

# HAMILTON COLLEGE

---

## SCHOOL CATALOG

JANUARY 1, 2017–DECEMBER 31, 2017



**3251 SIXTH STREET, SUITE 401**

**LOS ANGELES, CA 90020**

**PHONE: (213) 388-1369 • FAX: (213) 388-1338**

**HAMILTONCOLLEGEUSCOM.EVA@GMAIL.COM**

**PUBLICATION DATE: JANUARY 1, 2017**

## TABLE OF CONTENTS

	<b>Page(s)</b>
Welcome .....	1
Approval Disclosure Statement .....	2
Approved Programs, Non-Degree .....	2
Mission .....	3
Philosophy .....	3
History .....	3
Objectives .....	3
Advisory Board .....	4
Ownership and Location of Main Campus.....	4
Equal Opportunity and Non-Discrimination Policy .....	4
Non-Immigrant Alien Students .....	5
Instructional Facilities, Equipment, and Class Size .....	5
Safety .....	5
Library and Other Learning Resources.....	5
Primary Faculty and Staff.....	6
Administrators .....	6
Non-Degree Program Instructors.....	6
2018 Holiday Schedule .....	7
Calendar or Schedule of Classes.....	7
Hours of Operation .....	7
Admissions .....	8
Admissions Policies and Procedures.....	9
Enrollment Policy .....	9
Credit Evaluation Policy .....	9
Faculty Role in Academic Governance.....	9
New Policies and Procedures of BPPE.....	10
Enrollment Procedure.....	10
Notice Concerning Transferability of Credits and Credentials Earned at our Institution ....	10
Transfer of Credit Policy .....	10
Articulation Agreements.....	11
Experiential Credit.....	12
Transfer Credit Evaluation Appeal.....	12
Financial Aid, Student Loans, and Bankruptcy.....	12-13
Student's Right to Cancel .....	13
Withdrawal Policy .....	13
Refund Policy .....	13
Refund Examples.....	14

	Page(s)
Determination of Withdrawal Date .....	15
Past Due Accounts .....	15
Distance Education .....	15
Student Tuition Recovery Fund.....	16
Student Services.....	17
Family Educational Rights and Privacy Act .....	18
Student Advising/Counseling .....	18
Tutoring .....	18
Housing, Child Care, and Transportation .....	18
English Only .....	18
Release of Student Records/Transcripts .....	19
Student Record Retention .....	19
Drug and Alcohol Abuse .....	19
Conduct and Dress Code .....	20
Sexual Harassment .....	20
Grievance Procedures .....	21
Career Placement Services .....	21
Statement for Monitoring Compliance with BPPE Changing Policies and Procedures .....	21
Academics .....	22
Academic Policies .....	23
Change of Program.....	23
Clock-Hour/Quarter Credit Unit System .....	24
Grade Point Average (GPA) Calculation.....	24
Scholastic Regulations .....	24
Standards for Academic Achievement.....	24
School Grading System.....	24
Grade Point Average .....	23
Termination Due to Unsatisfactory Grade or Progress .....	23
Re-entry Procedure .....	24
Course Incomplete .....	24
Withdrawals .....	24
Course Repetitions .....	24
Non-credit Remedial Courses .....	24
Class Cuts .....	24
Suspension & Dismissal.....	24
Appeal Process.....	24
Reinstatement after an Appeal.....	25
Graduation Requirements (Non-Degree Programs).....	25
Attendance Policies .....	25

	Page(s)
Absence and Tardiness Policy .....	25
Attendance Probation Policy .....	25
Make-up Work .....	26
Leave of Absence Policy .....	26
The Non-Degree Programs.....	27
Course Tuition and Fees.....	27
Massage Therapist .....	28
Module Descriptions—Massage Therapist .....	29-30
Licensure/Certification Requirements .....	31
Tuition and Fees .....	32
Hamilton College Honor Code .....	33

# Welcome to Hamilton College!

*Students, we applaud you for enrolling and committing to enriching your life with education!*

*In 2010, we opened our campus to provide the community with a training facility that will prepare students with real-world working skills!*

*Today we offer challenging new opportunities, programs, and academic non-degrees to help you reach or enhance your goal. In the end, Hamilton College would like you to grow with honor, courage, commitment, and character.*

*Help us make your future come through!*

*The Administration & Management*

## APPROVAL DISCLOSURE STATEMENT

Hamilton College is a private postsecondary institution and was granted approval to operate from the California Bureau for Private Postsecondary Education pursuant to California Education Code Section 94909(a) (2). The Bureau's approval means that the institution and its operations comply with the standards established under the law for higher learning and instruction by private educational institutions and does not imply by endorsement or recommendation by the State of California, Bureau for Private Postsecondary Education (BPPE).

### Approved Programs, Non-Degree

- Massage Therapist

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Web site, [www.bppe.ca.gov](http://www.bppe.ca.gov).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, California 95833; Website Address: [www.bppe.ca.gov](http://www.bppe.ca.gov); telephone numbers: (888) 370-7589, (916) 431-6959; or by Fax Number: (916) 263-1897.

### MISSION

Our mission at Hamilton College is to provide job skills and training that will prepare our graduates for employment in entry-level positions, provide the platform for individual achievement, pursue higher education, and engage in leadership opportunities in the future of our community.

### PHILOSOPHY

We believe that Education makes a world of difference. All students can learn. Education is a collaboration of student, school, and community. We seek to improve the quality of life through enriched instruction and install the desire for lifelong learning, education, and achievement. Hamilton College believes in the uniqueness, dignity, and worth of all persons. The person is a human being with physical, psychosocial, and spiritual needs. Human beings have a primary need to ensure physical survival and mental well-being throughout life's cycle and into future generations.

Our allied health graduates will learn to interact with the external environment that includes the patients, patients' families, and the community, incorporating cultural and environmental factors affecting patient care. Our business and computer science graduates will learn the skills and values necessary for ensuring the economic well-being of the individual, family, and private or public enterprise that will employ them. Students will build an ethical and moral framework upon which to harness today's information and technology and envision tomorrow's innovations and imagination.

## **HISTORY**

Hamilton College opened in April 2010 to provide real-world education and training in the community for entry-level employment in a platform for future educational achievements. Our students have helped reach this goal by walking out of the college as mature and confident contributors to the community.

The college has originally registered as Hamilton State College, LLC; however, Hamilton College became a “C” Corporation in July 2011.

## **OBJECTIVES**

The objectives underlying each of our programs are to enable our graduates to earn an honest living and living wage and be of service to humanity.

