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march 1999



ASHMEAD
COLLEGE

... the evolution of



SCHOOL OF
MASSAGE
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DISCOVER

THE FIELD OF MASSAGE THERAPY	6
PHILOSOPHY OF ASHMEAD COLLEGE	7
CAMPUS LOCATIONS	8
Administration and Staff	
Ownership and Curricular Advisory Board	
HISTORY OF ASHMEAD COLLEGE	9

THE FIELD OF MASSAGE THERAPY

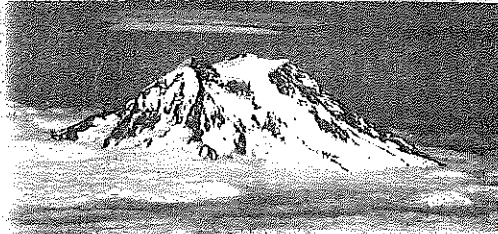
The field of massage therapy is growing at a phenomenal rate, as complementary therapies are integrated into the health care industry.

Career options for Licensed Massage Practitioners (LMPs) extend far beyond private practice. Increasingly, their skills are sought by rehabilitation clinics; chiropractic offices; spas and resorts, sports teams and sponsors of sporting events. Other areas of demand include athletic training facilities and gyms; hospitals, birthing centers, and orthopedic clinics; residential care facilities for the elderly and disabled, and complementary health care clinics.

There are many different types of massage. Some are named for the way the hands work. Others, such as Swedish and Thai massage, are named for the country where the form was first developed or practiced. Specialist massage involves specific kinds of work suited to particular demands.

Ashmead College is committed to teaching a wide range of techniques as well as the practical skills for creating and running a successful massage practice.





THE PHILOSOPHY OF ASHMEAD COLLEGE

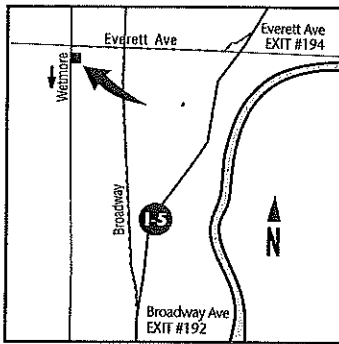
Ashmead College believes Massage Therapy is a valuable and positive career choice. Massage Therapy promotes health, supports personal growth and provides professional fulfillment.

Ashmead College is committed to excellence in massage education. Our client-centered approach supports our graduates as they become successful massage practitioners.

Our mission is to establish Ashmead College as the premier provider of massage therapy education while maintaining excellent customer satisfaction.

As educators, we firmly believe that Massage Therapy contributes to personal growth and rewards both clients and practitioners.

Our goal is to transform touch into a positive force in the world.

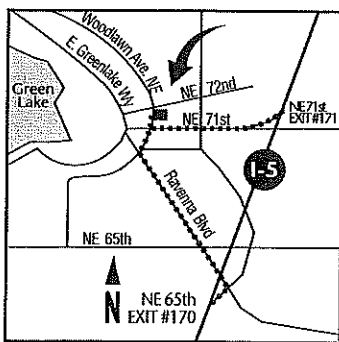


Everett, Washington

2721 Wetmore Ave.,
 Everett, WA 98201
 Phone: 425-339-2678
 Fax: 425-258-2620
 Student Clinic:
 425-388-0294

Administration

Ashmead College Executive Office
 444 NE Ravenna Blvd., Suite 401,
 Seattle, WA 98115
 Ph: 206-524-3605
 Fax: 206-729-4306

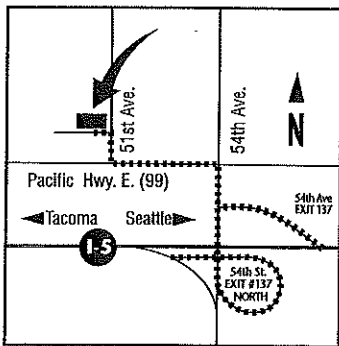


Seattle, Washington

7120 Woodlawn Ave. NE,
 Seattle, WA 98115
 Phone: 206-527-0807
 Fax: 206-527-1957
 Student Clinic:
 206-526-7668

Administrative Staff

Sean McDaniel, President
 Jack Kempt, Director of Admissions/Marketing
 Felix Rodriguez, Director of Education
 Eric S. Lauer, Director of Finance
 Barbara Mangini, Director of Financial Aid



