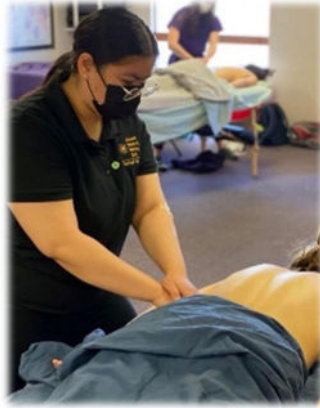




# Colorado School of Healing Arts

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MASSAGE THERAPY EDUCATION  
SINCE 1986

7655 West Mississippi Ave, Suite 300  
Lakewood, Colorado, 80226

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303-986-2320  
[www.csha.net](http://www.csha.net)

# OUR MISSION

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## MISSION STATEMENT

Our mission is to offer quality student centered education, create the opportunity for our students to embody their full potential and to develop the skills and knowledge necessary in becoming successful Massage Therapists. We view this field as a service to humanity and assist students in connecting this training with their personal and professional goals.

CSHA specializes in the delivery of a comprehensive curriculum that is relevant to the current best practices within the Massage Therapy industry.

Our method of instruction encourages self-awareness and personal growth allowing for greater satisfaction and longevity as a professional practitioner. Because Massage Therapy happens in the context of a professional relationship, a sense of community is created to help support students and alumni throughout their careers. We continuously assess and evaluate student outcomes and institutional goal achievements in order to improve our efforts to serve our students, staff, faculty, employers, and the community.

## CSHA CAMPUS DESCRIPTION AND LOCATION

The school's campus and administrative offices are located at 7655 W. Mississippi Ave, Suite 300, in Lakewood, Colorado (northwest corner of Wadsworth and Mississippi Ave). Our convenient location near the heart of Lakewood, and the vibrant Belmar residential, shopping and dining district enables us to serve the Denver/Boulder Metro communities, as well as the Front Range. Our warm and professional facility features spacious and well equipped classrooms, fully furnished student kitchen, and massage clinic designed to enhance your learning. Each classroom is equipped with massage tables, visual aids and a variety of learning tools. We invite you to visit us soon.





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**This catalog is not complete without:**

-  **Tuition Addendum 1,**
-  **Addendum 2 - 650 Hour Required Course Schedule**
-  **Addendum 3 - Continuing Education Schedule.**






# WELCOME TO CSHA

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## About The Colorado School of Healing Arts

CSHA is approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board. CSHA is owned and operated by Health Care Associates (HCA), Inc., a Colorado Corporation, since 1986. HCA is governed by a Board of Directors which is comprised of the School Owner, School Director, Assistant Director and Bookkeeper. The school began offering continuing education classes in Evergreen, Colorado in 1986 and began offering Massage Therapy Programs in 1988. In 1992, CSHA moved from Evergreen to Lakewood, Colorado. In 1998, CSHA was granted accreditation by the Accrediting Commission of Career Schools and Colleges (ACCSC). In November of 2001, CSHA was approved by the U.S. Department of Education to offer Title IV Financial Aid to students who qualify.

## CSHA Administrative Directors

-  Gina Simpson, LMT, School Owner
-  Chris Smith, LMT, Director
-  Amy Chavez, LMT, Assistant Director
-  Kris Will, LMT, Director of Education, Distance Education Coordinator, Clinic Supervisor
-  Cathy Lewis, LMT, Dean of Students and Faculty Chair







## CSHA Faculty

CSHA is proud of our dedicated well trained faculty. All faculty have the required education and experience in the field of massage therapy and bodywork necessary, and are approved by the Colorado Department of Higher Education, Private Occupational School Board. Their passion is evident in their ability to create a safe classroom environment open to all learning styles. All faculty participate in ongoing teacher training to ensure best practices in classroom management and curriculum delivery.

## Accreditation

The Colorado School of Healing Arts is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) which is listed by the U.S Department of Education as a nationally recognized accrediting agency.

## Colorado School of Healing Arts is Approved by:

-  Colorado Department of Higher Education, Private Occupational School Board
-  NCBTMB Assigned School and Continuing Education Approved Provider for TraumaTouch Therapy™ 1, Hydrostone, Intro to Polarity, Seated Massage 1
-  Colorado Department of Vocational Rehabilitation
-  Tri - County Workforce Services
-  Workforce Innovation & Opportunity Act (WIOA)
-  AmeriCorps Scholarship

Colorado School of Healing Arts is a member of the Associated Bodywork & Massage Professionals (ABMP).



# 650 HOUR MESSAGE THERAPY PROGRAM

650 Clock Hours

## Program Description

This 650 Hour Massage Therapy program meets the current Colorado requirement of hours needed for Massage Therapy licensure. The CSHA 650 Hour Program’s singular focus is providing core competencies essential for a successful Massage Therapist. This program provides entry level training in Massage Therapy. The courses are structured and sequenced to provide students with an intrinsic knowledge, comprehension, and application of evidence based Massage Therapy techniques. Students are prepared to take the Massage and Bodywork Licensing Examination (MBLEx). Upon successful completion of program requirements, a Certificate of Completion will be awarded.

## Method of Delivery - Hybrid

The Massage Therapy Program at CSHA is a hybrid blended method of delivery. This means that some classes will be taught online in a live, real-time classroom-like experience, and most classes will be taught in-person on campus whenever possible. Approximately 25% of this program is live, synchronous and online and approximately 75% is in-person. Students must have access to a computer or other device that has internet access, camera and microphone for the virtual portion of the training and reliable transportation to get to the campus for the in-person part of the training and/or to use the school’s internet and devices to attend on-line.

## Program Objectives

- ☼ The 650 Hour Massage Therapy Program prepares graduates for entry level positions in wellness centers, spas, health clubs, chiropractic offices and private practice.
- ☼ The anatomy, physiology, and palpation anatomy included in the curriculum prepare graduates to work with other health care professionals and to understand and competently discuss indications for and contraindications to Massage Therapy techniques with clients.



Required Courses	Clock Hours	Method of Delivery
Anatomy	60	Online (live)
Business & MBLEx Prep	40	Online (live)
Deep Tissue & Neuromuscular Massage	120	Classroom (In-person)
Ethics in Therapeutic Relationships	14	Online (live)
Integrative Massage	40	Classroom (In-person)
Massage Clinic	50	Classroom (In-person)
Medical Conditions & Compassionate Care	50	Classroom (In-person)
Palpation of Anatomy	40	Classroom (In-person)
Physiology	60	Online (live)
Sports Massage & Stretch Therapies	40	Classroom (In-person)
Swedish & Wellness Massage	120	Classroom (In-person)
Elective (Choose one):		
Aromatherapy	16	Online (live)
Hydrostone	16	Classroom (In-person)
Infant Massage	16	Classroom (In-person)
Intro to Polarity	16	Classroom (In-person)
Prenatal Massage	16	Classroom (In-person)
Seated Massage 1	16	Classroom (In-person)

Students may complete the 650 Hour Massage Therapy Program in 9 or 12 months depending on your personal schedule. See course descriptions and prerequisites in this catalog. See tuition addendum for tuition, materials and textbook fees, and class schedule addendums for course dates and times. Completion: 18 month maximum



# CONTINUING EDUCATION COURSE LIST

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## **CSHA supports the increasing growth of the Massage Therapy Industry through a robust offering of Continuing Education Courses.**

All Continuing Education courses are approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board. Continuing Education courses marked by (\*) are outside of the School's scope of ACCSC accreditation. ♦=NCBTMB CE Approved

Please see the course descriptions for details, methods of delivery and prerequisites.

### **Cranial Sacral**

The theory behind Cranial Sacral Therapy is that the subtle motion of the cranial bones has an effect on the many tissues, fluids and systems at the core of the human body. Using gentle touch, the therapist manipulates the cranial sacral system (comprised of the bones and soft tissues of the cranium, spine and pelvis) to restore balance to the nervous system and its surrounding structures. Cranial Sacral Therapy can reduce/alleviate anxiety, migraine headaches, TMJ, the effects of whiplash as well as improve overall emotional and physical health and enhance sleep. Students will develop palpatory sensitivity and an understanding of the activities of the cranial bones and cerebrospinal fluid (CSF).

- 🌀 Cranial Sacral 1\* – 50 clock hours
- 🌀 Cranial Sacral 2\* – 50 clock hours

### **Lymphatic Drainage**

Adjunct healthcare professionals and the medical community are recognizing the benefits of Lymphatic Drainage Massage for post-surgical clients, and clients with edema and lymphedema. These courses fully address the anatomy and physiology of the lymphatic system fundamental to the technical skills and sequences acquired in the classes. Students who take all three classes will develop the skills necessary to address the superficial and deep flows of the entire lymphatic system as well as organs, oral and nasal passages, and joints.

- 🌀 Lymphatic Drainage 1\* – 45 clock hours
- 🌀 Lymphatic Drainage 2 - Advanced\* – 65 clock hours

### **Neuromuscular Massage**

Neuromuscular Massage works with clients recovering from acute and chronic injuries to reduce pain and enhance mobility. This training focuses on numerous musculoskeletal pathologies, their neural components, and how these interact with and impact the musculoskeletal system. Through critical thinking and assessment, students learn discernment of the most effective course of treatment, providing an accurate application of Advanced Neuromuscular Techniques. Students are trained in the safe and correct use of T-Bars.

- 🌀 Advanced Neuromuscular Techniques\* – 100 clock hours

### **Oncology Massage Therapy**

These courses train Massage Therapists to work with clients living with a cancer diagnosis whether they are currently receiving treatments, in remission, or in hospice. While the emphasis is on the physiology and psychology of the cancer diagnosis and treatment, the tools and skills learned in these courses also translate to working with any client who is medically frail.

- 🌀 Oncology Massage 1\* – 60 clock hours



# CONTINUING EDUCATION COURSE LIST

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## Reflexology


These courses teach the history, theory and basic principles of Reflexology. Students will learn routines for the feet that support the health of the entire body. Students will learn the anatomy and physiology of the body with corresponding reference points to the feet. Advanced principles of hand and foot Reflexology will be taught in Reflexology 2.

Students will explore gait analysis, how structural problems can block energy flow, and biomechanics of the arches and their relationship to the lower leg muscles.

-  Reflexology 1\* – 24 clock hours
-  Reflexology 2\* – 60 clock hours



## Sports Massage

Sports Massage is a specialized field of Massage Therapy with a focus on the preventive, rehabilitative, and emotional health of an athlete. Students will learn Sports Massage for athletic events, with teams and with individual athletes. Techniques from Neuromuscular, Myofascial, Lymphatic, and basic Sports Massage are combined to form an effective approach to therapeutic massage for athletes. Students will demonstrate proficiency in identifying and correcting inefficient movement in the body.










-  Sports Massage Level 2 - Advanced\* – 70 clock hours

## Trauma Touch Therapy™

The Trauma Touch Therapy™ courses are designed to train Massage Therapists to work at an advanced level with individuals who have experienced trauma. Students are prepared to work with psychotherapists and/or other healthcare professionals that work in the trauma community. Trauma Touch 2 assists students in developing a dynamic working partnership between client, therapist and adjunct healthcare practitioners, while working with three clients with trauma histories. Students will meet with an on-site supervisor (psychotherapist and/or other healthcare professional) throughout the externship.