## **ADVISORY BOARD**

Hamilton College has an Advisory Board. The Advisory Board is a volunteer group of individuals with experience and expertise representing a cross-section of experience in the college academic and practical training areas. The Board’s primary purpose is to help the college ensure that its training outcomes, educational materials, and equipment are current and relevant to occupational practices and requirements. The Board is utilized to communicate the occupational needs of the community in order to ensure that the school’s students are educated and taught the skills required by employers. The relationship between the College and its Advisory Board is one which enhances the school’s ability to meet the needs of students and employers by addressing educational, technological and occupational changes as they occur.

## **OWNERSHIP AND LOCATION OF THE MAIN CAMPUS**

### **Name of Institution: HAMILTON COLLEGE**

Physical and Mailing Address: 3251 Sixth Street, Suite 401, Los Angeles, CA 90020

Telephone Number: (213) 388-1369

Fax Number: (213) 388-1338

BPPE Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

### **Chief Executive Officer and Owner**

Mr. Steve Kim

Class sessions (lecture and lab) are held at the main campus, 3251 Sixth Street, Suite 401, Los Angeles, CA 90020.

Hamilton College and all of its degree programs are not accredited by an accrediting agency recognized by the United States Department of Education. Graduates of the institution’s associate degree programs will not be eligible to sit for the applicable licensure exam in California and other states. The unaccredited degree programs may not be

recognized for some employment positions, including, but not limited to, positions with the State of California. Further, a student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

### **Equal Opportunity and Non-Discrimination Policy**

Hamilton College does not discriminate in admission, advising, training, placement, employment, or any activity on the basis of race, color, national origin or religion, age, gender, physical or mental handicap, marital status, or political affiliation. We comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. All applicants are interviewed and evaluated on the basis of their ability to train in the field of study.

## **Non-Immigrant Alien Students**

Hamilton College is not authorized under federal law to enroll non-immigrant alien students. Hamilton College will admit students from other countries provided they meet our admission requirements. Hamilton College does not offer visa services and we do not vouch for student status.

## **Instructional Facilities, Equipment, and Class Size**

Hamilton College is located near downtown Los Angeles in close proximity to freeways, Metro Rail, and public transportation. Classroom and lab instruction are conducted at Class sessions (lecture and lab) are held at the main campus, 3251 Sixth Street, Suite 401, Los Angeles, CA 90020.

Our College has been located to provide our students with the perfect environment to promote learning. Our campus consists of industry-standard computer lab, a student lounge, a massage therapy lab, a library, and lecture rooms. We offer parking in the building and additional street parking is available.

Our facilities are designed to maintain small classes. Our occupancy level will accommodate about 15 students at any one time in the main campus. Our campus complies with ADA standards. On the average, the teacher to student ratio is 5:1 in the lecture; 5:1 in the laboratory. The facility has all necessary equipment for lecture and laboratory practice. Examples of classroom equipment include audio/video equipment, medical charts, overhead projector, computer lab, and library. Laboratory equipment includes computers and massage room.

## **Safety**

Our campus and training equipment comply with all local, state and federal rules and environmental regulations.

Accommodations can be made for limited-English speaking and/or physically-challenged students. Hamilton College is a wheelchair-friendly facility. We provide assistance in accommodation and requests for services on a case-by-case basis. Please remember that a written, signed applicable documentation, such as a physician's certification, may be necessary when making a request for accommodations.

## **Library and Other Learning Resources**

Hamilton College has a library that houses reference and textbooks that are needed by students in their studies. The library also has four (4) computers with internet access. Students can use the library before and after class. A staff from the Student Services Department will open and monitor the students. Instructors may bring groups of students during class time. Videos, periodicals, CDs, audio tapes, and other learning materials are available for students' use.

**Library Hours:** 9:00AM – 2:00PM – Monday through Friday

The library closes on the following holidays and on weekends.

**Location:** The library is conveniently located on campus computer lab.

## **PRIMARY FACULTY AND STAFF**

### **ADMINISTRATORS**

#### **Chief Executive Officer/Chief Academic Office**

Steve Kim, California State University of San Luis Obispo

He has developed the school Business for more than 10 years.

He now manages Hamilton College.

His drive and customer focused attitude is what sets his apart from many in her field.

#### **Chief Operating Officer**

Young Ok Han

She love massage and opened three successful businesses over the past 10 years.

### **NON-DEGREE PROGRAM INSTRUCTORS**

#### **Massage Therapist Program**

Reni Lee

CAMTC Certified Massage Therapist

Massage Instructor and Student Services

Reni has been a licensed massage instructor for 4+ years. She is skilled in Circulatory, Deep Tissue, and Sports massages as well as several other modalities.

She now manages Hamilton College as our Student Services.

## 2017 HOLIDAY SCHEDULE

Martin Luther King Day	School Closed
Presidents Day	School Closed
Spring Break	To be Announced
Good Friday	School Closed
Memorial Day	School Closed
Independence Day	School Closed
Labor Day	School Closed
Thanksgiving Day	School Closed
Friday after Thanksgiving	School Closed
Winter Break	December 25, 2017 to December 31, 2017
Christmas Eve	School Closed
New Year's Eve	School Closed
New Year's Day	School Closed

Note: Classes will resume on January 2, 2018.

Other Holidays or days of school closure may occur at the discretion of the School Administration/Faculty.

### Calendar or Schedule of Classes

Hamilton College operates on an open-entry, open-exit system. Classes are scheduled by modules and students may be able to start a module on any given day during the week. Students will be advised when the next module starts.

### Hours of Operation

General school hours are 8:00 a.m. to 5:00 p.m. daily, Monday through Friday. Classes are scheduled in the morning, afternoon and evening. Evening classes are from 5:00 to 9:00 p.m.

(Evening classes are subject to change.) Check with the Administration, individual instructors and/or registrar for course schedule changes. Course schedules and instructors are subject to change.

# **ADMISSIONS**

## ADMISSIONS—POLICIES AND PROCEDURES

Hamilton College encourages prospective students to visit our campus and discuss educational occupational goals with our Campus Director and/or Admission Representative prior to signing the enrollment agreement. Prospective students must have a high school diploma or equivalent. Applicants who do not have a high school diploma and are beyond the age of compulsory school attendance in California (18 years old) and who can demonstrate the Ability to Benefit (ATB) from the training will be admitted by passing an independently administered test. Additionally, the student will have a personal interview with the Admissions personnel to determine his or her potential to succeed in that program. Students admitted as ATB students are advised to enroll in GED classes offered at adult schools or community colleges. Satisfactory academic progress of ATB students will be monitored monthly.

All applicants for admission to the college must first be administered a test that is designed to reliably measure their ability to be successfully trained to perform the tasks associated with the occupation to which the program of instruction is presented.

ATB applicants must take and pass the Wonderlic Basic Skills Test (WBST). The Wonderlic Basic Skills Test is composed of the Verbal (VS) and the Quantitative (QS) tests. The minimum passing score for Verbal is 200, Quantitative is 210.