Tacoma, Washington

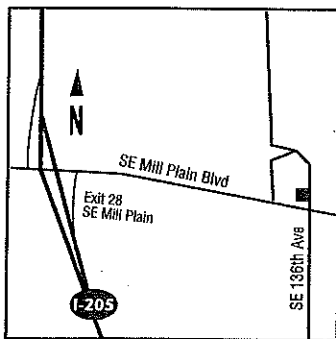
5005 Pacific Hwy. E, Suite 20,
 Fife, WA 98424
 Phone: 253-926-1435
 Fax: 253-926-0651
 Student Clinic:
 253-922-2967

Ownership

The school is owned by High Tide, Incorporated a Washington corporation.
 High Tide, Incorporated is wholly owned by Paul Rerucha and Nancy Ashmead Rerucha.

Curricular Advisory Board

Dr. John Wisman,
 Doctor of Chiropractic Medicine
 Carrie Cruea, LMP
 Barbara Doppler, RN, LMP
 Marty Ryan, LMP
 Ginnine Wenisch, LMP



Vancouver, Washington

120 NE 136th Ave., Suite 220,
 Vancouver, WA 98684
 Phone: (360) 885-3152
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Visit the campus nearest you,
 or visit us on the Web at
www.ashmeadcollege.com

EDUCATION OBJECTIVES

Ashmead College provides an interactive learner-centered education environment for both practical skills and academics, and a firm foundation in both practical and theoretical education. The objective of the Professional Licensing & Specialist Program is to prepare students to become successful massage practitioners, with technique emphasis in a specialized field of massage. Specialization options include selecting a career path in Sports Massage, Aromatherapy and Spa or Hospital Long Term Care. The Professional Licensing Program provides students with quality education that provides the tools for a successful career as a massage practitioner. Graduates of the Professional Licensing Program will be eligible to test for the Washington and Oregon State Massage Licensing Examinations.

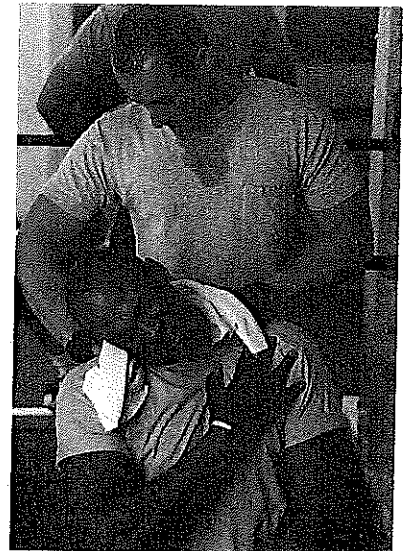
Class Size

The maximum class size is 24 students for practicum and 35 for lecture. The usual class size is 22. To maximize learning opportunities, the average student-to-instructor ratio is 15:1. Additionally, classes may have Teaching Assistants available to provide students with even greater instructional guidance. Teaching Assistants are under the supervision of the instructor.

Learning Aids And Equipment

Ashmead College provides the most current equipment and instructional tools to enable students to achieve their learning objectives. Each location has portable massage tables with screens or curtains dividing the room. Learning enhancements include skeletons, muscle and bone charts, and anatomy models.

State-of-the-art kits enable students to learn about muscles - how they move, how they are attached and shaped - by actually sculpting muscles from clay. Audio/video and hydrotherapy equipment provides additional resources for enriching the instructional environment.



PROGRAM LENGTH AND GRADUATION REQUIREMENTS

Program	Duration/Maximum Terms	Credits (Hours)	GRADUATION is based on successful completion of:
Professional Licensing & Specialist	15 months / 5 Terms 8 terms max. to complete	82.16 (1,038.0)	Terms I through 5, OR examination equivalent of Terms I-4 and successful completion of Term Five
Professional Licensing	12 months; 4 Terms 6 terms max. to complete	63.14 (794.75)	Terms One through Four
Sports Massage Specialist	3 months; 1 Term 1.5 terms max. to complete	19.02 (243.25)	Term Five
Aromatherapy & Spa Specialist	3 months; 1 Term 2 terms max. to complete	18.5 (242.0)	Term Five
Hospital /Long Term Care Massage Specialist	3 months; 1 Term 2 terms max. to complete	17.32 (247.0)	Term Five

The school reserves the right to cancel or postpone any class with insufficient enrollment, or to modify the schedule for any particular class, or to modify the course work required for graduation based on legislative, professional, or educational mandates or any other reason which the school may deem necessary.

