

**COLUMBUS STATE COMMUNITY
COLLEGE**

MASSAGE THERAPY PROGRAM

STUDENT HANDBOOK

See Columbus State Community College Catalog for further information
on all services available at Columbus State Community College.

**THE MASSAGE THERAPY TECHNOLOGY RESERVES THE RIGHT TO MAKE
CHANGES IN ANY MATERIAL CONTAINED WITHIN AS DEEMED NECESSARY.
STUDENTS WILL RECEIVE REVISIONS AS THEY OCCUR.**

The Massage Therapy Program Student Handbook is intended to provide students enrolled in the Massage Therapy Program with basic information and policies used in the classroom, campus laboratories and the clinical setting. Please read the Massage Therapy Program Student Policy Manual carefully and ask your faculty advisor or instructor for clarification of any policies or procedures that are unclear.

An acknowledgement form appears on the following page. This form states that you agree to follow these policies and procedures while you are enrolled as a student in the Massage Therapy Program.

Massage Therapists in Ohio are required to be licensed by the State Medical Board of Ohio (SMBO) as a practitioner of a Limited Branch of Medicine. The SMBO approves the core curriculum taught at Columbus State Community College. According to various sections of the Ohio Revised Code and requirements for certifying and licensing boards, persons convicted of a felony or misdemeanor may not be eligible for licensure OR may have restrictions placed on their ability to practice massage therapy. Successful completion of any of the massage therapy programs at Columbus State Community College does NOT guarantee licensure by the SMBO or any other licensing or certifying body. In Ohio, each case is handled on an individual basis by the State Medical Board of Ohio after a candidate applies for licensure.

The State Medical Board of Ohio has new rules that took effect January 24, 2012 that apply to Limited Branches of Medicine which includes massage therapy. Prospective students may review these rules at the following website:

<http://www.med.ohio.gov/rules/Limited%20Branch%20rules%20effective%2001-24-12.pdf>

**COLUMBUS STATE COMMUNITY COLLEGE
MESSAGE THERAPY PROGRAM**

STUDENT HANDBOOK

I have received a copy of the Student Handbook for the Massage Therapy Program and understand that I am responsible for knowing the contents. I agree to abide by the policies of the Massage Therapy Program and the policies of Columbus State Community College. I am aware of the Massage Therapy Student Clinic policies and procedures. I understand the Massage Therapy Program reserves the right to make changes in any material contained herein as deemed necessary. I will receive revisions as they occur. I further acknowledge that Section 25 of the handbook concerning licensure and criminal offenses has been reviewed with me by a member of the Columbus State Community College – Massage Therapy Program.

STUDENT NAME (PRINT) _____

STUDENT SIGNATURE _____ **DATE** _____

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MASSAGE THERAPY PROGRAM OVERVIEW

In September 1997, the Massage Therapy Program (Certificate Program) began at Columbus State. In August 1999, the Ohio Board of Regents approved an Associates of Applied Science in Massage Therapy. The first class of graduates from the Associates of Applied Science degree program consisted of four students in September 2000.

The Massage Therapy program meets all requirements to sit for the Massage & Bodywork Licensing Examination (MBLEx) given by the Federation of State Massage Therapy Boards (FSTMB) for Massage Therapy. A passing score on the MBLEx allows the program graduate to apply for licensure to practice massage therapy via the State Medical Board of Ohio (SMBO). It prepares the student to work in the massage therapy field in, but not limited to: health and fitness environments, salon and day spas, medical offices, private practices and many other opportunities.

Massage Therapy Technology Program Outcomes:

Upon completion of the Certificate/ Associates Degree in Massage Therapy, the student will be able to:

1. Demonstrate and be able to perform soft tissue manipulation techniques which may be appropriate for the use in the treatment of disorders of the human body.
2. Effectively communicate the beneficial effects of massage to patients.
3. Demonstrate the ability to assess and appropriately treat disorders of the human body, which may benefit from massage.
4. Display an understanding and demonstrate the ability to establish and maintain appropriate patient and business records
5. Display an understanding of skills necessary to establish and operate a massage therapy practice, or integrate into a multidisciplinary environment
6. Demonstrate the ability to communicate effectively with other health care providers as to the advisability of massage.
7. Display an understanding of and demonstrate the effective use of complementary therapeutic modalities in the treatment of ailments of the human body.
8. Display an understanding of, and effectively educate patients in the proper care and prevention of musculoskeletal injuries.
9. Demonstrate the ability to provide therapeutic massage in accordance with the State Medical Board of Ohio scope of practice and the professional ethical standards as determined by the American Massage Therapy Association.

Enrollment Process

All students applying to the Massage Therapy Program must complete the multi-step process outlined on the program web page:

<http://www.cscce.edu/academics/departments/massage-therapy/enrollment.shtml>

Upon completion of the paperwork process, students are notified by email of enrollment eligibility and contingent acceptance to the Massage Therapy Program based on successful completion of all prerequisite course work and a mandatory session with a Massage Therapy Program faculty advisor. The enrollment steps are:

Step 1 – Admission to the College: The Columbus State admissions application form is online at <http://www.cscce.edu/admissions/apply.shtml>. If the prospective student has not attended classes at Columbus State Community College for more than three years, the file may need to be reactivated. To reactivate your student file, call (614) 287-2453 or 1-800-621-6407, ext. 2453.