Hamilton College does not discriminate in admission, advising, training, placement, employment, or any activity on the basis of race, color, national origin or religion, age, gender, or sexual orientation, physical or mental handicap, marital status, or political affiliation. The college complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. All applicants are interviewed and evaluated on the basis of their ability to train in the field of study in which they enroll.

**ALL STUDENTS ARE EXPECTED TO COMPREHEND ENGLISH AT THE HIGH SCHOOL LEVEL AND THE LESSONS BEING TAUGHT. THIS WILL BE DETERMINED BY THE CHIEF ACADEMIC OFFICER DURING THE INITIAL INTERVIEW. NON-ENGLISH SPEAKERS MUST PROVIDE PROOF OF LANGUAGE PROFICIENCY IN THE FORM OF TOEFL TEST RESULTS.**

**School Catalog:** Prospective students are advised to request a hard copy of the student catalog to review prior to enrollment. Students can also request a hard copy to be mailed to their home address at no cost.

**Enrollment Policy:** The College operates on an open-entry, open-exit modular programs. Non-degree new students are admitted every first school day of the week.

**Credit Evaluation Policy:** Any prospective student who wishes to receive credits for previous education and training **MUST** submit original transcripts from all prior institutions, including military training, traditional college coursework, and vocational training. Transcripts will be evaluated by the Program Director and/or the Chief Academic Officer.

### **Faculty Role in Academic Governance**

Faculty members play an important role in all areas of University activities, especially in the areas of program

and curriculum development, student advising, and research functions.

Faculty members are elected or volunteer to serve in various committees to assist in the development and

improvement in areas such as academic, operational, personnel, student services, research, library and

institutional resources and planning.

The Program Advisory Committee, consisting of outside professionals and content experts related to the

programs offered in the campus, are tasked with providing current trends and practices in the field to align the job market demands with curriculum. In the meantime, faculty members likewise provide their comments and suggestions on the program alignment standards as presented by the committee. The Academic Council deliberates on academic programs and policies to enhance the quality of the programs offered in the campus. Faculty members actively participate in the deliberation process. The Academic Dean and Program Directors shall work closely with the faculty members and receive their inputs in order to maintain a balanced academic environment in the school.

### **New Policies and Procedures of BPPE**

Hamilton College makes every effort to inform its students of the changes in the policies and procedures that have been implemented by the Bureau for Private Post Secondary Education.

In instances where these policies and procedures have been implemented before the publication of a new

catalog, the school will bring these to the attention of the students in the following ways:

- Posting on the bulletin boards in the Administration office, student lounges, and study rooms.
- Flyers with the necessary information will be available in the Administration Office.
- Instructors will announce the new changes to students in classes, if necessary.

## **Enrollment and Admissions Procedures**

### **Pre-Enrollment**

**As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.** You should review all tuition costs and charges, tuition discounts, and all costs incidental to training to review prior to signing the agreement. These documents contain important policies and performance data for this institution. This institution is required to have the student sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing the enrollment agreement. The student must read “I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact sheet, and have signed, initialed, and dated the information provide in the School Performance Fact Sheet” in the enrollment agreement.

In addition, prior to enrollment all students are provided with a **Cash Discount Policy (Refer to Addendum)** and enrollment agreement form to review and sign: Refer to Addendum. And **this enrollment agreement is legally binding when signed by the student and accepted by the institution.**

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

“The transferability of credits you earn at Hamilton College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Degree, Diploma, or Certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution

are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Hamilton College to determine if your credits or degree, diploma or certificate will transfer.”

***Hamilton College DOES NOT IMPLY, PROMISE, OR GUARANTEE TRANSFERABILITY OF ITS CREDITS TO ANY OTHER INSTITUTION***

## **TRANSFER OF CREDIT POLICY**

Credits are accepted on the basis of applicability to the chosen program of study. Students with previous education and training in the course to be pursued will be reviewed upon enrollment and be given appropriate credit. Credits allowed will be recorded on enrollment records and the length of the course shortened and the cost reduced proportionately. Only courses/classes taken during the last five (5) years will be considered for transfer of credit. Hamilton College may, at the discretion of the Committee on Evaluation chaired by the Program Director, **to award the transfer of credit based on a written exam, an oral exam, a practical, or a combination of two of these methods.**

Students are required to submit an original transcript of records from the institution where they completed the classes or programs. The college will only allow 30% of the total number of credits/clock hours to be credited toward the program. An administrative fee of \$150 will be charged for each class/subject/course that will be evaluated for credit.

Hamilton College grants credit as recommended by standard assessment guides, including ACE (The American Council on Education) and DANTES (Defense Activity for Non-Traditional Educational Support). The College also grants credit for acceptable scores on national standardized examinations including CLEP (College-Level Examination Program); ACT-PEP (American College Testing-Proficiency Examination Program); and for professional certification exams in the ACE exam guide. The academic advisor will advise students, review the possibilities for credit recognition, and determine the best method for assessment.

**Transfer Credit: Hamilton College** will accept transfer credits from regionally/nationally accredited postsecondary institutions for courses in which the student earned a minimum grade of C (2.0 or 70%) and that are applicable to the student's program at Hamilton College.

Appropriately accredited postsecondary institutions are defined as those accredited by an accrediting agency recognized by the United States Department of Education, or by an accrediting agency recognized by the Council for Higher Education Accreditation (CHEA) or, for non-United States institutions, an educational institution approved by an equivalent authority.

**Foreign Transcripts:** Foreign transcripts will be evaluated considering the relative strength of the foreign curriculum, applicability to the Hamilton College program in which the student seeks to enroll, and other factors. Prior to enrolling, students are advised of the number of transfer credits that will be applied. Acceptance of transfer credits is solely within the discretion of the College, the decisions of which shall be final. Applicants who have degrees from foreign institutions of higher education need to have these credentials evaluated by a transcript evaluation service of foreign academic credentials that is a member of the National Association of Credential Evaluation Services (NACES). Transfer credit may be given *only* for academic coursework completed during the last five (years); no transfer credit is awarded for life experience, portfolio assessment or any other non-academic achievements.

Transfer credits appear as "CR" on the student's Hamilton College's transcript and are not included in the GPA calculation. Transferability of credit is recorded on a student's Hamilton's transcript upon receipt of an official transcript from the previous institution and an evaluation is awarded.

**Credit by Challenge Examination:** Advanced placement and appropriate academic credit will be granted to students passing challenge exams who demonstrate mastery of any course offered by Hamilton College. The administrative fee of \$50 applies for each course that is being challenged. Credit for such courses will appear as "CE" on the student's Hamilton College's transcript and will not be included in the GPA calculation.