CREDIT CONVERSION

Ashmead College uses the following conversion factors to determine contact hours to quarter credits.

Lecture

10 contact hours = 1 credit

Labs

20 contact hours = 1 credit

Externship

30 contact hours = 1 credit

Contact hours are defined as 50-60 minutes of classroom contact.

SCHOOL CALENDAR

Seattle, Tacoma and Everett Campus

Term	Term Start	Term End	PROGRAM END - GRADUATION	
			Four Term Professional Licensing Program	Five Term Professional Lic. Specialist Program
SPRING 1999	March 8, 1999	May 21, 1999	Feb 2000	May 2000
SUMMER 1999	June 7, 1999	Aug 20, 1999	May 2000	August 2000
FALL 1999	Sept 7, 1999	Nov 19, 1999	Aug 2000	Nov 2000
WINTER 99-2000	Nov 29, 1999	Feb 18, 2000	Nov 2000	Feb 2001
SPRING 2000	Feb 28, 2000	May 12, 2000	Feb 2001	May 2001

Vancouver Campus

Term	Term Start	Term End	PROGRAM END - GRADUATION	
			Four Term Professional Licensing Program	Five Term Professional Lic. Specialist Program
WINTER 1999	Feb 15, 1999	April 30, 1999	Jan 2000	April 2000
SPRING 1999	May 10, 1999	July 23, 1999	April 2000	June 2000
SUMMER 1999	Aug 2, 1999	Oct 15, 1999	June 2000	Sept 2000
FALL 1999	Oct 25, 1999	Jan 14, 2000	Sept 2000	Feb 2000
WINTER 2000	Jan 24, 2000	March 7, 2000	Dec 2001	March 2001
SPRING 2000	April 17, 2000	June 30, 2000	March 2001	June 2001

School Closure

The school may close due to weather conditions. A list of radio stations which will broadcast the closure will be provided.

School Holidays

Holidays when the school is closed include: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Day. Winter Holiday Break is December 24 - January 1.

CLASS TIMES

Morning Classes
8:00 AM to 12:15 PM

Afternoon Classes
1:00 PM to 5:15 PM

Evening Classes
6:00 PM to 10:15 PM

COURSE DESCRIPTIONS

4 Term Professional Licensing Program - Term One

Course

- 101 Anatomy & Physiology presents an overview of the concepts of Anatomy and Physiology as they relate to massage and begin the in-depth study of the eleven basic systems of the human body and their various anatomical cellular structures and physiological functions. Students study medical and anatomical terminology. Systems covered include cytology, osteology, myology, and the nervous system.
- 110 Kinesiology includes the study of the major muscles of the body, their actions and location. Palpation, active and passive range of motion, and movement analysis will be included as students learn the muscles, bones and joint structures.
- 119 Massage Theory & Practice offers the practical hands on aspects of Swedish full-body massage as well as the foundation of Swedish wellness massage. Students learn the history of massage and the profession today, the psychological impact of touch and safe touch protocols. Skills such as positioning and draping for client modesty, palpation, screening techniques, and medically-oriented record keeping are taught. Practitioner self care, body mechanics, hygiene, infectious diseases and communication topics are also covered.

Students experience all aspects of massage theory and practice as both client and practitioner through in-class practice and homework assignments at every level throughout the year.

Course

- 104 Professional Development is devoted to exploring the communication skills necessary to establish, operate and maintain a healthy and professional massage practice. Students identify their own personal and professional beliefs and communication patterns. Discussions challenge students to identify how these patterns may effect their future massage practices.
- 159 Seated Massage covers how to massage a client in the seated position (utilizing seated massage chairs and other adaptations). In addition, students explore the use of seated massage as a marketing tool, as an introductory tool for clients who have not yet received massage, and as an exclusive massage business tool. Students identify and experience the special adaptations needed by the practitioner in order to create and enhance this type of massage business.
- 130 Student Development is provided to students as an integral part of completing the professional licensing program. Students begin developing their personal learning goals and understand more about school principles and philosophies, how they learn and how the curriculum is delivered. General communication and learning skills are introduced. Study strategies, test taking tips and class preparation are also discussed.