- New students to the college and prospective applicants must take or have taken Placement Tests which are administered in the Testing Center located in Aquinas Hall. See the following website for specific hours, sample questions, and other details concerning this process: <http://www.cscce.edu/services/testingcenter/>
- Specific Program requirements for admission to the Degree and Certificate Programs:
 - * **High school diploma or GED equivalency.**
 - * **Placement into ENGL 1100 – Composition I**
 - * **Placement into MATH 1010 – Math for Business Applications**

Step 2 – Official Program Application: The prospective student should complete the Massage Therapy Program Official Application.

Step 3 – Written Statement of Interest and Intent: The prospective student should compose a one page, double-spaced, typed, personal statement including reasons why they want to complete the Massage Therapy Program, how they are planning on ensuring success in this program, and discussion as to how they plan to utilize their education. The statement of interest and intent should be signed and submitted with the application packet.

Step 4 – High School or GED Transcript: Columbus State Community College must be provided with an official high school or GED transcript per the State Medical Board of Ohio and the Ohio Administrative Code – OAC 4731-1-15 (C) to verify high school graduation or its equivalent which is required for admittance to the Massage Therapy Program. The transcript **MUST** be mailed (no faxed copies) directly to the Massage Therapy Program or Records and Registration **BY THE ISSUING SCHOOL**. **PLEASE NOTE:** Unofficial transcripts provided by the prospective student will not be accepted.

Step 5 – Name Change Documentation: The prospective student must provide a copy of documentation of any and all name changes to Columbus State Community College – Massage Therapy Program. Examples are a copy of a marriage license or a copy of a divorce decree, if a name change applies. If the prospective student does not have any

name changes, a signed statement declaring that no name changes apply to the application packet should be included.

Step 6 – Student Handbook: The prospective student must read the **Massage Therapy Program – Student Handbook** in its entirety and then sign and submit the handbook acknowledgement form.

Step 7 – Mandatory Advising Session: The prospective student will be notified via email that the enrollment paperwork is complete and that an advising session must be scheduled with the faculty advisor or program coordinator Massage Therapy Program. The mandatory advising session completes the final step of program acceptance.

Completed Application Packet must include:

1. Completed and signed official program application
2. Statement of interest and intent
3. Statement and/or documentation of applicable name changes
4. Signed acknowledgement form from the Massage Therapy Program – Student Handbook

MAIL Completed Application Packet to:
Columbus State Community College
Massage Therapy Program – Attention: Stan Williams
550 East Spring Street
Columbus, OH 43215

As previously stated, once all program enrollment information has been received, the prospective student must schedule a meeting with the Massage Therapy Program faculty advisor or other designee of the program to complete the program acceptance process.

1. **Plan of Study - Sequence of Courses (Please see the current college catalog for the latest plans of study)**

a. Massage Therapy courses must be taken in the sequence as displayed in the plan of study. Any variation from the plan of study must be discussed with and approved by your program advisor.

b. A student must achieve a letter grade of “C” or above in each course listed on the plan of study. NOTE: The letter grade “D” is not a passing grade.

If a student fails any **one** course in their plan of study, the student is then considered “**Out of Sequence**” and must follow the **GOING OUT OF SEQUENCE** procedure.

c. **A student, who receives a “D” or “E” in any two courses from their plan of study, or twice in the same course, is NOT eligible to continue in the program and must re-apply for program acceptance. Re-admission to the program is not guaranteed. A conference must be held with the student, faculty advisor and chairperson to discuss possible career options.**

d. Students are out-of-sequence when they can no longer progress to the next required course in their plan of study. **A student that goes “Out of Sequence” a second time for any reason is out of the program and must re-apply for program acceptance. Re-admission is not guaranteed.** For information about going out of sequence and re-entry see sections 2 and 3.

e. A student who withdraws from any course does so either **passing** or **failing** the course and is considered **OUT OF SEQUENCE**. The pass/fail status is noted at the time of withdrawal on the **OUT OF SEQUENCE** form. If a student withdraws failing, this is counted towards the number of failures in the program, as stated in point c above. This includes failure due to lack of participation/attendance.

f. Student elective courses must be approved by their advisor.

2. **Plan of Study - Going Out of Sequence**

A student who interrupts the plan of study sequence for personal or academic reasons is given the program status “**Out of Sequence.**” The out of sequence student may be able to continue to take required support courses. A student who has been **out of sequence** from their plan of study for a time period greater than 3 semesters, is out of the program. That student may be eligible to reapply to the Massage Therapy Program.

A student who is not proceeding to the next course(s) in their plan of study sequence must take the following actions:

1. Notify their Massage Therapy Program Coordinator.
2. Complete the “Information Sheet for Students Out-of-Sequence” available from their faculty advisor and have it signed by the program coordinator **at the time of going out-of-sequence.**

3. Submit a revised “Individual Plan of Study” to the program coordinator as soon as possible.
4. Follow any recommendations stated on the out-of-sequence form. At the time a petition for re-entry is submitted, students will be asked to provide written documentation about how these recommendations were met. Failure to complete recommendations as stated may jeopardize the student’s opportunity for re-entry to the Massage Therapy Program.
5. In addition, the student who is withdrawing from a course, should complete a “Withdrawal” form in Student Services or drop the course via CougarWeb. A student who has registered for the next semester will also need to withdraw from the semester’s scheduled course work.