**Credit by Advanced Placement Examination:** Students who have taken college-level courses in high school and who have passed the Advanced Placement exams given by the College Board will receive credit for those courses if they are applicable to their program at Hamilton College. Credit for such courses will appear as "CR" on the student's Hamilton College transcript and will not be included in the GPA calculation.

### **Transfer of Hamilton College Credit to Other Institutions**

A clock hour is a unit of measure, not necessarily an indicator of transferability of credit. The receiving institution, rather than the training institution (i.e., Hamilton College), decides whether to accept credits for transfer.

To facilitate transfer of Hamilton College credits to other institutions or colleges, the college provides the following to graduates:

- Official transcripts sent under seal to the institution requested by the graduate upon request.
- Course descriptions (found in this catalog and/or in the course study guides)
- Detailed course syllabi (found in the course study guides)

Please e-mail or call the Campus Director for assistance with any of these items. A transcript request form is available upon request.

The college cannot control the transfer for credits to other institutions and makes no guarantees or promises that the graduate will be successful in this endeavor.

### **Experiential Credit**

Hamilton College does not award credit for prior experiential learning.

### **Transfer Credit Evaluation Appeal**

Students who wish to appeal the evaluation of transfer of credit must write a letter within to the Campus Director within 10 business days after receiving the evaluation. The letter must include:

- The name(s) of the previous institution(s) attended, the name and number of each course for which the students was denied transfer of credit, and the date(s) of enrollment in each course.
- A copy of the catalog description (from the appropriate year) for each course in question.
- A copy of the syllabus or course outline (from the appropriate year) for each course in question.
- A statement indicating why the credit(s) should be accepted.

### **Financial Aid**

Hamilton College does not participate in any federal or state financial aid programs. Payment for the program is expected in full prior to the 1st day of class. During the initial consultation, our Hamilton College staff will discuss the available options.

## **Student Loans**

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from the federal financial aid funds.

## **Bankruptcy**

Hamilton College has no pending petition in bankruptcy, and has not filed bankruptcy in the last 5 years that would result in reorganization under chapter 11 of the United States Bankruptcy Code.

## **Student's Right to Cancel**

*Under California Bureau for Postsecondary Private Education Law, (CEC §94911(e)(1)(2)(3))*

Students have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, students also have the right to withdrawal from school at any time, and receive a pro rata refund if they have completed 60% or less of the period of attendance (as described in the "Withdrawal from the Program" section below).

Cancellation may occur when students provide a written notice of cancellation by mail or by hand delivery at the students' place of training. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not be on any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement. Students will be given two Notice of Cancellation forms on the first day of class.

If the Enrollment Agreement is cancelled the school will refund the students any money they paid, less a registration fee of \$150.00. If students are issued books or equipment and cancel their agreement, the student is required to return the books and/or equipment.

The school will issue all refunds within 45 days of the date of cancellation / withdrawal.

## **Withdrawal Policy**

*Under California Bureau for Postsecondary Private Education Law, (CEC §94911(e)(1)(2)(3))*

Students may withdraw from school at any time after the cancellation period (described above).

A student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

1. The student notifies the school of their intent to withdrawal or as of the date of the student's withdrawal, whichever is later. The student can complete a Withdrawal form obtained from the Registrar office. Once the form is completed, signed, and returned to the Registrar it will be recorded, and the withdrawal process initiated. The school will accept any written, dated and signed notification from a student to initiate a withdrawal. Notification by telephone will only be accepted in extenuating circumstances by the school Director, when it is determined the student cannot reasonably be expected to return to the school to sign and date a withdrawal form.
2. The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to attend classes for a two-week period; failure to abide by the rules and regulations of the school; and/or failure to meet financial obligations to the school. Students whose enrollment is terminated by the school will be notified in writing, and the withdrawal date will be the date the violation occurred.
3. The student fails to return from a leave of absence or scheduled vacation. The withdrawal date will be the date the student was scheduled and failed to return.

## **Refund Policy**

*Under California Bureau for Postsecondary Private Education Law, (CEC §94911(e)(1)(2)(3))*

For determining the amount of the refund, the number of hours of instruction remaining (hours of instruction scheduled to be provided after the date of notification or determination of withdrawal), are divided by the total number of hours in the period. The resulting percentage is then multiplied by the

tuition charged for the period, representing the tuition charged but not attended by the student. The refund is the amount the student paid for hours of instruction scheduled to be provided after the student's withdrawal date, minus a registration fee, STRF fee and the cost of unreturned equipment. **If the student has completed more than 60% of the period of attendance, tuition is considered fully earned and no refund will be issued.**

For periods of enrollment beyond the current "charge period," if the student withdraws prior to the next charge period, any charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. The school will issue all refunds within 45 days of the date of cancellation /withdrawal.

### **Sample Refund Calculation:**

#### **Refund Examples**

1. **Student completed 60% or less of the program:** A student enrolled in a 900-clock hour program(Massage Therapist), but was terminated after completing 100 clock hours. The student paid \$1,000 as of the withdrawal date (charges listed below):

Tuition: \$ 4,500.00

Registration Fee: 150.00

STRF Fee: 0.00

(a) Tuition charge per hour is \$5.00(\$4,500.00 divided by 900 clock hours)

(b) Total institutional charges equal \$1000.00 (\$5.00 x 100 hours) + \$150.00 reg. fee + \$0.00 STRF fee

(c) Refund amount is \$350.00 (\$1,000.00 – \$650.00)

2. **Student completed more than 60% of the program:** A student enrolled in a 900-clock hour program, but was terminated after completing 600 clock hours. The student paid \$4,000.00 as of the withdrawal date (charges listed below):

Tuition: \$ 4500.00

Registration Fee: 150.00

STRF Fee: 0.00

(a) Tuition charge per hour is \$5.00 (\$4,500 divided by 900 clock hours)

(b) Total institutional charges equal \$4,000.00 (\$3,000.00+ \$150 reg. fee +\$0.00 STRF fee); total institutional charges are due since student completed more than 60%

(c) Balance owed by student is \$850.00 (\$4,000.00 – \$3,150.00)

\* For the purpose of determining the amount the student owes for the time attended, he/she shall be deemed to have withdrawn from the course when any of the following occurs:

1. He/she notifies the school of withdrawal, or the actual date of withdrawal.

2. The school terminates the student's Enrollment Agreement.

3. He/she fail to attend classes for a two-week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

### **Determination of Withdrawal Date (Last Date of Attendance)**

The student's withdrawal date is the last date of physical attendance as determined by the institution from its attendance records. The withdrawal date for a student who does not return from an approved leave of absence (LOA) is set retroactively to the last date of attendance before the LOA started.