Term One Totals: Lecture Hours: 114.15 Lab Hours: 61.85 Credits: 14.51

4 Term Professional Licensing Program - Term Two

Prerequisites: Completion of Term One

Course

- 201 Anatomy & Physiology students continue with terminology, structures and functions relating to dermatology, the integumentary, cardiovascular, lymphatic, digestive, and urinary systems of the human body.
- 210 Kinesiology continues with anatomical terminology, the study of the major muscles of the body, their actions and location. Palpation, active and passive range of motion, and movement analysis will be addressed.
- 219 Massage Theory & Practice involves advanced palpation skills and continues exploring the theoretical aspects of massage. Deep tissue techniques are a focal point of massage practice 2. Principles of alignment, the physical responses to stress, and client screening techniques are presented. Students continue to improve their skills in communicating, record keeping, and creating a safe atmosphere for the client.
- 218 AIDS Education is included to address client and practitioner concerns about AIDS in relation to massage. This course includes all requirements for health care professionals as identified by the State of Washington in the AIDS Omnibus Act for Health Care Workers. This course relates the required information for the safe practice of massage regardless of the practitioner's or the client's HIV status.

Course

- 237 First Aid / CPR - Multimedia American Red Cross First Aid and American Heart Association CPR are taught with an emphasis on massage practice.
- 238 Hydrotherapy is the theory and practice of incorporating hot and cold hydrotherapy applications with massage. This course covers the history of hydrotherapy, physiological effects of heat and cold, indications and contraindications, and practical applications for specific treatment or general spa type effects. Students directly experience physiological effects while applying and receiving various hydrotherapy applications.
- 259 Pregnancy Massage covers specific information about pregnancy from trimester to trimester. Included are contraindications and indications, client positioning, practitioner body mechanics, application of Swedish and deep tissue techniques specifically for pregnant clients, addressing the common physical, emotional and mental issues relating to pregnancy.
- 204 Professional Development is devoted to exploring the legal and professional aspects applicable to establishing, operating and maintaining a healthy and professional massage practice. Students relate their own personal and professional beliefs with laws that currently exist and notice how these laws will effect their future massage practice.

Term Two Totals: Lecture Hours: 122.11
Lab Hours: 70.14 Credits: 15.72

4 Term Professional Licensing Program - Term Three

Prerequisites: Completion of Term Two

Course

- 302 Anatomy & Physiology students continue with terminology, structures and functions relating to the human senses, proprioception, sports physiology, endocrinology and the respiratory and lymphatic systems. Course includes review of information learned in Anatomy and Physiology 101 and 201, relating the acquired information to such topics as inflammation and tissue repair.
- 310 Kinesiology is the continued study of the structure and function of the major synovial joints of the upper body. Isometric and isotonic resistive range of motions techniques are now included to the continued focus of palpation, range of motion assessments, and movement analysis. Students will palpate the joints, muscles and fascia and assess range of motion to identify various tissue resistances.
- 319 Massage Theory & Practice provides in-depth understanding of how to develop and apply treatment plans in relation to soft tissue disorders of the upper body. Pathologies commonly associated with the upper body are covered. Advanced massage techniques are introduced to strengthen treatment techniques previously covered.
- 334 Business Skills explores the skills necessary to establish, operate and maintain a healthy professional massage practice. Students identify approaches to job or facilities search, resume preparation, career development, financial record keeping and insurance or L&I billing and marketing. Students are encouraged to become involved in shaping the profession.

Course

- 304 Professional Development is devoted to exploring the entrepreneurial, marketing and communication skills necessary to establish and operate a healthy and professional massage practice. Students create and present a business/work plan that incorporates personal goals while staying within the bounds of law. Students identify marketing strategies that support the successful execution of the business/work plan they create.
- 323 Sports Massage focuses on the theories of massage with athletic training and the effects of massage on sports performance. Students will learn sport specific techniques for pre-event and post-event massage.
- 346 Student Clinic provides a safe, professional clinic setting where students learn by experience. Students learn to identify key aspects of maintaining a practice, problem solving difficult situations, run the daily operations and delivery of service with instructor supervision and support. Students experience working with the public by providing massage for clients on a weekly basis.

