awarding of Title IV Policy

Revision Date: January, 2017

## Purpose

The purpose of this document is to provide policy and procedures for the disbursement of Title IV funds for any student enrolled in the program.

## Responsibility

Financial Aid Advisor

## Procedure

### Program Requirements

ASIS's program is completed over the course of 117 classes that are 2.5 hours and 117 classes that are 3.5 hours in duration. Of the 800 hours in the program, 700 occur on a schedule established by the institution prior to the start of the program. ASIS requires students to complete 100 clinic hours over the duration of the program which are scheduled as an additional 6 hours per week in evening and weekend clinic sessions offered by the institution throughout their period of enrollment.

### Requesting Funds

ASIS requests the first disbursement of Pell Grants on the 3rd day of attendance. For Stafford Borrowers, ASIS does not disburse funds until 30 calendar days after the program begins. As per Federal Regulations, ASIS schedules disbursements based on students successfully completing the scheduled hours in a payment period. Disbursements are contingent on a student making SAP. ASIS schedules the first disbursement after the successful completion of 400 hours of program instruction. Prior to requesting disbursements, a Financial Aid Advisor confirms that the student is making Satisfactory Academic Progress.

### Satisfactory Academic Progress (SAP)

See our Title IV Financial Aid Recipients Policy.

### References: 34 CFR 668.34 (a)(3)

For clock hour programs, the SAP evaluation must be done at the end of a payment period. Schools cannot choose to evaluate SAP for all students on a specific calendar date, as all students will not have completed the clock hours in the payment period on that date.

**ASIS has 2 payment periods: 400 hours and 800 hours**

# Verification Policy

The purpose of this document is to provide policy and procedures for verifying information that students have reported on their application for federal student aid.

## Responsibility

Financial Aid Advisor

## Procedure

- If an applicant completes their FAFSA prior to the start of a program, and is selected for verification, they must submit the required documentation to the Financial Aid office prior to the first day of school.
- If an applicant completes their FAFSA after the start of a program (because they had an alternate funding source in place at the start of the program) they will have one week to submit the required documentation to the Financial Aid Office. If an applicant does not meet this deadline they will receive notification that their award package will not be processed until the paperwork has been submitted, and they are responsible for tuition as per their original agreement with the school.
- ASIS will furnish, in a timely manner, each applicant selected for verification a clear explanation of the documentation needed to satisfy verification requirements, and the applicant's responsibilities with respect to the verification of applicant information.
- Applicants who are selected for verification will be notified of the verification results, and changes in EFC (if applicable) of this information.
- If the verification process determines that corrections are necessary to the student's FAFSA, the student will be informed of this with instructions for how to complete the corrections.



# Return of Title IV Funds Policy

Revision Date: January, 2017

The purpose of this document is to provide policy and procedures for the return of Title IV funds for any student who has withdrawn or been dismissed from the program. The Return to Title IV (R2T4) policy is a separate policy from ASIS's refund policy therefore you may owe funds to cover institutional charges.

## Responsibility

Campus Director, Financial Planning Coordinator

## Procedure

Students who are eligible for Title IV start earning Title IV when they begin attending classes at ASIS. When a recipient of Title IV grant or loan assistance ceases to attend or withdraws from ASIS prior to the end of a payment period, or period of enrollment, and was a recipient of federal student aid, a R2T4 calculation must be performed to determine the amount of aid the student has earned. ASIS will determine the amount of title IV grant or loan assistance that the student earned as of the student's last date of attendance. Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. For a student who withdraws after the 60% point in time, there are no unearned funds. However, a R2T4 is still required to determine whether a student is eligible for post-withdrawal disbursement

(PWD) If the total amounts of Title IV grant or loan assistance, or both, the student earned is less than the amount of Title IV grant or loan assistance that was disbursed (or on behalf of the student in the case of a PLUS loan), the unearned funds must be returned.

1. The difference between these amounts must be returned to the title IV programs by ASIS no later than 45 days from the date of determination of a student's withdrawal. If the student has received an overpayment ASIS will notify the student in writing, within 30 days from the date of determination of a student's withdrawal, that the student is responsible for all unearned Title IV program assistance that the school is not required to return, and:
2. No additional disbursements may be made to the student for the payment period or period of enrollment.

If the total amount of Title IV grant or loan assistance, or both, that the student earned is greater than the total amount of Title IV grant or loan assistance, or both, that was disbursed to the student, or on behalf of the student in the case of a PLUS loan, as of the date of the institution's determination that the student withdrew, the difference between these amounts must be treated as a post-withdrawal disbursement (PWD) in accordance with Sec. 668.164(g).

# Student Withdrawal Policy

Students may withdraw at will. Ideally, students should withdraw by contacting the campus administrator. All students will be subjected to the school's published refund policy. However, failure to officially withdraw will follow the school's Consecutive Absences Policy.

## Calculating Refunds

ASIS calculates all student refunds using the payment period. The percentage of a period completed is calculated by dividing the number of hours the student was scheduled to complete in the payment period, as of the day the student withdrew, by the total number of clock hours in the same period. The date of withdrawal is considered the last day of attendance.

## Program Overview

ASIS's program is completed over the course of 117 classes that are 2.5 hours and 117 classes that are 3.5 hours in duration. Of the 800 hours in the program, 700 occur on a schedule established by the institution prior to the start of the program. In addition, ASIS requires students to complete 100 clinic hours over the duration of the program which are scheduled as an additional 6 hours per week in evening and weekend clinic sessions offered by the institution throughout their period of enrollment. The clinics are supervised by ASIS staff and attendance is monitored by the Clinic Coordinator. Students are not eligible to participate in the student clinic until after successful completion of Swedish Massage.

