

CMSM

Catalog

Full Time & Part Time
750 Hour Program

Central Maryland School of Massage

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CENTRAL
MARYLAND
SCHOOL
of
MASSAGE

www.teachingmassage.com

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"Certified true and correct as to content and policy"

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CMSM Mission Statement

The mission of the Central Maryland School of Massage is to prepare each student for a career in Massage Therapy, by providing a holistic education that honors scientific and intuitive approaches to healing, creating a culture that invites exquisite care of self and others, and doing so in an atmosphere of joy, abundance, compassion, curiosity, and respect.

Purpose and Philosophy

Massage education that engages the head, the hands, and the heart. Throughout our program, Central Maryland School of Massage emphasizes the development of knowledge and skill, professional preparation, and working toward self-understanding. The primary goal of the school is to promote personal awareness through touch, inviting students to learn massage in a context of inquiry and empowerment.

Upon graduation from CMSM, graduates have earned the required hours for eligibility to sit for The Federation of State Massage Therapy Boards (MBLEx). Please contact the Federation: 866.962.3926 or www.fsmtb.org. Once you have passed the MBLEx you will be eligible to sit for the MD Massage Therapy Jurisprudence exam which is required for MD licensure or registration through the Maryland State Board of Massage Therapy Examiners (See “Certification and Licensure Questions” section for contact information.) . The MD State Board of of Massage Therapy Examiners will require 600 hours of Massage Education. Graduates of CMSM’s 750-hour program may also eligible to take the exams offered by other licensing states. CMSM graduates are well-qualified to work fluidly with both allopathic and holistic medical models, and are offering therapeutic bodywork all over the country. Because we take massage education seriously and approach it as a multi-faceted art form, our students leave CMSM able to apply themselves to the world of bodywork on many levels: technical, emotional, professional. Our philosophy is that learning and healing both take place more effectively when each person— student, teacher, client, therapist— is invited to be fully present as a whole being.

Personalized Learning

In all classes, emphasis is placed on the value of individual needs within the learning process. Meaningful student-teacher contact is essential to learning at CMSM; our low student-teacher ratios 16:1 lab, 30:1 lecture, and 10:1 clinic facilitates personal attention and intentional presence in the classroom.

Some of our classrooms require even lower ratios due to their size. Listed below are the ratios for each specific classroom. The maximum student-teacher ratio for the “Monocacy Room” is 30:1 for lecture and 16:1 for lab, classroom 104 is 30:1 for lecture and 16:1 for lab, classroom 105 ratio is 22:1 for lecture and 16:1 for lab, classroom 108 is 10:1 lecture and 10:1 for lab, our combination classroom 111/114 is 28:1 lecture and 16:1 lab. Lab sections are often split or taught with two instructors in the classroom.

Certification Programs Offered

To meet the needs of students with varied schedules and availability, we offer a morning program, evening program and a Saturday program. Our Full Day Program is (22.4) 23 weeks in length, our Morning and Evening programs are both 28 program weeks in length, and our Weekend program is 42 program weeks in length. Regardless of program choice, students can look forward to enjoying the in-depth, innovative— and often transformative— educational experience for which CMSM is renowned. Upon graduation the student is awarded a certificate of training in Massage Therapy.

Massage Therapy Program (Full Time) Full Day Program

Our Full Day Program allows students to complete their education within six months. Upon passing the national and MD state exams, graduates can begin their new careers as LMTs (Licensed Massage Therapists) or RMPs (Registered Massage Practitioners) within 8 to 9 months of their class start. Classes meet Monday, Tuesday, Thursday, Friday from 8:30am to 1:00pm, with an hour lunch break, then 2:00pm to 4:15pm (6.75 hrs each day). Classes Meet Wednesdays from 8:30am to 10:45am (2.25 hours). In addition to class time on Wednesdays two clinics are scheduled for students that wish to participate during those times. The clinics are scheduled for 11:00am to 1:00pm and 2:00pm to 4:00pm. Students will also have the opportunity to participate, in the afternoon, evening, and/or weekend clinics to satisfy the requirements for Student Clinic.

Massage Therapy Program (Part Time) Half Day Morning Session

Our Morning Program allows students to complete their education within seven months. Upon passing the national and MD state exams, graduates can begin their new careers as LMTs (Licensed Massage Therapists) or RMPs (Registered Massage Practitioners) within one year of their class start. Classes meet weekdays from 9:00am to 1:30pm, (4.5 hrs each day) providing students with the opportunity to fully immerse themselves in the learning experience and in the school community. Students will also participate in the afternoon, evening, and/or weekend clinics to satisfy the requirements for Student Clinic.

Massage Therapy Program

(Part Time) Half Day Evening Session

Our Evening Program allows students to complete their education within seven months. Upon passing the national and MD state exams, graduates can begin their new careers as LMTs (Licensed Massage Therapists) or RMPs (Registered Massage Practitioners) within one year of their class start. Classes meet weekdays from 5:30pm to 10:00pm, (4.5 hrs each day) providing students with the opportunity to fully immerse themselves in the learning experience and in the school community. Students will also participate, in morning, afternoon, and/or weekend clinics to satisfy the requirements for Student Clinic.

Massage Therapy Program Weekend Program

Our Part Time Program allows students to complete their education in less than Fourteen months. Upon passing the national and MD state exams, graduates can begin their new careers as LMTs (Licensed Massage Therapists) or RMPs (Registered Massage Practitioners) in less than Eighteen Months of their class start. Classes meet 3 weekends each month, Saturdays from 8:00 am to 12:30 pm, with an hour lunch break, and 1:30 pm to 6:00 pm, (9 hrs on Saturday plus an hour lunch break). Classes meet Sundays from 8:00 am to 12:30 pm, with an hour lunch break, and 1:30 pm to 3:45 pm, (6.75 hrs on Sunday plus an hour lunch break) providing students with the opportunity to fully immerse themselves in the learning experience and in the school community. Students will also participate, in weekday, morning, afternoon, and or evening clinics to satisfy the requirements for Student Clinic.

CMSM Teaching Philosophy

Holistic Education and PTP™

At CMSM, central to our educational philosophy is the idea that each person learns visually, auditory, and kinesthetically with varying degrees of immediacy. Therefore, the curriculum is presented in all three modes, with inventive activities incorporated into each class. Students are encouraged to notice how they learn best and to work with the resources of the school to maximize their learning experience. As a staff, we continue to deepen our understanding of holistic education through our ongoing explorations in the Personal Thinking Patterns theory-PTP™. If you are interested in learning more about multi-modal education prior to enrollment, we suggest you explore the following books: *The Open Mind* by Dawna Markova and *How Your Child IS Smart* by Dawna Markova and Annie Powell, innovators of PTP™.

Educational Objectives

Our goals as a school of massage therapy are:

- To prepare students to become highly qualified, professional massage therapists.

- To help students develop good work habits and safe practices, promoting the health and wellbeing of themselves and their clients.
- To give graduates a thorough working knowledge of the structure and function of the human body and the theory and practice of health care methodologies.
- To prepare and qualify graduates to assume responsibilities in the healthcare field with a high degree of professionalism.
- To develop in graduates a professional attitude and commitment to ethical practices toward clients and fellow practitioners.
- To help students understand the scope of their practices and to develop appropriate referral skills.
- To provide students with a vehicle for the improvement of quality of life.

We value the opportunity to offer high quality massage education to students of widely varied ages and backgrounds- professional, educational, and cultural.

When practicing massage, students work in pairs, giving and receiving the work of the day. In the massage classes or labs, instructors are present, offering active mentoring during student practice. At CMSM the teacher to student ratio is 30:1 for lecture based classes, 16:1 for hands on classes. Students remain in their groups throughout their time at CMSM, providing consistency and the opportunity to develop close working relationships that frequently endure long past school. Students also have the opportunity to work one-to-one with an instructor during the program.

History, Certification, and Ownership

Central Maryland School of Massage was initially approved by the Maryland Higher Education Commission in August 2007 under the ownership of the school’s previous Campus Director, Lori Custer. The school was purchased by CMSM Holdings, Inc. which is owned by Finger Lakes Holding Company, Inc. in 2011. Finger Lakes Massage Group Inc. is owned by David Merwin and John Robinson. Finger Lakes Massage Group to include CMSM Holdings, Inc. was purchased by the Kuzari Group, transaction occurred in 2018. David Merwin remains on as the CEO. They continue CMSM’s legacy and the educational philosophies upon which the school was founded. In 2011 CMSM was granted accreditation by ACCET: Accrediting Commission of the Accrediting Council for Continuing Education & Training.

Central Maryland School of Massage Ownership

Kuzari Group Owner

Student Massage Clinic

The CMSM Student Massage Clinic provides an opportunity for our students to offer supervised massage to the public and to receive valuable feedback about their work while they fulfill their requirements for national and state certification.

Staff Availability

All staff and faculty members are dedicated to being available for questions, concerns, or trouble-shooting. We encourage students to view us as resources and partners in their education.

Optional discussion and/or review sessions are scheduled regularly, giving students the opportunity to gather in small groups with a variety of instructors and administrators and to share more informal learning experiences.

Student and Career Services

GRADUATE PLACEMENT

CMSM offers job placement assistance to all graduates of their program. As a result of their training at CMSM, graduates gain the skills to work in personal private practices, spas, chiropractic and sports clinics, and other health care environments. Open House/Job Fairs are held at CMSM with field related employers attending. The CMSM website also has ongoing job listings, available only to CMSM graduates. We also offer ongoing support with starting your own practice, in conjunction with business classes offered during the 750-hour program. While CMSM makes every effort to assist graduates in reaching their vocational objectives, job placement is not and cannot be guaranteed. CMSM's Student and Career Services department is available for student support regarding any issues that may arise during the program— from specific learning challenges, to questions about school policies, to resources for writing cover letters and resumes. Student and Career Services are available upon appointment.

LEARNING RESOURCE CENTER

A rich collection of bodywork-related books is available for loan to students throughout their time at school. In the classroom, students have access to our reference library, which provides resources for research and creative problem-solving. Current journals and periodicals on massage, movement, and health are also available.

MASSAGE TABLES AND CHAIRS

CMSM provides all massage tables and chairs needed for in-class practice and for the Student Massage Clinic. Students are not required to purchase massage tables or chairs during the program. However, new and used equipment may be purchased directly through the school store at affordable student rates.

STUDENT INSURANCE

Under a policy held by the school, all students have liability coverage during class and required practice sessions. Any practice taking place at the school or a school clinic site is covered by this insurance policy. Students may not practice massage in any non-authorized or supervised public space.

SOCIAL MEDIA

CMSM's social media serve as a central meeting place, offering personal and professional connection exclusive to our graduate community. One can be sure to find posts discussing current trends in the bodywork profession, graduates sharing information about useful products, literature and even helpful marketing tips.

CMSM instructors and administrators often write posts posing provocative questions or to simply say "hello." Our Student and Career Services department moderates the discussion board to help facilitate new topic discussions or to simply pass along news from the halls of CMSM.

NETWORKING EVENTS

CMSM networking events are designed to sponsor ongoing connection among graduates from all programs. We also periodically host on-campus gatherings and reunions, welcoming graduates back "home" to CMSM.

STUDENT MASSAGE CLINIC BENEFIT

In addition to offering bodywork in community service clinic settings, current students offer massage at low cost to the general public. CMSM alumni, receive clinic massages free of charge. We are well aware that massage therapists benefit from regular bodywork, and that alumni are able to provide students with the gift of informed feedback.