3. Plan of Study - Re-Entry to the Massage Therapy Sequence

Procedure for Petitioning for Re-entry to the Massage Therapy Sequence

1. A **“Re-entry Petition for Massage Therapy Course(s)”** must be submitted during the semester immediately preceding the semester in which the student wishes to enroll. All re-entry petitions should be turned in to the Massage Therapy Program Teaching Assistant.
2. The student may obtain a **“Re-entry Petition for Massage Therapy Course(s)”** from the Massage Therapy Program Coordinator or the Massage Therapy Program teaching assistant. The petition should be completed immediately and returned to the department T.A. with any written documentation of meeting recommendations and/or requirements made at the time of going **“Out-of-Sequence.”**
3. The Re-Entry Petition will be accepted until Friday of the 4th week of classes of the preceding semester the student wishes to re-enter.
4. The petition will be reviewed by the Massage Therapy Admissions Committee and a recommendation forwarded to the Chairperson of the Department for final review and appropriate action. When there is not enough space in the class to accommodate all the petitioners, the non-tech GPA will be used to rank the petitioners from highest to lowest. Students who are petitioning for space in a course who are taking the course for the first time will be given priority. Students who have previously petitioned for space in a course and who did not start the course will be placed in the lowest priority group. Students who are petitioning for the last possible time to re-enter the program will be guaranteed a place if they have petitioned and met the requirements for re-entry each previous time the course was offered, but were not admitted because there was no space available in the course.
5. A copy of the completed petition form will be placed in the student’s folder in the massage therapy files as due notice of the re-entry status. **STUDENTS WILL NOT REGISTER UNLESS THIS FORM NOTIFIES THE STUDENT TO DO SO.** Out-of-sequence students who register for the next massage therapy course without petitioning for re-entry or before their re-entry petition has been approved, will be withdrawn from the course.

4. Plan of Study - Compliance with Policies and Prerequisites for Re-entry

Students who are out-of-sequence and petitioning for re-entry must meet the following criteria to be eligible for consideration for re-entry.

1. Completion of courses according to the Plan of Study.
2. Non-technical GPA of 2.5 or above.
3. Completion and documentation of meeting the recommendations and requirements made at the time of going out-of-sequence.

5. Plan of Study - Re-Entry to the Program after Dismissal:

In the event of a student's dismissal from the program, the Program Coordinator and the Chairperson of the Department will handle the re-entry process.

6. Catalog Requirements

A student re-entering the massage therapy sequence by petition will meet the same catalog requirements as the current class that is entering.

7. Academic Advisory System

A massage therapy faculty advisor is assigned to each massage therapy student upon entry to the first quarter of the Massage Therapy Program. The advisor is available to assist and advise students regarding academic concerns.

A student should schedule a conference with the advisor in the following instances:

- a. Prior to scheduling any courses if there are questions.
- b. When interrupting the plan of study sequence (going **out-of-sequence**) for personal and/or academic reasons. A student is required to initiate an **Out-of-Sequence** form. An out-of-sequence student is required to consult the program coordinator.
- c. To complete a Columbus State Community College Petition to Graduate. All students must file a petition to graduate within the first two weeks of their anticipated graduation semester with completion of degree requirements. **Students completing the Certificate Plan of Study do not need to submit a Petition to Graduate.** There are deadlines for submitting the petition and instructions for completion on the Records/Registration web page. <http://csc.edu/registration/>
- d. When withdrawing from the Massage Therapy Program.
- e. A student or advisor initiated conference may be scheduled as needed.

Students are requested to complete their Individual Plan of Study (see College catalog) and update it each semester in order to facilitate program planning, scheduling of courses, and progress through the curriculum. DARS reports, available through the

computer terminals on campus, are a good resource for keeping track of progression in the program. To access DARS, go to the Columbus State Homepage. Click on online services, and then click on Degree Audit Report and print.

8. Textbooks

Textbooks purchased for each semester will be used in future semesters. It is advisable not to sell your textbooks.

9. Health Requirements for Massage Therapy Students

Students will be required to complete a health history form during the first week of classes at the beginning of the program coursework.

A student who has withdrawn from the massage therapy sequence or who has missed clinical/class for reasons of health, will be asked to submit a Physician's Statement before re-entering the massage sequence or returning to clinical/class. It is the student's responsibility to update his/her clinical/class instructor of any ongoing physical limitations. **Certain limitations may require withdrawal from a class or clinical course.**

10. Payment of Tuition and Fees

Tuition and fees must be paid within the payment deadline for each semester or the student will be dropped from the course. A re-registration fee will apply. Please see the office of Records and Registration for fee payment deadlines. <http://csc.edu/registration/>

No student may enter a class for which they are not registered without permission from an advisor or the course instructor

11. Children on Campus

Massage Therapy supports the policies and procedures of Columbus State Community College. We call your attention to Columbus State Community College Policy 11-07B, Children on Campus.

Children, fourteen years of age and under, must be accompanied and attended by an adult while on the campus. Adults who bring children with them to the campus may be asked to control the actions of the children or remove them from the campus if they create a disturbance to the orderly functioning of the college. Children are not to be taken to classrooms, laboratories, or clinic sessions unless they are to take part in the educational program.