## Determining Scheduled Hours for the Purposes of R2T4

When determining scheduled hours, ASIS multiplies the number of instructional classes scheduled to be completed as of the last day of attendance by 6 (hour increments) plus the number of clinic hours scheduled to be completed as of the last day of attendance. To calculate the scheduled hours completed for the purposes of the R2T4 calculation, the school adds the total of instructional and clinic hours scheduled for completion as of the last day of attendance. This calculation is used to determine the percentage of a period completed on the R2T4.

## Determining Payment Periods for the Purposes of R2T4

ASIS utilizes two payment periods, one at 400.5 hours, the second payment period at 800 hours. For the purposes of the R2T4 calculation, the percentage of the payment period completed is determined by dividing total instructional class and clinic hours scheduled to be completed in the payment period, as of the day the student withdrew, by the total number of hours in the payment period.

## Return of Funds & Post Withdrawal Disbursements

All refunds are calculated on a Return of Title IV funds (R2T4) worksheet and reviewed by our third party processor, BEN, for accuracy. The calculation will be completed within 30 calendar days of the date of determination of the withdrawal.

ASIS will offer the eligible student, in writing, a PWD of loan funds within 30 days of the date ASIS determined the student withdrew. The student will have 14 days to respond as to whether or not he or she wishes to receive the funds. If the student declines the funds or fails to respond within the 14 days, a PWD of the loan funds will not be requested.

All post-withdrawal of grant funds will be requested within 45 days of the school's date of determination that the student withdrew. All post-withdrawal disbursements will be made from available grant funds before available loan funds. ASIS will apply PWD funds to the student's outstanding tuition charges. PWD loan funds a student accepts will be disbursed within 180 days of the date of determination.

Students are responsible to repay any loan funds not returned by the school. Loans are to be repaid in accordance with terms of the promissory note.

# Transfer of Credit Policy

The purpose of this document is to provide policy and procedures for Transfer of Credit.

## Responsibility

Regional Campus Director, Campus Director

## Procedure

- Students looking to transfer into ASIS must submit official transcripts for a transfer assessment prior to commencing training. Student's transfer will only be accepted if credits come from another institution that is accredited by an agency recognized by the US Dept. of Education (DOE) or the Council for Higher Education (CHEA).
- ASIS does not offer individual courses to students with letters of deficiencies.
- ASIS does not accept any credit earned through examinations.
- Tuition will be adjusted for those students who transfer credits into the program as follows: Current Tuition – Number of hours accepted for transfer x (tuition /hrs offered) = tuition due
- All transferable credits must have a grade of 70% (GPA 2.0) or higher.
- Transfer credits will show up as a "T" on transcripts.
- There is a \$150 transfer fee associated with the evaluation of credits for transfer.
- This fee will be waived for in-house transfers.
- If a student or alumni wishes to transfer credits taken at ASIS to another educational facility, student's are required to complete a Transcript Request Form. ASIS will provide course descriptions and transcripts. Individual institutions are responsible for determining the eligibility of transfer credits.
- If a prospective student has a massage education from another state and requires a limited number of hours to meet the AZ Massage Board requirement, we recommend that they contact the AZ Board of Massage 1400 West Washington Street, Phoenix, AZ 85007 (602) 542-8604, to ascertain whether they are eligible to apply for licensure without our assistance.
- Transferring credits may affect a student's FA award amount.

## Transferring the Sciences

A transfer applicant may transfer in Anatomy & Physiology (110 Hours) and/or Kinesiology (62 Hours). Applicants must also demonstrate that they have completed with a passing grade the entire Anatomy & Physiology or Kinesiology curriculum at their previous school. If an applicant has completed the correct amount of hours, but has not completed the entire curriculum at their previous school, ASIS will not award transfer credit. A passing grade of 70% (GPA 2.0) or higher is required.

## Transferring Modalities

Official Transcripts must show that they have completed with a passing grade the entire modality curriculum at their previous school. If an applicant has completed the correct amount of hours, but has not completed the entire curriculum at their previous school, ASIS will not award transfer credit. A passing grade of 70% (GPA 2.0) or higher is required.

## **Transferring Clinic**

Up to 50% of clinic may be transferred following the procedure for transfer outlined in the science section. There is no challenge exam or tuition reduction for transferring Clinic time. If the maximum number of hours is awarded, the student is exempt from 1/2 the student requirements. Transcripts must show they have successfully completed those hours in accordance with their school's policy.

## **Transfer Credit Limitations**

ASIS limits combined transfers of Massage and Non Massage Modalities hours to 50% or less of ASIS course hours (Maximum 400 Hours), plus 50% or less of Student Clinic hours (Maximum 50 Hours). All transferred hours must have been completed within 7 years of admissions.

## **Procedure for Transfer**

1. Submit an application along with official transcripts and a letter of intent. Applicant must also provide all items required for standard application: HS transcripts/GED, Biographical Sketch, tour, interview.
2. Provide a transcript (which includes proof of passing grades), course catalog, and a full description of the course content from the college or massage school from where the transfer credit was obtained.
3. Science Courses being considered for transfer credit must be at least the equivalent of our A&P hours and/or Kinesiology hours.

## **Standard Credit Hour Conversions are as follows**

- Classroom (Didactic) Instruction earns 15 Clock Hours for every 1 Credit Hour in semester programs, and 10 Clock Hours for 1 Credit Hour in quarterly programs.
- Lab and Clinical Training earns 30 Clock Hours for every 1 Credit Hour in semester programs, and 45 Clock Hours for 1 Credit Hour in quarterly programs.

## **Transfer of Credits for VA Students**

- ASIS will inquire about each veteran's previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated and credit will be granted, as appropriate. 38 CFR 21.4253(d)(3)

## **Procedure for Appealing a Transfer of Credit Decision**

1. Applicants who are denied acceptance of transfer credits may appeal the decision.
2. Student must submit an appeal in writing within 5 business days, along with additional supporting documentation
3. All appeals will be reviewed by senior management team during the next scheduled KIR call.
4. ASIS will respond to the appeal within 10 days of the scheduled KIR call with the determination.
5. All decisions at this point are final.