NATIONAL ORGANIZATIONS

As highly trained massage professionals, graduates are eligible for membership in the American Massage Therapy Association (AMTA), the International Massage Association (IMA), the Associated Bodywork and Massage Professionals (ABMP) and many other professional organizations offering benefits such as inexpensive insurance coverage, conferences and networking opportunities.

As greater numbers of people integrate complementary healthcare modalities into their lives, the demand for massage therapy continues to grow. Massage Therapists are enjoying wider application of their skills than ever before, working in both alternative and allopathic venues. Not only are more individual clients seeking massage, but many other health care practitioners are coming to view massage as a valuable companion therapy to their own and are referring clients to Licensed Massage Therapists, creating networks to support whole health and recovery.

Graduates from our programs have successfully created niches in hospitals, hospices, extended-care facilities, retirement communities and wellness centers. They have found employment with chiropractors, physical therapists and acupuncturists, offering touch for injury rehabilitation, assistance with healing, self-awareness, and not-to-be underestimated stress relief and relaxation. Other graduates are teaching courses in massage at universities, chiropractic colleges and massage schools. Many are teaching massage in their own communities at clinics, community centers and health fairs. Health clubs, sports and fitness centers, salons, health spas, and even professional sports organizations also employ CMSM graduates. And, as is true across the bodywork profession, most alumni establish their own practices and enjoy the flexibility of self-employment. We frequently hear from past students that practicing massage has afforded them the option to work their own hours, work in their own homes, or otherwise create more full and satisfying lives, with time for family and other pursuits.

Location and Facility

Central Maryland School of Massage is located at 5340 Spectrum Drive, Suite H, Frederick, Maryland, where we can easily serve the tri-state area. Frederick County offers an array of experiences that will excite individuals of all interests. Founded in 1748, Frederick County is a treasure trove of historic sites and museums. Highlights include The City of Frederick's renowned 50 block downtown Historic District, the Historical Society of Frederick County, our many historic bridges, National Shrine of St. Elizabeth Ann Seton, the Brunswick Railroad Museum, C&O Canal Visitor Center, and such Civil War attractions as Monocacy National Battlefield, South Mountain Battlefield State Park, and the National Museum of Civil War Medicine. Those who enjoy the great outdoors will want to explore our 90 national, state, county, and municipal parks, as well as recreational facilities which include whitewater rafting and the Catoctin Wildlife Preserve and Zoo. Sports fans may enjoy catching a Frederick Keys

minor league baseball game. Frederick is also home to several fine wineries and breweries. If you enjoy shopping, you'll find hundreds of antique shops offering treasures from around the world, exquisite artist galleries, as well as charming orchard markets, and shopping boutiques as well as big name retailers. Downtown Frederick is home to a variety of tasty restaurants and sweet treat and ice cream shops. You'll enjoy live musical and theatrical performances oftentimes as you walk through downtown in the evenings. While there is much to see and do here, Frederick County is just minutes away from such attractions as Washington, DC, Baltimore, MD, Annapolis, MD, Harpers Ferry, WV, and Antietam and Gettysburg battlefields. For more information about the Frederick County area, visit the City's website – <http://www.cityoffrederick.com> and "Explore Frederick."

The school currently occupies approximately 9,276 square feet of classroom and administrative space. We have six classrooms, a student lounge, a Career & Student Service Office, a conference room, administrative offices and a student resource center. Classrooms and labs are designed and furnished with equipment appropriate for the massage therapy program we offer. Within each classroom, skeleton models, muscle charts, and organ charts are provided for students to reference during class and lab time. Each massage classroom is equipped with a variety of classroom lecture tables, massage tables, stools, and chairs, as well as mats for student use. Floor lamps and music help to create a soothing atmosphere for massage. A laptop and LCD projector are available for classroom use. Our student lounge/break area includes a refrigerator, microwave, , tables, and chairs. Wireless internet is available as well as a computer and resource area for student use. Restrooms can be found down the main hallway. Ample student parking is available in our front and side parking lots. The facility complies with all local and state building codes.

In our largest classroom the "Monocacy Room" we have a 30 student maximum, in classroom 113 we have a 28 student maximum, classroom 105 we have a 22 student maximum, classroom 108 we have a 10 student maximum, and in our combination classroom 111/114 we have a 28 student maximum.

Visit Our Campus

We encourage you to join us for a tour of our school. During the tour, you will have the opportunity to view classes in session, meet instructors, ask any questions you may have about our programs or the profession, and take in the welcoming atmosphere of CMSM. If you would like to participate in a tour, please call to schedule. Family and friends are always welcome.

Admissions Requirements

A prospective student applying for any program must:

- Be a high school graduate or equivalent, providing a copy of high school transcript or high school equivalency (GED).
- Be at least 17.5 years old, at the time of enrollment.

- Submit an application for admission.

APPLICATION PROCEDURES

ZA prospective student applying for any program must:

- Submit a completed application and all required documents.
- Attend an official tour of the school (please call to register).
- Schedule an interview with a school administrator, if needed.
- Pay Application fee of \$50.

A prospective student may be asked to schedule an additional telephone or personal interview with a school administrator. All applications are reviewed by the Admissions Staff and Campus Director. CMSM will notify applicants of their status within two weeks of receiving their completed application. CMSM offers equal educational opportunities to qualified individuals, regardless of age, gender, sexual orientation, race, religious beliefs, ethnic background, disability, or physical handicap.

Admissions Assessment:

The intention of this assessment is to give the student a better understanding of the skills required to be successful in CMSM's program. It also functions to give the administration an idea of the skills the applicant possesses and what type of support we might offer to an applicant during their program.

This assessment may be given to any prospective student who:

- Earned grades that were below "C" in science courses in high school. If a student has completed sciences courses as part of additional higher education, with a grade of "C" or above, that will override the need for the assessment.
- Earned a GED

The assessment will not be automatically administered to all applicants. This assessment alone will not determine whether or not an applicant is accepted into the program.

ON-LINE APPLICATION

Our secure website allows prospective students to apply directly via the internet. The easy-to-use, on-line application may be accessed at www.teachingmassage.com.

NON-DISCRIMINATION POLICY

Central Maryland School of Massage does not discriminate on the basis of age, gender, sexual orientation, race, religious beliefs, ethnic background, disability, or physical handicap. We celebrate the diversity of the global massage and bodywork community. Student admission

decisions are made without regard to an applicant's age, gender, sexual orientation, race, religious beliefs, ethnic background, disability, or physical handicap. The school practices compliance with all EEO laws. In compliance with the Americans with Disabilities Act, reasonable accommodations will be made for students with disabilities who are admitted to the school. CMSM also complies with: The Civil Rights Act of 1964 and related Executive Orders 11246 and 11375; Title IX of the Civic Rights Act of 1964 and related Executive Orders 11245 and 11375; Title IX of the Education Amendments Act of 1972; Sections 403 and 504 of the Rehabilitation Act of 1973; Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974; and The Civil Rights Laws of the State of Maryland. Accordingly, equal employment and admissions shall be extended to all persons, and the institution shall promote equal opportunity and treatment through a positive and continuing Affirmative Action Program.

PLANNING FOR YOUR FUTURE MASSAGE PRACTICE

Please research requirements for massage therapists in the country, state, or province where you wish to practice. Requirements can vary.

CMSM recommends that all students research and become familiar with the FSMTB (www.fsmtb.org), and the Maryland Board of Massage Therapy Examiners (<https://health.maryland.gov/massage>) prior to enrollment. Licensure or Registration is required to practice massage in the state of Maryland.

PROGRAM PERFORMANCE

Students and prospective students may obtain from the Maryland Higher Education Commission (www.mhec.state.md.us) information regarding the performance of CMSM's approved Massage Therapy Program. This includes but is not limited to information regarding enrollment, completion rate, placement rate and (if applicable) pass rate of graduates on any licensure examination.

PROFICIENCY IN ENGLISH

CMSM requires fluency in the English language adequate to learning detailed medical information in an English-speaking classroom, without a translator or tutor. Particularly important are reading, listening and speaking skills.

HIGH SCHOOL EQUIVALENCY TRANSCRIPTS

CMSM requires that we have translated high school transcripts on file for each student, providing proof of high school completion or an equivalent. Students will be asked to furnish a copy of their high school diploma or GED prior to admission. Accepted students are required to provide CMSM a copy of their high school transcripts to be maintained in their permanent file. Transcripts must be received by the school before the start of classes. We suggest attending to this as soon as possible, as the process may take time.

Transfer Policy

If a prospective student has a massage education from another state and requires a limited number of hours to meet the MD requirement, we recommend that they call the Maryland Board of Massage Therapy Examiners to ascertain whether they are eligible to apply for licensure by endorsement. The school's policy allows that only 50% of coursework may be transferred, 315 hours Maximum. Student clinic credit cannot be transferred at this time.

Students wishing to transfer credit into a CMSM program must have taken those credits from an institution which is accredited by an agency recognized by either the USDOE or the Council for Higher Education Association.

Tuition will be adjusted for those students who transfer credits into the program as follows:

Current Tuition - ((# of Hours Transferred / Total Hours in Program) x Current Tuition)

Transfer credits will not be considered when calculating satisfactory academic progress. A grade of Transfer (TR) or Proficiency (PR) will be listed on official transcripts for modules completed due to Transfer of Credit. These grades will not affect the determination of satisfactory progress.

There are no fees associated with the evaluation of credits for transfer.

PROCEDURE FOR TRANSFER

1. Submit a transfer application (standard application with box checked indicating intention to apply for transfer credit). Applicant must also provide all items required for standard application.
2. Provide a transcript, course catalog, and a full description of the course content from the college or massage school from where the transfer credit was obtained.
3. Complete a mandatory phone or personal interview to review previous science or bodywork education and to ensure that transfer application policies are clearly communicated and understood.
4. If all the requirements described above are met, the applicant will be approved to sit for a challenge exam, which must be passed with a score of 75% or higher to be awarded transfer credit. The applicant will receive an outline of exam content, and they may also purchase CMSM texts for studying purposes. The exam will be administered during office hours, to be scheduled by an administrator and the applicant.
5. If the student does not pass their challenge exam, retakes will not be permitted.

TRANSFERRING IN MODULES A – G

A student may receive credit for previous training or experience for up to 50% of the credits available in the Massage Therapy program. To receive credit, a student must submit a formal

request to the Director of Education along with a completed application for credit transfer. The Director of Education, through a review of educational records (transcripts, catalog, and syllabi) will determine whether the applicant has had adequate previous education to receive credit and where it will be applied. The student must furnish all records required for this determination.

TRANSFERRING STUDENT CLINIC

Transferring Clinic 2 hours is not permitted at this time.

ESSENTIAL NOTES

If an applicant passes their challenge exam, they will be accepted as a transfer student and sent a transfer student enrollment agreement (with changes made to reflect tuition reduction) and schedule highlighted to indicate the days from which they are exempt. Students will be told that changes to the schedule occasionally happen at the last minute. *They will need to adhere to an attendance policy proportional to that of regular students.*

If a transfer applicant does not pass the challenge exam(s), they will be accepted as a regular student and sent the regular acceptance packet, along with a letter letting them know of their exam score(s).

Transcripts will indicate which course hours were transferred in and which were taken at CMSM directly. All transfer application materials (letters, transcripts, course catalogs, etc.) and information regarding credit awarded will be recorded in the applicant's individual file.

