



Myotherapy Institute

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SCHOOL CATALOG

MASSAGE THERAPY AAS DEGREE

MASSAGE THERAPY DIPLOMA

June 2024

ADMINISTRATIVE STAFF AND FACULTY

Malcolm Allen – Chief Executive Officer/Director
Tami Ngo – Assistant Director
Wendy Cech – Provost/Financial Aid Administrator/Instructor
Lauren Bush – Instructor
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Bryan Stephens – Instructor
Sophia Stratton – Instructor
Teresa Struble – Instructor

GRADUATE AMERICA, INC - OWNER

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Mission

The Myotherapy Institute is a private college dedicated to assisting the intellectual and entrepreneurial growth of students within the context of the healthcare field and massage therapy. The curriculum is designed to assist students in becoming massage therapists by acquiring thorough massage knowledge and skills required for licensure and advancing employment opportunities.

History

In April of 1993, the Myotherapy Institute was founded in Lincoln, Nebraska's state capital. The Institute was founded to provide a state-approved course of study in massage therapy and allied health professions. The first facility was located at 6001 South 58th Street. In order to better serve the need of its expanding student population in August of 1997 the Institute doubled its size and relocated to 6020 South 58th Street. In the spring of 2000, another building was added to provide a 6,000 sq. ft. facility.

MI moved to a larger 10,000 sq.ft. facility at 4001 Pioneer Woods Drive in January of 2012. In August of 2017 the Myotherapy Institute, Inc. added a satellite location at 10707 Pacific St., Omaha, NE 68114 which was closed in 2019 while searching for a new location. On June 22, 2021 the main school moved to 245 S.84th St #100, Lincoln, NE 68510.

MI was first accredited by ACCSC in 1998. In 2000 MI became the first massage school in Nebraska to offer an academic associate degree in massage therapy through ACCSC. In September 2023 the Myotherapy Institute, Inc. was acquired by Graduate America, president Malcolm Allen.

Licensure/Accreditation

The Myotherapy Institute is licensed by the Nebraska Department of Health. MI has earned authorization to operate from the Nebraska Department of Education. The Institute is accredited by the Accrediting Commission of Career Schools and Colleges.

Facility

The Myotherapy Institute is in the newly developing Southeast area of Lincoln. It is strategically located near a neighborhood shopping area that offers a clean, safe environment with plenty of free off-street parking.

A large classroom and a student lounge/study lab are available to utilize a large variety of instructional and audiovisual equipment. Eight treatment rooms known as Synergy Spa is available for work with the public. In addition, seated massage chairs, portable massage tables and hydraulic massage tables in each treatment room provide the opportunity for all students to use a comfortable and readily available training environment. A separate library is host to massage and bodywork books and DVDs.

Occasional field trips are held at facilities within the city.

All Myotherapy programs are designed for entrance into NE licensure in massage therapy.

Graduates can work in situations as diverse as resorts, chiropractic clinics, counseling centers, nursing homes and retirement centers, health clubs, beauty salons, spas, and hospitals. In addition, many graduates develop private practices.

A very high percentage of our graduates who have taken the MBLEX licensing exam have passed. Successful completion of this exam is required to be a licensed massage therapist in the state of Nebraska.

Faculty

The Myotherapy Institute instructors are contracted on the basis of academic degree and professional experience. General studies instructors hold a minimum of a bachelor's degree. Owner/director is Malcolm Allen. All massage instructors have been in practice for a minimum of three years. Massage instructors are licensed by the Nebraska Department of Health. All have passed the MBLEX or National Certification in Therapeutic Massage and Bodywork examination.

Policy

The Myotherapy Institute Catalog is a statement of present policy. Provisions contained herein do not constitute an irrevocable contract between the student and the Institute and supersede all those previously published. This catalog and its contents are subject to change. Policy changes made after the publication of this catalog are on file at the Myotherapy Institute. Students are responsible for obtaining policy updates. Updates notices are posted on the MI information board. Policy changes are approved by the accrediting agency and State licensing agencies.

Equal Opportunity

The Myotherapy Institute does not discriminate against any applicant based on race, national or ethnic origin, age, gender, religion, and marital status. The facility is accessible to handicapped students.