-  Trauma Touch Therapy 1\* – 50 clock hours ♦
-  Trauma Touch Therapy 2\* – 50 clock hours

## Other Continuing Education Options

-  Applied Kinesiology\*
-  Aromatherapy
-  Body Centered Therapy\*
-  Hydrostone ♦
-  Infant Massage
-  Intro to Polarity ♦
-  Prenatal Massage
-  Seated Massage 1 ♦
-  Thai Massage\*



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**Advanced Neuromuscular Techniques\*** **MOD - Classroom** **100**

This course will provide advanced training for students wishing to further their education in therapeutic/neuromuscular massage. The course will review soft tissue pathologies and introduce additional techniques to aid in their treatment. Included in these techniques is the introduction to and the appropriate use of T-bars. *Prerequisites: Be a Licensed Massage Therapist/Approved Adjunct Healthcare Professional or enrolled in good standing in CSHA's 650 Hour Massage Therapy Program and completed: Deep Tissue & Neuromuscular Massage.*

**Anatomy** **MOD - Online** **60**

Understanding musculoskeletal anatomy, body structure and function is the foundation upon which all other classes will be built. Students learn musculoskeletal anatomy including the bones, bony landmarks, the joints and the movements at the joints, muscles, muscle attachments sites, muscle actions and functional relationships of the muscles in order to development the knowledge to practice as a massage therapist and prepare for the MBLEx. This course is a live synchronous distance education course using PowerPoint slide images from the text book and other resources, lecture, note taking, workbook homework, and some demonstration of hands-on palpation. *Prerequisites: None.*

**Applied Kinesiology\*** **MOD - Classroom** **30**

A meridian based practical approach to health maintenance that utilizes muscle testing, neuro- lymphatic points, neuro-vascular points, and acupressure points to improve postural balance, reduce physical and mental pain and tension. Students will learn 14 meridians and basic Five Element theories and how to integrate these principles/techniques into a massage. *Prerequisites: Be a Licensed Massage Therapist/Approved Adjunct Healthcare Professional or enrolled in good standing in CSHA's 650 Hour Massage Therapy Program and completed: Anatomy, Palpation of Anatomy, and Swedish & Wellness Massage.*

**Aromatherapy** **MOD - Online** **16**

This course is designed as a comprehensive introduction to clinical Aromatherapy for the student and practitioner. It provides the therapist with the practical know-how of selecting, handling and blending essential oils for a clinical Aromatherapy Massage. This course is a live synchronous distance education course. *Prerequisites: Enrolled in CSHA's 650 Hour Massage Therapy program: completed: Anatomy, and Swedish & Wellness Massage, or be a Licensed Massage Therapist/Approved Adjunct Healthcare Professional.*

**Body Centered Therapy\*** **MOD - Classroom** **30**

This course is designed to increase the student's appreciation of the importance of the client/ therapist relationship. In order to provide client centered therapy, the student must be proficient in the areas of presence, boundaries, somatic tracking and communication skills. *Prerequisites: Be a Licensed Massage Therapist/Approved Adjunct Healthcare Professional or enrolled in good standing in CSHA's 650 Hour Massage Therapy Program and completed Swedish & Wellness Massage, and Deep Tissue & Neuromuscular Massage.*

**Business & MBLEx Prep** **MOD - Online** **40**

Students learn the fundamentals of running a massage business either on their own or as an employer; and the core considerations and preparation to be an exemplary employee in the massage industry. Students learn how to get started, goal setting, taxes and record keeping, sales, marketing, presentation, career longevity, current laws/regulations, and the licensure process. This is a live synchronous distance education course and utilizes lecture, group discussions, activities, interviews of practicing therapists, real world discussions, and an in-person job fair. Emphasis is placed on supporting students in preparing for their MBLEx Exam including use of practice exams. *Prerequisites: Be enrolled in 650 Hour Massage Therapy Program and completed: Anatomy, Physiology and Deep Tissue & Neuromuscular Massage.*

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<b>CPR/ 1st Aid*</b>	<b>MOD - Classroom</b>	<b>4</b>
This course will examine the basic CPR/1st Aid skills in relation to Massage Therapy and is recommended for all health care practitioners. Students will demonstrate the ability to perform CPR/1st Aid skills and basic victim assessment. <i>Prerequisites: None</i>		
<b>Cranial Sacral 1*</b>	<b>MOD - Classroom</b>	<b>50</b>
This course will provide the student with the basic history and theory of Cranial Sacral Therapy. Introductory skills and the 10-Step Protocol will be presented in addition to exercises that further develop palpatory sensitivity. <i>Prerequisites: Be a Licensed Massage Therapist/Approved Adjunct Healthcare Professional or enrolled in good standing in CSHA's 650 Hour Massage Therapy Program and completed: Anatomy, Swedish &amp; Wellness Massage, and Physiology.</i>		
<b>Cranial Sacral 2*</b>	<b>MOD - Classroom</b>	<b>50</b>
This course will reinforce and further develop the technical and intuitive skills achieved in Cranial Sacral 1. This course includes intraoral techniques as well as tools for unwinding the tissues and correcting dysfunction in the cranial base, vault and temporal mandibular joint (TMJ). <i>Prerequisites: CSHA's Cranial Sacral 1 and be a Licensed Massage Therapist/Approved Adjunct Healthcare Professional or enrolled in good standing in CSHA's 650 Hour Massage Therapy Program and completed: CSHA's Cranial Sacral 1.</i>		
<b>Deep Tissue &amp; Neuromuscular Massage</b>	<b>MOD - Classroom</b>	<b>120</b>
This class introduces students to the practice of deep tissue principles and how to communicate with clients about deep tissue massage. The class focus is on fascia and the deeper fascial components of muscles. Instructors stress proper body mechanics, confidence, presence, and the quality of touch needed for deep tissue work. This class will introduce neuromuscular techniques that assist students in developing and applying an appropriate therapeutic approach for working with musculoskeletal injuries. Course reviews anatomy and applies physiology concepts to musculoskeletal pathologies and conditions. Students will learn corrective soft-tissue injury intervention, range of motion techniques and neuromuscular reeducation. PowerPoint slides, lecture, group discussions, and class activities are used along with the demonstrations, student trades, and hands on guidance. Students learn neuromuscular routines for each area of the body and practice critical thinking skills. Includes 100 hours of class and 20 hours of practice labs. <i>Prerequisites: Enrolled in CSHA's 650 Hour Massage Therapy Program and completed: Anatomy, Swedish &amp; Wellness Massage, and Physiology.</i>		
<b>Ethics in Therapeutic Relationships</b>	<b>MOD - Online</b>	<b>14</b>
This class reviews the principles and terminology of ethics for Massage Therapy and deepens an ethical understanding of the subtleties of everyday Massage scenarios within the Therapeutic Relationship. These ethical decisions challenge us on reacting in real time to the intricacies of each professional situation. In addition, we explore the nuances of inclusivity as we meet each unique client with sensitivity and care exactly where they are at. Ethics, sensitivity, boundaries, professionalism and healthy Therapeutic Relationships are required to create a safe and healing environment that comes from the heart. <i>Prerequisites: Be enrolled in CSHA's 650 Hour Massage Therapy program and completed: Swedish &amp; Wellness Massage.</i>		
<b>Hydrostone ◆</b>	<b>MOD - Classroom</b>	<b>16</b>
This course provides a basic understanding of the physiological effects and hands-on protocols needed to work with stones in a therapeutic or spa environment. Students will learn techniques with both hot and cold stones and their appropriate application to the body. Information will also be presented regarding therapist self-care, emotions and their relation to stone therapy, as well as an overview of basic oriental meridian theory and stone placement. <i>Prerequisites: Enrolled in CSHA's 650 Hour Massage Therapy program: completed: Anatomy, Physiology, Swedish &amp; Wellness Massage, or be a Licensed Massage Therapist/Approved Adjunct Healthcare Prof.</i>		

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## Infant Massage MOD - Classroom 16

Research has shown infants need touch for survival; it is not a luxury, but a necessity. Loving touch is like good nutrition, exercise, and adequate sleep. This course provides students with the skills needed to teach parents how to give infant massage to their children *Prerequisites: Enrolled in CSHA's 650 Hour Massage Therapy program completed: Anatomy, and Swedish & Wellness Massage, or be a Licensed Massage Therapist/Approved Adjunct Healthcare Professional.*

## Integrative Massage MOD - Classroom 40

Integrative Massage is designed to build student confidence by integrating techniques learned throughout the Massage Therapy Program. Through the use of in-class supervised practice, the student will evaluate and apply different methodologies to treat various pathologies and special populations. *Prerequisites: Enrolled in CSHA's 650 Hour Massage Therapy Program and completed: Swedish & Wellness Massage, Deep Tissue & Neuromuscular Massage and (or concurrent with) Medical Conditions & Compassionate Care, or be a Licensed Massage Therapist/Approved Adjunct Healthcare Professional.*

## Intro to Polarity ◆ MOD - Classroom 16

Students will learn the basic theories and applications of Polarity Therapy. Students will learn how to increase energy movement in the body through a combination of light to firm pressure, gentle rocking and stretching. *Prerequisites: Be enrolled in the CSHA 650 Hour Massage Therapy Program or be a Licensed Massage Therapist/Approved Adjunct Healthcare Professional.*

## Lymphatic Drainage 1\* MOD - Classroom 45

This course will define the fundamentals of Lymphatic Drainage Massage. Students will identify and apply the specific hand movements required for all aspects of Lymphatic Drainage. They will demonstrate competency in applying Lymphatic Drainage sequences to the face, neck, arms, upper torso, lower torso and legs. *Prerequisites: Be a Licensed Massage Therapist/Approved Adjunct Healthcare Professional or enrolled in good standing in CSHA's 650 Hour Massage Therapy Program and completed: Anatomy, Physiology and Swedish & Wellness Massage.*

## Lymphatic Drainage 2 - Advanced\* MOD - Classroom 65

This course builds upon the basic skills taught in Lymphatic Drainage 1. Students will continue to expand their technical skill in providing Lymphatic Drainage Massage to the face, neck, upper and lower torso, arms, and legs with particular attention to working with the Deeper Flow as well as issues concerning lymphedema. *Prerequisites: CSHA's Lymphatic Drainage 1 and be a Licensed Massage Therapist/Approved Adjunct Healthcare Professional or enrolled in good standing in CSHA's 650 Hour Massage Therapy Program.*

## Massage Clinic MOD - Classroom 50

The CSHA Student Massage Therapy Clinic provides a supervised educational environment for mastering Massage Therapy techniques. Working with members of the community, the students focus on professionalism, intake procedures, treatment planning, massage documentation (SOAP notes), time management and communication skills. Students are prepared for a daily schedule similar to that of a professional Massage Therapist. *Prerequisites: Enrolled in CSHA's 650 Hour Massage Therapy Program and completed: Anatomy, Physiology, Swedish & Wellness Massage, Deep Tissue & Neuromuscular Massage, and (or concurrent with) Sports Massage & Stretch Therapies, Integrative Massage, Massage Conditions & Compassionate Care, and Palpation of Anatomy, or be a Licensed Massage Therapist/Approved Adjunct Healthcare Professional.*

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**Medical Conditions & Compassionate Care** **MOD - Classroom** **50**

This class will introduce students to the skills needed to work in a medical setting and to work with those clients who may not be able to receive traditional Swedish or Deep Tissue massage. The course will cover pressure, site and position restrictions for many medical conditions and introduce appropriate therapeutic and palliative techniques. Students will learn when and how to use Advanced Light Swedish and be introduced to energy anatomy terms, basic energy work, and other adjunct bodywork modalities. Common pathologies with their customary medications/treatments and how to modify a massage and create a treatment plan to meet the needs of clients with these pathologies will be addressed. Students will learn critical thinking skills, medical terminology, research literacy and professional communication skills for various pathology scenarios. *Prerequisites: Enrolled in CSHA's 650 Hour Massage Therapy Program and completed: Anatomy, Physiology and Swedish & Wellness Massage.*

**Neuroanatomy\*** **MOD - Classroom** **40**

A solid foundation in the anatomy and physiology of the nervous system is beneficial for the understanding and successful implementation of the bodywork modalities of Cranial Sacral, Sports Massage, Neuromuscular Therapy and Trauma Touch Therapy™. This course is designed to study the in-depth structure and function of the central nervous system, with its osseous and meningeal protection, as well as the peripheral nervous system with its associated cranial and spinal nerves. The functional systems of the autonomic nervous system, limbic system, somato-sensory and proprioceptive systems will be examined. Each system will be examined and discussed at both the molecular and gross-anatomical level. *Prerequisites: Be a Licensed Massage Therapist/Approved Adjunct Healthcare Professional or enrolled in good standing in CSHA's 650 Hour Massage Therapy Program and completed: Anatomy and Physiology*

**Oncology Massage 1\*** **MOD - Classroom** **60**

This course will prepare the student to provide comfort-oriented Massage Therapy to clients living with cancer whether they are currently receiving treatments, in remission, or in hospice. This course will dispel the myth of cancer as a contraindication to Massage Therapy. Students will learn pressure restrictions, site restrictions, and position restrictions specific to Oncology Massage Therapy or any medically frail client. *Prerequisites: Be a Licensed Massage Therapist/Approved Adjunct Healthcare Professional or enrolled in good standing in CSHA's 650 Hour Massage Therapy Program and completed: Anatomy, Physiology and Swedish & Wellness Massage.*

**Pain in the Neck** **MOD - Classroom** **6**

A hands-on workshop investigating the soft-tissue basis of cervical dysfunction. Kinesiology of the cervical musculature (attachment sites and actions) will be examined. In this class you will identify and palpate cervical musculature and examine muscular attachment sites on skull, cervical vertebrae, hyoid bone and shoulder girdle. The class will compare primary and synergistic actions of cervical musculature and investigate the role of the autonomic nervous system in the functioning of the cervical musculature. Students will learn to compare and contrast the soft tissue basis for cervical dysfunction, pathologies, trigger points and headache referral patterns. *Prerequisites: Be a Licensed Massage Therapist/Approved Adjunct Healthcare Professional or enrolled in good standing in CSHA's 650 Hour Massage Therapy Program and completed: Anatomy, Physiology and Swedish & Wellness Massage.*



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**Palpation of Anatomy** **MOD - Classroom** **40**