All applicants for transfer credit must be submitted before the desired program start date. It is not permitted to transfer or test out of any portion of the program once the program has begun and the student has sat for their first class.

Applicants who are denied acceptance of transfer credits may appeal the decision. To appeal a denial, a formal letter of appeal must be submitted to the Campus Director to review the reason for denial. A written response from CMSM will be sent within 10 business days of receipt of the appeal letter.

Transferring in CMSM Courses:

Students who have previously attended CMSM may be re-admitted as transfer students. Students must follow the same transfer procedure as those transferring courses from other institutions. The only exceptions are as follows:

1. Upon review and at the Campus Director's discretion, a student may be able to transfer in more than 50% of the program's length.
2. Challenge exams will not be required for those who have passed the courses within the last three years.

3. Students transferring in CMSM courses may transfer their Clinic 1 credits.

Students who request transfer of courses that were taken over three years ago will be required to take Challenge exams and will be held to the 50% standard. Candidates must meet SAP or have a detailed action plan in place to be considered for transfer.

For students who re-enroll within 180 of their last date of attendance (LDA), prior prorated charges are frozen (and forgiven if they complete the program on 2nd attempt). Prior payments made in their first enrollment will be applied towards new in-full tuition charges, including any financial aid or personal payments.

For students who re-enroll more than 180 days after their LDA, any balance remaining from prior prorated charges are frozen (and frozen balance is forgiven if they complete the program on 2nd attempt). Prior payments made in their first enrollment do not apply towards new tuition charges for students who enroll more than 180 days after LDA in initial program.

TRANSFERRING CREDITS TAKEN AT CMSM:

If a student or alumni wishes to transfer credits taken at CMSM to another educational Facility, CMSM will provide, upon written request from the student: official transcript and diploma, course syllabi, and course descriptions. Individual institutions are responsible for determining the eligibility of transfer credits.

Financial Planning

We appreciate that education is an important investment and strive to make financial issues as stress-free as possible. Please don't hesitate to ask for assistance or support.

Tuition Payment

CMSM PAYMENT PLAN OPTION

Students may consider participating in CMSM's internal Payment Plan. Those who choose this option should note that payments are due in seven (7) monthly installments; each payment will be due monthly on the anniversary your particular start date. A late payment fee of \$50.00 will be charged for all late payments.

ACCEPTABLE FORMS OF PAYMENT

Cash, Check, Money Order, MasterCard, Discover and Visa credit cards are accepted for tuition, books and supplies.

SOURCES OF GOVERNMENT ASSISTANCE

Students (US citizens and legal residents) may be eligible for funding through the following government sources:

- Veterans' Administration www.mhec.state.md.us
- Maryland State Dept. of Education Division of Rehabilitative Services (DORS) www.dors.state.md.us
- Students may continue unemployment benefits.
- Central Maryland School of Massage (CMSM) participates in the Federal Title IV Aid Program – allowing students who attend CMSM to apply for Direct Subsidized and Unsubsidized Stafford Loans (including Parent Plus Loans), as well as the Pell Grant. The first step in applying for federal financial aid is to complete your Free Application for Federal Student Aid (FAFSA) by completing a FAFSA form at <http://www.fafsa.ed.gov/>. Please note that CMSM is identified as Finger Lakes School of Massage, our parent school, but under the Frederick location. The school code is: **E02175**.
- Jack F. Tolbert Memorial Student Grant Program - Students attending or who plan to attend a private career school can apply for the Tolbert Grant. You and your parents (if you are a dependent student) must be Maryland residents. You must enroll at an approved Maryland private career school. You must enroll for at least 18 clock hours per week. The award amount of a Tolbert Grant may be up to \$500. Funds may not be available to award all eligible students.

VETERAN'S ADMINISTRATION

CMSM is approved by the Maryland State Approving Agency to offer training to veterans and other eligible dependents under the VA Educational Benefit Program. CMSM's Massage Therapy program is approved for VA benefits. Veterans may be eligible for educational benefits through Veterans Administration (VA). Veterans applying for such benefits must complete all VA applications and submit all necessary documents to secure benefits. The amount charged each recipient of VA educational benefits for tuition, fees, and other charges for a portion of the course will not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the program bears to the total length. The Veterans Administration determines eligibility according to current law. Veterans may receive credit for previous training or experience upon written verification of prior training. The veteran student's account and training time will be shortened proportionately to the number of credit hours granted. The school will contact the VA of any changes of enrollment status of students certified to receive veteran's educational benefits. All

refunds due to students who receive veterans educational benefits will be paid within 40 days of the last date of attendance.

CMSM SCHOLARSHIP OPPORTUNITY

For each program, CMSM awards a scholarship with the intention of assisting talented and creative individuals in pursuing an education in massage therapy. Recipients are selected based on expressed financial need as well as on their commitment to enhancing their life and community through the practice of bodywork. Please contact your Admissions representative for more information.

CMSM EMPLOYEE FAMILY SCHOLARSHIP

CMSM offers a scholarship to its current employees and their family members upon completion of the employee's 90 day evaluation period. The employee or family member should request the scholarship at the time of program application.

MORE OPTIONS AND IDEAS

Your local library's reference section and the internet are good places to begin your funding research. Many students have chosen to take personal or home equity loans from banks with which they are familiar. Students already employed in the healthcare field might consider asking their employers to sponsor their massage education.

Other Expenses: Required and Optional

OTHER REQUIRED EXPENSES

Required Books	Included in tuition
Required Supplies	\$0 - \$175

A student who loses a textbook is responsible for purchasing a new one

OTHER OPTIONAL and PERSONAL EXPENSES

CMSM provides required massage tables and chairs for in class time. Many students wish to purchase a massage table of their own. Tables generally cost between \$500 and \$800. Many students also wish to purchase more sheets, blankets, and pillowcases in order to minimize

laundry requirements while in school. Lodging, meals, transportation, and personal expenses are not included in the cost of tuition. It is recommended that students allocate funds for these expenses separately.

Exam and Licensure Fees

Students are required to pay for all applicable fees necessary to become nationally certified and licensed in the state of Maryland or any other state he or she may choose. All current applicable fees are listed below. These fees are subject to change at any time.

FSMTB Examination Fee	\$195.00
Maryland State Application Fee	\$150.00
Maryland State Examination Fee	\$150.00
Maryland State Licensure Fee	\$200.00

An Overview

CMSM integrates three areas of work: the development of knowledge and skill, professional preparation, and the development of self-understanding and compassionate awareness. Effort is made in all classes to provide classroom experiences which integrate factual and experiential education, encourage individual exploration and interactive learning, and support students to discover the ways in which they each learn best.

Successful completion of CMSM's Massage Therapy course of study prepares graduates to sit for the National(MBLEx) and MD state exams. Program hours are calculated in clock hours, (a minimum of 50 minutes of instruction per hour). Total program hours equal 750.

HOURS OF INSTRUCTION

Full Day Program

Classes, including breaks, are held Monday, Tuesday, Thursday, and Friday for 6.75 hours per day and Wednesday 2.25 hours per day. Class is divided equally between Lecture and Lab. Student Clinic hours will be scheduled by students in advance, outside of regularly scheduled classes.

Monday, Tuesday, Thursday, Friday: Classes begin at 8:30am and end at 4:15pm.
(A one hour lunch is scheduled from 1:00pm to 2:00pm)
Wednesday: Classes begin at 8:30am and end at 10:45am.
Clinic: Scheduled by student outside of regularly scheduled classes.

Half Day Program

Classes, including breaks, are held Monday through Friday for 4.5 hours per day. Class is divided equally between Lecture and Lab. Student Clinic hours will be scheduled by students in advance, outside of regularly scheduled classes.

Day Session: Classes begin at 9:00 am and end at 1:30 pm.
Evening Session: Classes begin at 5:30 pm and end at 10:00 pm.
Clinic: Scheduled by student outside of regularly scheduled classes.

Weekend Program

Classes, including breaks, are held Saturdays for 9 hours per day, and Sundays for 6.75 hours per day. Class is divided equally between Lecture and Lab. Classes begin at 8:00 am, there is an hour lunch break between 12:30 pm and 1:30 pm, and classes end at 6:00 pm on Saturday and 3:45 pm on Sunday. Classes are held for 3 weekends and off one weekend per month. Student Clinic hours will be scheduled by students in advance, outside of regularly scheduled classes.

Saturday: Classes begin at 8:00 am and end at 6:00 pm
(A one hour lunch is scheduled from 12:30 pm to 1:30 pm)
Sunday: Classes begin at 8:00 am and end at 3:45 pm
(A one hour lunch is scheduled from 12:30 pm to 1:30 pm)
Clinic: Scheduled by student outside of regularly scheduled classes.

DAILY SCHEDULES

As a rule, students enroll in a particular session and continue attending that session for the duration of the program. Exceptions to this rule may occur at the discretion of the Campus Director. To request consideration, submit a formal letter to the Campus Director.

Please Note: The practice of massage therapy can be physically demanding. While students have worked with a variety of physical limitations and we are committed to accommodating individual needs, it is important that students consider the ways in which health and ability may impact participation in the training program. If you have any questions in this arena, please do not hesitate to consult your Admissions representative.

CURRICULUM

Listed below is an overview of CMSM’s Massage Therapy program and a listing of all units of study required for successful completion. Specific modular descriptions are also listed below.

Massage therapy is the manual manipulation of the soft tissues of the body to achieve various therapeutic outcomes. Massage has many diverse physiological effects, which are primarily due to the therapist's application of various stimulation and mechanical forces to the body tissues. The different movements can physically stretch muscles, ligaments, tendons and fascia, encourage the circulation through the tissue, inhibit muscular spasms and be either sedating or stimulating to the nervous system. The therapeutic use of massage by a massage therapist affects all the systems of the body - in particular, the muscular, circulatory, lymphatic (immune), and nervous systems.

The main objective of the program is to develop the skills and knowledge necessary for students to pursue entry-level employment.

MODULE	TITLE	CLOCK HOURS		
		Lecture	Lab	Total
A*	Fundamentals of Therapeutic Massage	45	45	90
B	Essential Sciences	45	45	90
C	Biomechanics, Assessment, Application, and Integration	45	45	90
D	Ethics, Professionalism, and Business Practices	45	45	90
E	Complementary Bodywork and Special Populations	45	45	90
F	Massage Techniques, Kinesiology, Bones, Joints, and Muscles of the Axial Skeleton	45	45	90
G	Massage Techniques, Kinesiology, Bones, Joints, and Muscles of the Appendicular Skeleton	45	45	90
Clinic	Practicum – Clinical Practice			120
TOTAL		315	315	750

CPR certification is a requirement for graduation/completion of the Massage Therapy program. CPR/first aid training and certification is offered during Clinic. Students must furnish a current CPR certification card completed outside of class (subject to approval by Director of Education) or successfully complete the CPR class offered in Clinic.

This program is 750 clock hours which comprises of 7 modules of instruction, 90 clock hours each, and 120 hours of student clinic. The student-teacher ratio will not exceed 30:1 in lecture and 16:1 in lab. The student-teacher ratio in the Clinic will not exceed 10:1.