## **Essential Notes**

All transfer applicants' transcripts will be reviewed by the ASIS admissions staff. A course of direction will be determined and offered to the transfer applicant prior to the signing of an enrollment agreement.

Transcripts awarded by ASIS will indicate a "T" for course hours which were transferred into our institution. All transfer application materials (letters, transcripts, course catalogs, etc) and information regarding credit awarded will be recorded in the applicant's individual file.

ASIS requires all transfer students to complete a minimum of 50% of ASIS training in order to offer a certificate of completion and official transcripts.

## **Internal Transfer Policy**

For ASIS students who left in good standing and seeking re-entrance, 100% of previously completed and passed ASIS course work will be accepted.

ASIS Alumni who wish to retake the curriculum will receive a certificate of completion and official transcripts. Upon acceptance, they will receive a 50% discount of the transfer credit tuition rate. Completion would require a blend of sciences, modalities and clinic in order to complete a minimum of 50% of program hours.

Acceptance of internal transfer students is dependant on available space.

## **Transferring ASIS Credits to Other Schools**

Transferring credits out of ASIS is at the discretion of the recipient institution. ASIS will provide course descriptions and transcripts at the student's request upon completing a Transcript Request Form.

## **Transfer Time Frames**

The maximum time frame is reduced for transfer students, based upon the remaining length of the program in which they enroll. If the student transfers in 250 hours, and therefore must complete 500 hours at ASIS (500/125 hours per month = 4 months), the maximum time frame is 4 months x 150% or 6 months.

## **Transfer Credit Limitations**

ASIS limits transfers of Massage and Non Massage Modalities hours to 50% or less of ASIS course hours (Maximum 400 Hours), plus 50% or less of Student Clinic hours (Maximum 50 Hours). All transferred hours must have been completed within 7 years of admissions.

# Transfer of Credit Calculation Form

School Name: \_\_\_\_\_

Student: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_

Program Start/End Date: \_\_\_\_\_

Current Tuition \$ \_\_\_\_\_

Total Hours Completed: \_\_\_\_\_

Transfer Course/Hours: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Hours Accepted by ASIS: \_\_\_\_\_

ASIS Course/Hours Equivalent: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

**A. current tuition – B. number of hours accepted for transfer x (tuition /800) = C tuition due** Calculate **B**  
first: \$ \_\_\_\_\_

**A - B = C:** \$ \_\_\_\_\_

**Plus Transfer Fee (\$150.00):** \$ \_\_\_\_\_

*(waived for Internal ASIS transfers)*

**Plus Books and Starter Kit:** \$ \_\_\_\_\_

**Total Due:** \$ \_\_\_\_\_

Administrator: \_\_\_\_\_

# Employment, Self-Employment and Part-Time Placement

Revision Date: May, 2016

*ASIS Massage Education provides job placement assistance to students and graduates, and must document placements achieved by those graduates. ASIS Massage Education uses Attestation forms and Employment Verification forms to document graduate placements.*

Self-employment is a common vocational objective for massage therapists. By enrolling at ASIS Massage Education and by signing the enrollment agreement, you are acknowledging that you have been informed of and understand potential employment outcomes. No sooner than 30 days after graduation, ASIS will contact graduates to verify their placement status.

- Graduates who achieve training-related placement on a **part-time basis** must have worked a minimum of 20 days within three consecutive months to be considered as “placed” and must acknowledge in writing to the school their placement status.
- Graduates who achieve training-related placement on a **full-time basis** must have worked a minimum of 30 days within three consecutive months to be considered as “placed” and must acknowledge in writing to the school their placement status.
- Graduates who achieve training-related placement as **self-employed** must acknowledge in writing to the school their training related placement status and training related income.

## Arizona State Required Exams for Massage Therapy

Upon graduation, before massage employment in the state of Arizona, graduates need to apply and be approved for a state massage license through the Arizona State Board of Massage Therapy. This process, from beginning to end, can take 4-8 weeks to complete. Currently, ASIS graduates do not need to take a state sponsored exam to achieve licensure in Arizona. However, some states require either their own exam or the MBLEx exam.

## Arizona State Board of Massage Therapy

The Arizona State Board of Massage Therapy oversees all massage therapy licenses in the state of Arizona. If you plan to get a license in any other state than AZ, go to the ASIS website to find the appropriate contact: <http://asismassage.edu/sevices-massage/state-massage-requirements/>. In AZ, the state board’s website is a great resource: <http://www.messageboard.az.gov/>. All required rules and applications are posted.



# ASIS Copyright Policy

Revision Date: May, 2016

## Purpose

The purpose of this document is to provide policy and procedures for use of copyrighted materials.

## Printed Materials

### Law

Teachers may make multiple copies of printed materials for classroom use. Teachers may make a single copy for teacher use for research or lesson preparation. A librarian may make up to three copies “solely for the purpose of replacement of a copy, that is damaged, deteriorating, lost or stolen”

### Details

No more than one copy per student. Usage must be: At the “instance and inspiration of a single teacher” and when the time frame doesn’t allow enough time for asking permission. No more than nine instances per class per term (current news publications such as newspapers can be used more often). Don’t create anthologies. “Consumables” can’t be copied. Don’t do it every term (if time allows, seek permission). Can’t be directed by “higher authority.” Copying can’t be substitute for buying. Copies may be made only from legally acquired originals. The library must first determine that after “reasonable investigation that copy...cannot be obtained at a fair price” or that the format is obsolete.

## Video

### Law

Teachers may use these materials in the classroom without restrictions of length, percentage, or multiple use. May be copied for archival purposes or to replace lost, damaged, or stolen copies.

### Details

The material must be legitimately acquired (a legal copy). It must be used in a classroom or similar place “dedicated to face-to-face instruction”. Not for use as entertainment or reward. The use should be instructional. If replacements are unavailable at a fair price or are available only in obsolete formats (e.g., betamax videos).