Academic Program

The Myotherapy Institute offers two programs of study in massage therapy. Both programs are offered in a residential or hybrid format. The 1,000-clock hour diploma program is the minimum course of study required to obtain licensure in Nebraska. In this program fifty minutes is equal to one clock hour. The Associate Degree of Applied Science in massage therapy exceeds the massage therapy licensing requirements in Nebraska with 90 quarter credit hours.

Both Massage Therapy Programs are licensed by the Nebraska Department of Health and have earned an authorization to operate from the Nebraska Department of Education. The Myotherapy Institute is accredited by the Accrediting Commission of Career Schools and Colleges.

Students successfully completing either of the Institute's Massage Programs, residential or hybrid are eligible to apply for Nebraska massage therapist licensure and MBLEX examination. This exam is the written portion of Nebraska's massage licensing test. Students who pass this exam are allowed to become Nebraska licensed massage therapists *and* may choose to become nationally certified.

In order that the student have a solid technical and scientific understanding and a way to communicate with allied health professionals, the Institute offers courses in anatomy, physiology, kinesiology, pathology, communication, hydrotherapy, business, and massage and bodywork. Course titles and class descriptions are subject to change.

The curriculum for both the diploma and associate degree programs, residential or hybrid are designed to teach massage with emphasis on effective techniques used to promote stress reduction and well-being. More specific techniques are offered in the associate degree program for the purpose enhancing well-being through reducing pain associated with muscle tension, fascial restriction, and trigger

points. Students are encouraged to seek continuing education after attaining licensure for more advanced forms of soft tissue therapy.

The Myotherapy Institute strives to prepare effective therapists as well as individuals that are successful in the marketplace. Business instruction includes but is not limited to experience in small business management, bookkeeping, insurance, medical office procedures, hospital orientation, advertising, public speaking, entrepreneurship, and marketing. Regional employers and potential business partners contact the school for student placement. A job site bulletin board is available.

The Myotherapy Institute offers both the diploma and associate degree programs a hybrid format as well as a traditional residential format. The hybrid format will consist of both distance education courses as well as hands-on courses taught on campus. All sections of the catalog including (but not limited to) academic program requirements, admission requirements, graduation requirements, and student services are the same for both hybrid and residential formats.

MI has designed this format for those students looking for an educational alternative that allows for more flexibility. Students will use Canvas for the distance education courses in their program. Registration and an orientation course with Canvas is required before distance education courses can be started.

All students enrolled in distance education courses should have computers available to them that meet the system requirements. See or email Wendy Cech, provost@myotherapy.edu, for specific requirement list.

The Institute is committed to facilitating good health and wellness among its students who will be working in the health care community. A philosophy of the Institute is that healthcare professionals who are responsible for the care of others should also pursue healthy lifestyles themselves. For this reason, the Institute includes in its curriculum courses in personal fitness, stress management, or mind-body awareness techniques.

Courses offered at MI require an externship (work experience) as part of a class assignment. The externship must be completed prior to receiving the Certificate of Completion for the program. Externship hours are completed at extern sites off campus where it's convenient for students. It is, therefore, the student's responsibility to secure an approved site to complete the externship. Externship progression includes orientation, skill application, and regular evaluation by site licensed massage therapist or clinic supervisor. Externship assignments are graded by the institution clinic supervisor. See Wendy Cech, Provost, for externship agreement on responsibilities between students, institution, and extern site. MI maintains liability (not health) insurance for all enrolled students. This insurance covers the students during their participation on and off campus in massage assignments.

The modality of the Hybrid theoretical classes may be scheduled Monday through Friday between 8am to 9pm. Clinicals and labs may be outside regular hours, including weekends. Class schedules and assignment due dates are posted in the school's Canva LMS system.

AAS Degree Core Courses

Completion of all Core Courses and one cluster of 6 cr of Specialization Courses are required for graduation with AAS degree, 90 cr.