12. Faculty/Student Communication

- a. Each full-time faculty member has a mailbox located on their office door. Adjunct faculty instructors have a mailbox for student mail in Union Hall 308.
- b. Course information including grades is posted on Blackboard. **Students should check e-mail and Blackboard minimally twice per week.** Computers in the Computer Commons can be used for this purpose if a home computer is not available.

13. Change of Address Responsibility

Students enrolled in Massage Therapy are responsible for informing both Student Services and their faculty advisor of any change of address, telephone number, or name.

14. Attendance/Absence

Each student is expected to attend all classes/clinical for which she/he is registered as regular attendance is a significant factor, which promotes student success. Furthermore, the State Medical Board of Ohio mandates that certain attendance requirements be met in order for graduates to be eligible to sit for the state licensure exam. Hours missed in class/clinic, regardless of the circumstances, must be made up. Please see the class/clinical instructor for clarification.

If a student is ill or unable to make a scheduled class, they must notify the instructor by phone or by email prior to class, or within a reasonable amount of time. Failure to notify the instructor will result in an unexcused absence and any scheduled quizzes or tests for that particular class may not be made up. A doctor's release or other appropriate documentation is required for the absence to be counted as excused. Excused absences may be granted with a medical excuse, obituary, or other appropriate documentation.

Students must arrive to the test/quiz start time. If a student arrives after the test/quiz has begun, he/she may not be permitted to sit for the test/quiz and may forfeit those points. *There are NO make-ups without prior approval or extenuating circumstances.* The format of the make-up exam/quiz may be different from the original. Assignments are due at the beginning of class. Assignments not turned in on/before the due date will not be accepted.

A student that arrives more than 10 minutes after class has begun will be issued an unexcused absence. If a student is tardy to class or clinic 10% of the time or has more than one (1) unexcused absence, they will be required to meet with their instructor and develop a written action plan to resolve the attendance/tardiness issue. Violation of that action plan or any subsequent infraction may result in the student being dismissed from the Massage Therapy program.

Vacations (planned time off) are considered unexcused absences during any semester. If a student chooses to take a vacation during required class time, the student may be dismissed from the Massage Therapy program.

Examples of Excusable absences may include:

Personal illness/surgery with physician statement (faxed to the program coordinator)
Funeral of immediate family; spouse, parent, brother, sister, grandparent, or child with documentation
Court related business with documentation
Jury duty with documentation

15. Written Assignments

Written assignments are submitted to the course instructor as indicated in the syllabus for each course. The ability to write according to the rules of English is an integral component

of academic education. Students are expected to continue to improve their ability to write, both formally and informally, throughout their education. Students having difficulty in the use of grammar, syntax, spelling, neatness and legibility should use the resources in the Writing Center. Papers may be returned to be redone and/or a lower grade may be assigned if proper writing or formal paper Modern Language Association (MLA) guidelines are not followed.

16. Examinations

a. Taking Examinations

Examinations given in Massage Therapy may include questions that are short-answer, fill in the blank, and multiple choice with computer scoring. The examination booklet and computer answer sheet must be returned to the instructor at the completion of the examination time. The answer response on the computer answer sheet is considered the official answer response to the examination question that the student submits for grading.

Exam questions may not be copied by students. Exams are the property of the Massage Therapy Program and will not be returned to the students to keep.

b. Absence from Examinations

In case of absence from or late arrival to an examination, the student must notify the course instructor before the examination time.

The student is responsible for contacting the course instructor to arrange for time and location of the makeup exam. Make up exams may be taken in The Testing Center (TC), located on the lower level of Aquinas Hall in room 002. Please see their web site for hours. <http://www.csc.edu/testingcenter/>. Students must have picture ID for admission to the exam. Failure to make up a missed exam may result in zero points for the examination.

c. Clinical

Attendance at clinical is required. In case of absence or lateness the student should:

- 1). Call the clinic phone and the course instructor as soon as they determine that they are unable to work their assigned hours **before** their scheduled clinical time. If no answer, the student should leave a voice message that includes: student's name, and contact information.
- 2). The student is responsible to reschedule missed clinic hours after discussion with the course instructor and/or clinic supervisor. **See the course syllabus for details or additional course requirements.**

Excessive absences from clinical can result in the students failing the course.

d. Financial Aid Recipients:

Please Note: If you are a financial aid recipient, attendance is monitored by your instructor and reported during the semester. Failure to attend may result in your being academically withdrawn from scheduled courses. Please refer to

your Standards of Satisfactory Progress or call Financial Aid if you have questions (614-287-2648).