## Video (“Motion Media”) for Use in Multimedia Projects

### Law

Students may use portions of lawfully acquired copyrighted works in their academic multimedia, defined as 10% or three minutes (whichever is less) of “motion media”

## Details

“Proper attribution and credit must be noted for all copyrighted works included in multimedia, including those prepared under fair use.”

## Video for Integration into Video Projects

### Law

Students may use portions of lawfully acquired copyrighted works in their academic multimedia.

### Details

The material must be legitimately acquired.

## Illustrations and Photographs

### Law

Single works may be used in their entirety but not more than 5 images by an artist or photographer. From a collection, not more than 15 images or 10%, whichever is less.

### Details

Older illustrations may be in the public domain, but the collection may be copyrighted.

## Music for Integration into Multimedia / Video Projects

### Law

Up to 10% of a copyrighted musical composition may be reproduced, performed and displayed as part of a multimedia program produced by an educator or student for educational purposes.

### Details

Some authorities site a maximum length of 30 seconds. ([www.indiana.edu](http://www.indiana.edu)), some do not mention a maximum.

## Computer Software

### Law

Software may be lent by the library. Software may be installed at home and at school. Software may be installed on multiple machines. Software may be copied for archival use to replace lost, damaged, and stolen copies. Software can be distributed to users via a network. Librarians may make archival copies.

## Details

Only one machine at a time may use the program. The number of machines being used must never exceed the number of licenses. If unavailable at fair or is an obsolete format. The number of simultaneous users must not exceed the number of licenses. A network license may be required for multiple users.

## Internet

### Law

Images may be downloaded for student projects.

Sound files may be downloaded for use in projects (see portion restrictions above)

### Details

Images may not be re-posted onto the Internet without permission.

Sound or music files may not be copied and posted on the Internet without permission.

# FERPA Student Authorization Release Form

I understand that under the provision of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, my records at ASIS Massage School will not be released to a third party without my approval. I hereby give permission to authorized personnel at ASIS Massage School to release these records upon request:

\_\_\_\_\_ Academic Records (includes grade reports) \_\_\_\_\_ Financial Assistance \_\_\_\_\_ Student Development/Conduct \_\_\_\_\_ Student Accounts Name of individual(s) to whom information may be released: (Please Print)

Name(s): \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
The purpose of this disclosure is:  
\_\_\_\_\_

Name(s): \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ City,  
State, Zip Code: \_\_\_\_\_ The purpose of  
this disclosure is:  
\_\_\_\_\_

**Please honor requests for my records by those individuals/parties identified above.**

I acknowledge by my signature that I understand, although I am not required to release my records to this individual(s), I am giving my consent to release the information. I understand that this release remains in effect until such time as I choose to revoke this permission in writing.

\_\_\_\_\_ **Please revoke the FERPA Student Authorization Release Form on file at ASIS Massage School (will revoke all access to third parties).**

Student Name: \_\_\_\_\_  
Student Signature: \_\_\_\_\_

Student SSN: \_\_\_\_\_ Date: \_\_\_\_\_

# Campus Security Policy

Revision Date: September, 2016

## **Security Policies & Clery Campus Crime Statistics Act**

ASIS Massage is committed to student safety, including guarding students', possessions and as well as their personal well being. Our locations have afforded us the luxury of very low crime rates. Our campuses vary from destination locations to commuter campuses. However, none of our locations have on-campus housing. Questions or concerns regarding campus security or crime reporting should be addressed to the Campus Director or the Admissions Staff.

ASIS will publish and make available upon request its annual security report for the previous calendar year, January –December, by October 1st. The Campus Security policy is published with the report. Copies of the crime report will be available in the main office of each campus and students will be alerted at Orientation, about its location. At the time of the October 1st posting, students will be notified electronically through our student learning portal.

Our electronic and/or other notification mediums will be tested at a minimum of once annually, to ensure efficacy.

## **Access to Campus Facilities**

The school office is open to students and the public Monday – Friday from 8:30 AM to 5:00 PM and on designated Saturdays (at select campuses.) The Campus offices will be locked at 5:00 PM each evening and unlocked at 8:30 AM each morning during the week. However, during evening courses and during Student Clinic, only the utilized rooms will remain unlocked. ASIS provides access to the building for students, employees, and visitors during its scheduled hours of operation. Only staff who have been issued keys are authorized to enter the building outside of normal hours of operation. Administrative staff closely monitors key distribution.

## **Security Considerations**

ASIS provides designated parking areas and walkways for students and employees. Adequate lighting and sufficient locks on doors are considered. Prompt response is given to any potential safety or security hazard. Locks on doors are evaluated twice daily, at opening and closing.

## **Reporting of Crimes**

ASIS Massage Education encourages the accurate and prompt reporting of all crimes, incidents and accidents to Administrative staff or directly to the local police department through 911 calls. If someone is a victim of a crime or incident at the school, an incident report will be filled out for the school's records. This information will be used to keep accurate reports of the number of incidences at the campus, and will be counted in the Annual Crime Statistics for the campus. Students may report incidents on a confidential basis if requested. A student may fill out an incident report with any member of ASIS staff. All incident reports are submitted to the Campus Director. Incident reports are maintained by administration and serve as the institutional log.

## **Crime Report**

In compliance with the requirements of Clery Act, crime statistics provided from institutional reports and local crime agencies are compiled. These reports are published and made available to students and employees by October 1st. ASIS collects information as it relates to the campus, public property or non campus areas regarding the following offenses at our locations: Sex Offenses, both forcible or non forcible, Robbery, Aggravated Assault, Burglary, Motor Vehicle theft or vandalism, Manslaughter, both negligent or non-negligent, Arson, and Alcohol, Drug or Firearms Violations.