- Intro to Massage
- Swedish Massage
- Seated Massage
- Hydrotherapy
- Spa Treatments

Deep Tissue I
Hot Stone
Massage Seminar
Medical Massage- NMT/MFR
Community Care
Massage Practicum
Massage & Spa Clinic
Adv Techniques Clinic
Program Review
Business
Introduction to Anatomy/Physiology I
Introduction to Anatomy/Physiology II
Gen. Path./Kines. I
General Pathology II
Sociology of Wellness Internship
Speaking with Ease
Writing For Success
Mathematics
Choose one area (3):
Long Term Care
Chiropractic Care
Facial Massage

Diploma Core Courses

Introduction to Massage
Swedish Massage
Seated Massage & lab
Hydrotherapy
Spa Treatments
Business
Massage Seminar
Sociology of Wellness Internship
Community Care
Massage Practicum
Massage and Spa
Introduction to Anatomy/Physiology I
Introduction to Anatomy/Physiology II
General Pathology/Kinesiology I
General Pathology II
Hot Stone Massage

Course Descriptions

Copyright Notice

Any digital or printed material including (but not limited to) syllabus, course handouts, and massage sequences are protected under international copyright laws. These materials are intended for use during your program of study and are strictly for your own personal use. Any

redistribution or reproduction in any form is prohibited except with the express written permission from the Director.

Introduction to Massage Therapy 100

This course is an extensive exploration of relaxation massage therapy. Swedish massage theory and practice, contraindications and endangerment sites are included. 30clk/3cr

Swedish Massage 101

The primary focus is placed on the correct application of specific strokes and the introduction of a complete Swedish massage sequence. 60 clk/5.5 cr

Seated Massage 103

Extensive course in the development of technique, sequence, safety and marketing of on-site seated massage. 30clk/ 3 cr

Deep Tissue Massage 107

An upper level on-campus laboratory experience. Students receive instruction in the development of therapeutic and specific techniques used in deeper massage sequences on the torso. Sequences are practiced with classmates. 3 cr

Hot Stone Massage 105

An upper level on-campus laboratory experience. Students receive instruction in the development of hydrotherapy and heated stones for massage. 30clk/3 cr

Massage Seminar 115

This course is an extensive exploration of soft tissue manipulation and bodywork commonly used in the United States. It includes seated massage and an introduction to 10 disciplines. 40 clk/2.5 cr

Introduction to Community Care 106

A beginning lecture/laboratory experience in which students administer Swedish massage to the general public. Public experience includes treatment room logistics and an introduction to marketing for practical massage treatments. Prerequisite: Swedish Massage. 113 clk/5 cr

Practicum 108

This is a lecture/practical application course that begins preparation for the student to administer various forms of massage including deep tissue therapy and heated tissue therapy for relaxation sessions. Field trip experience, internship or clinical may be approved by the Director. Client relation skills and business are further refined. Prerequisite: Introduction to Community Care. 133clk/5 cr

Massage and Spa Clinic 109

An advanced lecture/laboratory experience which provides opportunity for students to work efficiently and effectively in a public clinic environment. Students refine client communication skills, massage and hydrotherapy techniques and business procedures. Students may work with three types of massage and an introduction of spa hydrotherapy treatments. Field trip experience, internship or clinical experience or senior project may be approved by the Director. Major emphasis is placed on program review, marketing

and client education and retention. Prerequisite: Spa Treatments, Massage Practicum, or permission. 133clk/4.5cr

Hydrotherapy 104

Experiences in the procedures for the application of water in various forms for the treatment of disorders and relaxation. Applications and techniques for medical hydrotherapy and spa treatments are included. 30clk/3 cr

Spa Treatments 102

A course which expands upon the knowledge gained in Hydrotherapy I with the application of specific spa treatments administered in Massage Clinic. This course includes lecture in cryotherapy, heat packs, salt glows, exfoliating treatments, facial treatments, aromatherapy wraps, herbal wraps, mud & clay treatments and more 50clk/3.5 cr

Program Review 111

This course is designed to provide degree students an overview of the massage therapy course curriculum and helps to prepare students for the licensing examination while reinforcing information needed for the practical application of massage techniques. One comprehensive written examination with class discussion are included to provide students a preview of the expected knowledge base required in MBLEX testing. MBLEX is required for Nebraska licensure. 3.5 cr

Speaking with Ease 222

This is a foundational course in the general education program. In a relaxed format students should read, comprehend, interpret critically and think analytically while expressing themselves orally. Individual presentations, group presentations, interpersonal communication and public speaking experiences are included. 3cr

Writing for Success 116

This is a foundational course in the general education program. This course introduces writing skills including conducting research, note taking, direct quotation, positioning, and MLA or APA style citation. The course will place emphasis on macro-level composition skills such as: essay structure, thesis, paragraph structure, unity; and micro-level skills such as: sentence structure, grammar, vocabulary, and spelling. 3cr