17. Grading

a. Grading Policy for Massage Therapy

- 1) Minimum standards for a passing grade in a massage therapy course are:
 - a) **Achievement of minimum C grade in all courses.**

Massage (MASS) Course Grading Scale:
93 - 100% = A
84 - 92% = B
75 - 83% = C
74 - 65% = D
Below 65% = E
 - b) Achievement of a satisfactory clinical laboratory performance evaluation.
 - c) Satisfactory completion of supervised skills labs.
 - d) Satisfactory completion of all required papers/projects.
- 2) Final course grades are determined by faculty member(s) within each course.
- 3) Students are informed of their scores on all examinations and papers during the semester during regularly scheduled classes or via the Blackboard system.
- 4) Final course grades are available through CougarWeb.
- 5) The College Catalog describes the Retroactive Academic Withdrawal policy which states:
A student who received failing grades as the result of documentable extenuating circumstances which prevented the student from following academic withdrawal procedures may be eligible to petition to retroactively withdraw from courses and have those grades changed to W. Students must provide adequate third-party documentation that explains the extenuating circumstances. More information is available from the Records and Registration Office.
- 6) A student repeating a massage therapy course must repeat the entire course including lab or clinical hours.
- 7) A student must achieve a non-technical and technical GPA of 2.00 or higher in order to graduate from the degree program.
- 8) Each course in the plan of study may have a prerequisite and/or concurrent courses which must be taken as displayed in the **Certificate Program Plan of Study**. Failure to take or pass any one of these courses will result in a student's going **Out of Sequence** in Massage Therapy. Any exceptions to this must be discussed with the advisor.

- 9) If progress at mid-term is below the required “C” grade, the student will receive an academic warning notice. A conference to discuss this situation will be scheduled upon the student's request.
- 10) Students are informed of their clinical progress via individual clinical evaluation conferences scheduled throughout and at the end of the term. Additional clinical conferences may be scheduled by the clinical instructor or student.

c. Transfer Credit:

To receive credit for a course taken at another college or university, a student must request an official copy of the transcript to be mailed to the Records and Registration Office. The official transcript copy becomes and remains the property of the college. All college-level courses from regionally accredited institutions of higher-education with a minimum grade of “C” will be considered for transfer credit.

d. Examination/Proficiency Credit:

A student may, upon the department chairperson’s approval of the student’s petition, be permitted to take a proficiency examination for credit. Permission is given only in cases when it is evident the previous experience or study warrants. A non-refundable fee will be charged for each proficiency examination.

18. Support Services

a. Tutoring

Students who desire help with course work should visit the following webpage:
<http://www.csc.c.edu/services/tutoring/>

b. Counseling

The Columbus State Community College Counseling provides career counseling as well as for a wide array of mental health or substance abuse issues. Students that desire counseling services should visit the following webpage:
<http://www.csc.c.edu/services/counseling/>

c. Accommodations

It is Columbus State Community College policy to provide reasonable accommodations to students. If you would like to request such accommodations because of a physical, mental, or learning disability, please contact the Department of Disability Services within the first 2 weeks of the semester.
<http://www.csc.c.edu/services/disability/>

19. Clinical

a. Proper Clinical Attire and Dress Code:

1. Each student is expected to be dressed at all times in appropriate clinic attire as described in the course syllabus.
2. Proper shoes and socks must be worn. No sandals or open-toed shoes.
3. Proper undergarments must be worn.
4. No billed caps (i.e. baseball) are permitted.
5. Sweatbands (head and arm) and kerchiefs are permitted.
6. Clothing must be clean and in good repair.
7. Any jewelry that impairs massage is not permitted.
8. Long hair must be secured.
9. Fingernails: clean, neat, and trimmed short to a length safe for client care.
10. Students should maintain proper hygiene. Students are expected to launder their uniform after each clinical experience.

b. Enforcement of Policy

At the discretion of the clinical instructor, a student whose appearance is inappropriate will be asked to leave the clinical area or observational site.

c. Downtime during Clinicals

In the event of patient cancellation or other downtime in the student clinic, students will be assigned other duties to include but not limited to: restock linens, restock lubricants, file clinic paperwork, perform general cleaning, or study related coursework, all at the discretion of the clinic instructor or supervisor. Chair massage may be required at the discretion of the clinic instructor or supervisor.

d. Student Conduct While Providing Massage Therapy

Students are required to follow the AMTA Code of Ethics and Standards of Practice (see Appendices 1 and 2) and the Columbus State Community College Student Code of Conduct, Policy 7-10.

- 1.) A student shall implement measures to promote a safe environment for each client;
- 2.) A student shall delineate, establish, and maintain professional boundaries with each client;
- 3.) At all times when a student is providing massage therapy techniques to a client the student shall:
 - a.) Treat each client with courtesy, respect, and with full recognition of dignity and individuality;
- 4.) A student shall not:
 - a.) Engage in behavior that causes or may cause physical, verbal, mental or emotional abuse to a client; or
 - b.) Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental or emotional abuse;

- 5.) A student shall not misappropriate a client's property or:
 - a.) Engage in behavior to seek or obtain personal gain at the client's expense;
 - b.) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client's expense;
 - c.) Engage in behavior that constitutes inappropriate involvement in the client's personal relationships; or
 - d.) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client's personal relationships;

For the purpose of this paragraph, the client is always presumed incapable of giving free, full or informed consent to the behaviors by the student set forth in this paragraph.