Term Three Totals: Lecture Hours: 116.41
Lab Hours: 86.09 Credits: 15.95

4 TERM PROFESSIONAL LICENSING PROGRAM - TERM FOUR

Prerequisites: Completion of Term Three

Course

- 402 Anatomy & Physiology covers additional terminology, structures and functions relating to immunology, rheumatology, arthritides, and abdominal organ palpation. Course includes review information from previous terms. Includes more in depth information about pathology, contraindications and indications for Massage.
- 410 Kinesiology students learn the structure and function of the major synovial joints of the lower body. Review of isometric and isotonic resistive range of motion techniques with more focus on palpation, range of motion assessments, and movement analysis. Students will palpate the joints, muscles and fascia and assess range of motion to identify various tissue resistances.
- 419 Massage Theory & Practice focuses on how to develop and apply treatment plans in relation to soft tissue disorders of the lower body. Pathologies commonly associated with the lower body will be covered. Includes review and introduction of advanced techniques.
- 427 Chronic Pain addresses various musculoskeletal pathologies in which unrelieved pain is the primary experience of the client. Students identify common physical, emotional and mental reactions to chronic pain and practice techniques designed to facilitate a reduction of chronic pain effects, and/or interrupt pain-spasm-pain cycle.
- 404 Professional Development applying previous entrepreneurial, marketing, business and communication skills. Students will demonstrate their ability to make a professional presentation of their business/work plan with guidance and feedback from the instructor and peers.

Course

- 446 Student Clinic provides a safe, professional clinic setting where students learn by experience working with the public. Students identify key aspects of maintaining a practice, problem solving difficult situations, run the operations and delivery of service with instructor supervision and support.
- 447 Hospital Internship may be taken during Term Four instead of Student Clinic. Space is limited and students must apply, interview and be accepted into this course. Students have the opportunity to give massage to patients in a variety of hospital wards with the assistance of hospital staff and give relaxation massages to the medical staff.
- 436 Student Project is an individualized learning opportunity designed to meet personal and/or professional needs and interests, within approved guidelines. Each student must complete one project (by no later than the seventh week of term 4) as a requirement for completion of the Professional Licensing Program. A variety of projects are available including research papers, case studies, massage at community events and more. Students receive a copy of project guidelines at the end of first term. Guidelines are also posted at each campus. Prerequisites are based on the type of project chosen (see project guidelines for details).

Term Four Totals: Lecture Hours: 115.43
Lab Hours: 108.57 Credits: 16.97

TERM FIVE - SPECIALIST PROGRAMS - AN OVERVIEW

Prerequisites: Completion of Terms One through Four or License and Exam Equivalent

Selecting a specialized career path in one of the programs described below will open the door to even greater opportunities in the burgeoning field of massage. A small investment in time will expand your career options to the latest in-demand specialty practices.

TERM FIVE - SPORTS MASSAGE SPECIALIST

Sports activities, fitness and training impose stresses on the body that can be prevented or relieved through specialized massage therapy. Massage techniques and an understanding of the body and mind can escalate the healing process. As a Sports Massage Specialist, you have the opportunity to expand your knowledge of the application of massage in the prevention and treatment of sports-related injuries.

Course

Course

- 501 Anatomy & Physiology is designed to explore the related anatomy and physiology of sports activities and fitness/training regimens. Topics include physiological responses to exercise, principles of strength, endurance and flexibility training, principles of exercise prescription and basic research design.
- 502 Kinesiology This course is designed to explore the biomechanics of the human body in athletic events. Topics covered will be simple biophysics, forces and stresses on an athlete's body, specific isolated muscle testing, gait and postural analysis.
- 503 Massage Theory and Practice is designed to explore clinical sports massage techniques. This is designed to completely prepare students for the application of sports specialized massage techniques in all settings and situations. Also included will be continued refinement of pre/post event techniques and thermal dysfunction. We will also explore the psychology of athletes during Injury recovery periods. The students will look at how the athlete's psychological state affects the quality of recovery and how complimentary health care providers can develop responsible treatment plans taking these aspects into consideration.