Mathematics Survey 115

This is general education mathematics survey course where; students learn from examination of mathematics skills through hands-on projects developing quantitative reasoning skills. These skills will help analyze and interpret real-world data and draw conclusions in research review. Probability, random variables, and sampling will be included. 3cr

Advanced Techniques Clinic 201

Students work with a public population in administering advanced spa techniques, deep tissue massage and may include myofascial release and neuromuscular techniques with students. In addition, all types of massage and hydrotherapy treatments explored in massage and spa clinics will be reviewed. Field trip experience may be approved by the Director Prerequisite: Massage and Spa Clinic. 5 cr

Medical Massage NMT/ MFR 203

This is a degree introductory course in intermediate massage.

The neuromuscular theory presented in this course is typically reserved for licensed therapists and provides theory and practice in neuromuscular therapy treatment programs. It includes the principles and laws of pain and dysfunction and the role of related trigger points throughout the body. Systematic procedures are introduced to aid in the release of restricted tissue and trigger points. 3 cr

Myofascial 202

This degree course includes the myofascial release topic and will discuss the theory, anatomy, and function of the myofascial system with demonstrations in evaluation and treatment techniques for decreasing pain and restoring motion throughout the body. Prerequisite: Massage and Spa Clinic. 3 cr

Psych/Sociology of Wellness 221

This course is an introductory lecture and observation course which provides students with general information on various forms of wellness in a variety of cultures. Students will develop a personal wellness plan. Optional for hybrid program. 60clk 4 cr

Business 224

This lecture course offers information on the philosophy of fundamentals needed to operate a small business. Included in this class is the practical application of basic bookkeeping and record keeping, office, reception and telephone procedures, marketing options and the procedure for developing business goals and objectives. Prerequisite: Two sessions of enrollment. 30 clk/3 cr

Long Term Care Massage 241

This class emphasizes long term care treatment philosophy and office practices that enhance the students' effectiveness with clinical application of intermediate techniques most effective with long term care patients. 5.5 cr

Chiropractic Office & Massage 231

This course requires the student to review Chiropractic treatment philosophy with soft tissue and the role of massage with chiropractic services. Field trips. 5.5 cr

Facial Massage/Hydrotherapy 251

This course is designed to introduce massage students to intermediate level of facial massage with emphasis in hydrotherapy techniques. 5.5 cr.

Introduction to Anatomy/Physiology I 110

This introductory class contributes to the basic understanding of the structure and function of the human body. This class includes discussion of biology and chemistry, and one half of the systems of the body including a comprehensive study of the human skeletal and muscular systems. This course helps to provide a solid foundation for a more detailed study of massage theory and practice. 40 clk/4 cr

Introduction to Anatomy/Physiology II 112

This introductory class contributes to the basic understanding of the structure and function of the human body and includes body systems not covered in A/P I 30clk/3cr.

General Pathology & Kinesiology I 113

This is a basic course which will introduce diseases in relation to the healthy body and the pathophysiological processes that occur when disease is present. A review of muscle location and function is included. Students learn about defensive, compensating and adaptive responses to the presence of disease by various body systems. This course includes dermatologic, musculoskeletal, neurologic, cardiovascular pathologies. Prerequisites: Human Anatomy/Physiology A & B or permission from the instructor. 30clk/3 cr

General Pathology II 114

This course will introduce diseases in relation to the healthy body and the pathophysiological processes that occur when disease is present. Students learn about defensive, compensating and adaptive responses to the presence of disease by various body systems. This course includes, but is not limited to lymphatic, immune, respiratory, gastrointestinal and urinary pathologies. Anatomy/Physiology I & II or permission from the instructor. 30clk/3 cr

Admission Requirements

Admission to the Myotherapy Institute is granted to those students who indicate they are prepared to complete post-secondary work. To be admitted, GED or high school graduates must have a composite score of 20 on the Enhanced ACT, a score of 800 combined verbal and math on the SAT or a high school or postsecondary grade point average of 2.0 on a 4.0 scale. Applicants with lower GPA may be accepted by special approval of the Director. Applicants are offered admittance based on qualifications and space available.

In addition to fulfilling the academic requirements students must also:

- be 19 years old or older upon admittance or receive permission from the Director.
- Document of lack of communicable disease.
- Sign an attestation affirming no personal felony record.