## **Past Due Accounts**

Students who fail to make prompt payments, issue personal checks which are returned by banks, or fail to make a good faith effort to catch up with their account in a timely manner, may be subject to disciplinary action.

Any delinquency over sixty (60) days will place the student in jeopardy of termination from the program of study unless mutually satisfactory arrangements are made. If the student fails to comply with the payment arrangement, the account will be turned over to collections and the student will be placed on 30-day probation. If the student's financial status is still not in compliance at the end of probation, the student will be terminated.

Students who have been dismissed for non-payment for tuition will not be re-admitted, but will have to re-enroll after all delinquent tuition payments have been paid in full. Hamilton College reserves the right to withhold a student's diploma, certificate, and transcript for hours or courses completed but not yet paid for. Hamilton College offers students several options for payments of tuition. All students are encouraged to apply for any financial assistance available to them if unable to meet educational costs on their own.

When students must borrow funds to finance their education, Hamilton College provides students with information to assist them in managing their loan effectively. Confidential loan counseling is available upon request.

## **Distance Education**

Hamilton College does not offer distance education.



# **Student Services**

## **Family Educational Rights and Privacy Act**

Hamilton College complies with the confidentiality and student record availability provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 and the Buckley Amendment. Confidentiality of student and staff records is strictly protected. However, students who are adults, parents of minors, or guardians of “tax dependent” students have the right to inspect and challenge the information contained in the student’s record. The college complies with Title IX of the 1972 Educational Amendments, the Equal Opportunity Act of 1972 (title VII) of the Civil Rights of 1964, and Section 504, Rehabilitation Act of 1973. Student information will not be disclosed without the student’s written consent to regulatory agencies and the U.S. Department of Education or to comply with a judicial order or lawfully issued subpoena. The student has the right to file a complaint with the U.S. Department of Education if the institution fails to comply with FERPA requirements. Complaints should be directed to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

## **Student Advising/Counseling**

If students encounter any difficulty in progressing satisfactorily through their program, any member of the faculty is available for private advising. Hamilton College welcomes feedback from students regarding policy, instruction, and curriculum. The Campus Director has an open-door policy should a problem occur, as do individual instructors. Students who need professional counseling will be referred to local agencies that specialize with such problems.

## **Tutoring**

Student academic success is essential. Tutoring may be arranged with the students’ Instructor. Reference materials, magazines, computer, internet access, and pertinent publications for use by faculty and students are available on campus.

## **Housing, Child Care, and Transportation**

Hamilton College has no dormitory facilities under its control and it does not offer housing and has no responsibility to find or assist a student in finding housing. However, housing information including rental costs is available in the Student Services Office. The average cost of an apartment in the Los Angeles County is as follows: one-bedroom apartment, \$1,545; two-bedroom apartment, \$1,958.

Students who need child-care assistance will be referred to the Los Angeles Housing Authority.

Metro Line, MTA, and Foothill Transit are available within walking distance from the campus. Students may be eligible for students discount by completing an application for discounted bus pass by providing proof of enrollment.

## **English Only**

Hamilton College does not offer visa services to prospective students from other countries or English language services. Hamilton College does not offer English as a Second Language instruction. All instruction occurs in English.

## **Release of Student Records/Transcripts**

Hamilton College complies with the Family Educational Rights and Privacy Act of 1974. This act protects the privacy of student's educational records, establishes students' rights to inspect and review their academic records and provides guidelines for correcting inaccurate and misleading data through informal and formal hearings. Written consent is required before education records may be disclosed to third parties.

Copies of unofficial or partial transcripts are available to a student upon request. Official and/or sealed transcripts can be mailed to other institutions upon written request and permission from the students. Students must complete the Request Form to be processed by the Student Services department for receipt of their transcript. A student will be provided one official transcript upon request at no charge. An administrative fee of one hundred fifty dollars (\$150.00) will be required to any additional transcripts. Hamilton College will withhold a student's transcript or grades if the student is in default on their tuition contract or is not in good financial standing. If the student has made partial payment to his or her tuition obligation, the institution may withhold only that portion of the grades or transcript that corresponds to the amount of tuition or loan obligation that the student has not paid. If the student's course of study consists of only one course, the institution may withhold the grade(s) or the transcript until the tuition or loan obligation is paid in full. All grades received during a student's enrollment will be reflected on the transcript, including Fail, Withdrawal, or Incomplete.

## **Student Record Retention**

A detailed system of records is maintained by the College for each student. Each student's file shall contain application documents, admission credentials, records of attendance, grades earned, satisfactory progress records, written communication with the student, and any disciplinary actions taken. Fireproof storage shall be provided for the safekeeping of student records including records of graduation. Such records shall be considered the permanent property of without the written consent of the appropriate student. Student records are to be kept for a period of five (5) years. Student transcripts are retained permanently.

## **Drug and Alcohol Abuse**

Students are expected to treat school personnel and other students with consideration and respect. A student will be suspended or dismissed from the school for serious incidence of intoxication, possession of illegal drugs or alcohol upon school premises, improper or sexual behavior, behavior creating a safety hazard to other persons at school, and disobedient or disrespectful behavior to staff or faculty members. Hamilton College fully supports Drug-Free Schools and Communities Act and forbids the use, possession, distribution, or sale of drugs or alcohol by students, faculty, or staff anywhere on campus. Anyone in violation of state, federal, or other local regulations, with respect to illegal drugs or alcohol, may be subject to both criminal prosecution and campus disciplinary action. Listed are various public organizations which provide professional counseling regarding drug addiction and rehabilitation in Los Angeles County:

- National Council on Alcoholism & Drug Dependency: 213-384-0403
- Women's and Children Crisis Hotline: 562-945-3939
- Suicide Hotline: 800-255-6111

## **Conduct and Dress Code**

Students are expected to treat school premises with consideration, keep the student lounge neat and clean. They must not put graffiti on walls, equipment, or furniture. At the discretion of the Campus Director, a student may be dismissed from school for any serious incident. Possession of weapons on school premises, behavior creating a safety hazard to others, disobedient or disrespectful behavior to others will result in dismissal.

Student should remember that they represent the College at all times. Any student not conducting himself or herself in an orderly and professional manner, which includes use of drugs and alcohol during school hours, dishonesty, disrupting classes, use of profanity, excessive tardiness, insubordination, violation of safety rules, or not abiding by the school rules will lead to either suspension or dismissal from classes.

All students should dress in a manner consistent with standards observed in a business office, i.e., casual business attire. All students must practice proper hygiene at all times. The Medical Assistant and Massage Therapist programs require a regulation uniform and must observe draping policies and procedures.