- 504 Business Marketing as a sports massage practitioner is designed to explore the specific target markets that are available to massage therapists who specialize in sports massage. Also, methods of communicating with potential customers and employers of sports massage therapist specialist will be covered.
- 505 Advanced Orthopedic Injury and Assessment is designed to explore the specific mechanics of injuries and means of assessment so that as a responsible health care provider, a sports massage specialist can clearly recognize the boundaries of their scope of practice and know when to refer clients to other providers.
- 506 First Aid/CPR includes CPR recertification and advanced injury First Aid.
- 507 Sports Massage Clinic is designed to expose the students to advanced challenges and responsibilities of a sports massage practitioner. Students will work at local high school athletic training rooms as well as complete up to 5 off-site sports events during the term.

Term Five Sports Massage Totals: Lecture Hours: 137.11 Lab Hours: 106.14 Credits: 19.02

TERM FIVE - AROMATHERAPY AND SPA SPECIALIST

Aromatherapy combines the soothing, healing touch of massage with the therapeutic benefits of essential oils. It provides a holistic treatment that can have a profound effect on the mind, body and emotions. Therapy which captures the essence of natural oils is used and demanded by the worlds greatest spas.

Course

511 Aromatherapy Theory & Practice will cover the history of plant use for healing, ancient perfumery and aromatherapy, from early people through present day and important aromatherapy contributions to the arts and sciences. Students will learn and demonstrate basic consultation skills, the pathways of essential oils into and out of the body, beginning blending techniques, methods of application and safety practices. Also included is a basic Anatomy & Physiology review for each body system and discussion on how massage techniques and essential oils interface in treatment massage. This course will follow Codes of Conduct outlined by the National Association of Holistic Aromatherapists (NAHA).

512 Botany, Essential Oils and Blending Students will learn basic Botany and its importance in aromatherapy. There will be 30 essential oils studied in depth including Latin names, parts of the plant used for distillation of the oil, methods of distillation, the plant's origin, how the plant oil should smell, the volatility rate of the oil, safety information, history and plant lore, identification, main therapeutic properties and applications for body systems. In addition, nine different methods for blending essential oils will be explored.

Course

513 Basic Chemistry and Aromachemistry will introduce students to basic chemistry. Functional groups, bonding, chemical constituents of essential oils, distillation, adulteration purity, volatility and solubility is explored.

514 Spa Therapies students will learn to give and receive seven differing spa treatments. These include seaweed body wraps, herbal body wraps, full body polish, and salt glows. An emphasis will be placed on the application and integration of spa treatments with aromatherapy techniques into clinic or day spa operations.

Term Five Aroma Therapy and Spa Specialist Totals: Lecture Hours: 128 Lab Hours: 114 Credits: 18.50

TERM FIVE - HOSPITAL AND LONG TERM CARE SPECIALIST

The benefit of specialized massage is rapidly being recognized by hospitals (many of which are initiating in-house massage services) and other health care providers. This program will enable you to become an integral part of patient care, providing the comfort and healing power of specialized massage to the ill, the elderly, and those recovering from surgery or injury.

Course

- 521 Massage Practice is designed to explore massage techniques specific to hospital or long-term care clients. This course will cover lymphatic drainage, orthopedic massage considerations, hospital documentation, contraindications (Hard vs. Soft), and energy work concepts (Reiki and Therapeutic Touch). Special issues will be covered regarding modesty/draping for a non-private setting; working with nonresponsive clients; full body massage in a supine position and medication considerations.
- 522 Hospital / Nursing Home Internship will prepare the students for the advanced challenges and responsibilities of a hospital/long-term care massage practitioner. Class will consist of practicing as an intern in our facilities at either St. Joseph Medical Center or Franciscan Care Center of Tacoma. Students will work with patients, family/visitors or staff. Lab time will be included. Guest speakers are expected.
- 523 Anatomy and Physiology - This course explores the related anatomy and physiology of common pathologies associated with hospital and long-term care clients. Topics covered will include cancer, labor and delivery, post surgery - the healing process, brain disorders and working around IV's, ports and catheters. Other topics will include skin disorders, bone disorders, common medications and their side effects.
- 524 Massage Therapy and Psychosocial Issues This course explores the psychosocial issues around illness and will focus on being part of the health care team. Death awareness, ethics, the grief cycle, loss (of health, purpose, friends, career,