## **Campus Security and Crime Prevention Programs**

ASIS provides an overview of security procedures and practices during the first week of school, as part of its general orientation sessions for students. Additional information is available by request from administration. Students at ASIS are expected to comply with the standards set forth in the code of conduct and conditions for dismissal, as found in the Student Catalogue & Handbook of Studies, while at the school or a school sponsored event. Disciplinary actions, including but not limited to dismissal, will be taken towards students in violation of the Code of Conduct and/or the standards defined in the Conditions for Dismissal. This Policy is part of the school's Student Catalogue & Handbook of Studies.

## **Emergency Response & Evacuation Procedures**

Emergency Response & Evacuation Procedures are reviewed in the Orientation activities that occur in the first week. Fire drills are held periodically as part of our emergency response procedures. The Campus Director is responsible for determining whether there is a significant emergency or dangerous situation. In the event of an emergency situation, staff and students are immediately notified in person of the threat, in the event that they are on the premises. If they are not on the premises, students would be contacted electronically via email, and via telephone. The school may also inform the local police department and/or local media agencies of the threat. For days of inclement weather, students are directed to listen to the local radio for the closure and late starts at the local community college. ASIS follows their lead.

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## **Drug & Alcohol Policy**

This policy applies to all staff, faculty, students and visitors at ASIS and is a separate policy in the Staff and Student Catalogue & Handbook of Studies.

## **The following agencies provide information on substance abuse:**

- Alcoholics Anonymous: 1-800-371-1475 (24-hour answering service)
- Center for Substance Abuse Treatment and Refer Hotline: 1-800-662-HELP
- Focus on Recovery for Alcohol & Substance Abuse, 24-hour action helpline: 1-800-888-9383

Those who voluntarily request assistance in dealing with such issues will be treated with respect and, to the highest extent possible, such information will be treated in confidence.

It is the responsibility of all staff and faculty to identify a situation in which they have concerns about an individual abusing drugs or alcohol. When necessary, a student or an employee of ASIS will be removed from their position or program of study if it is found through an investigation that they have violated the provisions of this policy.

## **Anti-Harassment Policy and Complaint Procedure**

ASIS is committed to maintaining a healthy safe and supportive environment where students treat each other with dignity and respect. Harassment based on a person's gender, race, ethnicity, religion, age, sexual orientation, disability, veteran status, or other form will not be tolerated. Further, any retaliation against an employee or student who has complained about harassment or retaliation against an individual for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. We take allegations of harassment seriously and will respond promptly to complaints of harassment. Where it is demonstrated to our satisfaction that such harassment has occurred, we will act promptly to eliminate the harassment and impose such corrective action as is necessary, including disciplinary action and dismissal where appropriate.

## **Definition of Sexual Harassment**

"Sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of employment or a basis for decisions; or,
- Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, humiliating, or sexually offensive work environment.

## **Complaints of Harassment**

If any student believes that they have been subjected to harassment, they are encouraged to promptly file a complaint with the Campus Director. This may be done in writing or orally.

## **Sexual Offenses Policies & Procedures**

A sex offense is defined by the FBI Uniform Crime Reporting System as either:

- **Forcible Sex Offenses:** Any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against that person's will where the victim is incapable of giving consent. Includes forcible rape, forcible sodomy, sexual assault with an object, forcible fondling.
- **Non-forcible Sex Offenses:** Unlawful, non-forcible sexual intercourse. Include incest and statutory rape.
- **Sexual assault** is any unwanted physical contact of sexual nature, whether by an acquaintance or by a stranger, that occur without indication of consent of both individuals, or that occurs under threat or coercion. Sexual assault can occur either forcibly and/or against a person's will, or when a person is incapable of giving consent if under 18 years of age; if intoxicated by drugs and/or alcohol; if developmentally disabled; or if temporarily or permanently mentally or physically unable to do so. Sexual assault includes, but is not limited to, rape, forcible sodomy, forcible oral copulation, sexual assault with an object, sexual battery, forcible fondling (e.g., unwanted touching or kissing for purposes of sexual gratification), or threat of sexual assault.

ASIS Massage is committed to offering a supportive environment to victims of sexual offenses who are considering options of medical attention and evaluation, support and counseling, and/or reporting. Some services are required by law to report the sexual offense.

## **Procedures to Follow if Sexual Assault Occurs:**

- Get to safety and call local Police Department.
- Refrain from taking a shower, washing hands, or changing clothing to preserve evidence. The location where the assault occurred should not be disturbed.
- Get immediate medical assistance.
- Seek support, information, and counseling.

## **Procedures to Follow to Help Prevent Sexual Assault**

- Never walk alone and be aware of your surroundings. Stay alert and show confidence. • Avoid poorly lit doorways or alleys.
- Keep all doors locked.
- Know your date--do not go out with strangers.
- Know in advance where you are going.
- Make your feelings known.
- Trust your feelings.
- Be especially aware when intoxicated.

## **Violence Against Women Act**

At ASIS it is forbidden for our staff to hold dual relationships with students; staff are warned that the school takes harassment complaints seriously in the Staff Handbook. All staff members sign contracts acknowledging the schools policies.

Pertaining to students, we mention the difficulties of dual relationships at school and in the profession during orientation, and the school's policies are both addressed and posted in the student learning system. In addition, the school's curriculum offers several classes in boundaries and professionalism to support safe contact.

## **Sexual Violence is defined in several categories:**

**Dating Violence** – includes, but is not limited to sexual or physical abuse or the threat of such abuse.

**Domestic Violence** – is defined as a felony or misdemeanor crime of violence committed by a current or former partner, a person who the victim shares a child with, a person who either currently or previously cohabitated with the victim, or a person “similarly situated” as a partner to the victim.

**Stalking** – is defined as engaging in a course of conduct directed at a specific person who either fears for their safety, the safety of others, or who suffers substantial emotional distress.

**Sexual Assault** - is defined as an offense that meets the definition of rape, fondling, incest, or statutory rape by the FBI.