## **Sexual Harassment**

Hamilton College provides a work and learning environment that is pleasant, healthful, comfortable and free intimidation, hostility, or any other offenses that might interfere with work performance. Harassment of any sort—verbal, physical, and visual—will not be tolerated. Sexual harassment consists of overt activity of sexual nature that has a substantial adverse effect on a person in the workplace. Such overt activity may include, but is not limited to the following:

- Demands for sexual favors, accompanied by threats concerning an individual's employment status.
- Verbal, written, or graphic communication of sexual nature.

All employees, particularly supervisors, have a responsibility for keeping the work environment free of harassment. Any employee who becomes aware of an incident of harassment whether by witnessing the incident, or being told of it, must report it to his or her immediate supervisor, or any management representative with whom they feel comfortable. When management becomes aware the harassment, might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the company to do so.

Students should immediately report, in writing or orally, any incident in which he or she believes sexual harassment has occurred. Complaints should be presented to the student's instructor. If the problem recurs, or if for any reason the student does not wish to discuss the problem with his or her instructor, the student must contact the Chief Academic Officer or Campus Director.

## Grievance Procedures

From time to time, differences in interpretation of school policies will arise among students, faculty, and/or the administration. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, the College urges both students and staff to communicate any problems that arise directly to the individuals(s) involved.

Persons seeking to resolve problems or complaints should:

1. Contact the Instructor in charge (if it is an academic issue) or Student Services (if it is a school services issue) within a week of occurrence.
2. If not resolved, contact the Program Director within a week.
3. If the problem cannot be resolved in this manner, the Campus Director should be contacted confidentially in person, an email or in writing within a week of complaint.
4. If the student is still not satisfied with the corrective action(s) provided, he or she may write or call the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, California 95833; [www.bppe.ca.gov](http://www.bppe.ca.gov); Toll Free: 1 (888) 370-7589, Telephone Number: (916) 431-6959; Fax Number: (916) 263-1897.

## CAREER/PLACEMENT SERVICES

Placement assistance is provided to active students and alumni at no charge. However, the college cannot guarantee employment or level of income. The following are services provided:

- Interview Workshop
- Job Search Workshop
- Employment Retention
- Resume Workshop
- Self-Improvement

In the job search process, students are assisted by the placement department to fax, email, or mail out resumes. Students also have access to computer and internet in the library.

### **Statement for Monitoring Compliance with BPPE Changing Policies and Procedures:**

In view of new policies or procedures implemented by the Bureau for Private Postsecondary Education (BPPE), Hamilton College appoints the Chief Academic Officer responsible to monitor new policies and procedures. The Chief Academic Officer is required to login to the BPPE website to browse for updates; he or she must also be in the automated list of school personnel who will receive updates from the Bureau. The Campus Director or Chief Academic Officer is also encouraged to attend webinars, workshops, and seminars conducted by the Bureau or other entities such as the California Association of Private Postsecondary Schools (CAPPS) and accrediting agencies concerning updates and compliance to changing policies and procedures from the U.S. Department of Education. The school catalog shall be updated annually or as needed.

Updates, policies, and procedures will be part of the agenda of monthly faculty and staff meetings. Faculty and staff will be asked to log in to the BPPE website to study the sections that pertain to their jobs and responsibilities.

# ACADEMICS

# ACADEMIC POLICIES

## Change of Program

Hamilton College reserves the right to make program changes and/or adjustments including curriculum, equipment, teaching materials, and books necessary to remain current with industry standards and advancements in technology. Any changes in tuition will not affect those students already enrolled.

## Clock- Hour/Semester Credit Unit System

A clock-hour is defined as a period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction, recitation, laboratory or other academic related work. Hamilton College adopts the conversion of clock hours to Semester Credit Units. Hamilton College uses the following formula to convert clock hours to Semester Credit Units: 37.5 Clock Hours equals one (1) Semester Credit Unit.

## Grade Point Average (GPA) Calculation

GPA calculations will be based upon the following model:

$$\text{Semester Credit Units} \times \text{Grade} = \text{Quality Points}$$

Example:

Class/Subject	Clock Hours	Semester Credit Units	Grade	Final	Points	Quality
Word Processing I	60	1.60	x	A (4)	=	6.40
Introduction to Computers	45	1.20	x	B (3)	=	3.60
Electronic Spreadsheet	75	2.00	x	C (2)	=	4.00
Principles & Practices of Accounting	120	3.20	x	A (4)	=	12.80
<b>Totals</b>	<b>300</b>	<b>8.00</b>				<b>26.80</b>

Cumulative Grade Point Average (GPA) = Total Quality Points ÷ Semester Credit Units

$$\text{GPA} = 26.80 \div 8.00 = 3.35$$

## SCHOLASTIC REGULATIONS

### Standards for Student Achievement

- The school's grading system for each subject in all programs is as follows:

90-100%	(A=4.0)
80-89%	(B=3.0)
70-79%	(C=2.0)
65-69%	(D=1.0)
64% or below	(F=0)
INC	Incomplete (No Points Assigned)
- The Grade Point Average (GPA) required for certifying completion of each course is a passing grade of C (2.0) or 70%. Upon successful completion, a diploma or certificate will be awarded.
- Termination due to Unsatisfactory Grade or Progress – Students must maintain a cumulative GPA of 2.0 (C or 70%) or better to maintain satisfactory progress. Students whose GPAs fall below 2.0 are placed on academic probation. Students will be required to attend make-up classes or tutoring to assist them to attain the minimum GPA. Students have 60 days to

attain the required minimum 2.0 GPA; otherwise, they will be terminated due to unsatisfactory grade or progress.

4. **Re-Entry Procedure**—Any student wishing to re-enter Hamilton College must first obtain and complete a re-entry clearance form, which shall be reviewed by the Campus Director and the individual Program Director. Additionally, students who were dismissed or terminated must present a written appeal demonstrating evidence that the condition(s), which caused the dismissal/termination, have been rectified before re-entry shall be considered.

If a student is terminated for being in non-compliance of financial obligations, the previous account balance must be settled first and/or payment arrangement should be made before the student is officially reinstated.

5. **Course Incomplete** – Students have 30 calendar days to complete the requirements of an incomplete grade; otherwise, they will receive an F (Fail) grade. Students whose programs require externships must clear their Incomplete grades prior to the commencement of their externship training.
6. **Withdrawals** – The College does not allow subject or class withdrawals within a modular program. The Chief Academic Officer or instructor must approve all other withdrawals.
7. **Course Repetitions** - Both the original and the repeated classes are counted as classes attempted. In computing the grade point average, the average grade of the two classes will be used.
8. **Non-credit Remedial Courses** - Hamilton College may offer non-credit remedial courses.
9. **Class Cuts** – Hamilton College does not tolerate students who cut classes. When students have a pattern of cutting classes, they will be advised, suspended, or terminated.