Additional program information:

Full Day Program

Monday, Tuesday, Thursday, Friday hours per day: 6.75

Wednesday hours per day: 2.25

Days per week: (Monday - Friday) 5

Average hours per week 29.25

Weeks per program: (22.4) 23

Half Day Program

Hours per day: 4.5

Days per week: 5 (Monday – Friday)

Hours per week: 22.5

Weeks per program: 28

Weekend Program

Saturday hours per day: 9.0

Sunday hours per day: 6.75

Days per week: 2 (Saturday & Sunday)

Hours per week: 15.75

Weeks per program: 42

Students are also required to attend 120 hours of Student Clinic. This will amount to an additional 5.2 hours each week for full day students, 4.5 hours each week for full time students and about 3 hours each week for part time. These hours are scheduled by the student during times in which the student clinic is operating. They may be scheduled on weekdays, weekends, mornings, afternoons, and/or evenings. Students will learn how to schedule their clinics during their clinic orientations.

Students seeking to work in Maryland:

CMSM recommends that all students research and become familiar with the FSMTB (www.fsmtb.org) and NCBTMB (www.ncbtmb.com) prior to enrollment. Licensure or Registration is required to practice massage in the state of Maryland. To do so, students must

pass one exam issued by one of the national boards and one exam issued by the state board after the completion of 600 hours of Massage Therapy course work.

For students seeking to work in MD, CMSM highly recommends that students refer to the Maryland Board of Massage Therapy Examiners website prior to enrollment (www.dhmh.maryland.gov/massage). Licensure or Registration is required to practice massage in the State of Maryland. ***Criminal convictions may affect a student's ability to be licensed, certified or registered.***

All applicants seeking LICENSURE must:

- a) be 18 years of age or older
- b) provide proof of completion of sixty (60) credit hours of college coursework, for which at least 24 are in basic health/applied sciences relating to health; or a minimum of 60 credit hours of higher education and at least 24 CEU hours of “advanced massage therapy continuing education”. In addition, complete 600 hours of massage therapy education at an approved/accredited school
- c) pay applicable fees and provide proof of passing the FSMTB, NCBTMB or NCCAOM examination, and
- d) pay applicable fees and pass the Maryland massage therapy jurisprudence examination

Licensed Massage Therapists are able to work in medical offices such as hospitals, doctor's offices, and chiropractic offices as well as salons, spas, and all other private and/or public Massage Therapy settings.

All applicants seeking REGISTRATION must:

- a) be 18 years of age or older
- b) provide proof of 600 hours of massage therapy education at an approved/accredited school
- c) pay applicable fees and provide proof of passing the FSMTB, NCBTMB or NCCAOM examination, and
- d) pay applicable fees and pass the Maryland massage therapy jurisprudence examination

Registered Massage Practitioners are not able to work in medical offices such as hospitals, doctor's offices, and chiropractic offices unless they obtain sixty (60) credit hours of college coursework and the necessary licensing. They can, however, practice in salons, spas, and all other private and/or public Massage Therapy settings. ***Criminal conviction may affect a student's ability to be licensed or registered.***

Students seeking to work elsewhere:

CMSM recommends that all students research and become familiar with the FSMTB (www.fsmtb.org), NCBTMB (www.ncbtmb.com) and the organization that oversees Massage Therapy licensing in the state in which you plan to practice.

Module Descriptions

Module A Fundamentals of Therapeutic Massage

This is a prerequisite module to all other program modules. The student is introduced to the fundamentals of Massage Therapy and program objectives.

This module teaches the student the components of therapeutic massage application. Content will include effective use of the body (body mechanics), while giving a massage. Also included is positioning and draping, sanitation, hygiene, safety and general protocols for Full Body Massage. Practical exercises are performed in the Massage Therapy Lab.

Module B Essential Sciences

This module includes the exploration of the functional balance and the body's ability to maintain a relatively constant internal environment, regardless of external influences. Discussion and study will also involve medical terminology, basic body structure, mechanisms of health and disease and body systems. Practical exercises are performed in the Massage Therapy Lab.

Module C Biomechanics, Assessment, Application, and Integration

The focus of this module will be performing assessments to determine current function, and short and long term outcomes of the client based on the assessment information. Practical exercises are performed in the Massage Therapy Lab.

Module D Ethics, Professionalism, and Business Practices

This module deals with the identification of the types of professional services a massage practitioner legally and ethically can provide, and establishing guidelines for conduct in the professional setting. The following areas will also be presented: Underlying physiologic mechanisms of massage benefits and developing the massage career. Practical exercises are performed in the Massage Therapy Lab.

Module E Complementary Bodywork and Special Populations

This module introduces system of structured touch other than therapeutic massage. The following individual systems will be discussed:

Eastern and Asian thought involving vital energy, chakras, meridians, and points. Lesson will also include reflex systems such as hydrotherapy and reflexology and energetic systems such as polarity. This course provides the massage professional with the basic guidelines for developing a wellness program and the necessary information to provide benefits to their clients with special needs. Practical exercises are performed in the Massage Therapy Lab.

Module F **Massage Techniques, Kinesiology, Bones, Joints and Muscles of the Axial Skeleton**

The knowledge gained from this module is the foundation for the primary technical requirements of the therapeutic massage discipline. Topics will include muscle energy and joint movement techniques along with the names, locations, and functions of the bones, joints, and muscles of the axial skeleton. Practical exercises are performed in the Massage Therapy Lab.

Module G **Massage Techniques, Kinesiology, Bones, Joints and Muscles of the Appendicular Skeleton**

The knowledge gained from this module is the foundation for the primary technical requirements of the therapeutic massage discipline. Topics will include muscle energy and joint movement techniques along with the names, locations, and functions of the bones, joints, and muscles of the appendicular skeleton. Practical exercises are performed in the Massage Therapy Lab.

Student Clinic **Practicum - Clinical Practice**

Students will participate in clinic starting the second week of Mod A and will continue throughout the program. The clinic is composed of two sections: Clinic 1 and Clinic 2. Clinical practice will allow the student to display and strengthen skills acquired during the didactic portion (MODS A-G) of the program. The student will work in the campus clinic under the supervision of staff Massage Therapists. Clinic 2 section includes CPR training and certification.

Satisfactory Academic Progress

CMSM's program is 750 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.

- 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 75% at the conclusion of each evaluation period.

Program Completion Date and 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 program 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 150% of the total program length.

Transfer and Readmitted Students

Students who transfer classes into the program will be evaluated qualitatively only on classes completed at CMSM. The maximum timeframe is based on the clock hours transferred into CMSM and the clock hours completed at CMSM. As per CMSM's transfer policy we are limited to transferring 315 clock hours. If a student transfers 315 clock hours, the maximum time frame would include those 315 hours when calculating 150% of the program length. Please refer to the Transfer and/or Re-enrollment application Policy for details.

Table of Satisfactory Academic Progress: Quantitative Requirements

Grading Period 1 Full Day : 28 days - M,T,Th,F: 6.75 hrs per day W: 2.25 hrs per day 157.5 hrs ½ Day: 35 days - 4.5 hrs per day 157.5 hrs WE:10 Weekends 9 hrs per day Saturday 6.75 hrs on Sunday 157.5 +14hrs student clinic		Grading Period 2 Full Day : 28 days M,T,Th,F: 6.75 hrs per day W: 2.25 hrs per day 157.5 hrs ½ Day: 35 days- 4.5 hrs per day 157.5 hrs WE:10 Weekends 9 hrs per day Saturday 6.75 hrs on Sunday 157.5 + 34 hrs student clinic		Grading Period 3 Full Day : 28 days M,T,Th,F: 6.75 hrs per day W: 2.25 hrs per day 157.5 hrs ½ Day: 35 days- 4.5 hrs per day 157.5 hrs WE:10 Weekends 9 hrs per day Saturday 6.75 hrs on Sunday 157.5 + 34 hrs student clinic		Grading Period 4 Full Day : 28 days M,T,Th,F: 6.75 hrs per day W: 2.25 hrs per day 157.5 hrs ½ Day: 35 days- 4.5 hrs per day 157.5 hrs WE:10 Weekends 9 hrs per day Saturday 6.75 hrs on Sunday 157.5 + 32 hrs student clinic + 6 hrs. CPR/FA		Maximum Time Frame Additional Hours
Total Hours per Grading Period	171. 5 hrs	191.5 hrs	191.5 hrs	195.5 hrs	195.5 hrs	Calculated in Calendar time		
Required Hours per Grading Period(90% Scheduled Class Days & 100% Clinic Requirements as Stated Above)								
Cumulative Program Totals	171. 5 hrs	363 hrs	545.5 hrs	750 hrs	750 hrs	Calculated in Calendar time		
Cumulative Required Hours(90% Scheduled Class Days & 100% Clinic Requirements as Stated Above)	155. 75 hrs	345.5 hrs	535.25 hrs	675	675			

GRADING POLICY

Cheating is bad....

CMSM 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 CMSM 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 CMSM 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: Modules A-G

In the Modules A-G the grade will be determined by an average of all tests and a practical rubric. A grade of 75% or above is passing for each module.

Grades are calculated as follows:

Test/Rubric Average 100%

The following grades and values are used:

Grade	Percent Scale	Grade Point Value
A	93-100%	4.0
B	84-92%	3.0
C	75-83%	2.0
D	66-74%	1.0
F	65% and below	0.0

Tests/Rubric

A grade of 75% is passing for all tests. If a student receives a grade of 74% or less on a test, it is considered a failing grade. The student will be given an optional second try at the test. If a student doesn't show up for the scheduled second attempt, they forfeit that attempt and the original score is used. If a student is absent on the day of a test, that absence counts as their

first attempt, if they then miss/no-show for the make-up, they will then be given a 0% for that test grade. It is imperative that students communicate to their teachers and student services around the scheduling and attendance of make-up tests. A maximum grade of 80% can be reached for all make-up tests.

If a student has earned a grade of at least 60 on at least one of the attempts, but has still not passed, an optional third assessment can be given with the approval of the Director of Education. He/she will be offered no further chances to take the test. The highest of the assessment scores will be averaged into the student's cumulative grade. All make-up tests will be scheduled weekly.

Class Participation

As noted in the Attendance Policy, class participation is required in order to be counted as "present."

Passing

Each module, the test and rubric grades within each of the numerically graded modules are averaged together. A grade of 75% or above and completion of all make-up work is required to pass the module. Each quarter/grading period, all test & rubric grades accumulated at that point are averaged together to produce a cumulative grade average. A cumulative average of 75% 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 75%. 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 75% or more will be given a grade of Failing.
- Earned a failing grade for a module will be dismissed from the program via certified letter, or at a meeting with the Director.

Grading: Clinic

Student Clinic

Clinic

Clinic

Successful and timely completion of your Clinic requirements is necessary in order to achieve a passing grade for Clinic. Students will receive a numeric rubric grade for their clinic performance at the end of each grading period. These grades will be averaged together at the end of the program to award their final clinic grade. A cumulative average of 75% and completion of all clinical hours is required in order to pass 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 Clinic Notice or Probation (for grading period 1-3), or a grade of incomplete (for grading period 4). A student who earns a grade below 75% will be considered incomplete. A student who receives a grade of incomplete will need to meet with a Director to discuss the plan for completing the deficient clinics.

ATTENDANCE POLICY

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

Minimum Standard

CMSM requires a minimum 90% cumulative attendance 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 the Education department and your instructors.

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”.)

CMSM Total Absence:

CMSM 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.