This class refines and builds upon the skills learned in Anatomy. Emphasis is placed on developing a three-dimensional understanding of the musculoskeletal system. Through demonstrations and student trades, students are taught to safely find and feel every palpable skeletal muscle and tendon on the human frame as well as many bony landmarks and joint structures. This class is primarily hands-on with the additional use of charts, skeletons, video and anatomical models. *Prerequisites: Enrolled in CSHA's 650 Hour Massage Therapy Program and completed: Anatomy and Swedish & Wellness Massage, or be a Licensed Massage Therapist/Approved Adjunct Healthcare Professional.*

**Physiology** **MOD - Online** **60**

This course is designed to help the massage therapist understand the physiological functions of the eleven systems of the body, with a general awareness of basic pathology for each system in order to apply that knowledge to understanding contraindications, indications, critical thinking and how massage techniques may affect the client in their Massage Therapy practice. This is a live synchronous distance education course using PowerPoint slides, lecture, note taking, and discussion of real world application. *Prerequisites: None*

**Prenatal Massage** **MOD - Classroom** **16**

Prenatal Massage class is designed to teach the Massage Therapist specific techniques which can be used in working with pregnant clients throughout all stages of pregnancy and delivery. *Prerequisites: Enrolled in CSHA's 650 Hour Massage Therapy Program and completed: Anatomy, Physiology, Swedish & Wellness Massage, Deep Tissue & Neuromuscular Massage, or be a Licensed Massage Therapist /Approved Adjunct Healthcare Professional.*

**Reflexology 1\*** **MOD - Classroom** **24**

This course will teach history, theory, and basic principles of Reflexology. The student will learn the reference points on the feet corresponding to the anatomy of the body. Hands-on application of Reflexology will be demonstrated with student exchange in class. *Prerequisites: Be a Licensed Massage Therapist/Approved Adjunct Healthcare Professional or enrolled in good standing in CSHA's 650 Hour Massage Therapy Program.*

**Reflexology 2\*** **MOD - Classroom** **60**

Advanced principles of hand and foot Reflexology will be taught in this course. Students will explore gait analysis, how structural problems can block energy flow, biomechanics of the arches, the relationship between the deep calf muscles and the integrity of the transverse and medial longitudinal arch, and examine scope of practice. *Prerequisites: CSHA's Reflexology 1 and be a Licensed Massage Therapist/Approved Adjunct Healthcare Professional or enrolled in good standing in CSHA's 650 Hour Massage Therapy Program.*

**Seated Massage 1◆** **MOD - Classroom** **16**

Introduction to basic principles of Seated Massage: body mechanics, exercises to prevent injuries, marketing, routines, optional routines, and troubleshooting techniques. *Prerequisites: Enrolled in CSHA's 650 Hour Massage Therapy Program and completed: Anatomy and Swedish & Wellness Massage, or be a Licensed Massage Therapist/Approved Adjunct Healthcare Professional.*

**Sports Massage & Stretch Therapies** **MOD - Classroom** **40**

This course identifies the goals and practices for pre-, inter-, and post-event massage. Students are instructed in focus areas, timing, and combinations of basic massage strokes to support preparation for and recovery from physical exertion, and how best to support the body's natural healing process after an injury. Students are introduced to the physiologic effects of hydrotherapy as well as the integration of hydrotherapy with massage. Students will learn the appropriate application of stretch therapies for both athletic and general therapeutic settings. *Prerequisites: Enrolled in CSHA's 650 Hour Massage Therapy Program and completed: Anatomy, Physiology, and Swedish & Wellness Massage.*

All Continuing Education courses are approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board. Continuing Education courses marked by (\*) are outside of the School's scope of ACCSC accreditation.

◆=NCBTMB CE Approved. Method of Delivery (MOD) Is Identified as Online (= live, synchronous) or Classroom (= In-person).

### Sports Massage Level 2 - Advanced\*

MOD - Classroom

70

This class will focus on identification and normalization of physical patterns of dysfunction as it relates to athletic performance. Students will utilize tools such as the Kinetic Chain, Muscle Testing, Neuromuscular Techniques, and Therapeutic Taping as effective forms of treatment for athletes. *Prerequisites: Be a Licensed Massage Therapist/Approved Adjunct Healthcare Professional or enrolled in good standing in CSHA's 650 Hour Massage Therapy Program and completed: Sports Massage & Stretch Therapies.*

### Swedish & Wellness Massage

MOD - Classroom

120

The basic strokes of Swedish Massage Therapy are taught in our first bodywork class. These strokes form the foundation on which other modalities are based. This course emphasizes quality of touch, creating safety, draping, body mechanics, as well as self-awareness and personal growth. Lecture, group discussions, and in class activities are utilized to explore indications/contraindications of massage, hygiene, foundational ethics, professionalism, values, standards of practice, scope of practice, communication, boundaries, and massage with special populations. Wellness is emphasized for both client and therapist, discussions include self-care, health benefits of massage, and importance of bodywork in a whole health approach. Students learn multiple approaches in order to facilitate working with clients with diverse needs. Through demonstrations and student trades, students learn a full body Wellness Massage Therapy routine. Swedish & Wellness Massage class provides students with a broad knowledge base and a solid foundation for the rest of their program. Includes 100 hours of class time and 20 hours of practice labs. *Prerequisites: Be enrolled in CSHA's 650 Hour Massage Therapy Program.*

### Thai Massage\*

MOD - Classroom

21

This course provides Massage Therapists with a comprehensive foundation in traditional Thai bodywork techniques. Thai Massage is performed with the client clothed and lying on a floor mat. Therapists use their hands and feet to perform Thai Massage techniques. Students will learn the principles of rhythmic compression, assisted stretching, body alignment, and energy line theory (Sen lines). The class includes demonstrations and hands-on guided practice in supine, side-lying, prone and seated positions, an exploration of indications, contraindications and session flow, and a discussion on tools that can be used in Thai Massage. By the end of the training, students will be able to provide a full-body Thai Massage to clients with confidence, safety and professionalism. *Prerequisites: Be a Licensed Massage Therapist/Approved Adjunct Healthcare Professional or enrolled in good standing in CSHA's 650 Hour Massage Therapy Program and completed: Deep Tissue & Neuromuscular Massage and (or concurrent with) Medical Conditions & Compassionate Care.*

### Trauma Touch Therapy™ 1\*◆

MOD - Classroom

50

Trauma Touch Therapy™ trains Therapists to work with individuals who have experienced trauma using touch, movement and breathing exercises without re-traumatization of the client. Students will demonstrate an awareness of appropriate client/therapist boundaries to ensure safety and develop the ability to recognize and work with the somatic effects of trauma. *Prerequisites: Be a Licensed Massage Therapist/Approved Adjunct Healthcare Professional or enrolled in good standing in CSHA's 650 Hour Massage Therapy Program.*

### Trauma Touch Therapy™ 2\*

MOD - Classroom

50

An externship that will help students create a model for healthy client/therapist relationship by working with three individual clients with trauma histories. Students will work with an on-site supervisor (psychotherapist and/or other health care professional) throughout the externship. *Prerequisites: CSHA's Trauma Touch Therapy™ 1 and be a Licensed Massage Therapist/Approved Adjunct Healthcare Professional.*

# IMPORTANT INFORMATION

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## Calendar

See the attached schedule addendums for the exact dates and times of the Massage Therapy program classes (Addendum 2) and Continuing Education courses (Addendum 3).

## Schedule

Winter Term: beginning of January to mid- March

Spring Term: beginning of April to mid-June

Summer Term: beginning of July to mid- September

Fall Term: beginning of October to mid-December

## Class hours are as follows:

Day classes: between the hours of 8 a.m. and 6 p.m.

Evening classes: between 4:00 p.m. and 10:30 p.m.

Weekend classes: between hours of 8 a.m. and 9 p.m.

## School Holidays

Easter	Memorial Day	4th of July	Labor Day
Thanksgiving & Friday after Thanksgiving		Christmas Eve	Christmas Day
New Year's Day			

## Clock Hours

A clock hour is defined as a minimum of 50 minutes of instruction.

## Class Size

A maximum number of students in a class is established at 30. All dates and times are subject to change dependent upon student enrollment/registration.

The teacher: student ratios are as follows:

Lecture class- 1:30 Bodywork class- 1:24 Student Massage Clinic- 1:6

Teaching assistants give support to Instructors in full capacity classes.

## Minimum Standard for Full Time Student

In order for a Title IV eligible student to receive/retain funds, a minimum of 12 clock hours per week (part time) is required throughout their program. Full time status is a minimum of 16.5 clock hours per week.

## Completion Time

The maximum timeframe to complete the program shall not exceed 1.5 times (150%) the normal duration of the program.

Normal Time Frame	Maximum Time Frame (150%)
12 months (41 weeks)	18 months (61 weeks, 975 hours)



## IMPORTANT INFORMATION

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### CSHA Educational Objectives and Massage Industry Standards require the ability to:

- Establish and maintain professional interpersonal relationships requiring integrity and emotional maturity.
- Create a safe and comfortable environment requiring active listening, social perceptiveness, and ability to be present and focused.
- Apply finger, hand and arm pressure to specific areas of the body requiring trunk strength, manual dexterity and multi-limb coordination.
- Establish flow and rhythm using leaning, pulling, lifting and pushing actions requiring whole body movement.
- Assess client's soft tissue and joint range of motion requiring proprioceptive and palpatory sensitivity.
- Confer with clients about health histories and massage needs requiring oral/written comprehension and oral/written expression.
- Develop client treatment plans that specify types of massage indicated and/or contraindicated, which requires decision making, knowledge application and problem solving skills.
- Perform multiple massage therapy sessions up to 1½ hours each session requiring strength and stamina.
- Consult with other health care professionals requiring ability to learn medical terminology and communicate professionally either verbally or in writing.
- Perform client charting and maintain treatment records requiring fluency in English, ability to work with massage terminology, ability to read and write.
- Provide clients with guidance and information about techniques requiring proficient communication skills.
- Know when to refer clients to other types of professionals requiring sensitivity to scope of practice boundaries.
- Be a successful Student and Massage Therapist requiring punctuality, appearance, attitude, ethics, professionalism and attunement to all aspects of client care.

### State Massage License Requirements

Colorado has a mandatory practice act, which means you cannot practice as a Massage Therapist without a Colorado license. To become eligible for the Colorado Massage Therapy license, ALL of the following must be completed:

- Successful completion of a state approved Massage Therapy program.
- Fingerprint / Background check.
- Successful passage of the MBLEx (Massage and Bodywork Licensing Exam).
- Successful completion of the Colorado State Massage Therapy License application.
- Current professional liability insurance.

The school does not guarantee the passage of the Massage Therapy examination. Success is enhanced by diligent review of Anatomy, Physiology, Swedish & Wellness Massage and Deep Tissue & Neuromuscular Massage in addition to participation in the CSHA MBLEx prep activities/assignments and/or other outside resources.

**IMPORTANT:** Any of the following, regardless of the age of the individual at the time the incident occurred, may result in a delay or denial of your Colorado State Massage Therapy license application and liability insurance.

- A misdemeanor. A DUI or DWAI. A felony. An arrest for a sexual offense. A medical or mental health diagnosis that affects your ability to practice Massage Therapy safely and competently. A record of behaviors that may affect your ability to practice massage safely and competently. A record of excessive use of a habit-forming drug or alcohol. Any disciplinary action against a Massage Therapy License or another health care license.
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## State Massage License continued

For further information on Colorado Massage Therapy Licensing, go to <https://dpo.colorado.gov/MassageTherapy> Licensing requirements vary by state, please see <https://www.fsmtb.org/consumer-Information/regulated-states/> Also, local municipal ordinances may apply in the absence of state law.

## Enrollment

Enrollment into the Massage Therapy Program and/or stand-alone class is a multiple step process which is on-going throughout the year. The program starts four times yearly; January, April, July, and October. Stand-alone class start dates vary. We accept applications for each term throughout the year and students must complete the enrollment process in order to start classes. Late enrollments may be considered on a case by case basis. The Enrollment process includes a visit and tour of the school, a completed application, a determination on how the applicant will pay for school (using financial aid and/or in-house payment plans), entrance interview, enrollment appointment to complete enrollment agreement. For additional details, please see Admissions Policy. For students enrolling in the Massage Therapy Program and not using Title IV Financial Aid, a \$1250 deposit is required upon enrolling, and an interest free, in-house monthly payment plan is available.

## Admissions Policy

Applicants must be at least 18 years of age and have a high school diploma or GED.

All students wishing to enroll into a program or stand-alone class must submit a completed application, a copy of your Identification, and High School Diploma or transcript or GED. If applicable, all costs for requesting identification documents (name change documents), High School Transcript or GED and/or transcript equation for non-US transcripts, are the responsibility of the applicant and costs will vary. All high school diplomas or transcripts are subject to review by the administration to confirm its validity. During validity confirmation the institution can check with the high school to confirm the validity of the student's diploma or transcript; and confirm with the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education.