## **Suspension & Dismissal**

A student whose enrollment is terminated for unsatisfactory attendance, academic performance, or personal behavior will not be allowed to re-enter the College for at least thirty (30) days from the last date of attendance. Students with unsatisfactory attendance are ineligible to return if they have exceeded 150% the length of the program attended. Cheating and plagiarism are grounds for immediate dismissal. Student must request the appeal in writing to the Campus Director. The Campus Director, in conjunction with two other staff members, will comprise an appeal committee. The committee has discretionary decision authority. Policy exceptions may be made if, in the judgment of the committee, extreme mitigating circumstances warrant change. The decision of the committee is final.

## **Appeal Process**

Students are allowed to appeal enrollment termination due to extenuating circumstances. The student must request the appeal in writing to the Campus Director/Program Director. The Campus Director/Program Director, in conjunction with two other staff members, will comprise an appeal committee. The committee has discretionary decision authority. Policy exceptions may be made if, in the judgment of the committee, extreme mitigating circumstances warrant change.

## **Reinstatement after an Appeal**

After the appeal, the Campus Director may reinstate students who have been suspended or dismissed. If the appeal is accepted, the student shall be notified of the reinstatement along with any special terms of reinstatement required by the Campus Director. Students who were dismissed or terminated due to unsatisfactory progress must be evaluated after 30 days to determine if he or she is making progress; that is, meeting the 2.0 GPA and the 80% attendance.

## **Graduation Requirements (Non-Degree Programs)**

Students will receive a Diploma at graduation. To graduate, a student must have:

- Maintained cumulative attendance of 80% or better throughout the program;
- Maintained a cumulative grade point average of 2.0 or 70% (C) or better; and.
- Have paid the tuition in full.

Diplomas and final transcripts are issued within four to six weeks of the completion date.

## **ATTENDANCE POLICIES**

### **Attendance and Tardiness Policy**

The institution places upon students the same demands that an employer will place them as employees. Students are expected to be on time for each class session and remain in class for the entire session. They must meet the minimum cumulative attendance of 80% on each module/class. When students are absent from class, the student should call the school prior to the start of class with an explanation of why they will not be in class that day, and when can the college will expect their return. A student will be terminated after 21 consecutive class days of unexplained absences.

**Absence:** Absence will be considered excused under the following circumstances: illness, death, or birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the Campus Director. All other absences will be considered unexcused.

**Tardiness:** A student is considered tardy for class if he or she arrives later than 15 minutes after THE SCHEDULED START OF CLASS AND LEAVING EARLIER THAN 15 MINUTES PRIOR TO THE CLOSE OF CLASS. A TARDY STUDENT WILL BE MARKED AS BEING TARDY. Any combination of three (3) documented periods of tardiness may be considered as one (1) unexcused absence.

If student comes to class 30 minutes later than scheduled or leave 30 minutes prior, he or she may be marked absent. Credit will be given for the time attended, however, towards make-up time.

The cumulative attendance information is contained on the progress report for modular enrollees given to all students each month. If students do not agree of the attendance date, students must submit a written appeal to the Campus Director within one week of the progress report distribution. At the end of the month after the module and date, the module attendance date becomes permanent and can no longer be challenged.

### **Attendance Probation Policy**

**Interruption for Unsatisfactory Attendance:** Students are expected to maintain a cumulative attendance average of 80% or better on each academic Semester. Any student not meeting the minimum attendance requirements in the program will be placed on Attendance Probation. The

length of probation shall be for the period of 30 days. Students on attendance probation must sign an academic plan to attend make-up classes before or after class, including weekend. The probation period may be extended at the sole discretion of the Campus Director. If the student does not achieve satisfactory attendance progress, he or she will be dismissed from the program.

### **Student Probation:**

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period as the grades are posted. Should the student's GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. If the student wishes to appeal the formal advisory, the student is to submit a written request for an administrative academic review to the school main campus:

Hamilton College

3251 W 6<sup>th</sup> St Suite 401, CA 90020

After the completion of the currently enrolled term, the student will have two additional modules of instruction to bring his or her grade point average up to or exceeding the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring.

### **Make-Up Work**

Make-up work must be scheduled with the students' instructor to ensure proper credit. Student must make up work for proper credit towards graduation. Make-up assignments and/or tests will be given to those who need to make up academic grades or attendance. However, hours of make-up work cannot be accepted as hours of class attendance. Students have 10 school days after the ending date of the class/subject to make up for academic grades or attendance. Otherwise, students will receive an F grade for that class. Students will be required to repeat the class and/or terminated from the school.

### **Leave of Absence Policy**

A leave of absence (LOA) may be limited to a specified amount of days (not to exceed 60 days), unless the student is subject to jury, active military duty, pregnancy, health conditions and/or family medical leave which are conditions that would cause the leave to exceed 60 days. The College will also take into consideration unforeseen circumstances upon approval of appropriate documentation, in which case the student may take a maximum of 180 days of leave of absence within the program during one academic year.

A student must fill-out an "LOA Request Form" and turn it in to the Campus Director for approval. Student's leaves of absence, Holidays, winter breaks, in-service days, days when the school is closed due to extenuating circumstances and terminations are not computed in the maximum time frame. If the student does not complete his or her program of study within the maximum time frame, the student must be dropped from the training program.

**A student will be terminated when he or she fails to return from a Leave of Absence. The withdraw date will be the last date of attendance on record.**

# CAREER PROGRAMS

## Non-Degree Programs

### Massage Therapist

#### Course Tuition and Fees:

All charges listed are for this current catalog only and subject to change. Students should request the latest copy of our catalog for the most current schedule and fees. All fees are due prior to the first day of class.

- Enrollment Fee (non-refundable)..... \$150.00
- Tuition..... \$4500.00
- STRF.....\$0.00

**TOTAL FEES PAYABLE..... \$4650.00**

# MASSAGE THERAPIST

CIP: 51.3501

O\*NET: 31-9011.00

(Massage Therapist)

**A Diploma Program**

**900 Clock Hours  
24 Semester Credit Units**

**Class Schedule:**     **8 a.m. to 1 p.m., Monday to Friday; 25 Hours a Week**  
                              **5 p.m. to 9 p.m., Monday to Friday; 20 Hours a Week**

## **Educational Objective**

Student will learn in-depth the practical applications of massage and bodywork. This course includes Externship.