Medical or Emergency Absence (MEL)

If a student has an emergency during the course of the program, he/she may submit a request for an emergency absence in advance if possible or no later than 5 days after an emergency, not to exceed 10 class sessions. This refers to significant medical or family emergencies, making up time due to starting the program late, religious observances or hours needed to be made up due to dismissal/re-admittance. The request must be made in writing and submitted to the school directors for approval. The request may not be used retroactively. The student will be notified in writing of the approval or denial of the Emergency leave. Students must make up all hours missed under the Emergency leave. Hours may be made up during clinic, by receiving tutorials or by attending classes with another cohort. 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 MEL 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 program morning classes begin at 9:00 am, evening classes begin at 5:30 pm, and part time program Saturday classes begin at 8:00 am. All full time classes are four and a half hours long and Saturday classes are nine hours long. 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. 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. 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. All time missed will need to be made up. Making up time does not erase the time missed.

Habitual 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 will let you know this and will not allow you to practice. This is for your own safety and for your classmates' safety.

Any student who has chronic tardiness 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 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 to school 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
- participate 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 Education Director, 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 Missed time

When you are late or you leave early, you miss time from a class. You are responsible for attending a makeup session or equivalent class with another cohort in order to receive the missed information and time from the instructor and for completing and submitting a make up form. Forms can be obtained from the registrar.

You will be required to return a make-up form documenting your time for full day absences as well. Please turn in all make up time/ work to the Registrar. Make-up work must be completed by the the end of the grading period. Failure to complete make-up work by the end of a grading period will negatively impact your ability to graduate. Please note that making up missed work or time does not "erase" that absence or missed time from your overall attendance tracking.

Consecutive Absences

If you are absent for 10 consecutive scheduled sessions in the program 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 CMSM 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 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 in person by a Director or in writing via certified mail.

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.

Failure to achieve 90% attendance of scheduled class hours by the end of the next grading period may result in dismissal from the program.

Academic

In the event that a student fails to achieve a 75% cumulative grade average 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.

Students on academic probation will work with the Director of Educations 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 the student is unable to achieve 75% cumulative average following the completion of their probation, the student may be dismissed from the program.

If a student achieves 75% 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.

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. 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 or achieves a grade below 75% the student will be placed on 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 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 attaining 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.

Students who are readmitted following an appeal return on probationary status for the duration of the grading period. A student 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 academic progress must be met. The student's academic progress will be reviewed at the end of each grading period until program completion to determine satisfactory academic progress.

Important Conduct Policies

CODE OF CONDUCT

Because massage is a hands-on healing profession, students are expected to maintain professional boundaries and behavior throughout the course. The educational process at CMSM often parallels the healing process which may occur in a massage therapy practice; the classroom is necessarily a place of mutual respect, and a place to practice and model appropriate professional behavior and openness. Students are expected to participate in creating safety and compassionate clarity in the classroom.

WHAT TO WEAR: Dress Code

There are many different settings and venues in the profession of massage, each of these calling for a style of dress that is appropriate for the environment. In the large majority of

these locations, dress that falls under the category of “professionally attired” or “comfortable casual” is most common. At CMSM, we are both representing the profession of massage and creating a supportive learning community as a school. We encourage you to dress according to your own style and personality within professional guidelines. As body workers we are often in close physical contact with our clients and are active in giving massage. We may encounter clients’ sometimes negative images of bodies—their own or others—or a perception of massage as a more sexual, less therapeutic profession. As we prepare students to enter this profession, we want the focus of the classroom to be on learning content and technique and being in a vibrant, safe community, as free from unnecessary distractions as possible. Appropriate dress contributes to this environment. Comfortable, clean, professional clothing serves best in the work world and in the classroom. This includes:

- Necklines that cover the collarbones
- Shorts or skirts that reach the fingertips (with hands at sides)
- Shirts that cover the midriff
- Pants that cover the gluteal cleavage
- Shoes that are practical and functional
- No clothing with slogans or images that advertise anything that might be offensive to clients or other students (drugs, alcohol, cigarettes, violent or sexual inferences)

Think respectful, neutral, comfortable clothing that allows you and your clients/fellow students to do the work you want, not distract from it.

If you have a question about the appropriateness of what you’re wearing, it’s a good indication that someone else probably will, too. So consider making a different clothing choice that day or asking someone you see as more conservative than you, or CMSM faculty, for their opinion. If faculty or staff notices that a student’s clothing is inappropriate for the classroom or a professional setting, they will ask him/her to change into something that is appropriate.

CELL PHONES

The intention of our cell phone policy is to model the value of using a cell phone in a professional massage practice and to model professional boundaries around cell phone use.

Professional boundaries around cell phone use:

- **Cell phones will be turned off and put away when inside the classroom, at all times.**
- **Cell phones may be used in the student lounge (so long as conversations are not disruptive to class or clinic) and outside of the building.**

Please be mindful as we share this building space with other tenants. Please do not have conversations in front of our neighboring businesses.

The average person is in the habit of checking their cell phone every 6 minutes. We are asking that each of our students employ their cell phone in such a way that it becomes a useful tool rather than a habitual behavior. Should you forget what the policy is, we will kindly remind you. Any student repeatedly or habitually violating the above policy may be put on a behavioral probation.

SESSION TRANSFER POLICY

In unusual cases, a full time student may transfer sessions from morning to evening and vice versa. Upon written request (and with proper documentation as requested by CMSM), CMSM may grant a student's request to transfer to another session. Part time students are unable to transfer to Full time sessions.

Graduation Requirements

The requirements for graduation are:

1. Successful completion of all program requirements
2. Adherence to Attendance Policy as defined in the Catalog and Maintain Satisfactory Academic Policy
 - a. Cumulative attendance rate of at least 90% in Modules A through G
 - b. Successful completion of all modules with a minimum cumulative grade point average of 75% and a grade of PASS in Clinic
3. Successful completion of CPR class
4. Full payment of all financial obligations to CMSM
5. Completion of Career Services exit interview

Withdrawal Procedure

Any student withdrawing from the program is asked to notify the school in writing or verbally and if possible schedule an interview with a Director. The official date of withdrawal is the last date of attendance.

Student Records and Certificate Statement

All student records are strictly confidential and are kept permanently on file in the school administrative offices. Students' records are accessible only to the individual student by appointment, administrative and teaching staff, and Department of Education officials. Release of records to any other party must be requested by the student in writing. Upon graduation, graduates receive a professional, sealed certificate in Massage Therapy and a copy of their official transcript. To obtain additional official photocopies of their transcripts or certificates, graduates must submit a written request along with \$10. Some states require specially

formatted transcripts for licensure; the fee is \$20 for such transcripts. To obtain an additional original certificate, a graduate must submit a written request along with \$25.

CMSM must have written permission from the student in order to release any information from a student's educational record. However, FERPA (Family Educational Rights and Privacy Act) allows schools to disclose those records, without consent, to the following parties or under the following conditions. (34 CFR§ 99.31)

- School Officials with legitimate educational interest.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies.
- State and Local authorities, within a juvenile justice system, pursuant to specific State law.

Cancellation and Refund Policy

The cancellation and refund policy followed by the school is as follows:

If the school closes or discontinues a program, the school shall refund to each currently enrolled student monies paid by the student for tuition and fees and monies for which the student is liable for tuition and fees, including the application fee.

Applications not accepted by Central Maryland School of Massage shall be entitled to a refund for all monies paid.

Cancellation and Refund Policy

CMSM will first calculate the amount of funds that need to be returned to the Title IV program, and will then calculate the student's tuition owed based on our internal policy to determine if a refund is due to the student or if a balance is owed to the school. CMSM will also compare the amount of tuition owed based on the internal policy to ACCET Doc 31 (Cancellation and Refund Policy). After comparison, CMSM will charge the student the lesser amount owed according to the two calculations.

Internal Refund Procedure:

1. If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due will be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.
2. For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within forty-five (45) 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. If an applicant is rejected for enrollment by the institution, or if a prospective international student has his/her visa application rejected, a full refund of all tuition monies paid will be made to the applicant.
3. 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.
4. If an institution cancels a program subsequent to a student’s enrollment, the institution will refund all monies paid by the student.
5. If an applicant accepted by the institution cancels within seven calendar days of having signed an enrollment contract, and before the first day of instruction, all monies paid shall be refunded.
6. If the student cancels enrollment after the seven calendar day cancellation period, but before the first day of instruction, the school will refund all monies paid, except for the application fee.
7. If the student cancels enrollment within the first seven calendar days of the payment period, the school will refund all monies paid, except for the application fee.
8. If a student cancels after the seventh calendar day cancellation period and classes have begun, the refund will be based on the payment period. The cost includes all fees except application fee. Upon withdrawal, actual charges for tuition will be assessed and refunds for tuition only will be calculated based on the earned tuition proration chart below. FLSM calculates all student refunds using the payment period.

Proportion of Total Payment Period	Tuition Refund
Prior to the 1 st Day of Program	All monies refunded except app fee
During the 1 st Seven Calendar Days of the Program	All monies refunded except app fee
Less than 10%	90% refund; 10% charges
10% up to but not including 20%	80% refund; 20% charges
20% up to but not including 30%	60% refund; 40% charges

30% up to but not including 40%	40% refund; 60% charges
40% up to 50%	20% refund; 80% charges
More than 50%	No refund; 100% charges

9. After fifty percent (50%) of the payment period is completed, the institution may retain the full tuition.
10. Student records, including but not limited to academic transcripts and attendance records, will not be released before all financial obligations to the school are fulfilled.
11. The CMSM scholarship is contingent on program completion. If a student withdraws or is dismissed prior to the end of the program, the scholarship is neither awarded nor credited to the student account.

ACCET POLICY (from ACCET Doc 31: ACCET Cancellation and Refund Policy)

CMSM compares the following calculation with the internal policy listed above, and charges the student lesser amount owed based upon the comparison of the two calculations

- a. During the first week of classes, tuition charges withheld will not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1,000. 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.
- b. 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, up to a maximum of \$1000.
- c. After fifty percent (50%) of the period of financial obligation is completed, the institution may retain the full tuition.

Return of Title IV Funds Procedure:

Section 484b of the HE

- The return of Title IV funds as prescribed by Section 484B of the HEA Amendments determines the amount of Title IV aid a student has earned at the time a student withdraws.
- The amount of Title IV aid a student has not earned is then returned to the Title IV program. It is a proportional calculation based on the date of withdrawal through 60% of the payment period. The formula in brief is as follows:

- o (1) The school will determine the date of withdrawal and then determine the percentage of the payment period attended by the student. Refunds will be based on the payment period as per our R2T4 policy.
- o (2) The school will determine the amount of Title IV aid for which the student was eligible by the percentage of time enrolled.
- o (3) The school will compare the amount earned to the amount disbursed. If the amount of aid disbursed exceeds the amount earned, this amount of Title IV aid must be returned.
- o (4) The school allocates the responsibility for returned unearned aid between the school and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once institutional charges were covered.
- o (5) The institution and/or student must then distribute the unearned Title IV aid back to the Title IV programs.
- o (6) All funds returned to Title IV must be returned within 45 days of the Date of Determination of withdrawal.

If a student earned more aid than was disbursed, the institution may owe the student a post-withdrawal disbursement (subject to U.S. Dept. of Ed. restrictions), which must be paid within 45 days of the student's withdrawal again subject to U.S. Dept. of Ed. restrictions applying to post-withdrawal disbursements.