Upon receipt of your completed application you will be contacted by an Admissions Representative to schedule your entrance and financial interviews.

The Massage Therapy Program at CSHA is a hybrid blended method of delivery. This means that some classes will be taught online in a live, real-time classroom experience, and most classes will be taught in-person on campus whenever possible. Applicants must have access to a computer or other device that has internet access, camera and microphone for the virtual portion of the training and reliable transportation to get the campus for the in-person part of the training and/or to use the school internet and computers.

For the online classes, classes will be recorded and students are required to be on camera and audio to document attendance and confirm that the student who is registered is the same student who participates and completes the live, real-time online course.

Students are selected based on personal integrity, physical ability (see educational objectives), emotional maturity, resilience, basic computer/internet skills, financial stability and commitment to and ability to complete the full program. Colorado requires successful passing of the Massage and Bodywork Licensing Exam (MBLEx) in order to become a Licensed Massage Therapist.

The Application /Enrollment fee is refundable under the following conditions:

1. Nonacceptance into the program; or
2. Notifying CSHA to cancel the enrollment agreement within three business days of signing the enrollment agreement and prior to entering classes.

(Admissions policy continued on the next page)

### Admissions Policy continued

CSHA neither denies admission nor discriminates towards students enrolled at the school on the basis of race, sex, gender, sexual orientation, gender identity, gender expression, religion, age, color, creed, national or ethnic origin, physical, mental or sensory disability, marital status, genetic information, and/or status as an honorably discharged veteran or member of the military.

### Transfer Fee (New Students)

Transfer fee hours from an accredited and state approved school will be \$1 per clock hour for courses being transferred into the 650 Hour CSHA Massage Therapy Certificate Program.

### Credit for Previous Training

Students who wish to receive credit for previous training must submit an official transcript from an accredited and state approved school prior to enrollment. Non-CSHA students wanting to transfer comparable course work into the 650 Hour Massage Therapy Program must meet existing transfer requirements and complete a minimum of 25% of the required course work at CSHA. CSHA will document in the student record what school and on what basis the transfer credit was accepted.

The school does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution. CSHA has no written agreement with any other institution.

### Insurance

Student Liability Insurance or proof of liability insurance is required for all bodywork classes (including continuing education). Please note Student Liability Insurance ONLY covers you for CSHA supervised activities. The cost of student liability insurance plus the first year of Professional Liability Insurance is included in the enrollment agreement for the Massage Therapy Program.

### Financial Aid Assistance

Financial Aid is available to those who qualify. See Tuition Addendum 1 included with the catalog for more information.

### Tuition

See Tuition Addendum 1 included with the catalog for the most current prices.

### Late Payment

CSHA will bill according to the dates indicated on the enrollment agreement and/or payment agreement. Regardless of receiving an invoice, the student is responsible for getting all payments into the Registrar/Business office on or before the due date. Contact the Registrar if you are late in paying your tuition. Failure to pay tuition within 7 days of the due date will result in an additional 5% late charge. Failure to pay tuition and late charges within 10 days of due date may result in probation or dismissal. Students must be current with tuition payments in order to attend classes. There will be a \$20.00 fee on all returned checks.

### Postponement of a Starting Date

“Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth; a) Whether the postponement is for the convenience of the school or the student, and; b) a deadline for the new start date, beyond which the start date will not be postponed. If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school’s refund policy and all applicable laws and rules concerning the Private Occupational Act of 1981.”

## Tuition/Fees Refund Policy

Students not accepted to the school are entitled to a refund of all moneys paid. Students who cancel their enrollment agreement by notifying the school within three (3) business days of signing the enrollment agreement and prior to entering classes, are entitled to a full refund of all tuition and fees paid. Students who withdraw after three (3) business days of signing the enrollment agreement, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the enrollment agreement price, whichever is less. In the case of students withdrawing after the commencement of classes, the school will retain the cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended. The refund is based on the last day of attendance. For stand-alone classes there is a \$25.00 cancellation fee.

<b>Student is entitled to upon withdrawal/termination</b>	<b>Refund</b>
Within first 10% of program	90%*
After 10% but within first 25% of program	75%*
After 25% but within first 50% of program	50%*
After 50% but within first 75% of program	25%*
After 75%	no refund

\*less cancellation fee

1. The student may cancel the enrollment agreement at any time prior to close of the third business day after signing the enrollment agreement and prior to entering classes.
2. All refunds will be made within 30 days from the date of termination/determination. The Date of Determination is based on non-attendance for a maximum of 14 consecutive calendar days. Because this training is time based, refunds will be calculated based on hours completed at the time of withdrawal\*.

**The official date of termination or withdrawal of a student shall be determined in the following manner:**

- a. The date on which the school receives notice of the student's intention to discontinue the training program; or
- b. The date on which the student violates published school policy, which provides for termination; or
- c. Should a student fail to return from an approved Leave of Absence, the effective date of termination for a student on an extended Leave of Absence or a Leave of Absence is the earlier of the date the school determines the student is not returning or the day following the expected return date which is the start of the next term.

\* The State of Colorado defines the time of withdrawal as the student's Last Date of Attendance.

3. The student will receive a full refund of tuition & fees paid if the school discontinues a program/ stand-alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.
5. Students who have not visited the school's facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either the regularly scheduled orientation procedures or following a tour of the school's facilities and inspection of equipment.
6. Attempting to resolve any issue with the School first is strongly encouraged. Complaints may be filed by a student or guardian online at any time with the Division of Private Occupational Schools (DPOS) within two years from the student's last date of attendance or at any time prior to the commencement of training at Division of Private Occupational Schools | Higher Education (colorado.gov)

<http://highered.colorado.gov/dpos>, 303-862-3001.

### Third Party Refund Information

Third party refund (Title IV, Vocational Rehabilitation, WIOA, Tri County, Arapahoe/Douglas Works, Adams County Employment and Training etc.) information may be obtained from the Financial Aid office.

### Return to Title IV Aid Policy

Title IV Federal Student Aid (FSA) funds include: Pell grants, Iraq and Afghanistan Service Grants (IASG), William D. Stafford Direct Subsidized and Unsubsidized Federal Loans, or Parent Loans for Undergraduate Students (PLUS).

If a student withdraws from CSHA and the student received Title IV Federal Student Aid (FSA) assistance during the payment period for which the Return of Title IV refund must be calculated, CSHA must determine the amount of Title IV funds a student has earned at the time of withdrawal using the Return of Title IV (R2T4) funds formula. The Last Date of Attendance (LDA) will be used in the below calculation. The Date of Determination (DoD) must be no later than 14 calendar days from the LDA. If a student does not return from an approved Leave of Absence (LOA) the DoD will be the date the student was scheduled to return from the LOA. The Title IV FSA program rules may require a return to the Federal government of all, or a portion of, the amounts disbursed during the term no later than 45 days from the DoD. The amount of FSA assistance earned by a student is based the following formula:

$$\frac{\text{Clock Hours Scheduled to be Completed through the Last Date Attended}}{\text{Total Clock Hours in Payment Period}}$$

Note: Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in the numerator and denominator. The calendar days on an approved Leave of Absence are excluded from both the numerator and denominator. Percentages are calculated to the fourth decimal place.

Based on the calculation, through the 60% point in each payment period, scheduled hours are used to determine how much Title IV FSA funding the student has earned at the time of withdrawal. After the 60% point, a student has earned 100% of the Title IV FSA funds.

Title IV FSA funds that require refund are credited in the following order:

- Unsubsidized Direct Stafford loans (other than Graduate PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS
- Federal Pell Grants
- Iraq and Afghanistan Service Grants (IASG)

### Return of Unearned FSA Funds

CSHA must return the lesser of the following:

- The amount of FSA Program funds that the student does not earn; OR
- The amount of institutional costs that the student incurred for the period multiplied by the percentage of funds that were not earned. Earned means the percentage of funds that were earned over time (during the payment period) by the student.

If there are additional FSA funds that must be returned as indicated on the completed R2T4 calculation, the student must return or repay, as appropriate:

- Any FSA loan funds in accordance with the terms of the loan;
  - Any remaining unearned FSA grant (Not to exceed 50% of the grant as an overpayment of the grant; the school currently refunds the Student Grant Overpayment on behalf of the student.)
-

## Return to Title IV Aid Policy continued

### **Post-Withdrawal Disbursement**

If a student earned more aid than was disbursed, CSHA may owe the student a Post-Withdrawal Disbursement (PWD) which must be paid as soon as possible, but no later than 180 days from the date the school determined the student withdrew (for loans) or no later than 45 days from the date the school determined the student withdrew (for grants). The school is required to notify the student in writing within 30 days of the date it determined that the student withdrew that he/she is eligible for a PWD of Title IV loan funds; however, if the student (or parent in the case of a PLUS loan) is eligible to receive a PWD of loan funds, the student or parent borrower must first confirm in writing whether he/she accepts/declines all or some of the loan funds offered as a PWD. A PWD of Federal grant funds does not require student acceptance or approval and the grant funds may be applied directly to the student's account in order to satisfy tuition and fees, or to the student. CSHA will seek the student's authorization to use a PWD for all other educationally-related charges in addition to tuition and fees. All Direct Loan refunds will be made by EFT to the U.S. Department of Education and COD disbursement records will be updated when refunds are made. The student is notified by letter from the school of all Direct Loan refunds made on their behalf, including the amount, date, and loan type.

### **Credit Balances**

If the amount of Title IV financial aid the student has earned is greater than the amount of tuition and fees owed by the student determined by the CSHA refund policy a credit balance could be owed to the student. This credit balance will be refunded via a check mailed to the address on file within 14 days of the date of determination of the withdrawal. If a credit balance is due as a result of a PWD the credit balance will be issued to the student no more than 14 days after receiving the PWD funds.

After the return of Title IV aid is complete, CSHA will follow the State of Colorado refund guidelines. The student will be obligated for any tuition, fees, books or equipment not covered by Title IV funds.

## Accommodations

Students with documented disabilities have rights and responsibilities in the post-secondary education setting. They have the right to reasonable accommodations in order to access CSHA programs and services, provided that the student has reviewed and addressed the following:





- Has met any applicable CSHA program admissions requirements.
- Has submitted documentation that confirms the disability and the need for reasonable accommodations.
- Has given adequate notice of accommodations (6 weeks or more).
- Has not requested a modification that fundamentally alters the requirements and expectations of any CSHA program or class activity.
- Will be able to perform all Massage Therapy duties and tasks in order to meet CSHA educational objectives and industry standards.

All students must sign and comply with the CSHA Infection Control Policy.

CSHA Students are required to participate in massage in both classroom and clinic settings and are required to perform massage techniques during student exchanges and on clinic clientele without discrimination with regard to race, sex/gender, sexual orientation, gender identity/expression, religion, age, color, creed, national or ethnic origin, physical, mental or sensory ability or disability, marital status, genetic information, and/or status as an honorably discharged veteran or member of the military.

## Accommodations continued

Accommodations may include:

-  Extended testing time (multiday and untimed tests are not offered)
-  Reader/recorder
-  Increased font size
-  Separate room

## Requesting Accommodations

To receive accommodations, all students must document their disability by providing ALL of the following:

1. Request for Accommodations Form and
2. Providing a doctor's note and/or current psycho educational testing (within last 3 years), and
3. Scheduling a meeting with the CSHA Education Department.

Note: Request for Accommodations Form must be submitted at least **6 weeks prior** to the scheduled start date of the term.

## Continuing Education / Stand-alone Class Registration

All Continuing Education class registration is done through the CSHA Registrar's office. A deposit of 15% of each class fee, plus books and materials fees are required at the time of registration. The balance due on the class must be paid in full before the first day of class, or a payment agreement must be signed prior to the first day of class to be paid in full by the last day of the class.

To ensure space in any class, we recommend registration a minimum of two weeks in advance.

Students taking individual courses must submit a completed application and a copy of your high school diploma or transcript or GED prior to registering for a class.

**All class dates, times and instructors are subject to change**

Continuing Education classes are state approved, and some are outside of the School's scope of ACCSC accreditation. See course descriptions.

## Continuing Education / Stand-alone Class Cancellation

To cancel an individual class not included in an active Enrollment Agreement, please contact the CSHA Registrar prior to the 1st day of class. Tuition/Fees Refund Policy will apply. For Stand-alone classes there is a \$25.00 cancellation fee.

## Retail

The school has on hand a variety of lotions, topical analgesics, lotion holsters, and a small amount of Massage Therapy items for sale through the business office.





## CSHA CODE OF ETHICS

All members of the COLORADO SCHOOL OF HEALING ARTS community shall strive to maintain the highest standards of professional conduct, and to promote the art and science of massage/bodywork.