Late enrollment may be granted at the discretion of the Director.

Enrollment Procedures

Applications for the Massage Therapy Program are accepted throughout the year. New enrollment is in January, March, May, August and October.

The Myotherapy Institute Website address is [HTTP://www.myotherapy.edu](http://www.myotherapy.edu). You may direct your inquiries by calling the school at 402-421-7410 or email admissions@myotherapy.edu

To apply for the Massage Therapy Program, submit:

- A MI application form.
- A \$50 application
- An official high school transcript or GED mailed by the school attended.
- An enlarged photocopy of the student's driver's license or State I.D. with recognizable photographs.
- A Myotherapy Institute health report mailed by a physician's office.

- A personal interview which may include a confidential written questionnaire.

Application materials will be reviewed for acceptance when all information is complete. A letter of denial or acceptance letter with a class schedule, catalog and a registration form will be mailed.

New Student Orientation Class

Orientation for new students is held prior to the first day of class. The Director and faculty meet with students to discuss general policies and to distribute class textbooks, software training and materials. Contact information is updated, vehicles are registered and registration for elective workshops is completed. Students have the opportunity to meet new classmates and to become acquainted with the facility and staff.

Tuition Assistance

Financial assistance plans are offered in the form of scholarships, grants and loans for those students who qualify and are to be used in conjunction with personal financing.

Title IV Federal Funding in the form of PELL grants and student loans is available for those students who qualify. Contact the Financial Assistance Officer for more information.

Tuition

Full tuition is due at the time of registration unless other written arrangements have been made. Several payment plans are available at the Institute. *There is no interest or finance charge for installment payments.*

Transcripts and diplomas are released only after all financial obligations have been met. A student who has not paid current tuition by the Saturday of the eighth week of the quarter will be withdrawn from classes is denied continued enrollment. The Director may reverse enrollment decision providing all tuition and collection fees have been paid.

Cost of Attendance

1,000 Clk Hour Diploma Program

Application	\$50.00
Tuition	\$14,450.00
Books	\$750.00*
School clinic shirt fee	\$50.00*
Total	\$15,300.00

Associate Degree of Applied Science in Massage Therapy 90 cr hr

Application	\$50.00
Tuition	\$15,950.00
Books	\$750.00*
School clinic shirt fee	\$50.00*

Total	\$16,800.00
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*Nonrefundable after delivery to the student.

Students may choose to purchase additional linen supplies that may be used in personal practice after graduation. All supplies are included in the cost of tuition. Students may choose to pay separately for books and supplies.

*All books are purchased through the Myotherapy Institute and are included in the "Cost of Attendance."

Tuition for repeating a course is \$177 per credit hour or \$14.45 per clock hour and must be paid in advance unless other permission is received. Federal Financial Aid will pay for one retake of each class.

Payment Schedule

A down payment of \$900.00 (includes application fee) for the diploma program or for the degree program is due upon initial enrollment registration regardless of payment plan selected. The \$50 application fee is nonrefundable after 72 hours of signing the enrollment agreement and visit to the school. The remaining balance will be paid as in one of the following contracts.

Payment Plan I

Remit the full Cost Of Attendance on or before the registration deadline.

Payment Plan II

After the initial down payment is paid, the Cost of Attendance balance will be paid in equal monthly installments beginning the first month of attendance. No service fees. Payment is due on or before the 29th of each month. There is a \$50 late fee for each late payment and \$5 per day late. The number of payments will be:

Full time diploma 11 payments

Full time degree 11 payments

Payment Plan III

Financial Assistance Plans are offered to those who qualify in the form of scholarships, grants, and loans, as they become available for those students who qualify and are to be used in conjunction with personal financing. Financial Aid is not available for those students who withdraw and return. In order to receive Financial Aid each student must complete the FA package before or within two weeks of acceptance for early enrollment. If the student does not complete the package within these two of acceptance the student will be admitted only as a cash basis student for the first quarter. Contact the Financial Assistance Officer for more information.