Consecutive Absences and Date of Determination

34 CFR 668.22(b)(1)

If a student is absent for 10 consecutive scheduled class days in the full-time program or 30 calendar days in the Part-Time Program, without prior arrangement or communication, he/she will be administratively withdrawn from the program.

In all cases, the Date of Determination defaults to 14 calendar days after the Last Date of Attendance, or the date CMSM determines the student has withdrawn, whichever is sooner.

This requirement does not affect a student's withdrawal date (last date of attendance). A student's withdrawal date is always the last date of attendance as determined by CMSM from its attendance records.

Delinquent Student Accounts Policy

COLLECTION OF ACCOUNTS

Failure to meet financial obligations to CMSM will result in the delinquent account being placed with a collection agency. Students are responsible for costs incurred by the school in collecting their delinquent accounts.

Copyright Policy

Printed Materials

- Poem less than 250 words
- Excerpt of 250 words from a poem greater than 250 words
- Articles, stories, or essays less than 2,500 words
- Excerpt from a longer work (10% of work or 1,000 words, whichever is less - but a minimum of 500 words)
- One chart, picture, diagram, graph, cartoon or picture per book or per periodical issue
- Two pages (max) from an illustrated work less than 2,500 words (like children's books)

Law: Teachers may make multiple copies for classroom use.

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. Only for one course in the school. 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.

- A chapter from a book
- An article from a periodical
- Short story, short essay, or short poem
- Chart, graph, diagram, drawing, cartoon, picture from a book, periodical or newspaper

Law: Teachers may make a single copy for teacher use for research or lesson preparation.

Details: Same as above.

- Portions of a work
- An entire work
- A work if "the existing format in which a work is stored has become obsolete"

Law: 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: 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

- Videotapes (purchased)
- Videotape (rented)
- DVD
- Laser Discs

Law: Teachers may use these materials in the classroom without restrictions of length, percentage, or multiple uses. 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. The place should be a non-profit educational institution.

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

- Videotapes
- DVD
- Laser Discs
- QuickTime Movies
- Encyclopedias (CD ROM)

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

- Videotapes
- DVD
- Laser Discs
- QuickTime Movies
- Encyclopedias (CD ROM)

Law: Students “may use portions of lawfully acquired copyrighted works in their academic multimedia”

Details: The material must be legitimately acquired (a legal copy, not bootleg or home recording).

Illustrations and Photographs

- Photograph
- Illustration
- Collections of photographs
- Collections of illustrations

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

- Music

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 cite a maximum length of 30 seconds. (www.indiana.edu), some do not mention a maximum.

Computer Software

- Purchased software
- Licensed 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, stolen, copies. Software can be distributed to users via a network. Librarians may make archival copies.

Details: Take aggressive action to monitor that copying is not taking place (for retention). Only one machine at a time may use the program. The number of machines being used must never exceed the number of licensed. 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

- Internet connections
- World Wide Web

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

Alcohol-and Drug-Free Campus Workplace Policy

FLSM/CMSM is committed to providing students, faculty, staff, and visitors a safe campus and workplace. FLSM/CMSM recognizes the health risks associated with controlled substance use and alcohol misuse and is committed to supporting students and team members who seek treatment for these conditions. FLSM/CMSM also recognizes that controlled substance use and alcohol misuse diminish workplace and campus safety and undermine FLSM/CMSM's ability to fulfill its mission to prepare students in massage therapy programs for gainful employment by furnishing a professional faculty, well-qualified administrators, and a well trained support staff. It also may impact FLSM/CMSM's goal of providing facilities that are well-equipped, clean, and accented to create a vibrant, friendly, and warm environment.

Compliance with this policy is considered a condition of employment at FLSM/CMSM and is monitored by FLSM/CMSM team members and students have been notified of this policy by email notification, in addition to the availability of this policy in print and on our website.

Incident reports for staff:

Year	Incidents In Workplace	Outcome
2015/2016	0	N/A
2016/2017	0	N/A

Student Life Summary

All of FLSM/CMSM students are responsible for complying with applicable (New York or Maryland) laws and policies of Finger Lakes School of Massage, Ithaca campus, Finger Lakes School of Massage, Mount Kisco campus and Central Maryland School of Massage campus . These guidelines establish that:

- No person under 21 years of age may use or be in possession of alcoholic beverages.
- Alcoholic beverages may not be made available to minors.
- Misrepresentation of age for the purpose of purchasing alcoholic beverages is a violation of state law.
- Personal possession and consumption of alcoholic beverages is not permitted at social events attended by students, and on any campus property.

Campus Summary

- Students are prohibited from consuming, transporting, and distributing alcohol; possessing or being in the presence of alcohol while on campus; or exhibiting disruptive behavior.

- Alcohol found by staff will be disposed of immediately. Persons found in violation of this policy will be subject to administrative or disciplinary sanctions listed in the Student Handbook/Campus Catalog and can include:
 - Warning and/or conduct probation
 - Contact with parent/guardian (pursuant to FERPA exceptions for students under 21}
 - Referral to an alcohol education program
 - Counseling services
 - Suspension from FLSM/CMSM
 - Termination from FLSM/CMSM
 - Possible arrest, imprisonment, or fine according to state alcohol laws

Intoxication from, or the use, display, or possession of alcoholic beverages or any controlled substance (drug) is prohibited by the FLSM/CMSM Code of Conduct unless the student has a valid prescription for the use of the controlled substance and the student is not impaired or otherwise unable to safely participate in his/her educational program. Furthermore, intoxication from, or the use, display, or possession of alcoholic beverages or any controlled substance (drug) on any area of the FLSM/CMSM campus is prohibited. This includes the presence of empty or full alcoholic beverage containers.

Enforcement

The primary sources on campus that enforce the alcohol and drug policies are the FLSM/CMSM Leadership Team Members. The Leadership Team Members work with the Campus Directors to handle interventions and/or sanctions. It is the primary responsibility of the Campus Directors to assess instances of infractions by students and to determine sanctions any necessary sanctions.

For 2015/2016 and 2016/2017 award years, no referrals were made to the Leadership Committee for Drugs and/or Alcohol violations.

The College/Institute has the following first offenses that were reported by Campus Security for drug and alcohol related offenses and sanctions were accessed on each by the as appropriate by the Student Code of Conduct .

Campus incident reports:

Year	Number of Offenses	Outcomes
2015/2016	0	N/A
2016/2017	0	N/A

Intervention

FLSM/CMSM has several options available for students and employees who need to address alcohol and other drug abuse issues. FLSM/CMSM can refer those who need assistance to local community health organizations to provide counseling for students and Team Members.

Students and employees may be referred to mandatory alcohol or drug abuse counseling as a condition of conduct probation or a condition for continued enrollment/employment.

Drug-Free Workplace Policy

In compliance with the drug-free workplace requirements of Public Law 100-690 for recipients of federal contracts and grants, the following policy is in effect for the FLSM/CMSM and published in the Employee Handbook and Catalog each year:

- The unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on FLSM/CMSM property or in connection with any of its educational or co-curricular activities is a violation of the FLSM/CMSM policy and is strictly prohibited.
- FLSM/CMSM will impose disciplinary sanctions on students and employees (consistent with local, State, and Federal law), up to and including dismissal/termination (students) or termination of employment (employees), and referral for prosecution for violations of FLSM/CMSM standards of conduct.
- A controlled substance shall include any substance defined as a controlled substance in Section 102 of the Federal Controlled Substance Act (21 U.S. Code 802).
- FLSM/CMSM has and shall maintain a drug-free awareness program to inform employees concerning the following:
 - The dangers of drug abuse in the workplace
 - Maintenance of a drug-free workplace
 - Drug counseling and rehabilitation programs
 - Possible penalties for drug-abuse and rehabilitation violations.

Health Risks and Effects

Alcohol and drugs are toxic substances that affect the mind, body, and spirit. Excessive drinking can cause health risks which include damage to your body organs, impaired physiological responses, mental and emotional disorders, and in very high doses, respiratory depression and death. Drug abuse is also dangerous and can lead to psychosis, convulsions, coma, and death. Continuous use of drugs can lead to organ damage, mental illness, and malnutrition. Even low doses of drugs significantly impair the judgment and coordination required to drive a car safely. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Long-term consumption of large quantities of alcohol and drugs, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Prevention of Abuse and Resources for Assistance

Drug and alcohol abuse education programs are offered by local community agencies. FLSM/CMSM provides information about such education programs upon request. While

care must be taken to ensure that a person is not wrongly accused of drug use, it is recommended that anyone who notes signs of substance abuse in another student contact the Campus Director. If it is determined that a student or employee is in need of assistance to overcome a drug problem, he or she may be counseled to seek such assistance. Records of such counseling will remain confidential.

Students also may voluntarily contact the Campus Director, in confidence, for referrals or information regarding available and appropriate substance abuse counseling, treatment, and rehabilitation programs.

With early assistance, it is less likely that serious consequences will result from an alcohol or other drug problem. There are resources within the community for assistance. A partial national list is presented here and a local list may be obtained from the Campus Director or the ASR that is posed on the campus website.

Agency	Telephone Number
The Alcoholism and Drug Abuse Hotline	1-800-252-6465
The Cocaine Hotline at Recovery.org	1-855-948-7668
The National Institute on Drug Abuse Treatment Referral Hotline	1-800-662-4357
Al Anon for Families of Alcoholics	1-888-425-2666

Approved and adopted 06/01/2018

This policy applies, at the workplace, to all staff, faculty, students and visitors at CMSM and applies on all geographic locations.

1. All individuals at CMSM are expected to be able to perform assigned duties safely and acceptably without any limitations due to the use or after-effects of alcohol, illicit drugs, nonprescription drugs, or prescribed medications or any other substance.
2. Involvements with alcohol or drugs can have adverse effects upon the workplace, the integrity of our school, the safety of others, and the ability to accomplish the goal of an alcohol and drug free environment. As such, CMSM wants to impress upon staff, faculty and students that it has zero tolerance for those who arrive at CMSM under the influence of alcohol or drugs, and/or whose ability to work is impaired in any way by reason of the consumption of alcohol or drugs, or who consume alcohol or drugs on CMSM property.
3. CMSM strictly prohibits the use of, unlawful manufacture of, sale, purchase, offer to purchase or sell, transfer, distribution, consumption, or possession of drugs or alcohol on CMSM property.
4. In accordance with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1989, CMSM requires every student to read and sign the Drug Free Schools statement presented at the orientation process. In addition, students receive documentation describing:

- The applicable legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol;
- The health risks associated with the use of illicit drugs and the abuse of alcohol; drug and alcohol counseling, treatment and/or rehabilitation programs available to the student.

ASSISTANCE AND REHABILITATION

CMSM recognizes the fact that a certain percentage of any population may develop the disease of chemical dependence. It is the policy of CMSM to treat all individuals with a substance abuse problem with dignity and respect. To that end, if CMSM is made aware of an individual with a substance abuse problem, the individual will be offered assistance in finding an appropriate professional or organization to assist them. CMSM also recognizes that dependency on alcohol and/or drugs can be successfully treated, and encourages faculty, staff and/or students with drug or alcohol dependencies to assume ownership of gaining control over their dependency. Faculty, staff and students are expected to recognize that problems related to alcohol and drug use, or dependency, is not an excuse for poor or unsafe performance. Anyone who suspects they have a substance abuse or emerging alcohol problem is expected to seek advice and to follow appropriate treatment promptly. Full participation in an appropriate treatment program is expected. The faculty, staff member or student will be accommodated while undergoing treatment in accordance with CMSM policies. Participation in appropriate treatment programs does not remove the requirement to regain satisfactory performance. 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.