### **Commitment to High-Quality Care**

I will serve the best interests of my clients at all times and provide the highest quality of bodywork and service possible. I recognize that the obligation for building and maintaining an effective, healthy, and safe therapeutic relationship with my clients is my responsibility.

### **Commitment to Do No Harm**

I will conduct a thorough health history intake process for each client and evaluate the health history to rule out contraindications or determine appropriate session adaptations. If I see signs of, or suspect, an undiagnosed condition that massage may be inappropriate for, I will refer that client to a physician or other qualified health-care professional and delay the massage session until approval from the physician has been granted. I understand the importance of ethical touch and therapeutic intent and will conduct sessions with the sole objective of benefitting the client.

### **Commitment to Honest Representation of Qualifications**

I will not work outside the commonly accepted scope of practice for massage therapists and bodywork professionals. I will adhere to my state's scope of practice guidelines. I will only provide treatments and techniques for which I am fully trained and hold credible credentials. I will carefully evaluate the needs of each client and refer the client to another provider if the client requires work beyond my capabilities, or beyond the capacity of massage and bodywork. I will acknowledge the limitations of massage and bodywork by refraining from exaggerating the benefits of massage therapy and related services throughout my marketing.

### **Commitment to Uphold the Inherent Worth of All Individuals**

I will demonstrate compassion, respect, and tolerance for others. I will seek to decrease discrimination, misunderstandings, and prejudice. I understand there are situations when it is appropriate to decline service to a client because it is in the best interests of a client's health, or for my personal safety, but I will not refuse service to any client based on disability, ethnicity, gender, marital status, physical build, or sexual orientation; religious, national, or political affiliation; social or economic status.

### **Commitment to Respect Client Dignity and Basic Rights**

I will demonstrate my respect for the dignity and rights of all individuals by being available to all client feedback, providing a clean, comfortable, and safe environment for sessions, using appropriate and skilled draping procedures, and upholding the integrity of the therapeutic relationship.

### **Commitment to Informed Consent**

I will recognize a client's right to determine what happens to their body. I understand that a client may suffer emotional and physical harm if a therapist fails to listen to the client and imposes their own beliefs on a situation. I will fully inform my clients of choices relating to their care, and disclose policies and limitations that may affect their care. I will not provide massage without obtaining a client's informed consent (or that of the guardian or advocate for the client) to the session plan.

### **Commitment to Confidentiality**

I will keep client communication and information confidential and will not share client information without the client's written consent, within the limits of the law. I will ensure every effort is made to respect a client's right to privacy and provide an environment where personal health-related details cannot be overheard or seen by others.

### **Commitment to Personal and Professional Boundaries**

I will refrain from and prevent behaviors that may be considered sexual in my massage practice and uphold the highest professional standards in order to desexualize massage. I will not date a client, engage in sexual intercourse with a client, or allow any level of sexual impropriety (behavior or language) from clients or myself. I understand that sexual impropriety may lead to sexual harassment charges, the loss of my massage credentials, lawsuits for personal damages, criminal charges, fines, attorney's fees, court costs, and jail time.

### **Commitment to Honesty in Business**

I will know and follow good business practices with regard to record keeping, regulation compliance, and tax law. I will set fair fees and practice honesty throughout my marketing materials. I will not accept gifts, compensation, or other benefits intended to influence a decision related to a client.

### **Commitment to Professionalism**

I will maintain clear and honest communication with clients and colleagues. I will not use recreational drugs or alcohol before or during massage sessions. I will project a professional image with respect to my behavior and personal appearance in keeping with the highest standards of the massage profession. I will not actively seek to take someone else's clients, disrespect a client or colleague, or willingly malign another therapist or other allied professional. I will actively strive to positively promote the massage and bodywork profession by committing to self-development and continually building my professional skills.

## Learning Resource System (LRS)

Colorado School of Healing Arts Learning Resource System (LRS) includes all the materials needed to support the student's learning experience. This includes:

- Classroom resources- 7 classrooms which includes 2 massage labs, and an additional 6 private clinic treatment rooms.
- All training equipment is provided including: massage tables, massage bolsters, massage chairs, skeletons, muscle models, hot stones, hydrocollators, anatomy / physiology / trigger point and meridian charts.
- All equipment is available for use during class and are available for study groups when not in use for classes.
- Library Resource Center

## The Library Resource Center (LRC) consisting of the following:

- Library/Lab Faculty and Assistants are all Licensed Massage Therapists and graduates of the school. The staff the Library/Lab Monday through Sunday and are available for student and faculty support.
- Lab – The Student Massage Lab is an extension of the classroom and is supervised by Library/Lab Faculty and Assistants. Students complete 40 hours of Massage labs at the school and the lab is available for extra practice sessions.
- Library – The Lending Library/Research Library - Materials and publications available for check out by CSHA students, graduates and faculty.
- Reference Library - Magazines, books, and materials available for in-building use.
- Make-up Review Video Library- Available for viewing on school premises
- Computer stations - The library contains student computers for word processing and internet research or CD ROM access.
- Audio-visual resources.
- Wi-Fi is available for student use on site.

## Study Support through the LRC:

- Study areas (library, classrooms, student kitchen-lounge and outdoor deck) - set up with LRC staff.
- Study tools (bones, joints, charts, muscle models).
- Study sessions with LRC staff (set up with the Dean of Students)

## Tutoring

Tutoring is advised for students who need academic support. The Education Department will assist the student in the recommendation of a tutor; costs will be the responsibility of the student.

## Online Classroom Support

Please ask the Distance Education Administrator/Director of Education/Dean of Students or the Education Assistant for any technical support or to set up school resources for online classrooms and for online class make up.

The school maintains appropriate and sufficient student services to support student training and development pre and post-graduation.

## Student Services

### Financial Aid Assistance

Financial Aid is available for those who qualify. The Financial Aid office is available for financial aid advising and questions.

### Student Identification Cards

Students receive photo and student I.D. cards at New Student Orientation. There is a \$5 replacement fee.

### Student Advising

- 🌀 Academic Advising is available and coordinated through the Education Department.
- 🌀 Scheduling of classes and programs is coordinated through the Education Department, Registrar and Admissions department.
- 🌀 The Financial Aid office is available to advise students regarding financial assistance for those who qualify.
- 🌀 Career Services and licensure support is available through the Careers department

### Referral Service/ Job Opportunities

As a graduate, Career Services, per your request will email employment and volunteer opportunities to you on an ongoing basis. We provide courtesy referrals for graduates and send letters of recommendation to prospective employers at the request of alumni. There is no promise or guarantee that the completion of training or a courtesy referral will automatically secure the graduate with a position in the field of Massage Therapy.

## CAREER SERVICES

CSHA Career Services assists our graduates in a variety of ways, including:

- 🌀 Maintaining a current listing of Massage Therapy opportunities.
- 🌀 Assistance in researching potential employers.
- 🌀 Help plan your career goals and job search.
- 🌀 Maintaining relationships with current and potential employers.
- 🌀 Provide information regarding your options in the Massage Therapy industry.
- 🌀 Coordinate career fairs, employer open houses, and hiring events.
- 🌀 Confirms your Massage Therapy employment information for ongoing Graduate Verification of Employment requirements from regulatory agencies.

CSHA demonstrates an on-going commitment to the success of each student and graduate. Working as partners, the school assists graduates to realize their professional goals. Although CSHA cannot guarantee placement, we work with a diverse group of employers that appreciate the robust training of our Massage Therapists. Career Services, in conjunction with the Business & MBLEx Prep class provides the tools and resources for graduates to succeed in their new career.

## Attendance Policy

A minimum of 80% attendance is required in each class/program.

100% of missed class time, including partial attendance (rounded up to the nearest half-hour), **must be made up and documented** in order to make up content and hours (see Make-Up Policy)

Students whose absences exceed the attendance policy and/or have more than 14 consecutive calendar days of non-attendance at the school, are required to meet with the Education Department and may be dismissed from the program.

**Important:** Certain recreational or sporting activities may result in injuries that would inhibit a student's ability to complete classes as scheduled and **may require withdrawal from the program**. Please consider the consequences before an injury may occur.

**Note:** Any planned absences - see Education Department.

## Make-Up Policy

Students will be required to make-up all course work missed as the result of any absence or partial attendance. **All make-up work must be completed and hours documented on the school premises or for online classes through monitored online recordings.** Arrangements to take a missed exam must be made with the instructor or the Education Department, and the missed exam must be made up **before the next class meeting**. The student must complete make-up work by the due date listed on the Student Progress Report (SPR) emailed to the student. **Students who do not make up all missed coursework and document all required makeup hours, will not graduate.**

## Failure of a Class Policy

A failed class is defined as a class where the student completes the class and receives a failing grade. Upon failure of a class, the student must retake the failed class in the next available term and pay for that class out of pocket. Student's program payment arrangement must remain current during the retake class. See Retaking a Class Policy.

If the student does not successfully complete and/or pass the retake class, the student will be dismissed from the program and is subject to the Tuition/Fees Refund Policy.

A student who is unable to retake the failed class in the next term, withdraws from the program. The withdrawn student is eligible to reapply for the program upon retaking and passing the failed class.

## Retaking a Class Policy

Students wanting/needing to retake a class that has been passed or failed, can do so at half price, space permitting. Financial aid may not be used for retaking a class. Continuing Education / Individual Class registration procedures apply to retaking a class.

## Incomplete Policy

To pass the class, all assignments, labs, quizzes/tests and make up must be turned in on their due date. Students with documented mitigating circumstances may apply for an extension with proper documentation and approval from the Education Department **on or before the last day of class**. Students who do not complete all coursework and hours missed, will not graduate.

### Withdrawal Policy

To withdraw from the program or class, notification of intent to withdraw is recommended as soon as possible to minimize financial burden. Students must meet with the Dean of Students and the Financial Aid Administrator.

Students who withdraw are subject to the Tuitions/Fees Refund Policy, and if applicable the Return of Title IV Aid policy.

Grade received upon withdrawal will be W. Upon successful completion of the class, the final grade will be included in the GPA. W is not factored into the GPA.

### Leave of Absence Policy (LOA)

A Leave of Absence (LOA) is a rare temporary interruption in a student's program of study and may only occur between terms for the following reasons: medical situation or military service (or other as determined by the institution). A student must be in good standing academically and financially to be eligible for a leave of absence.

Note: If a student has a medical situation during a term and they are unable to continue with classes, the student will need to withdraw from the program and reapply when able to return – see withdrawal policy.

A student may request an LOA by meeting with the Dean of Students and Financial Aid Administrator to sign the required LOA paperwork. The written request for a LOA must include the student's reason and documentation for requesting the leave.

An LOA refers to a specific time period during a program when a student is not in attendance. The period of the LOA may not begin until the student has submitted and the Education Department has approved a written, signed and dated request for an approved LOA except in those cases where unforeseen circumstances would prevent a student from submitting a request in advance.

CSHA may grant an LOA to a student with unforeseen circumstances, who did not provide the request prior to the LOA, as long as the school can document the reason for the LOA and receives the written request/documentation from the student as soon as possible.

The LOA, together with any additional Leaves of Absence, must not exceed a total of 180 days within the 12-month period. This 12-month period begins on the first day of the student's initial LOA.

If the student is making payments as indicated on their enrollment agreement, they must continue to make payments during the LOA.

Due to interruption of Student Progress, Financial Aid may be delayed until the student returns from the LOA.

If a student does not return from a LOA on the scheduled date, the student will be withdrawn from school and the CSHA refund policy will apply. The Return of Title IV Aid and refund calculations are based on the student's last day of recorded attendance (LDA). Refunds will be made within 30 days of the Date of Determination.

## Change of Schedule Policy

Students wishing to change their class schedule must first meet with the Education Department (with a follow-up meeting with the Financial Aid Administrator) for approval to create a new schedule. Changes may be subject to a \$25 rewrite fee.

**IMPORTANT:** Student Massage Clinic Reschedule Policy - Due to the nature of clinic scheduling, we require a one-week notice prior to the first day of the term to reschedule clinic.

## Weather Cancellations or Weather Related change in class delivery

- ☼ If there is inclement weather, classes will be cancelled or placed on an online platform at the discretion of the Administration.
- ☼ A determination for daytime classes will be made by 7 am, for evening classes by 2 pm.
- ☼ Check for school closures on TV channels 7, 9 or. You may also see announcements on CSHA's Facebook page or receive text announcements on your cell phone.
- ☼ It is the student's responsibility to verify cancellations and/or online links with school personnel, faculty or school closures listed on TV channels, 7 or 9.
- ☼ Cancelled Classes: Make-up days for cancelled classes will be determined by Administration and Instructors. Instructors will coordinate with students regarding make up days.
- ☼ Online Classes: If a class is moved to online due to weather, full or partial attendance will be recorded and make up will only be required for those hours not attended or unable to be completed in the online format. Classes already online will proceed as usual.