- 6.) A student shall not:
 - a.) Engage in sexual conduct with a client;
 - b.) Engage in conduct that may reasonably be interpreted as sexual;
 - c.) Engage in any verbal behavior that is seductive or sexually demeaning to a client; or
 - d.) Engage in verbal behavior that may reasonably be interpreted as seductive or sexually demeaning to a client;

For the purpose of this paragraph, the client is always presumed incapable of giving free, full or informed consent to sexual activity with the student.

e. Clinical Performance

Clinical performance which jeopardizes client safety may result in student dismissal from the clinical area by the instructor at any time during the academic quarter, and, a grade of "E" may be assigned for the course. The instructor will document all pertinent facts, discuss the situation with the student, and submit the documentation along with specific recommendations to the Department Chairperson.

f. Tipping by Patients in the Student Clinic:

Students are not permitted to accept tips from patients in the student clinic. Patients may make contributions to the Columbus State Community College Massage Scholarship Fund. Envelopes for this purpose are located in the student clinic.

g. Code of Ethics and Standards of Practice for Massage Therapists:

Students are expected to abide by the American Massage Therapy Association (AMTA) Code of Ethics and Standards of Practice (See Appendices 1 and 2).

Violation of the Code of Ethics or Standards of Practice may result in disciplinary action including but not limited to removal from the program.

h. Illness or Injury Occurring in the Clinical Area

Students are required to report any illness or injury occurring within the clinical area to their instructor immediately. Necessary immediate medical care will be provided by the cooperating agency at the student's expense.

h. Liability and Accident Insurance

Students within the Massage Therapy Program are covered by Columbus State Community College Massage Therapy Program **while on campus only.**

j. Cellular phones

If cellular phones or electronic devices are brought on campus, please turn the sound off while in the clinic or classrooms.

k. Use of the Student Massage Clinic

Students in the Massage Therapy Program may only schedule appointments in the student clinic as clients when they have completed MASS 1261. Students may only make same-day appointments. Students are not permitted to loiter at the student massage clinic if not scheduled.

20. Bloodborne Pathogens Guidelines

- a. All CSCC students and employees have an affirmative duty to maintain a workplace and educational environment which is safe and where the risk of incurring an infection is minimized.
- b. All students whose educational responsibilities require that they come in contact with blood or other potentially infectious material must follow Standard Precautions to prevent exposure to such blood and other potentially infectious or contagious materials.

21. Additional Safety Requirements

- a. No smoking, eating, drinking, application of cosmetics, or insertion of corneal contact lenses is allowed in lab or clinical areas.
- b. No food or drink is allowed in lab or clinical areas.
- c. Sandals and shoes that have open toes may **not** be worn in lab or clinical areas.
- d. Hair and jewelry must be contained to avoid contact with client.

22. Absence for Military Duty

In the event a student must be absent from classes for military duty, the student must notify their current course instructor(s) and faculty advisor **prior** to the absence. The Massage Therapy Program may require a copy of orders, if available, or a letter from the commanding officer stating dates of military duty.

In addition, at the time of notification to the course instructor(s), the student must arrange for makeup of missed clinicals, skills laboratories, seminars and written work.

If a student is deployed, their program extensions will be reviewed by the Department Chair.

23. Academic and Professional Misconduct

Any act of academic and/or professional misconduct may result in a penalty up to and including suspension or expulsion from the college. Students should refer to the Columbus State Community College Student Policies and Procedures Handbook on academic and professional misconduct: <http://www.csc.edu/about/policy/>

24. Grade Grievance Procedure

It is the intent of Massage Therapy to assure that students in the program have specific and equitable procedures which afford due process for resolving grievances. Please see the Columbus State Community College Student Handbook, Policy 5-09(D) for the grade grievance procedure.

25. The State Medical Board of Ohio

Massage Therapists in Ohio are required to be licensed by the State Medical Board of Ohio (SMBO) as a practitioner of a Limited Branch of Medicine. The SMBO approves the core curriculum taught at Columbus State Community College. According to various sections of the Ohio Revised Code and requirements for certifying and licensing boards, persons convicted of a felony or misdemeanor may not be eligible for licensure OR may have restrictions placed on their ability to practice massage therapy. Successful completion of any of the massage therapy programs at Columbus State Community College does **NOT** guarantee licensure by the SMBO or any other licensing or certifying body. **In Ohio, each case is handled on an individual basis by the State Medical Board of Ohio after a candidate applies for licensure.**

Upon successful completion of the Columbus State Community College Massage Therapy core curriculum (750 hours or the Certificate Program Plan of Study), students will be eligible to sit for the Massage & Bodywork Licensing Examination (MBLEx). A passing score on the MBLEx permits the student to apply for licensure via the State Medical Board of Ohio (SMBO) which includes a criminal background check. Students should review the licensure application and gather all required information needed to complete the application. (http://med.ohio.gov/mt_exam.htm)

Chapter 4731 of the Ohio Revised Code requires ALL individuals applying for an initial license with the State Medical Board of Ohio to submit fingerprints for a criminal records check completed by the Ohio Bureau of Criminal Identification and Investigation (BCII) and the Federal Bureau of Investigation (FBI). Please see the SMBO web site for details.

ORC 4731.22.6(I) lists ten offenses for which a license is automatically suspended from the point of determination or admission of guilt. They are:

1. Aggravated murder
2. Murder
3. Voluntary manslaughter
4. Felonious assault
5. Kidnapping

6. Rape
7. Sexual battery
8. Gross sexual imposition
9. Aggravated arson
10. Aggravated robbery or aggravated burglary

Other issues that trigger further examination from the SMBO are a Bipolar Disorder diagnosis, an OMVI/DWI, or any drug or alcohol offense.