Refund & Cancellation Policy

- If cancellation occurs within seventy-two (72) hours of enrollment, all monies paid shall be refunded.
- If cancellation occurs after seventy-two (72) hours of enrollment, but before resident classes begin, or distance education materials are delivered, a refund shall be made of all tuition paid except a registration fee not to exceed fifty dollars (\$50.00).
- If cancellation occurs after resident classes have begun or after distance education materials have been delivered, the school shall adhere strictly to the refund policy published in the school

catalog or in the enrollment agreement. Once books and supplies have been issued, they become the property of students and any refunds on them shall be at the discretion of the school.

- A full refund is due students whose contracted educational services are denied as a result of intentional deception, or misrepresentation of facts, or the use of advertising which is known to be false, inaccurate, or misleading.
- A full refund is due an individual whose admission is denied by the school.
- A student who has not visited the school facility prior to enrollment will be given an opportunity to withdraw without penalty within three days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment.

Student Withdrawal from the program is preferred in writing. The book/supply fees are included as part of the down payment and are non-refundable, **if already delivered to the student**. Termination by the institution will be no later than seven days after the student has officially withdrawn from school. The termination date for a leave of absence is the date the student was scheduled to return from the leave and failed to do so.

Refunds of unearned tuition, fees and other charges shall be made in the following manner within sixty days of termination.

If the student withdraws or is dismissed for any reason after classes begin, the non-refundable fees will be retained. For new students as one percent to 51 percent of the program is completed the percent of tuition equal to the percent of the program completed will be retained. A student terminating after 51 percent of the program will be charged the entire contract price. If the student is on a payment plan the student will continue the financial commitment. Refunds to the student will be made within 60 days of the date of determination of withdrawal.

Title IV funds are earned in direct proportion to the percent of the program completed and returned within 45 days. Unearned funds will be returned, with 100 percent of the funds awarded after 60% of the term is completed.

In situations of prolonged illness, death or other unusual circumstances where the program cannot be completed, a tuition settlement determined by the school, fair to both parties, will be made.

Last date of attendance is recorded by classroom instructors.

Student-to-Instructor Ratio

The maximum student-to-instructor ratio and classroom enrollment is 25-to-1 for lecture classes and 18-to-1 for practical massage classes. Information for specific practical classes will vary, please inquire.

School Calendar

The Myotherapy Institute provides five quarters per year. New student enrollment is January, March, May, August and October.

Official school holidays are Labor Day, Thanksgiving Day, Christmas Day, Memorial Day and Independence Day.

2024 Calendar: Quarter 1 1/8/24-3/16/24

Quarter 2 3/17/24-5/25/24

Quarter 3 5/26/24-8/3/24

2025 Calendar: Quarter 1 1/6/25-3/15/25

Quarter 2 3/14/25-5/24/25

Quarter 3 5/25/25-8/2/25

Quarter 4 8/11/24-10/19/24

Quarter 4 8/10/25-10/18/25

Quarter 5 10/20/24-12/28/24

Quarter 5 10/19/25-12/28/25

School break periods are announced on the class schedule. Administrative offices are closed to the public/students during break periods and holidays. See the posted class schedule for specific dates.

Theoretical classes may be scheduled Monday through Friday between 8am to 9pm. Clinicals and labs may be outside regular hours, including weekends.

Student Services

Housing

Newly registered students can receive upon request rental information from the Director or information on other students who would like to share housing.

Career Opportunities Listing

Available listings are recorded on the [Career opportunities Resource Directory](#). The Directory is available to all graduates of the Myotherapy Institute. MI makes no guarantee of employment upon completion of the program. Letters of recommendation by the Director will be written upon request of qualified students and graduates.

Student Records

Permanent educational records for all students are maintained in the school's administrative offices. All students' records are confidential and for the sole use of faculty and staff. Students may review their files at any time providing a review appointment has been scheduled.

There is no cost for three initial transcripts at graduation. Subsequent transcripts are available by completing a request form and paying a \$5.00 processing fee. All records are kept in accordance with Rule 41 Nebraska Department of Education, Private Postsecondary Career Schools by the Director's Office.

Insurance

All students are covered by general and professional liability insurance for in class work. The school provides this coverage at no added expense to the students who are supervised by faculty. The insurance may be reviewed in the Director's Office.

Tutors & Study Assistance

Students may receive extra assistance when needed from tutors trained for specific types of course work. Tutors can be arranged through the Director's office at \$35 per hour. Audio and video taping of classes is prohibited.