## Grades

A password-protected email with the student's grades will be sent out approximately 2 weeks after the last day of the term, or prior to the next term start date. Grades are only entered for completed classes.

The access password will be the first 4 letters of the student's last name and the last 4 digits of the Social Security number, all lower case with no spaces. (If the last name is less than four letters, enter entire last name).

### Grading Scale

90 – 100% = 4.0

80 – 89% = 3.0

70 – 79% = 2.0

60 – 69% = 1.0

0 – 59% = 0

} Below 70% is Failing

Every class is weighted at 100% when calculating the GPA. GPA reflects only grades from completed classes.

## Student Progress Reports

A password protected email will be sent with academic, attendance or Incomplete Information and requires student follow up. See grades policy.

## Nametag Policy

All students are required to wear nametags while on the CSHA campus. These nametags will be issued on first day of classes. Nametags will also be worn by all administrators, lab faculty and instructors. Nametags are to be worn at all times while on campus! This will help to identify everyone who belongs to the CSHA community and those who do not. Replacement cost for nametags is \$5.00.

## Student Satisfactory Academic Progress (SAP) Policy

All students will be monitored by the CSHA Education Department and Financial Aid Department to ensure that they are meeting the Satisfactory Academic Progress (SAP) requirements. SAP is reviewed to determine if a student is eligible to continue to the next evaluation point. SAP applies to all students regardless of funding and is measured at two evaluation points. The school must determine that the student has successfully completed both the clock hours and weeks of instructional time required for the period evaluated.

There are two SAP requirements: qualitative and quantitative.

Evaluation Point	Cumulative Hours Completed	Minimum Percentage of Hours Completed to the Clock Hours Scheduled (Quantitative)	Minimum Cumulative GPA (Qualitative)
1	325	67%	70 % (2.0)
2	650	67%	70 % (2.0)

**Qualitative** -a student must achieve a minimum 2.0 Grade Point Average (GPA) and completion of all coursework in order to pass each class. In order to graduate, a student must achieve a final 2.0 GPA upon completion of the program. The school maintains all student progress records.

If the student's cumulative GPA\* is below a 2.0 at the first evaluation (325 hour midpoint evaluation), the student will be placed on SAP Warning for the next evaluation period. The student must raise their cumulative GPA to a minimum of 2.0 by the completion of the program.

### Grading Scale

90 – 100% = 4.0	
80 – 89% = 3.0	
70 – 79% = 2.0	
60 – 69% = 1.0	} Below 70% is Failing
0 – 59% = 0.0	

\* Every class is weighted at 100% when calculating the GPA. GPA reflects only grades from completed classes.

**Quantitative** – In order for a Title IV eligible student to receive funds, a minimum of 12 clock hours per week (part time) is required throughout their program. Full time status is a minimum of 24 clock hours per week.

The maximum timeframe to complete the program shall not exceed 1.5 times (150%) the normal duration of the program. The student must complete the program within the maximum timeframe. Maximum timeframe and the pace of completion will be evaluated as seen in the following chart:

Program	Qualitative Measure Evaluation Points	Normal Time Frame	Quantitative Measure Pace of Completion	Maximum Time Frame (150%)
650 Hour Massage Therapy	1. 325 hours 2. 650 hours	12 months (41 weeks)	At 20 weeks	18 months (61 weeks, 975 hours)

# STUDENT POLICIES & PROCEDURES

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## Student Satisfactory Academic Progress (SAP) Policy continued

Attendance is monitored daily by the CSHA Education Department to ensure that the student is achieving pace of completion.

If a student fails to meet pace of completion, they will be placed on SAP Warning for the next evaluation period. If the student fails to meet pace of completion by the end of the warning period, the student will be dismissed from the program and financial aid eligibility will be terminated.

### **Failure to Meet SAP Requirements (Qualitative/Quantitative)**

If a student is not meeting SAP requirements at the first evaluation (325 hour midpoint) they will be placed on a SAP Warning and will be required to meet with the Education Department to ensure the student will achieve SAP Requirements. The student will remain eligible for Federal Student Aid as long as they are making progress by successfully completing and passing their classes with a minimum GPA of 2.0.

Students who do not achieve Satisfactory Academic Progress (SAP) will be notified by the CSHA Education Department.

**IMPORTANT: Failure to achieve SAP requirements will result in Dismissal from the program. The school reserves the right to dismiss those students whose academic record calls into question their ability to comply with the student Satisfactory Academic Progress policy (SAP), pass the required national massage therapy examination (MBLEx) and be employable in the field regardless of meeting the SAP benchmarks.**

### **Interruptions, Course Incompletes, and Withdrawals**

If the student needs to take off more time than allotted in the enrollment agreement or more than 14 consecutive calendar days (except for scheduled breaks), the student must take a Leave of Absence, if eligible, or withdraw from the program and reenroll when ready to return. Students who withdraw prior to completing the course of study and who wish to reenter will reenter at the same progress status as applicable at the time of withdrawal.

### **Noncredit, Remedial Course, Repetitions and Summer Terms**

Course incompletes, repetitions, and noncredit remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's Satisfactory Academic Progress standards.

## Medical History/Medical Conditions Policy

It is the student's responsibility to inform the Education Department and each of their instructors about any existing medical conditions and/or medications as well as any new conditions and/or medications throughout the program. The use of some prescription and over the counter medications may affect your ability to give and receive a massage.

The student understands that if any condition or injury prohibits them from participating fully in the classroom or lab activities, they may need to withdraw, be put on a Leave of Absence (if eligible) and/or be restricted from classes until they provide a release or note from their primary healthcare provider.

Pregnancy is considered a medical condition and there are certain precautions required when receiving massage. Please inform your instructor and the Education Department if you are pregnant.

Depending on the medical condition you may be required to provide (to the Education Department) a medical release from your physician stating you are able to both give and receive massage.

## Communicable Disease/ Infection Control Policy

People in health care settings, with direct contact between the client and the practitioner are required to know, understand and implement all safeguards inhibiting the transmission of infectious conditions, and to have a thorough understanding of indications, contraindications, and precautions of Massage Therapy. The most effective preventative measure against the spread of disease is handwashing, the use of barriers and contraindication/avoidance procedures.

Students agree to be screened, to wear a mask/gloves if requested and to comply with any and all current CSHA Infection Control Policies.

For a person with a potentially communicable disease or infectious condition, it may not be appropriate to participate in massage. The use of barriers (masks, gloves, etc.) or avoidance of massage may be required.

Some examples of those conditions include:

- COVID-19, RSV, Mpox, Flu, colds, strep throat, staph infection, measles, chicken pox, hepatitis, conjunctivitis, etc.
- Open, weeping or sub-dermal lesions, infected wounds, broken skin, injured flesh

Any person who may have an infectious condition or who is aware they have been exposed to an infectious condition should contact the Education Department or instructor before entering the building/classroom or participating in any CSHA activity (including lab).

## Code of Conduct

Successful Massage Therapists must uphold the highest standards of ethical conduct, have a mature and disciplined ability to create safety and demonstrate excellent boundary management skills.

### **Everyone at the Colorado School of Healing Arts has the right to feel respected and safe.**

Colorado School of Healing Arts endeavors to provide a school environment that is safe, conducive to learning and free from unnecessary disruption. In order to provide this environment, students must adhere to the CSHA Code of Ethics, CSHA Code of Conduct, and meet the Educational Objectives and Massage Industry Standards (all located in this Catalog).

***Any inability to create safety may require withdrawal or dismissal from the school until the time the student is able to meet the level of safety and care required for Massage Therapy training and a successful Massage Therapy Career.***

The school reserves the right to be the sole judge of such conduct which may be detrimental to the school, students' progress, or the Massage Therapy profession. Students must abide by the following Code of Conduct. Failure to do so may result in probation or dismissal.

- A. Animals - Animals or pets are not allowed in the building with the exception of qualified Service animals.
- B. Bicycles - Bicycles should be parked on east side of building at the bike rack and are not allowed in the building.
- C. Cell phones/Electronic devices - Use of electronic devices is not allowed in the in-person classroom.
  - Cell phones and cell watches must be turned off and stored appropriately in classrooms, clinics and labs.
  - I-pads and laptops may be used for in- person class activities only with teacher approval/supervision.
- D. Children - Children (under 18) are not allowed in clinic, lab, or classroom. Children may not be on campus unless accompanied by parent.
- E. Discrimination / Harassment- CSHA will not tolerate discriminatory behavior or harassment of any kind. Please see the CSHA Personal Safety, Anti-Discrimination/Anti-Harassment, and Violence Against Women Act (VAWA) Policy Handbook. Personal Safety, Anti-Discrimination/Anti-Harassment, Title IX & Violence Against Women Act ([cscha.net](https://cscha.net)) <https://cscha.net/policies/student-instructor-and-staff-resources>

**Code of Conduct continued**

- F. Dress (Professional) - Students must wear professional attire and wear shoes that support the practice of good body mechanics in all bodywork classes. The Education Department, faculty and staff reserve the right to be the sole judge of what constitutes appropriate dress/footwear.
- G. Drugs and Alcohol - Students must follow the CSHA Drugs and Alcohol policies.
1. Alcohol, recreational drugs, and marijuana (medical or recreational) are not allowed anywhere on campus (including cars in the parking lot).
  2. Students may not attend class under the influence of drugs or alcohol.
  3. Students must follow the 12-hour rule when giving or receiving massage.
  4. Distribution, possession, use, or being under the influence of alcohol, an illegal drug, or controlled substances as defined in section 12-22-393, Colorado Revised Statutes is not allowed.
- H. Ethics - Students must abide by the CSHA Code of Ethics.
- I. Financial obligations - Financial obligations must be met.
1. Students must keep up to date with tuition payments and payment plans to remain in classes.
  2. Financial Aid students are required to renew FAFSA on time in order to remain in classes.
- J. Food/Drink - Eating or drinking is not allowed in the classrooms, clinic rooms, or lab/library except for water in unbreakable closed containers. On-line classes may be more flexible.
- K. Honesty - Students must behave with honesty and integrity.
1. Dishonesty, such as cheating, plagiarism or knowingly furnishing false information is prohibited. This is equally true for in-person and on-line classes.
  2. Misuse, alteration or forgery of school documents, records, ID materials, educational materials and internet access of school property are strictly prohibited.
  3. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject you to civil and criminal liabilities, including fines. For more detailed information: <http://www.copyright.gov/>
  4. Online classes: Students commit to using online materials for personal use only and will not copy, share or distribute any / all online or hardcopy school materials.
- L. Hygiene - Students are required to maintain impeccable oral/body hygiene at all times and demonstrate a professional image at all times.
1. Hands must be in good condition with very short nails, free of polish & artificial nails.
  2. Refrain from using heavy scents or smoking before or during class, labs and clinics.
  3. Students must comply with CSHA Communicable Disease policy / Infection Control policy.
- M. Name badges - Name badges are required at all times while on campus. Online classes require that you use your full name to identify your presence online.
- N. Participation- CSHA Students are required to participate in massage in both classroom and clinic settings without discrimination with regard to race, sex/gender, sexual orientation, gender identity/expression, religion, age, color, creed, national or ethnic origin, physical, mental or sensory disability, marital status, genetic information, and/or status as an honorably discharged veteran or member of the military.
- O. Policies - All CSHA policies must be followed in order to be a part of this community.
- P. Professional Communication - All students must maintain professional, respectful, and appropriate communication on campus, in classroom, labs, clinic, on-line classes and any school-sanctioned events and between students, staff or faculty on social media, voice mail and/or electronic/written communication.
1. Use of obscenities and vulgarities are not allowed.
  2. Sexual comments, jokes or innuendos are strictly prohibited.
  3. Ethnic/Politically inflammatory comments, jokes or innuendos are strictly prohibited.
  4. Threats or threatening language is prohibited.
  5. Students must consider all social media posts, likes, shares, texting, and tweeting as to how it reflects on their professional communication.
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## Code of Conduct continued

- Q. Professional Interactions - Students must treat all fellow students, staff and lab/clinic clients with respect and care and follow all ethical requirements with good boundaries and a high level of emotional intelligence.
1. Draping must be appropriate at all times. Draping the breast tissue with all clients is required at CSHA.
  2. Physical contact between student/student and staff/student must be professional at all times.
  3. Social interactions and/or dating clients is prohibited.
  4. Students dating other students during their program is highly discouraged.
  5. Students are required to minimize dual relationships and minimize the power differential with all clients.
  6. Sexual advances in any Massage Therapy setting, regardless of location is prohibited.
  7. Students must consider all social media posts, likes, shares, texting, and tweeting as to how it reflects on their professional interactions.
- R. Property:
1. Personal property - Students must safeguard personal property. CSHA cannot be responsible for the loss of personal property.
  2. School Property - Misuse or mistreatment of any school property will subject the offender to a minimum of \$50.00 fine up to the full replacement cost of school equipment depending on damage.
  3. Intentionally damaging or defacing school property will not be tolerated.
  4. Any theft of school or personal property will not be tolerated.
  5. Unauthorized and/ or inappropriate use of school facility and equipment is not allowed.
- s. Safety/Emergencies - Students must adhere to all safety precautions and emergency procedures and/or as directed by staff. <https://csa.net/policies/student-instructor-and-staff-resources>
- T. Smoking - Smoking is prohibited throughout school facilities.
1. Smoking, vaping or e-cigarettes are only allowed in the outdoor smoking area at SE corner of the building.
- U. State Laws - Massage students must comply with state laws regarding Massage Therapy training.
1. Identify themselves as a Student Massage Therapist (prior to licensure).
  2. May not receive compensation for Massage Therapy and bodywork (prior to licensure).
  3. May not provide massage except under supervision by school faculty on campus.
- V. Student/Instructor Associations - Socializing and/or dating (dual relationships) between instructors/administration and students is not allowed while the student is enrolled in any class or program at CSHA.
- W. Tardiness - Persistent tardiness, early leave or lateness returning from break is not permitted and may result in additional make-up work.
- X. Visitors - Visitors are restricted to reception area unless escorted by staff/students.
- Y. Violence - Violence of any kind is not allowed.
1. Students may not engage in fighting, assault, threat of bodily harm.
  2. Students may not engage in verbal, physical or sexual harassment or abuse.
- Z. Weapons of any kind are not allowed on campus.