According to the State Medical Board of Ohio Sanction Report, the following types of criminal acts/convictions resulted in denial of massage therapy licensure:

1. Aggravated murder with firearm specification
2. Cocaine possession; illegal cultivation of marijuana
3. Contributing to unruliness of a minor
4. Corruption of minors (Internet activity)
5. Drug paraphernalia
6. Forgery
7. Robbery
8. Passing bad checks
9. Receiving stolen property
10. Theft
11. Wire fraud

26. Statement Regarding Infectious Diseases:

Students may be exposed to many types of communicable diseases in the clinical environment. These diseases are not limited to but may include: Hepatitis (A, B, C or D), HIV/AIDS, TB, measles, mumps, rubella, rubeola, etc.

ALL students are required to have appropriate immunizations after they are admitted to their program of study (specific information is given to all admitted students). Requirements vary from program to program, depending on the clinical environments. Additionally, although all precautions are taken to minimize exposure and risk, there is always a slight possibility that precautions may fail or that a student may accidentally expose him/herself. All students entering a health-related program of study must be aware of this slight, but real, potential. While students in some programs are required to maintain personal health insurance, ALL students are encouraged to do so.

27. Columbus State is Tobacco Free July 1, 2015

Columbus State Community College strives to enhance the general health and wellbeing of its students, faculty, staff and visitors. We desire to support individuals to be tobacco free, achieve their highest state of health and to launch students into their careers at a high level of health and wellbeing. To support this commitment, we intend to provide a tobacco free environment. As of **July 1, 2015**, smoking and the use of tobacco are prohibited in or on all college-owned, operated or leased property including vehicles. The policy includes indoor and outdoor use of all tobacco products, smoke or smokeless, including e-cigarettes. For cessation resources, please visit csc.edu/tobaccofree.

**COLUMBUS STATE COMMUNITY COLLEGE
MASSAGE THERAPY PROGRAM
PERSONNEL**

**ALLIED HEALTH PROFESSIONS
DEPARTMENT CHAIRPERSON:**

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Appendix 1



Code of Ethics

This Code of Ethics is a summary statement of the standards of conduct that define ethical behavior for the massage therapist. Adherence to the Code is a prerequisite for admission to and continued membership in the American Massage Therapy Association (AMTA).

Principles of Ethics. The Principles of Ethics form the first part of the Code of Ethics. They are aspirational and inspirational model standards of exemplary professional conduct for all members of the association. These Principles should not be regarded as limitations or restrictions, but as goals for which members should constantly strive.

Massage therapists/practitioners shall:

1. Demonstrate commitment to provide the highest quality massage therapy/bodywork to those who seek their professional service.
2. Acknowledge the inherent worth and individuality of each person by not discriminating or behaving in any prejudicial manner with clients and/or colleagues.
3. Demonstrate professional excellence through regular self-assessment of strengths, limitations, and effectiveness by continued education and training.
4. Acknowledge the confidential nature of the professional relationship with clients and respect each client's right to privacy within the constraints of the law.
5. Project a professional image and uphold the highest standards of professionalism.
6. Accept responsibility to do no harm to the physical, mental and emotional well-being of self, clients, and associates.

Rules of Ethics. The Rules of Ethics are mandatory and direct specific standards of minimally-acceptable professional conduct for all members of the association. The Rules of Ethics are enforceable for all association members, and any members who violate this Code shall be subject to disciplinary action.

Massage therapists/practitioners shall:

1. Conduct all business and professional activities within their scope of practice and all applicable legal and regulatory requirements.
2. Refrain from engaging in any sexual conduct or sexual activities involving their clients in the course of a massage therapy session.
3. Be truthful in advertising and marketing, and refrain from misrepresenting his or her services, charges for services, credentials, training, experience, ability or results.
4. Refrain from using AMTA membership, including the AMTA name, logo or other intellectual property, or the member's position, in any way that is unauthorized, improper or misleading.
5. Refrain from engaging in any activity which would violate confidentiality commitments and/or proprietary rights of AMTA or any other person or organization.

Effective Date May 1, 2010

Appendix 2

American Massage Therapy Association®

Standards of Practice

Purpose Statement: These American Massage Therapy Association (AMTA) Standards of Practice were developed to assist the professional massage therapist to:

- provide safe, consistent care
- determine the quality of care provided
- provide a common base to develop a practice
- support/preserve the basic rights of the client and professional massage therapist
- assist the public to understand what to expect from a professional massage therapist

This document allows the professional massage therapist to evaluate and adapt performance in his/her massage/bodywork practice. The professional massage therapist can evaluate the quality of his/her practice by utilizing the Standards of Practice in conjunction with the Code of Ethics, the Bylaws and Policies of AMTA, and precedents set by the AMTA Grievance, Standards, and Bylaws Committees.

1. Conduct of the Professional Massage Therapist or Practitioner, hereinafter referred to as "Practitioner"

- 1.1 AMTA members must meet and maintain appropriate membership requirements.
- 1.2 Individual AMTA members who engage in the practice of professional massage/bodywork, shall adhere to standards of professional conduct, including the AMTA Code of Ethics.
- 1.3 The Practitioner follows consistent standards in all settings.
- 1.4 The Practitioner seeks professional supervision/consultation consistent with promoting and maintaining appropriate application of skills and knowledge.