Class Attendance

Daily class attendance is recorded, and one hundred percent class attendance is required or make up hours are assigned. This meets the 1,000-hour qualification for application to the Nebraska Department of Health massage therapy licensing process. Each class syllabus contains class attendance and make up work policies. Any missed classroom hours and make up work must be completed within the session or in the next regularly scheduled session by permission of the Director. Students do not graduate with absence hours on record.

For each ten minutes a student is absent in the first hour of class the student will be required to make up 15 minutes of classroom time. See the Provost's Office for attendance and grade records.

Transfer of Credit

At the discretion of the Director, the Institute will accept a transfer of credits when transfer courses are from a Nebraska licensed massage therapy school, an accredited institution or a program comparable in scope and content to those of the Institute. A grade of C or better. At a minimum, 25 percent of the required curriculum must be completed at the Myotherapy Institute.

Leave of Absence

Students may request a leave of absence in writing at anytime. A leave of absence may be no longer than 100 days. LOA may be given for health, death, or financial circumstances. Tuition payments will remain in effect during the leave. Failure for the student to return on date of LOA form will result in enrollment termination on date of agreed upon return.

Grading system

The Myotherapy Institute uses the following grading system:

A = 90 – 100	W – Withdrawal
B = 80 – 89	I – Incomplete
C = 70 – 79	P – Pass 69>
D = 60 – 69	NP – No Pass
F = <60	

Scale 4.0:

- A = 4.00
- B = 3.00
- C = 2.00
- D= 1.00
- F = 0.0

Some courses are graded on a pass/fail basis. Pass/Fail grades are not factored in the grade point average. Individual class grades of pass are 70% or better. Grade reports are issued after the end of each quarter.

Incomplete/No Pass Grades Incomplete grades will be given when a student has completed 80 % or more of the course, has a 77 % or better grade and it is deemed valid by the instructor or Director. The incomplete must be completed within 30 days of the end of the session. After 30 days the student will register for the class with full tuition.

Students receive “No Pass” status when tuition has not been paid. When tuition is paid the letter course grade will be given.

Grades of D or F

Grades of D or F must be retaken with full tuition payment prior to the first day of class. D/F grades are removed from the transcript when replaced with a higher letter grade obtained. Tuition for repeating a course is \$177 per credit hour. All D/F grades must be cleared to graduate.

Withdrawal Grades

A grade of W is a withdrawal given when a student has completed less than 80% of the course and is in 77% or better academic standing and has completed all attendance required. Withdrawal within the time frame in which 77% or less in academic standing has been achieved or when attendance requirements have not been met will receive a grade of F. Withdrawal receives no credit. Withdrawals must be retaken with full tuition payment.

Satisfactory Academic Progress

Students receive credit for all courses and each course is included in the satisfactory progress policy. There are no non-credit courses.

Full time diploma students not completing the program in 18 months or part time students not completing in 27 months will be terminated. Full time degree students not completing the program in 18 months or part time students not completing in 27 months will be terminated.

Students who do not maintain a 70% passing average of C or better for all classes for an individual session will be placed on academic probation. Students must receive at least a 2.00 grade average or better in the following session or be blocked from future enrollment and will lose all financial aid.

A minimum cumulative grade point average of 2.00 must be achieved for continued financial aid and graduation.

The Director may remove a student from the program after failing a course twice.

Length of Program

The student must meet academic requirements.

Full time 1,000-hour diploma students will complete the Massage Therapy Program within 12 months.

Full time associate degree students will complete the Massage Therapy Program with 90 credits within 12 months. The maximum time frame for all programs is 1.5 times the length of the program.

Students may transfer from part time status to full time status but may not transfer from full time status to part time status.

Students may transfer from the diploma to the degree program prior to the third session of enrollment. Students may not transfer from the degree to the diploma program after signing the enrollment agreement.

Grade Appeal

Students may appeal a final course grade or an unsatisfactory progress report by 1) discussing the grade(s) with the instructor(s), and 2) if informal discussion with the instructor is unsuccessful the student may submit the following in writing to the Institute Director within one week of the grade report: Course title, dates of enrollment, instructor's name, final grade, and a type-written synopsis for the change of grade request. The Director will make the final grade decision.

Transcripts are provided at the end of each quarter.