## Student/Instructor Associations

It is imperative that students respect ethical boundaries regarding student/teacher associations and dual relationships. **Socializing and/or dating between instructors/staff/administration and students is not allowed while the student is enrolled in the Massage Therapy program at CSHA.** Instructors, administrators, staff, lab/library faculty/assistants, and students in violation of this policy may be dismissed. See also CSHA Code of Conduct.

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## Harassment Policy

It is the policy of Colorado School of Healing Arts (CSHA) to maintain a learning environment that is free from harassment because of an individual's race, sex, gender; sexual orientation; gender identity, gender expression; religion; age; color; creed; national or ethnic origin; physical, mental or sensory disability; marital status; genetic information; and/or status as an honorably discharged veteran or member of the military. See also CSHA Code of Conduct.

### **Sexual Harassment/Sexual Misconduct/Sexual Violence:**

Detailed description of definitions, policies, reporting, and investigation procedures, are listed in the CSHA Personal Safety, Anti-Discrimination /Anti-Harassment, and Violence Against Women Act (VAWA) Policy Handbook located at <https://cscha.net/policies/student-instructor-and-staff-resources>

**To report an incident that occurred on campus or at a school-sanctioned event, contact the Director or the Assistant Director.**

### **Safe Environment Creation and Sex Offense Prevention:**

CSHA is dedicated to creating a culture of safety and care as is required for Massage Therapy learning. This culture requires an understanding of and ability to consistently demonstrate safety and care that is based on the CSHA Code of Ethics, the CSHA Code of Conduct, and the CSHA Educational Objectives and Massage Industry Standards (see all in this Catalog).

Because massage therapy training requires a level of care, respect, and ability to create safety above and beyond the absence of harassment/discrimination as outlined in the CSHA Personal Safety, Anti-Discrimination, Anti-Harassment, Title IX and Violence Against Women Act (VAWA) Policy handout, the school reserves the right to dismiss the student for inability to create safety and/or adhere to CSHA Code of Conduct, CSHA Code of Ethics, and CSHA Educational Objectives and Massage Industry Standards.

## Policy of Maintaining a Drug and Alcohol Free Learning Environment

Performing Massage Therapy under the influence of drugs (over the counter, prescription, illegal, and medical/recreational marijuana) and/or alcohol may impair your judgment, focus, and ability to create a safe and therapeutic environment. Students performing Massage Therapy while under the influence risk loss of financial aid, Probation/Suspension/Dismissal or the ability to become a Licensed Massage Therapist. See also CSHA Code of Conduct.

**The CSHA Drug and Alcohol policy requires that students refrain from drug use (prescription narcotic, illegal drugs, medical/recreational marijuana) and/or alcohol use a minimum of 12 hours prior to giving or receiving massage and bodywork or attending any class (academic or bodywork)**

**CSHA is required to follow Federal Law in regards to the Drug and Alcohol Policy. As such, students are not allowed to use, possess, carry or distribute recreational or medical marijuana on the school property (including in the building, parking lot, or in cars).**

All members of the CSHA community are hereby notified that the unlawful possession or use of illegal drugs, medical/recreational marijuana, and alcohol is prohibited anywhere on school campus.

The institution is in compliance with the Drug Free Schools and Communities Act of 1989 (Public Law 101-226). All students and employees should refer to the **CSHA Annual Security Report/ Clery Act Campus Security Report** for more information concerning the campus policies and individual responsibilities required under this Act. <https://cscha.net/policies/annual-security-report/>

# STUDENT POLICIES & PROCEDURES

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## School Disciplinary Policies

Disciplinary action may be taken for failure to comply with any CSHA Policy listed in the Student Policies and Procedures Handbook or the CSHA Personal Safety, Anti-Discrimination/Anti-Harassment, and Violence Against Women Act (VAWA) Policy Handbook. <https://cscha.net/policies/student-instructor-and-staff-resources>

All matters that involve disciplinary actions will include the School Director and the Education Department. If action is deemed necessary, the Education Department will proceed as follows (these actions may or may not be sequential):

**Probation/Academic Probation** ~ Probationary status indicates that a student may continue in the program and/or class for a specified period of time under conditions monitored by the Education Department.

**Program Dismissal** ~ The student will be dismissed from the program. If unable to contact the student, a dismissal notice may be sent by certified mail to the student. A dismissed student may request a re-evaluation of their particular circumstances within one week of notification of action. A three-member review committee composed of administration and faculty members will review the student's file, after the student has the opportunity to present their case, and issue a final decision. The school may dismiss any student for:

- Unsatisfactory attendance, academic progress, non-payment or violation of code of conduct.
- Violation of any published school policy which provides for dismissal.
- The school reserves the right to be the sole judge of such conduct which may be detrimental to the school.

A dismissed student will not be allowed back on campus except by appointment.

**Interim Measures** ~ CSHA reserves the right to take whatever interim measure it deems necessary to protect the rights and personal safety of all members of the school community to include probation, no contact orders, changes of class schedule, and changes of instructor. Failure to adhere to any interim measures is a violation of CSHA policy and may lead to additional disciplinary action.

## School Reinstatement Policy

If approved, Withdrawn or Dismissed students may be allowed to reapply as soon as the next start date, after the date of withdrawal/dismissal. Previously Withdrawn or Dismissed students who wish to be reinstated must go through the application procedure and are required to submit a written appeal identifying the change in circumstances previously cited at time of withdrawal/dismissal.

## Student Complaint Procedures

CSHA values student and staff professionalism and integrity. If a concern relates to a student/teacher or student/student misunderstanding, it is the expectation that both parties commit to immediate communication with the intent of resolution. If the student is unsatisfied, the student may provide a verbal or written complaint to the Education Department and /or school Director. Colorado School of Healing Arts is committed to fully and fairly reviewing all complaints. While CSHA strives to be as transparent as possible, we also must follow all of our policies; Any disciplinary actions taken as a result of a complaint are subject to FERPA and confidentiality requirements.

Complaints may also be filed online with the Private Occupational School Board of the Colorado Department of Higher Education (DPOS) "within two years after the student discontinues training at the school" at <http://higher.ed.colorado.gov/dpos> 303-862-3001

In addition, the student may contact the Accrediting Commission of Career Schools and Colleges, 2101 Wilson Blvd., Suite 302, Arlington, VA 22201 703-247-4212, [accsc.org](http://accsc.org) All complaints considered by the Commission must be in written form, with the permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please refer to the ACCSC Complaint Review Process form: <https://www.accsc.org/student-center/complaints/>

For issues regarding Personal Safety, Discrimination, Harassment, or Violence Against Woman, please see the CSHA Personal Safety, Anti-Discrimination/Anti-Harassment, and Violence Against Women Act (VAWA) Policy Handbook. <https://cscha.net/policies/student-instructor-and-staff-resources>

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## Campus Security Policy

**CSHA Annual Security Report/ Clery Act Campus Security Report** provides crime statistics for the CSHA campus and immediate surrounding for the past 3 years <https://cscha.net/policies/annual-security-report/>

**Reporting Criminal Actions:** Should you witness a crime in progress or are a victim of a crime, CSHA requests that you follow this procedure:

- During Office hours: Call 911 and notify the School Director/Administration.
- After Office hours: call 911 and notify available faculty or staff. If no faculty or staff are available, notify the School Director as soon as possible during normal business hours.

**Remember, personal safety begins with you. To prevent theft on school premises, it is strongly recommended that you do not leave books or personal property unattended in the classroom, student lounge or library, or visible in your car.**

For information on reporting and investigation of personal safety concerns, please refer to the CSHA Personal Safety, Anti-Discrimination/Anti-Harassment, and Violence Against Women Act (VAWA) Policy Handbook. <https://cscha.net/policies/student-instructor-and-staff-resources>

## Emergency Procedures

In the event of an emergency situation, follow the directions of faculty and/or staff. We require full participation by the CSHA community. Non-compliance within an emergency situation will result in disciplinary action as outlined in the CSHA policies and procedures. The CSHA Emergency Procedure Manual is located in every classroom and in the student kitchen and business office and on-line.

<https://cscha.net/policies/student-instructor-and-staff-resources>

## Graduation Requirements

Students will be considered a graduate of the Massage Therapy Program upon completion of all required coursework, make up content and hours (650 hours) and with a minimum GPA of 2.0 in all subject areas.

Financial aid students are responsible to complete a Financial Aid Exit Counseling Session within 30 days of the last day attended. **Upon graduation, a Certificate of Completion will be awarded.**

Graduates are also responsible to complete the CSHA Exit Process, which requires the following:

- Turn in a copy of their passing MBLEx scores to CSHA, complete fingerprint/background check, and complete Colorado Department of Regulatory Agencies (DORA) application process.
- Timely payment in-full of all tuition and fees.
- Must have an "Active" license as a Colorado Massage Therapist through DORA. Please contact the Careers/Education Department if you are relocating to another state.
- Schedule an appointment for an Exit Interview through the Registrar, as soon as you receive your DORA "Active" license.
- Completion of Graduate Survey and Exit Interview through the Careers Services Department.
- Participate in on-going Verification of Employment.

(Graduation Requirements continued on next page)

## Graduation Requirements continued

Exit Interview ~ The Education Department or Career Services personnel will interview the student regarding:

- Required documentation of Massage Therapy Employment.
- Completion of ABMP Professional Liability application.
- Graduate responsibilities and opportunities.
- Feedback about the CSHA program, teachers, and administration, as well as recommendations for improving the CSHA programs.

For Completion and Placement rates, please see our web site at:

<https://cscha.net/about-csha/graduation-and-employment-rates/>

## Student Records and Transcripts

CSHA shall maintain for a minimum of 6 years, student records that shall include at least the following:

- a. A copy of the enrollment agreement and other documents relating to the payment for educational services.
- b. Student information, including:
  - i. Student's legal name.
  - ii. Permanent or other address at which the student may be reached.
  - iii. Records relating to financial payments and refunds.
  - iv. Record of attendance.
- c. Date of completion or termination of training and the reason (s) thereof.
- d. Record of any student grievance.
- e. Copies of correspondence or other records relating to the recruitment, enrollment and placement of the student.
- f. Any request made by an outside party for non-directory information must be accompanied by a signed "Consent to Release Records" form by the student (see exceptions listed under FERPA).

CSHA shall maintain, as a permanent record, a transcript. This transcript of the individual student's record of achievement will provide at a minimum the following information:

- a. Student's legal name.
- b. Title of program, including total number of hours of training received and dates of enrollment.
- c. Grade record of each course, lesson or unit of instruction and the cumulative Grade Point Average for the Program (GPA).
- d. Explanation of grading system.
- e. Student transcripts, meeting requirements of state, federal and associated accrediting agencies, shall be retained by the school as a permanent record.

\*Students have the right to inspect and review the education records within 45 days after submitting a written request to the school's registrar. Students wishing to review their records must do so in the confines of the business office.

Official transcripts are available to students and graduates for a fee of \$20.00.

## FERPA – Family Educational Rights and Privacy Act Information

### FERPA stands for the Family Educational Rights and Privacy Act.

The Family Policy and Compliance Office (FPCO) defines FERPA as a law that protects the privacy of student education records.