ROLES AND RESPONSIBILITIES

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 CMSM 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.

1. If faculty, staff or a student arrives at CMSM and there is reasonable cause to suspect that they are under the influence of alcohol or drugs, the supervisor shall immediately remove him/her from the environment. In the event that the supervisor has any doubt as to whether the person is, or is not, impaired, he or she will err on the side of caution and remove the student or employee from CMSM.
2. Unexpected circumstances can arise when an off-duty employee is requested to work. It is the employee's responsibility to refuse the request and ask that the request be directed to another person if the team member is unfit due to the influence of alcohol or other drugs.
3. Students and employees who are prescribed medication are expected to consult with their personal physician or pharmacist to determine if medication use will have any effect on their ability to meet their responsibilities safely while at CMSM. They are required to report to the Campus Director if there is any potential risk, limitation or restriction for whatever reason that may require modification of duties or temporary

reassignment, and provide appropriate medical verification on restrictions in performance of duties.

4. If an employee or student believes an individual holding a more senior position is in violation of this policy, they are encouraged to get a second opinion where possible. They are also expected to notify that person's immediate supervisor of their concern.
5. In support of those who may have developed or are developing the disease of chemical dependence, all employees are required to document and report any violations of this policy.

DISCIPLINARY PROCEDURE

Any disciplinary procedure will be determined by the Campus Director and/or Regional Manager and will be determined by the rules and guidelines outlined in the employee handbook, student handbook, and/or student Enrollment Agreement.

Conditions for Dismissal

The following is a partial list of conditions or circumstances that may lead to dismissal from CMSM:

- Attending class or student clinic while under the influence of drugs or alcohol
- Practicing techniques that are currently outside the scope of practice for massage therapy
- Failing to maintain professional boundaries with students, staff or clinic clients (sexual, violent language or contact)
- Behaving in a manner that may be harmful to the learning environment or the reputation of the school
- Failing to uphold the requirements of the current CMSM attendance and make-up policies as outlined in the school catalog
- Failing to fulfill the terms of disciplinary action
- Failing to maintain satisfactory academic progress
- Failing to meet all financial obligations agreed upon in the Payment Agreement contract
- Failure to keep school loan payments current
- Failing to arrive for classes by the end of the first day of class (except with prior approval from the Campus Director)
- Failing to attend at least 5 of the first 6 days of class (except with prior approval from the Campus Director)

Student Grievance Procedure

CMSM is committed to meeting and maintaining exemplary standards of quality. The staff's goal is to provide sound education. Students should make every effort to find fair resolutions through CMSM's formal grievance procedure if problems arise.

We encourage students to bring any concerns to the attention of the instructor. The instructor will endeavor to resolve any problem. If the instructor is unsuccessful, the student must submit the complaint in writing to the appropriate department Director. The department Director will investigate by gathering information and documentation to assess the complaint and seek a satisfactory resolution for the student. If the problem is not resolved at that level, the student must submit the complaint in writing to the Director of the school. The school's Director will investigate and seek a resolution for the student.

If the situation remains unresolved after the aforementioned procedure, the student may contact the Campus Director via email. If a resolution is not met through written and/or verbal discussion, arrangements for an on-site appointment will be made. Contact information for the Campus Director is listed below.

Jerry Barber
5340 Spectrum Dr
Suite H
Frederick, Md 21703
jbarber@teachingmassage.com

Students are encouraged to follow the aforementioned steps in the grievance procedure. If you feel your concerns have not been addressed at the campus level students may contact our accrediting boards. The Maryland Higher Education Commission (MHEC) is responsible for establishing policies for private career schools on the state level; and more importantly, they are student advocates. The Accrediting Council for Continuing Education and Training (ACCET) is responsible for establishing similar standards, policies, and procedures on the national level.

Contact information for both boards is listed below:

Maryland Higher Education Commission (MHEC)
6 N. Liberty Street
Baltimore, MD 21201
Phone: (410) 767-3301

The Accrediting Council for Continuing Education and Training (ACCET)
1722 N St NW
Washington DC, 20036
Phone: (202) 955-1113
Fax: (202) 955-1118
See ACCET Document 49.1
complaints@accet.org

Furthermore, If you feel your concerns have not been addressed at the campus level students may also contact any one of the following licensing boards and/or the Maryland Office of the Attorney General, Consumer Affairs. Contact information for all bodies are listed below.

Federation of State Massage Therapy Boards
7111 W 151st Street, Suite 356
Overland Park, KS 66223
866.962.3926 or 888.70.FSMTB
www.fsmtb.org

The Board of Massage Therapy Examiners
4201 Patterson Ave
Baltimore, MD 21215
410.764.2400
<https://health.maryland.gov/massage/Pages/home.aspx>

Maryland Office of the Attorney General, Consumer Affairs
200 St Paul Place
Baltimore, MD 21202
888.743.0023 or 410.576.6300
www.oag.state.md.us

Statement of Rights and Privileges

Students have all the rights afforded to each person according to the statements listed herein and on the enrollment agreement. It is the student's responsibility to meet all of the requirements listed herein and to complete all of the objectives that are specified for each module.

Fees for Additional Instruction

Question & Answer sessions	\$0
Required tutorials	\$0
Student/Alumni-requested tutorials	\$35
Mailing fee for late graduation	current FedEx shipping cost

Students who do not show up for scheduled tutorials or who cancel them with less than 24 hours' notice will still be held responsible for the fee. If the tutorial was *required*, it will need to be rescheduled and paid for at \$35/hr.

Annual Security Report

Federal Law requires the school to make available campus security information to all prospective students and employees. This information is provided upon request and contains reports of any incidents that may have occurred at the school during the prior year.

Please see attached copy of our 2016 Annual Security Report.

Institutional Prerogative

Catalog and Handbook Contents, Including Program Dates and Tuition Insert. Central Maryland School of Massage is approved by The Accrediting Council for Continuing Education and Training and by the Maryland Higher Education Commission. Upon approval by the Maryland Higher Education Commission (MHEC), CMSM reserves the right to discontinue any program and/or to change curriculum content, school policies, or procedures. CMSM also reserves the right to reschedule or cancel any program start due to lack of registrants. Furthermore, the content of this official catalog and Handbook and all inserts, including program dates and tuition for future programs, are subject to change without notice. Central Maryland School of 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. No portion of this catalog may be copied or reprinted without the express written permission of the Central Maryland School of Massage.

FOR QUESTIONS ABOUT MD STATE LICENSURE

In Maryland State, licensing is a requirement for the practice of massage. For further information about requirements and the licensing exam, please contact:

Department of Health & Mental Hygiene
Board of Massage Therapy Examiners
Metro Executive Building
4201 Patterson Avenue Suite 301
Baltimore, MD. 21215-2299
Phone: (410) 764-4738
<http://dhmh.maryland.gov>

CLOSURES AND DELAYS

If the weather warrants, CMSM may delay or cancel classes. Students can check the CMSM Facebook page for announcements concerning delays or cancellations. For students that don't have access to the internet they can call the school at 301-228-2214 and check the school's voicemail greeting; the greeting will note any delays or closings. If we make the decision to delay or cancel class, the school's facebook page and phone greeting will be updated by 6:30 am for morning classes, 3:30 pm for evening classes and 6:00 am for Weekend classes.

Any classes/time missed will be made up. When you return to school you should come prepared to pick up where you left off. You will be notified of any adjustments later.

If you are driving a distance to get here, please be aware that there may be days when the roads near you are treacherous but we are still open here. Please use your best judgment and play it safe—there are enough allowable absences in the program to get you through the season...much better to be safe and make up a missed class!

When you return to school, you will be notified of schedule adjustments for make up days within two weeks of the closure or delay.

<u>Program/Clock Hours</u>	<u>Application Fee</u>	<u>Books/Supplies</u>	<u>Tuition</u>	<u>Total Program Cost</u>
Massage Therapy 750	\$50.00	\$0.00	\$12,800.00	\$12850.00

Faculty Credentials

Addendum B

Athena Boyd- LMT Baltimore School of Massage, Baltimore, Maryland (2002)
Sara Clement- LMT Center for Massage and Natural Health, Asheville, North Carolina (2014)
Damien Archambeau- LMT American Institute of Massage Therapy, Pompano Beach, Florida (2002) & Marquette School of Therapeutic Massage, Marquette, Michigan (2004)
Lance Quickel - LMT Central Maryland School of Massage, Frederick, Maryland (2016)
Corey Averill - RMP Baltimore School of Massage, Baltimore, Maryland (2007)
Clinton Calhoun - CMT Shepardstown University, Shepardstown, WV 2014
Jennifer Finch - RMP Central Maryland School of Massage, Frederick, Maryland (2015)
Tom Merrill - LMT Central Maryland School of Massage, Frederick, Maryland (2016)
Shea Flash - RMP Central Maryland School of Massage, Frederick, Maryland (2016)
Connie Trica - RMP Central Maryland School of Massage, Frederick, Maryland (2012)

*CMSM keeps a list of active substitutes on hand for regularly scheduled staff in the case of their absence.

Staff Roster

Addendum C

Athena Boyd	Campus Director
Michelle Cordero	National Education Director
Chanin Storm	Director of Admissions
Kelly Shaffer	Admissions Guide
Damien Archambeau	Director of Student & Career Services / National IT Director
Griselda Martinez	National Director of Financial Planning
Athena Boyd	Financial Aid Liaison
Kahla Angleberger	Academic Registrar/Human Resources
Shea Flash	Administrative Assistant

Addendum D

Advisory Board Members

Name	Title
Jessica Mills	Administrative Coordinator Frederick County Government Frederick, Maryland 21701 Certificate, Baltimore School of Massage, 2001 A.A; Frederick Community College, 2010 7+ years of Administrative experience in Private Career Schools
Dr. Chris Brandolini	Doctor of Chiropractic-private practice since 1998 First Chiropractic, LLC 11302 Veirs Mill Rd Wheaton, VA 20902 Owner of Massage Envy Spas- 3 locations (Germantown, Bethesda and Clarendon)
Kirsten Bodnarchuk	LMT Owner/Northern Massage Therapy 91 Barrensdale Dr Severna Park, MD 21146 Education Manager/Instructor-BSOM
Nancy Boone	Owner/Massage Envy Spa/Frederick 7820 Wormans Mill Rd Suite G Frederick, MD 21701 (Also owns 2 ME Clinics- all three locations employ 30-40 Massage Therapists)
Ken Cook	Owner & Founder/Om Chakra 31 W. Patrick St, Suite 100 Frederick, MD 21701 BS Finance & Marketing LMT Reiki Master
Bess Burnett	Massage Envy Owner 3511 John Simmons St B 103

	Frederick, MD 21704
Jake Culpepper - Perdue	Ops Director Hand and Stone FGG Spa, LLC Maryland Region