ASIS prohibits and does not tolerate the above mentioned Violence, stalking and assault as they are defined for the purpose of the Clery Act, and all perpetrators will be prosecuted at the full extent of the law.

## **Sanctions/Disciplinary Procedures**

If any student believes that they have been subjected to assault, they are encouraged to promptly file a complaint with the Campus Director. This may be done in writing or orally.

ASIS Massage will investigate the allegation in a fair and expeditious manner. The investigation may include a private interview with the person filing the complaint, any witness(es), and the person alleged to have committed the offense.

If our investigation or legal proceedings reveal that assault did occur, we will act promptly to impose disciplinary action that could include termination from employment or dismissal. When we have completed our investigation, we will inform both parties of the results of the investigation. Retaliation taken against any employee or student who makes a complaint or participates in a complaint of a sexual offense is unlawful and will not be tolerated.

Any staff member, or student who is found to have committed a sexual offense is subject to immediate termination or dismissal.

## **Information on Registered Sex Offenders**

As per the requirements of the Clery act, information regarding registered sex offenders in the State of Arizona can be found on the following website: [http://www.azdps.gov/Services/Sex\\_Offender/](http://www.azdps.gov/Services/Sex_Offender/)

## **National Sexual Violence Resource Center**

123 North Enola Drive Enola, Pennsylvania 17025 877-739-3895 (toll free) 717-909-0710 (phone)  
717-909-0714 (fax) 717-909-0715 (TTY) [www.nsvrc.org](http://www.nsvrc.org)

## **National Alliance to End Sexual Violence**

(202) 289-3903  
<http://endsexualviolence.org/>

## **National Center for Victims of Crime**

2000 M Street NW, Suite 480  
Washington, DC 20036  
Phone: (202) 467-8700  
Our helpline is staffed Monday through Friday 8:30am to 8:30pm ET: Toll-free: 1-800-FYI-CALL  
(1-800-394-2255)  
Fax: (202) 467-8701 TTY/TDD: 1-800-211-7996 Email: [gethelp@ncvc.org](mailto:gethelp@ncvc.org) [www.ncvc.org](http://www.ncvc.org)

## **Rape, Abuse, and Incest National Network (RAINN) National Sexual Assault Hotline**

2000 L Street, NW, Suite 406  
Washington, DC 20036

(202) 544-1034  
(800) 656-HOPE (4613)  
Email: [info@rainn.org](mailto:info@rainn.org)  
[www.rainn.org](http://www.rainn.org)

## **Centers for Disease Control and Prevention**

1600 Clifton Road  
Atlanta, Georgia 30333  
(404) 639-3311  
Public Inquiries (404) 639-3534, (800) 311-3435  
[www.cdc.gov](http://www.cdc.gov)

# Vaccination & Immunization Policy

**Revision Date:** May, 2016

## **Purpose**

The purpose of this document is to provide the policy that ASIS Massage Education does not require students to be immunized or vaccinated.

Although ASIS believes in the efficacy and wisdom of immunizations as prescribed by the CDC, we do not require nor monitor incoming students' immunization records.

It is our belief that a student's health is their own responsibility and that hygiene and universal precautions should be practiced by all.

However, it is also the student's responsibility to know and understand the state licensing board's requirements in the state that they desire to work.

For CDC recommendations on vaccinations and immunizations, please visit:

<http://www.cdc.gov/vaccines/>

# Disclosure of Crime Statistics

Revision Date: September, 2016

ASIS Massage Education prepares these reports to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on the school's website, <http://www.asismassage.edu/admissions/student-consumer-information.php>. This report is prepared in cooperation with the local law enforcement agencies surrounding our campuses, along with links to the local police department crime statistics. At ASIS Massage we are committed to provide updated information to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the designated campus officials, and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law. Local law and our massage code of ethics encourages prompt and sometimes mandatory reporting to the local law enforcement agency by health care when they provide medical services to a person they know or reasonably suspects is suffering from wounds inflicted by a firearm or is a result of assaulting or abusive conduct and acts of domestic violence.

A procedure is in place to capture crime statistics annually for the ASIS Campuses.

A permanent location is designated in the student services folder of Moodle, which allows for all enrolled students to access this report. Faculty and staff also have access to the student support system. Copies of the report may also be obtained the administrative office at each ASIS campus. All prospective employees may obtain a copy from the Campus Director.

# Emergency Response & Evacuation Procedure

Revision Date: September, 2016

ASIS Emergency response & Evacuation Procedure is designed to keep the physical safety of our staff and students. During business hours, ASIS will be open to students, parents, employees, contractors, guests, and clinic participants. During non-business hours access to all ASIS campuses is by key, if issued.

In the event of an actual emergency the campus community will be notified through e-mail and the ASIS facebook page. Students should take responsibility for regularly checking their email. In order to receive campus-wide email announcements, and to manage the school's student support system, students are expected to have an email account. In some instances, the school may even send a text message.

The Campus Administration will enact the above-mentioned procedures the institution will use to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

Any and all perceived threats to the safety and property of students and staff at ASIS should be made directly to the campus administration as soon as possible.

If the campus administrator and /or the campus director deems the situation an emergency, students and employees in the building will be directed to a safe location, either inside the building or off to the side.

ASIS recognizes that laws and rules are necessary for society to function and supports the enforcement of law by governmental agencies and rules and expectations by officials of the school. All persons on the campus are subject to these laws and rules at all times. While ASIS Massage Education is private property, and Constitutional protections apply, law enforcement officers may enter the campus to conduct business as needed. As noted, local law enforcement is notified of all serious crime on campus, and is immediately notified of major crimes via 911.

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the local law enforcement in a timely manner. If you are the victim of a crime and do not want to pursue action within the school's system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the School's Director can file a report on the details of the incident without revealing your identity.