2. Sanitation, Hygiene and Safety

- 2.1 Practitioner provides an environment consistent with accepted standards of sanitation, hygiene, safety and universal precautions.
- 2.2 Pathophysiology (Contraindications)
 - 2.2.1 The Practitioner maintains current knowledge and skills of pathophysiology and the appropriate application of massage/bodywork.
 - 2.2.2 The Practitioner monitors feedback from the client throughout a session.
 - 2.2.3 The Practitioner makes appropriate referrals to other reputable healthcare providers.

3. Professional Relationships with Clients

- 3.1 The Practitioner relates to the client in a manner consistent with accepted standards and ethics.
- 3.2 The Practitioner maintains appropriate professional standards of confidentiality.
- 3.3 The Practitioner relates to the client in a manner which respects the integrity of the client and practitioner.

3.4 The Practitioner ensures that representations of his/her professional services, policies, and procedures are accurately communicated to the client prior to the initial application of massage/bodywork.

3.5 The Practitioner elicits participation and feedback from the client.

4. Professional Relationships with Other Professionals

4.1 The Practitioner relates to other reputable professionals with appropriate respect and within the parameters of accepted ethical standards.

4.2 The Practitioner's referrals to other professionals are only made in the interest of the client.

4.3 The Practitioner's communication with other professionals regarding clients is in compliance with accepted standards and ethics.

4.4 A Practitioner possessing knowledge that another practitioner:

(1) committed a criminal act that reflects adversely on the Practitioner's competence in massage therapy, trustworthiness or fitness to practice massage therapy in other respects;

(2) engaged in an act or practice that significantly undermines the massage therapy profession; or

(3) engaged in conduct that creates a risk of serious harm for the physical or emotional wellbeing of a recipient of massage therapy; shall report such knowledge to the appropriate AMTA committee if such information is not protected or restricted by a confidentiality law.

5. Records

5.1 Client Records

5.1.1 The Practitioner establishes and maintains appropriate client records.

5.2 Financial Records

5.2.1 The Practitioner establishes and maintains client financial accounts that follow accepted accounting practices.

6. Marketing

6.1 Marketing consists of, but is not limited to, advertising, public relations, promotion and publicity.

6.2 The Practitioner markets his/her practice in an accurate, truthful and ethical manner.

7. Legal Practice

7.1 American Massage Therapy Association members practice or collaborate with all others practicing professional massage/bodywork in a manner that is in compliance with national, state or local municipal law(s) pertaining to the practice of professional massage/bodywork.

8. Research

8.1 The Practitioner engaged in study and/or research is guided by the conventions and ethics of scholarly inquiry.

8.2 The Practitioner doing research avoids financial or political relationships that may limit objectivity or create conflict of interest.

Appendix 3

**Columbus State Community College
MESSAGE THERAPY PROGRAM
OUT OF SEQUENCE FORM**

Student's Name: _____ Cougar ID _____

Current Address _____ Phone: _____

Reason for student not proceeding in sequence:

_____ Failed course # _____ Semester _____ Year _____

_____ Dropped course # _____ Semester _____ Year _____

Drop Status – Passing _____ Failing _____

_____ Student decided after successful completion of course(s) # _____
Semester _____ Year _____, not to proceed in the program sequence:

Comments and recommendations of faculty advisor (or program coordinator) to the student at the time of going out of sequence:

Please review sections “**Going Out of Sequence**” and “**Re-entry to the Massage Therapy Sequence**” in the Massage Therapy Student Handbook.

The student must re-enter the Massage Therapy sequence within 3 semesters.

This student may petition to re-enter _____, which will be
(course number)

offered the following: _____, _____.
(semester, year) (semester, year)

If the student does not re-enter within 3 semesters, the student must notify the faculty advisor or program designee of their intention to reapply to the Massage Therapy program. The student may be required to demonstrate proficiency in technical courses which they have completed or repeat the course(s).

Signature of Program Advisor (or designee)

Date

Signature of Student

Date

Appendix 4

**Columbus State Community College
MESSAGE THERAPY PROGRAM
RE-ENTRY PETITION FOR MESSAGE THERAPY COURSES**

This form must be submitted to the Massage Therapy department by the fourth week of the semester immediately preceding the semester the student desires to re-enter.

Name: _____ Cougar ID _____

Address: _____

Phone: _____ Email: _____

Massage Therapy course currently enrolled in, or last Massage Therapy course enrolled in:
(Give course number and semester.)

_____ (Course & Course #) _____ (Semester – include year)

Student's Signature _____ Date: _____

Date Received by the Faculty Advisor or Program Coordinator: _____

*****DO NOT WRITE BELOW THIS LINE*****

_____ A space is available and reserved for you in the above Massage Therapy course. You may now register for the course according to CSCC policy.

_____ We are sorry but space is not currently available in the above Massage Therapy course indicated at this time. The course will again be offered _____ semester. You may petition again beginning the first day of campus-wide registration prior to the semester.

_____ The above Massage Therapy course is not being offered the semester you requested. Please refer to the Massage Therapy Plan of Study for Massage Therapy course sequence.

_____ Review of your transcript indicates that you have not completed all prerequisites for the course requested. (See your advisor)

_____ A decision cannot be made at this time. Please contact the Massage Therapy Department Offices for an appointment with the Faculty Advisor or Department Chair.

Massage Therapy Program Faculty Advisor or Department Chairperson

Signature: _____ Date: _____