Addendum E

Thursday, January 3, 2019	Full time Module Start
Saturday, January 5, 2019	Weekend Module Start
Friday, January 18, 2019	Part time Module End
Monday, January 21, 2019 and Tuesday, January 22, 2019	MLK Day- No Classes for Part time students These days can be used as makeup snow days
Monday, January 21, 2019	MLK Day-No Classes for Full time students This day can be used as a makeup snow day
Wednesday, January 23, 2019	Part time Module Start
Friday, January 25, 2019	Full time Module End
Saturday, January 26, 2019 and Sunday, January 27, 2019	No Classes for Weekend students These days can be used as makeup snow days
Monday, January 28, 2019	Full time Module Start
Sunday, February 17, 2019	Weekend Module End
Monday, February 18, 2019	President's Day- No classes for Full time students This day can be used as a makeup snow day
Monday, February 18, 2019 and Tuesday, February 19, 2019	President's Day- No Classes for Part time students These days can be used as makeup snow days
Tuesday, February 19, 2019	Full time Module End
Wednesday, February 20, 2019	Full time Module Start
Thursday, February 21, 2019	Part time Module End

Friday, February 22, 2019	Part time Module Start
Saturday, February 23, 2019 and Sunday, February 24, 2019	No Classes for Weekend students These days can be used as makeup snow days
Saturday, March 2, 2019	Weekend Module Start
Wednesday, March 13, 2019	Full time Module End
Thursday, March 14, 2019	Full time Module Start
Thursday, March 21, 2019	Part time Module End
Friday, March 22, 2019 through Monday, March 25, 2019	No Classes for Part time students and Weekend students These days can be used as makeup snow days
Tuesday, March 26, 2019	Part time Module Start
Thursday, April 4, 2019	Full time Module End
Friday, April 5, 2019	Full time Module Start
Sunday, April 14, 2019	Weekend Module End
Saturday, April 20, 2019 and Sunday, April 21, 2019	Easter Break- No classes for Weekend students
Monday, April 22, 2019	Part time Module End
Tuesday, April 23, 2019	Part time Module Start
Friday, April 26, 2019	Full time Module End
Saturday, April 27, 2019	Weekend Module Start
Monday, April 29, 2019	Full time Module Start
Saturday, May 18, 2019 and Sunday, May 19, 2019	No Classes for Weekend students
Monday, May 20, 2019	Part time Module End
Monday, May 20, 2019	Full time Module End
Tuesday, May 21, 2019	Part time Module Start
Tuesday, May 21, 2019	Full time Module Start
Monday, May 27, 2019 and Tuesday, May 28, 2019	Memorial Day Break- No Classes for Part time students
Monday, May 27, 2019	Memorial Day- No classes for Full time students
Saturday, June 1, 2019 and Sunday, June 2, 2019	No Classes for Weekend students
Wednesday, June 12, 2019	Full time Module End
Thursday, June 13, 2019	Full time Module Start
Sunday, June 16, 2019	Weekend Module End
Wednesday, June 19, 2019	Part time Module End
Thursday, June 20, 2019	Part time Module Start
Saturday, June 22, 2019	Weekend Module Start
Saturday, June 29, 2019 through Friday, July 5, 2019	Independence Day Break- No Classes for Part time and Weekend Students

Thursday, July 4, 2019	Independence Day-No classes for Full time students
Friday, July 5, 2019	Full time Module End
Monday, July 8, 2019	Full time Module Start
Wednesday, July 24, 2019	Part time Module End
Thursday, July 25, 2019	Part time Module Start
Saturday, July 27, 2019 and Sunday, July 28, 2019	No Classes for Weekend students
Monday, July 29, 2019	Full time Module End
Tuesday, July 30, 2019	Full time Module Start
Sunday, August 11, 2019	Weekend Module End
Saturday, August 17, 2019	Weekend Module Start
Tuesday, August 20, 2019	Full time Module End
Wednesday, August 21, 2019	No Classes for Full time students
Wednesday, August 21, 2019	Part time Module End
Thursday, August 22, 2019	Full time Module Start
Thursday, August 22, 2019	Part time Module Start
Saturday, August 24, 2019 and Sunday, August 25, 2019	No Classes for Weekend students
Monday, September 2, 2019 and Tuesday, September 3, 2019	Labor Day Break- No Classes for Part time students
Monday, September 2, 2019	Labor Day-No classes for Full time students
Friday, September 13, 2019	Full time Module End
Monday, September 16, 2019	Full time Module Start
Friday, September 20, 2019	Part time Module End
Saturday, September 21, 2019 and Sunday, September 22, 2019	No Classes for Weekend students
Monday, September 23, 2019	Part time Module Start
Sunday, October 6, 2019	Weekend Module End
Monday, October 7, 2019	Full time Module End
Tuesday, October 8, 2019	Full time Module Start
Saturday, October 12, 2019	Weekend Module Start
Friday, October 18, 2019	Part time Module End
Saturday, October 19, 2019 and Sunday, October 20, 2019	No Classes for Weekend students
Monday, October 21, 2019	Part time Module Start
Tuesday, October 29, 2019	Full time Module End
Wednesday, October 30, 2019	No Classes for Full time students

Thursday, October 31, 2019	Full time Module Start
Friday, November 15, 2019	Part time Module End
Saturday, November 16, 2019 and Sunday, November 17, 2019	No Classes for Weekend students
Monday, November 18, 2019	Part time Module start
Thursday, November 21, 2019	Full time Module End
Friday, November 22, 2019	Full time Module Start
Thursday, November 28, 2019 through Friday, November 29, 2019	Thanksgiving Break-No Classes for Full time students
Thursday, November 28, 2019 through Sunday, December, 2, 2019	Thanksgiving Break- No Classes for Part time and Weekend Students
Sunday, December 8, 2019	Weekend Module End
Saturday, December 14, 2019	Weekend Module Start
Tuesday, December 17, 2019	Part time Module End
Tuesday, December 17, 2019	Full time Module End
Wednesday, December 18, 2019	Full time Module Start
Wednesday, December 18, 2019	Part time Module Start
Saturday, December 21, 2019 through Wednesday, January 1, 2020	Christmas and New Years Break School Closed for ALL students

2020

Monday January 20, 2020 and Tuesday January 21, 2020	MLK Day- No Classes for Full time or Part time students These days can be used as makeup snow days
Wednesday January 22, 2020	Full time Module End
Thursday January 23, 2020 and Friday January 24, 2020	No Classes for Full time students These days can be used as makeup snow days
Saturday January 25, 2020 and Sunday January 26, 2020	No Classes for Weekend students These days can be used as makeup snow days
Monday January 27, 2020	Full time Module Start

Tuesday January 28, 2020	Part time Module End
Wednesday January 29, 2020	Part time Module Start
Sunday February 9, 2020	Weekend Module End
Saturday February 15,2020	Weekend Module Start
Monday February 17, 2020 and Tuesday February 18,2020	President's Day- No classes for Full time and Part time students These days can be used as makeup snow days
Wednesday February 19, 2020	Full time Module End
Thursday February 20,2020 and Friday February 21, 2020	No classes for Full time students These days can be used as makeup snow days
Saturday February 22, 2020 and Friday February 23, 2020	No classes for Weekend students These days can be used as makeup snow days
Monday February 24, 2020	Full time Module Start
Thursday February 27, 2020	Part time Module End
Friday February 28, 2020	No classes for Part time students This day can be used as a makeup snow day
Monday March 2, 2020	Part time Module Start
Monday March 16, 2020	Full time Module End
Tuesday March 17, 2020	No Classes for Full time and Part time students This day can be used as a makeup snow day
Wednesday March 18, 2020	Full time Module Start
Saturday March 21, 2020 and Sunday March 22, 2020	No Classes for Weekend students These days can be used as makeup snow days
Monday March 30, 2020	Part time Module End
Tuesday March 31, 2020	Part time Module Start
Sunday April 5, 2020	Weekend Module End
Wednesday April 8, 2020	Full time Module End
Thursday April 9, 2020 and Friday April 10, 2020	No Classes for Full time students
Friday April 10, 2020	No Classes for Part time students
Saturday April 11, 2020 and Sunday April 12, 2020	Easter Break- No Classes for Weekend students
Monday April 13, 2020	Full time Module Start
Saturday April 18, 2020	Weekend Module Start
Tuesday April 28, 2020	Part time Module End
Wednesday April 29, 2020	Part time Module Start
Monday May 4, 2020	Full time Module End
Tuesday May 5, 2020	No Classes for Full time students
Wednesday April 6, 2020	Full time Module Start
Saturday May 9, 2020 and Sunday May 10, 2020	No Classes for Weekend students

Monday May 25, 2020	Memorial Day- No Classes for Full time and Part time students
Wednesday May 27, 2020	Part time Module End
Thursday May 28, 2020	Part time Module Start Full time Module End
Friday May 29, 2020	No Classes for Full time students
Saturday May 30, 2020 and Sunday May 31, 2020	No Classes for Weekend Students
Monday June 1, 2020	Full time Module Start
Sunday June 7, 2020	Weekend Module End
Saturday June 13, 2020	Weekend Module Start
Monday June 22, 2020	Full time Module End
Tuesday June 23, 2020	Full time Module Start
Wednesday June 24, 2020	Part time Module End
Thursday June 25, 2020	Part time Module Start
Saturday June 27, 2020 and Sunday June 28, 2020	No Classes for Weekend students
Saturday July 4, 2020 and Sunday July 5, 2020	Independence Day- No Classes for Weekend students
Tuesday July 14, 2020	Full time Module End
Wednesday July 15, 2020	Full time Module Start
Wednesday July 22, 2020	Part time Module End
Thursday July 23, 2020	Part time Module Start
Saturday August 1, 2020 and Sunday August 2, 2020	No Classes for Weekend students
Wednesday August 5, 2020	Full time Module End
Thursday August 6, 2020	Full time Module Start
Sunday August 9, 2020	Weekend Module End
Saturday August 15, 2020	Weekend Module Start
Wednesday August 19, 2020	Part time Module End
Thursday August 20, 2020	Part time Module Start
Thursday August 27, 2020	Full time Module End
Friday August 28, 2020 through Monday September 7, 2020	Labor Day Break- No Classes for Full time and Part time students
Saturday August 29, 2020 and Sunday August 30, 2020	No Classes for Weekend students
Tuesday September 8, 2020	Full time Module Start
Friday September 25, 2020	Part time Module End
Saturday September 26, 2020 and Sunday September 27, 2020	No Classes for Weekend students
Monday September 28, 2020	Part time Module Start

Tuesday September 29, 2020	Full time Module End
Wednesday September 30, 2020	Full time Module Start
Sunday October 4, 2020	Weekend Module End
Saturday October 10, 2020	Weekend Module Start
Wednesday October 21, 2020	Full time Module End
Thursday October 22, 2020	Full time Module Start
Friday October 23, 2020	Part time Module End
Saturday October 24, 2020 and Sunday October 25, 2020	No Classes for Weekend students
Monday October 26, 2020	Part time Module Start
Thursday November 12, 2020	Full time Module End
Friday November 13, 2020	Full time Module Start
Friday November 20, 2020	Part time Module End
Saturday November 21, 2020 through Sunday November 29, 2020	Thanksgiving Break- No Classes for Weekend students
Monday November 23, 2020	Part time Module Start
Wednesday November 25, 2020 through Friday November 27, 2020	Thanksgiving Break- No Classes for Part time students
Thursday November 26, 2020 and Friday November 27, 2020	Thanksgiving Break- No Classes for Full time students
Sunday December 6, 2020	Weekend Module End
Tuesday December 8, 2020	Full time Module End
Wednesday December 9, 2020	Full time Module Start
Saturday December 12, 2020	Weekend Module Start
Wednesday December 23, 2020	Part time Module End
Thursday December 24, 2020 through Friday January 1, 2021	Christmas and New Years Break- No Classes for ALL students