ASIS takes all emergencies serious, however some emergencies may be considered an immediate threat which encompasses an imminent or impending threat, such as an approaching forest fire or other extreme weather and geological conditions, bomb threat, an armed intruder, as well as a fire currently raging in one of your buildings. Some other examples of significant emergencies or dangerous situations are: Outbreak of meningitis, norovirus or other serious illness. For all weather warnings, ASIS will follow the lead of the local community colleges for closure and delayed starts.

Our commitment to safety, health and calm will navigate, without delay, the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. There are no trained emergency personnel on staff, so a call from the school's administrative staff to 911 will be placed. All ASIS Massage Education campuses have been designated "Drug free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Violation of this policy may constitute the calling of local law enforcement.

General information about the emergency response and evacuation procedures for ASIS are published each year as part of the institution's Clery Act compliance efforts and that information is available through the student and staff handbooks. All staff trainings include the importance to notify the Campus Director and the local Police of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus.

ASIS will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense.

# Sex Offence Policy & Procedure

Revision Date: September 2016

Massage Therapy is training based in safe, conscious, non sexual touch. In classes such as Ethics, Boundaries, Code of Conduct, and Scope of Practice, it is our goal to emphasize the need to honor and respect all of humanity. The FBI's National Incident-Based Reporting System (NIBRS) edition of the UCR defines a sex offense as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

ASIS Sex Offence Policy & Procedure is designed to keep the physical and emotional safety of our staff and students. During business hours, ASIS will be open to students, parents, employees, contractors, guests, and clinic participants. During non-business hours access to all ASIS campuses is by key, if issued.

ASIS Massage aspires to remain current in the area of sex offense education to help determine applicable content in the programs and to provide training to students and employees as needed. Experts in this field include rape crisis intervention specialists, local law enforcement officials and social services personnel. Victims are encouraged to ask for outside professional assistance.

Any and all perceived threats to the safety of students and staff at ASIS should be made directly to the campus administration as soon as possible. In all cases, the school's behavior policy will be referred to.

If the campus administrator and /or the campus director deem the situation an emergency, outside authorities will be notified. ASIS recognizes that laws and rules are necessary for society to function and supports the enforcement of law by governmental agencies and rules and expectations by officials of the school. All persons on the campus are subject to these laws and rules at all times. As noted, local law enforcement is notified of all serious crime on campus, and is immediately notified of major crimes via 911.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. Local law enforcement strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a Campus Administrator. Filing a police report with a local police officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. If you are the victim of a crime and do not want to pursue action within the school's system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the School's Director can file a report on the details of the incident without revealing your identity.

There are no trained emergency personnel on staff, so a call from the school's administrative staff to 911 will be placed.

State by-laws limits convicted felons from applying for a massage license, and the admissions staff explains that to all prospective students. If for some reason a convicted sex offender is attending the school, the school will make available all local law enforcement notices. The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed at, institutions of higher education. The CSCPA further amends the Family Educational Rights and Privacy Act of

1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

ASIS will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense.



# Drug and Alcohol Prevention Policy

For a Drug-Free Safe Place

**Revision Date:** May, 2016

The following Drug-Free Workplace Policy is to notify all employees, faculty, and students that pursuant to the Federal Drug-Free Workplace Act of 1988 (Public Law 101-690), ASIS prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace, on school property, or as part of any school activity. ASIS Massage Education similarly prohibits the unlawful use, possession, and distribution of alcohol in the workplace, on school property, or as part of any school activity, as well as any other unlawful conduct involving alcohol.

For the purpose of this statement, the site for performance of work done in connection with this drug-free workplace, consists of all locations ASIS does business. This includes, but is not limited to classrooms, clinic, parking lots, and offices.

## Health Risks

The abuse of narcotics, depressants, stimulants, hallucinogens, or alcohol can cause detriment to a person's health. The health risks associated with the misuse of the previously mentioned drugs vary but include, and are not limited to: convulsions, coma, paralysis, brain injury, tremors, fatigue, paranoia, insomnia, and possible death. Drug and alcohol abuse is extremely harmful to a person's health and tactile abilities, interferes with productivity and alertness, and working while under the influence of drugs or alcohol could be a danger to all.

**Described below are some of the additional dangers and symptoms relative to use/abuse:**

**Alcohol** is a legal substance in the United States, yet is off limits at the school for several reasons. Alcohol use can cause dehydration, coordination problems, limited sensory output and blurred vision.

In large doses, alcohol can dull sensation and impair muscular coordination, memory and judgment. Taken in larger quantities over a long period of time, alcohol can damage the liver and heart and a great number of other health, medical, and social issues.

**Cocaine/Crack** is a stimulant drug, which is derived from the coca plant and is most commonly inhaled or smoked. Cocaine increases the heart rate and blood pressure.

**Crack** is a form of smokable cocaine and is more potent than cocaine and even more addictive. Some of the symptoms of cocaine/crack abuse are: personality changes, unexplained weight loss, excess coughing, depression, irritability, and panic attacks.

**Crystal Methamphetamine** is a colorless, odorless powerful and highly addictive synthetic stimulant. Meth produces lasting euphoric effects, however, is associated with numerous physical problems. The drug can cause rapid heart rate, increased blood pressure, and damage to the small blood vessels in the brain – which can lead to stroke. Chronic use of the drug can result in inflammation of the heart lining, and overdoses. Crystal methamphetamine may lead to episodes of violent behavior, paranoia, anxiety, confusion, and

insomnia. The drug can produce psychotic symptoms that persist for months or years after an individual has stopped using the drug.

### **Depressants**

Depressants are highly addictive and are usually known as “downers”. A user may be drowsy, lethargic, suffer from memory loss and have slurred speech. Many lawful drugs that have a depressant feature are from the family of drugs called barbiturates. More serious effects of the abuse of downers are liver damage, paradoxical anxiety and excited rage, coma and death.