## **Employment Outlook**

Massage Therapist, Chiropractor Assistant, Recreational Therapist, Acupuncture Assistant, & Health/Fitness Assistant

## **PROGRAM OUTLINE**

<b>Module</b>	<b>Module Name</b>	<b>Lect/Lab</b>	<b>Extern-ship</b>	<b>Number of Clock Hours</b>	<b>Semester Credit Units</b>
I	Massage History, Theory, Business Practices & Ethics	50/45	0	95	2.53
II	Anatomy, Physiology, and Pathology 1	50/40	0	90	2.40
III	Anatomy, Physiology, and Pathology 2	45/30	0	75	2.00
IV	Anatomy, Physiology and Pathology 3	45/30	0	75	2.00
V	Massage Techniques/ Contraindications	30/90	0	120	3.20
VI	Massage Forms 1	30/90	0	120	3.20
VII	Massage Forms 2	30/90	0	120	3.20
IX	Massage Therapist Certification Review	30/15	0	45	1.20
X	Externship	0	160	160	4.27
<b>TOTAL</b>		<b>310/430</b>	<b>160</b>	<b>900</b>	<b>24</b>

## **MODULE DESCRIPTIONS—MASSAGE THERAPIST**

**Module I: Massage History, Theory, Business Practices & Ethics 95 Clock Hours, 2.53 Sem. Credit Units**  
**Prerequisite: None**

After completing this module the student will be able to explain the rich heritage and history of therapeutic massage and the influence of historical event on the current development of it. Topics include professional and business ethics, laws and regulations governing the practice of massage, and business practices including business management.

**Module II: Anatomy, Physiology and Pathology 1 90 Clock Hours, 2.40 Sem. Credit Units**  
**Prerequisite: None**

The focus of this module is to give each student a strong foundation on anatomy and physiology of the integumentary, muscular, and skeletal systems. Students will also learn kinesiology (50 clock hours) which is muscles and musculoskeletal movement through lecture, discussion, demonstrations, and practical application. Included in this module is the study of the pathologies of the integumentary and musculoskeletal systems.

**Module III: Anatomy, Physiology and Pathology 2 75 Clock Hours, 2.00 Sem. Credit Units**  
**Prerequisite: Module II**

This course continues with the study of the other systems of the body with a particular emphasis on the nervous, cardiovascular, lymphatic, endocrine, and respiratory systems. Students will learn the anatomy, physiology, and pathology of these systems through lecture, discussion, and PowerPoint presentations. Students will receive instruction on HIV and AIDS.

**Module IV: Anatomy, Physiology and Pathology 3 75 Clock Hours, 2.00 Sem. Credit Units**  
**Prerequisite: Module II**

At the end of this module, the student will be able to demonstrate mastery of the anatomy, physiology, and pathology of the digestive, urinary, and reproductive systems of the body. The study of the special senses is included in this module. Students will also study psychological and emotional states of humans. They will be able to explain basic pharmacology terms and describe the effects of certain medications.

**Module V: Massage Techniques/Contraindications 120 Clock Hours, 3.20 Sem. Credit Units**  
**Prerequisites: Module II, III, IV**

In a format that combines lecture, demonstration, practical application and discussion, this module allows the student to use massage techniques to support a person's health and well-being. Emphasis will be on Health and Hygiene, Client Preparation and Draping, Effects and Benefits of Massage, various massage movements, and Contraindications. First Aid & CPR/AED will be part of this module.

**Module VI: Massage Forms 1 120 Clock Hours, 3.20 Sem. Credit Units**  
**Prerequisite: Module V**

This module will enable the student to perform various massage movement. The focus of this module is on Swedish massage, Chair Massage, Sports/Athletic Massage, Aromatherapy, and Stone

massage. During the supervised practical session, the student will demonstrate the skills and techniques learned.

**Module VII: Massage Forms 2**

**120 Clock Hours, 3.20 Sem. Credit Units**

**Prerequisite: Module V**

At the end of this module the student will be proficient on the different massage forms emphasizing on deep tissue, reflexology, hydrotherapy, Thai Massage, Shiatsu, and energetic manipulation. Students will continue to practice advanced massage techniques in Swedish massage.

**Module VIII: Massage Therapist Certification Review**

**45 Clock Hours, 1.20 Sem. Credit Units**

**Prerequisites: Modules I, II, III, IV, V, VI, VII**

The course prepares the students to take the Massage Therapist Certification. Pretests and practice tests will be administered. Test-taking skills will be stressed.

**Module IX: Externship**

**160 Clock Hours, 4.27 Sem. Credit Units**

**Prerequisites: Must have taken all the courses, 80% cumulative attendance and 2.0 GPA**

The externship program has been designed to provide the student with supervised practical work experience. Externship is for students who have completed classroom training. Externship hours are generally scheduled for 40 hours per week.

## **Licensure/Certification Requirements**

### **Certified Massage Therapists**

Although it is not required to practice in California, graduates may wish to pursue certification. Massage Therapists using 'Certified' in their title will have the choice to obtain certification through the California Massage Therapy Council (CAMTC) and maintain that title, or obtain a local permit(s) and delete the term 'Certified' from their professional title. Most localities will require municipal licensing to practice, but it varies by city.

CAMTC requires: Students must have a minimum of 500 hours of education from CAMTC approved schools. Of the 500 hours, a minimum of 100 hours must be in the core subjects of anatomy and physiology, contraindications, health and hygiene, and business and ethics. Students are encouraged to read the full text requirements which can be found at [www.camtc.org](http://www.camtc.org) or by calling CAMTC direct @ (916) 669-5336.

Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions code sections 4600 et. Seq.

A student of any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about the school may contact the California Massage Therapy Council at: One Capitol Mall, Suite 320, Sacramento, CA95814, [www.camtc.org](http://www.camtc.org), Phone (916) 669-5336, or fax (916) 669-5337.

## TUITION AND OTHER FEES

Effective January 1, 2017

Program	Registration Fee*	Tuition	STRF Assessment Fee**	Total
Massage Therapist 900 Hours	150.00	4,500.00	0	\$4,650.00

***Non-Refundable Application, Registration & Processing Fee***

Student I.D.	\$150
Late Registration/Payment Fee	\$150
Transfer Credit Fee	\$150
Transcript per Program	\$150
Special Documents upon request	\$150
Diploma	\$150
Special Mailing Fee	\$50
Special Copy Fee	\$20

\*Non-Refundable

\*\*Effective January 1, 2017.

- THE ABOVE TUITION AND FEES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE.
- **REGISTRATION FEE IS NON- REFUNDABLE.**

*Please refer to the addendum for tuition and other fees.*

## Hamilton College Honor Code

- ❖ *I will not Lie, Cheat, Steal, nor Tolerate those who do;*
- ❖ *I will Respect the Rights and Privacy of Others;*
- ❖ *I will zealously guard my Personal and Professional Integrity and Reputation and that of my College;*
- ❖ *I will accept Personal Responsibility for all my actions;*
- ❖ *I will Remain Drug Free Except under Medical Supervision;*
- ❖ *I will obey all Rules, Regulations, and Laws of my College, the City and County of Los Angeles, the State of California, and the United States of America.*