Probation

If there is sincere concern about a student successfully completing the program for any reason, such as poor academic standing (less than 2.0 GPA), insubordination or disruptive nature as determined by the

director, the student may be placed on probation. The academic probationary period will not exceed 10 weeks. Other reasons for probation will be reviewed on an individual basis. The Director makes all decisions regarding dismissal or probation. Probationary information will be part of the student's permanent file. Students may apply for reinstatement to the program 90 days from the last date of attendance. A committee of two faculty members and the Director will review the student's file and written request for reinstatement within 14 days of the request to determine approval or denial of reinstatement to the program.

Student Conduct

As an educational institution preparing students for a professional licensed career in health care, the Myotherapy Institute considers the implementation of high standards of professional conduct to be an essential component of the training. Students are expected to demonstrate consideration and respect for school personnel in an effort toward reaching the common goal of attainable excellence for all. Students will honor the code of conduct as stated by the American Massage Therapy Association and the National Certification Board for Therapeutic Massage and Bodywork. For those who are unable to integrate these expectations, the Institute will provide notices of concern and assign the appropriate disciplinary procedures.

Disciplinary Procedures

The Myotherapy Institute reserves the right to dismiss any student prior to completion of the program as determined by the Director and two other instructors. Upon written request the Director may readmit dismissed students. Reasons for dismissal due to conduct include:

- unsatisfactory course work or attendance
- **violation of academic integrity policies by cheating, plagiarism, or academic dishonesty**
- poor physical or mental health
- nonpayment of tuition and fees
- consumption of alcohol or illegal drugs on Institute premises
- attending class while under the influence of alcohol or illegal drugs
- conduct or action which may be harmful or disruptive to the learning environment, students, clients, the Institute or massage profession as deemed by the Director
- insubordination
- sexual harassment
- failure to resolve probationary circumstance.

Date of termination will be mailed to the student determined by last day off attendance.

Attire

Students are required to wear Myotherapy Institute insignia shirts and black pants and black shoes to all public classes. Additional shirts may be purchased. Piercings (except single ear) and tattoos must be covered when working with the public. Hair must be colored with natural colors or covered. Natural makeup is suggested. Shirts with offensive language is not permitted. Sagging and exposed dreadlocks are not allowed.

Casual attire should be worn to all other classes. All clothing should be in good repair.

School Closure

Classes canceled due to inclement weather will be announced on Channel 10/11 television website. In the event that the Massage Therapy Program should cease operation students will be given a four-week notification.

Course Cancellation

Classes with less than ten students can be cancelled.

Holidays

Official school holidays: Labor Day, Thanksgiving Day, Christmas Day, Memorial Day and Independence Day

Student Grievance Procedure

Any student in disagreement with class action or grade should first discuss the issue with the instructor. If the concern cannot be resolved the student should present the case to the director within 15 days of the occurrence. Response to the written case will be responded to within 15 days.

Schools accredited by the Accrediting Commission for Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Nebraska Department of Education Private Postsecondary Career Schools and Veterans Education at P.O. Box 94987, Lincoln, NE 68509 or at <https://www.education.ne.gov/ppcs/contact-us/> or the Accrediting Commission. All complaints reviewed by the Commission must be in written form, and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: Accrediting Commission of Career Schools and Colleges, 2101 Wilson Blvd., Suite 302, Arlington, VA 22201, Phone: 703 247-4212, www.accsc.org or complaints@accsc.org. A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at <https://www.accsc.org/Student-Corner/Complaints.aspx> or

Policy Changes/Ownership

Policy and program changes including changes in course offerings made after this publication will be on file with the Myotherapy Institute. Students are responsible for updating their information regarding the Institute. The Myotherapy Institute is owned and operated by Malcolm Allen, CEO, Graduate America.

Graduation

For the student to graduate, they must have completed their program within the stated time guidelines, demonstrated satisfactory progress in the areas of academic achievement and attendance and complied with all school policies and procedures as stated in this catalog. All required classes must have grades of C- or better with a cumulative grade point average of 2.0 or better. All missed class time must be completed. All fees and tuition must be paid. All equipment supplies and library materials on loan must be returned before graduation. There will not be a formal graduation ceremony. Diplomas will be distributed upon completion of the program.

Emergency Preparedness

The Emergency Plan for the Myotherapy Institute can be located at the front desk and is available for viewing during administrative hours. Students, faculty, and staff may also request a copy by contacting the Director.