**Ecstasy – MDMA, XTC**, X is a mind altering drug with hallucinogenic and speed like side effects. Often used at parties it is taken to promote loss of inhibition, euphoria, energy, and sexual stimulation. It increases the amounts of serotonin in a person’s brain, which causes increased energy and cheerfulness; it also contains anti-coagulative properties, which can cause a person to bleed internally. Side effects of ecstasy are: depression, increase in heart rate and blood pressure, muscle tension, nausea, blurred vision, faintness, chills, & organ damage.

**Gamma-hydroxyl butyrate (GHB)** is illegal for any purpose in the United States. GHB was used as a dietary supplement until banned by the FDA.

**Hallucinogens** are also known as psychedelics and their effects vary, including being affected by changes in time and space perception, delusions and hallucinations. The effects may be mild or overwhelming, depending on the dose and quantity of the drug.

Physical reactions range from minor changes such as dilated pupils, a rise in temperature and heartbeat to lose of control in the thought processes and delusions.

**Heroin** is a narcotic, which relieves pain and induces sleep and is a highly addictive depressant. Symptoms include “pinpoint pupils”, drowsy, lethargic, slurred speech and an inability to concentrate. Related medications used to treat pain include oxycontin, oxycodone, methadone, and codeine. The abuse of painkillers is the most common addiction in the United States.

**Marijuana** is a plant with the botanical name of cannabis sativa, and is either smoked or ingested. Use can cause the nervous system to become disorganized and confused, heart rates to increase, reddening of eyes and dryness of throat.

Studies have proven that marijuana mental effects include temporary impairment of short-term memory and an altered sense of time. It also reduces the ability to perform tasks requiring concentration, swift reactions and coordination. Smoking most anything may cause damaged to your lungs, emphysema, chronic bronchitis, lung cancer, and weakened immune system.

### **Drug Conviction Notification and Imposed Sanctions:**

Any employee, faculty or student must notify ASIS of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such a conviction.

Within 30 days after receiving notice of an employee, faculty, or student conviction, ASIS will seek corrective measures:

1. Taking appropriate action against the employee, faculty or student up to and including expulsion or termination of employment and referral for prosecution and/or

2. Requiring such employee, faculty, or student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes be a federal, state or local health, law enforcement, or other appropriate agency.

**Laws relating to Drug Violations:**

Attached is a list of violation codes associated with the unlawful manufacture, distribution, dispensing, possession or use of any controlled substance. Any employee, faculty or student violating any of the described laws of the Health and Safety Code or the Business and Professional Code could be subject to those laws.

**Rehabilitation:**

ASIS will reasonably accommodate any employee, faculty, or student who volunteers to enter an alcohol or drug rehabilitation program, provided the reasonable accommodation does not impose undue hardship on the school. Reasonable accommodation could include time off without pay and adjustment of working hours. The employee, faculty or student may use whatever sick time he/ she is entitled. However, ASIS is not obligated to offer an accommodation for any employee, faculty, or student who has violated any policy who does not voluntarily ask for assistance. ASIS will

take reasonable measures to safeguard the privacy of the employee, faculty or student concerning enrollment in an alcohol or drug rehabilitation program. If an employee, faculty or student enters into a state approved rehabilitation program, the employee shall sign an agreement with ASIS, which will include the following:

1. Enroll in and complete an approved rehabilitation program at the employee's cost.
2. Ensure the treatment facility provides the company with the necessary documentation to establish compliance.
3. Abstain from any illegal drug misconduct.
4. Acknowledge that any future violation of company drug prohibitions shall result in immediate discharge.
5. Failure to comply with any provision of the agreement shall result in immediate discharge.

**Where can you go for help? Visit:**

[www.helpguide.org](http://www.helpguide.org)

[www.recovery.org/browse/Arizona](http://www.recovery.org/browse/Arizona)

**Policy Distribution Procedures:**

The ASIS Drug-Free Workplace Policy will be distributed to all employees, faculty and students using the following procedure:

Students will receive a copy of the Drug-Free Workplace Policy at the time of initial enrollment within their Student Catalogue & Handbook of Studies. The enrollment agreement signed by every student will acknowledge receipt of the Student Catalogue & Handbook of Studies and its policies.

Faculty and Staff will receive a copy of the Drug-Free Workplace Policy with the initial agreement of employment. It will be read, and the signature page will be returned with the employment agreement.

# Acknowledgement of Receipt of the ASIS Drug and Alcohol Policy for a Drug-Free Workplace

By signing this document the employee, faculty member or student agrees to abide by the ASIS Drug and Alcohol Policy for a Drug-Free Workplace and understands the sanctions associated with violating such policy.

Circle One:            **Faculty**            **Staff**            **Student**

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Re-Entrance Policy

At ASIS Massage Education, we understand that life is the thing that happens as we are making our glorious plans for what we want to have happen. If by any chance a student experiences life circumstances which have left them no choice but to suspend their training, ASIS is eager to reinstate the student, on the condition that the student has successfully resolved all issues leading to their withdrawal or dismissal.

For students who have been dismissed for violation of either attendance, behavioral, or academic reasons, ASIS Massage Education is willing to consider the student's re-enrollment after a minimum of 6 months leave. Students who have been dismissed may be reinstated only after an interview with the Campus Director and must complete the whole course in its entirety. Reinstatement is at the discretion of the Campus Director, and the student will be responsible for all tuitions due.

An official reinstatement for withdrawn/dismissed students must comply with the following requirements:

1. The student must request the re-entrance in writing with a clear attempt to explain the stumbling blocks in the past, and a plan to complete in the future.
2. All re-entrance considerations will be considered at the discretion of the school.
3. The student must sign and date their re-entrance request and include an explanation for their withdrawal/dismissal. The reason must be specified in order for ASIS to have a reasonable expectation of the student's rededication.
4. The student must attest to understanding the procedures, expectations and implications for returning to his/her course of study.
5. In some case's, ASIS may need to apply an IEP as well as complying with the above requirements.