For Additional Information regarding FERPA:

Federal FERPA Legislation	<a href="https://www2.ed.gov/policy/gen/guid/fpc/ferpa/index.html">https://www2.ed.gov/policy/gen/guid/fpc/ferpa/index.html</a>
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FERPA Questions - Please call the CSHA Registrar at 303-986-2320 x 22.

### STUDENT'S RIGHTS UNDER FERPA

- The right to inspect and review the student's education records within 45 days after submitting a written request to the school's registrar.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights. Submit this request in writing to the school's registrar detailing the specific amendments requested. (This process cannot be used to challenge a grade).
- The right to provide written consent before the School discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. Contact Family Policy Compliance Office, 400 Maryland Ave. SW, Washington, DC, 20202.

### WHAT DOES IT MEAN FOR STUDENTS, FACULTY & STAFF?

- CSHA will not post or announce grades publicly. The public posting of grades is a violation of FERPA.
- CSHA will email grades through the secured password protected format. CSHA will not email grades unless the email is password protected, as there is no guarantee of confidentiality through the internet.
- When a student calls to ask about or update information on their file the student will be identified through a series of questions.
- Personally identifiable EDUCATIONAL RECORDS will only be released to the student themselves and to "school officials" with "legitimate educational interest" unless the student has signed a prior written consent to release form except to the extent that FERPA authorizes disclosure without consent. (see below).

EDUCATIONAL RECORDS are comprised of the following information:

- |   |                             |
|---|-----------------------------|
| • Student ID Number                                   | • Grades/Exam Scores        |
| • Number of Hours Enrolled in a term                  | • Grade Point Average       |
| • Social Security Number                              | • Parent Name/Address/Phone |
| • Gender  | • Financial Obligations     |
| • Race, Ethnicity, or Nationality                     | • Transcripts               |
| • Student's Address                                   | • Date of Birth             |
| • Total Credits/Hours                                 | • Emergency Contacts        |
| • Detail of Registration Information (classes, times) |                             |

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**FERPA – Family Educational Rights and Privacy Act Information continued**

SCHOOL OFFICIAL definition is:

- 🌿 A “school official” is a person employed by CSHA in an administrative, supervisory, academic, research, support staff position, including attorney, auditor, collection agent, third party financial aid agency, third party default management group, information system specialist, teaching affiliate, teaching assistant, and any person from a regulatory agency.
- 🌿 A school official has a “legitimate educational interest” if the official is identified to review an education record in order to fulfill their professional responsibilities for the school.
- 🌿 Prior written consent to release educational records information is required for any third party requests, including parents and those who pay your tuition. The student must sign a new form each time, which allows CSHA staff to release personally identifiable EDUCATIONAL RECORDS. Please see the school registrar or financial aid office for release form.

**UNDERSTANDING DIRECTORY INFORMATION**

DIRECTORY INFORMATION consists of the following information:

- Name
- Telephone number
- Email address
- Enrollment status: Part or full time, currently enrolled, no longer enrolled
- Dates of attendance
- Certificate, Degrees and # of hours completed and dates received
- Participation at school sanctioned activities
- Photo

**The school may share any Directory Information for school and career related purposes unless the student has requested a hold on the release of this information.**

Directory information is used for all school, state, federal, student and graduate requirements such as:

- School IDs
- Classroom phone lists
- School sponsored volunteer activities list
- Graduation programs
- Potential employers to verify graduation (Registrar)
- Current employers to verify employment (Careers Office)
- Professional membership organizations to verify attendance & completion
- Communications with agencies facilitating state licensure

**It is never CSHA’s intention to share information with unknown third parties.**

If someone calls or enters the building and asks to speak with “a student”, any faculty or staff should respond:

- 🌿 “Let me take your name and number and if that person is a student here and I am able to get a message to them, I will pass on your information”.
- 🌿 If the person inquiring has entered the building, ask them to have a seat in the lobby while you locate a school representative to help them.
- 🌿 If you are having someone meet you at the building, please meet him or her in the lobby and escort them to the front office to sign in before taking them to the lab.

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**FERPA – Family Educational Rights and Privacy Act Information continued**

**If a student has blocked release of directory information, CSHA staff and faculty will not release any information about that student without written permission.**

- It is recommended that staff states, “I am not able to release any information at this time” and then contact the student to come in and sign permission if warranted.
- If the student chooses to block directory information, the student must contact the school registrar before they start classes so that it is updated in the student’s file. Student may make updates to this release or block at any time throughout their attendance at CSHA. School IDs and class lists are exempt from this block as well as all situations listed below.

**WHEN CAN INFORMATION BE RELEASED WITHOUT CONSENT?**

FERPA allows schools to release EDUCATIONAL INFORMATION or DIRECTORY INFORMATION without prior written consent in the following situations:

- School officials with legitimate educational interest.
- Organizations providing financial aid to a student.
- Accrediting organizations carrying out accrediting functions.
- To comply with a judicial order, subpoena, an audit, evaluation or studies.
- For campus security in the form of school IDs and class lists.
- Appropriate officials in cases of health and safety emergencies.
- MBLEx for application approval.
- DORA for state licensure.
- The school maintains records of these communications in your file.

The following documents are updated and sent in an email to the CSHA community annually. They can be located online at any time at: [cscha.net/policies/disclosures/](https://cscha.net/policies/disclosures/)

- CSHA Annual Security Report/ Clery Act Campus Security Report
- Consumer Information Handout

**CSHA Distance Education - Student Policies and Procedures****GENERAL:**

- **Materials pick up:** Attend the student pick up scheduled prior to class to receive books, syllabus, handouts and supplies. Pickup is at the school.
- **Questions prior to class:** If you have any questions or concerns, contact CSHA prior to class or as needed regarding schedule, books, syllabus, handouts, supplies, links or logging on.
- **Practice Zoom prior to class:** Ensure that all of your devices are working and you are comfortable with Zoom. Contact CSHA if you would like to set up a practice Zoom.
- **Tech concerns:** Contact CSHA if you need to set up (prior arrangement) for support with tech resources: devices, internet, printer, quiet private space, tech support.



# STUDENT POLICIES & PROCEDURES

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## CSHA Distance Education - Student Policies and Procedures continued

### STUDENT PROCEDURES DURING ONLINE SYNCHRONOUS CLASSES:

- **Set up:** Set up in a private quiet space:
  - Quiet: Space with no distractions, minimal background noise:
  - Private: Space with no non-students (or on headphones so that fellow students are not overheard by non-students and monitor turned away from non students).
  - If students are unable to set up a quiet private space, contact the CSHA Education department to pre-arrange a quiet private space at school for Zoom class.
- **Device/Internet:** Connect to the link with a device with the largest screen available. Device must be camera/microphone ready. Have phone nearby to contact teacher or Education department if you have connection issues. Check your device/internet prior to class. Minimize other use of Wi-Fi. Contact the CSHA Education department to pre- arrange use at CSHA of our devices and/or internet access.
- **Link:** Students will receive the Zoom link for each class by email. Sign in using link: Do not share the link with anyone outside of class. Sign in to the zoom class by the start of class. If running late or absent, contact teacher.
- **Canvas Invite:** If the on-line class uses Canvas Instructure (Free for Teachers), you will receive an invite by email. Create your account and password and log into Canvas to become familiar with the format.
- **Prepare an online class space:**
  - Be on the largest screen device that is available.
  - Stay connected to audio and unmuted throughout the class unless instructor advises to mute.
  - Sit at a writing surface with paper and pen/pencil for note taking.
  - Have your books, syllabus, handouts and supplies with you for the class.
- **Substances/Food/Drink:**
  - Do not smoke/vape during class or onscreen. Smoke or vape (nicotine only) before or after class or on breaks.
  - Eat or drink before or after class or on breaks whenever possible to avoid distraction.
  - Water, coffee, tea and all non-alcoholic beverages are allowed for online classes.
  - Follow the 12-hour rule for all other substances (narcotics, medical marijuana, recreational marijuana, recreational drugs, alcohol).



# STUDENT POLICIES & PROCEDURES

## CSHA Distance Education - Student Policies and Procedures continued

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### STUDENT PROCEDURES DURING ONLINE SYNCHRONOUS CLASSES continued:

- **Breaks:**
  - Break protocol: Breaks will be built in to the class schedule. The teacher will let you know when breaks are scheduled. Breaks may be up to 10 minutes per hour of class.
  - During class breaks, mute your audio and video, but stay connected to zoom. Note: if unmuted, all students will be able to hear or see, even if they are muted.
  - Inform your teacher by text if you need to be off screen outside of class break times for any reason. Unscheduled breaks totaling more longer 15 minutes or multiple times off screen, will count as absences and will be assigned make up work.
- **Tests:** During tests, stay on camera the entire time until teacher acknowledges completion of your test. When using Canvas, open Canvas window to fill the entire screen and stay on quiz/test screen the entire time.
- **Non student communications:** Let kids, family, and housemates know that you are in class, that you can check in with them on a break and ask them to only interrupt in case of emergency.
- **Confidentiality:** As in all classes, follow confidentiality policies. When sharing any medical information in class, share information without identifiers. Discuss grades with teacher privately by phone call.
- **Copyright:** All class materials are copyrighted and belong to CSHA. Use only for your personal use. Respect all other copyrights. Note: screen prints of class slides/tests/quizzes are not allowed.
- **Dress code/Professionalism:** School dress code and professionalism is as important for zoom classes as in-person classes. Follow all Student P&P codes of conduct in zoom classes as in in-person classes.
- **Attendance** – to be counted for attendance:
  - Be on camera, at your writing surface, upright, with head and shoulders in the zoom screen with good lighting, connected to audio for the entire zoom class.
  - **Note: the following cannot be counted as attendance:**
    - Driving, taking care of small children, wandering around the space or working at a job:
      - If driving, caring for small children, wandering around the space (except to reposition) or at work, the student will be marked as absent and will need to make up the class by watching the video with the attendance coordinator.
    - Illness: Students may attend zoom class if feeling under the weather, unless they are unable to stay on camera, upright, awake and fully participating. If unable to participate fully, a student will be marked as absent and need to make up the class or partial class. (A student unable to participate fully should take to time to rest and heal).
- **Connection issues:** If internet connection fails or any other tech problems, immediately contact Kris Will (text 303-329-6026) or the teacher to determine if you can participate through audio or another device or if you will need to make up the class.



# STUDENT POLICIES & PROCEDURES

## CSHA Distance Education - Student Policies and Procedures continued

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### STUDENT PROCEDURES DURING ONLINE SYNCHRONOUS CLASSES continued:

- **Make-up:** Any absence hours and content will need to be made up:
  - Make up for zoom classes is usually done by watching the recorded video with the Education Assistant (available for questions throughout the make-up.) If recorded video is unavailable, the make-up will consist of activities documented in the lab to make up the missed content.
- **Recording:** Zoom classes will be recorded for attendance documentation and make-up purposes.
- **Home work:** Follow the syllabus for reading assignments and homework assignments. Take pictures/ scans of homework, relabel and upload to Canvas by the due date.
- **Communication:** Timely and Meaningful interaction with teachers and classmates:
  - Ask questions during the live synchronous class:
    - Raise hand to be called on.
    - Use chat (depending on teacher preference).
  - Contact teacher by email, voicemail or text if you have any questions or concerns.
  - Check email, voicemail or text for any communications from your teacher.

### IN-PERSON CLASSES TEMPORARY SWITCHING THE ENTIRE CLASS TO ONLINE FOR BRIEF PERIOD WITHIN TERM:

- **The Education Department will determine any temporary move to online for the lecture and discussion portions of an (hybrid) in-person class due to pandemic, weather or other.**
  - Students will receive links and instructions from administration.
  - All student policies and procedures are the same for full term online or temporary/ short term online classes.

### “ZOOMING IN” TO AN IN-PERSON CLASS:

- **Education department** permission is required to zoom in to an in-person class. CSHA will use the following considerations (with teacher input) to determine permission:
  - COVID19 or other pandemic concerns (exposure, symptoms, waiting on test, positive test, Doctor’s note, COVID19 test results).
  - Other illness considerations –that would allow for “zooming in” when not COVID related,
    - Require Admin approval. Admin will consider curriculum, teacher’s input, documentation provided by the student, number of days missed, contagious conditions.
  - Only lecture/discussion/demo portions of a hybrid in-person classes can be “zoomed” in to.
- “Zooming in” to an in-person class is solely at the discretion of the CSHA administration and the instructor of the class and is on a class by class basis.

# THE COLORADO SCHOOL OF HEALING ARTS



CSHA is about...instruction, skill, service, trust.  
It's about you!

Photos of CSHA faculty, students, graduates, and addition, some I-Stock photos were purchased to use



classrooms were taken by a CSHA staff member. In in the promotion of specific programs.