Course

- etc.), spirituality (different belief systems) will be studied. Techniques that allow one to keep positive in the midst of adversity with discussion on the power of touch, family dynamics, anger, boundaries and the elderly client will be explored.
- 525 Geriatric Massage Practice Students will learn a variety of techniques developed for use on the geriatric client and explore special indications and contraindications related to this group of people.
- 526 Business Marketing to Facilities This course will explore the specific target markets available to massage therapists who will specialize in hospital/long-term care. Methods of communicating with potential customers and employers will be covered.
- 527 Massage in the Labor Room This course will explore the specific physiology of labor and identify appropriate massage techniques. Students will explore the emotional factors involved with being in a labor room, how to work with and around monitoring devices and utilize appropriate communication techniques with patients, patient's support system and staff.
- 528 Advanced First Aid / CPR includes CPR recertification, advanced First Aid and an American Red Cross module on Advanced External Defibrillation (AED) techniques and equipment.

Term Five Hospital and Long Term Care Totals: Lecture Hours: 122.75 Lab Hours: 54.25 Internship Hours: 70 Credits: 17.32
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SCHOOL POLICIES

Graduation Requirements

Students who have a GPA of 2.0 or greater, complete all course work, meet all standards of academic progress and behavioral conduct, and discharge all financial obligation to the school will receive a Certificate of Graduation. Certificates and transcripts will be withheld from students and outside agencies until all requirements are met. Graduate services will also be withheld.

A student may graduate from the program with the special designation of HONORS if the student has satisfactorily completed all graduation requirements, has completed the program within the time frame shown on the enrollment agreement with the school, and has a cumulative grade point average (GPA) of 3.5 or greater. The HONORS designation will be recognized on the Certificate of Graduation.

Academic Standards and Grading

Grades are given for all lecture and practical courses. Grading is numerical, ranging from 0 to 4.0; grades are not rounded up to percentage. Special Topic Workshops are given a pass/fail grade. Statements of academic progress will be provided at the end of each term. Following are grades and grade point standards:

A	100 - 93%	4.0
B	92.9 - 85%	3.0
C	84.9 - 77%	2.0
D	76.9 - 70%	1.0
E	69.9 - 0%	0.0

No remedial courses are included in the curriculum, and there are no "withdrawal" grades. There are no "incomplete" grades for lecture and practical courses; "incomplete" grades can be received in Special Topic courses only. Students should complete the Special Topic coursework in the next term if space is available. Students must complete all practical, lecture and Special Topic coursework in order to fulfill the graduation requirements.

Failed Coursework

A student who fails or does not complete a course will receive an "E" grade and will be required to retake the course before continuing in that topic sequence. Students will be charged for all course retakes. Upon successful completion of a retake course, the original "E" grade will be replaced by the new grade on the official transcript. Cumulative GPA will be calculated using the new grade. A student who fails a course a second time may be allowed to retake the failed course again, but may not be allowed to enroll in any other courses for the term. A second retake will be allowed only if it is determined that the program can be completed within the maximum time frame for the program. Students may be required to arrange self-pay or alternative financing for a second retake. A student who fails a course a third time will not be allowed additional retakes. The weeks attended during retakes are considered enrolled time and are counted, along with retake fees, in refund calculations as applicable.

Exams and Quizzes

Students are responsible for taking and passing all exams and quizzes. Make-up exams may not be allowed in some classes. Course instructors will inform students of the specific requirements and any applicable fees at the beginning of each course. Students will be charged a fee for the make-up of practical exams and arrangement for payment must be made prior to the administration of the exam. Exams missed or not taken within the allotted time will result in a grade of "E".

Course Completion Contract

A student's grade for a course is a compilation of grades for homework/exchanges, quizzes, and examinations. If an instructor determines that successful completion of a course is in jeopardy or any portion of class work is deficient, a Course Completion Contract may be drawn up between the student and instructor. This procedure has been established to proactively monitor student achievement and support student success.

Standards Of Academic Progress

The program is taught in a sequential manner and requires each student to meet performance criteria for each course before moving to the next level. While the progress of all students is reviewed, those encountering difficulty in maintaining standards will be closely monitored. Those who need help can utilize a variety of options, including individual or group tutoring or study groups. All assigned work must be completed before the end of each quarter.

To be considered making satisfactory academic progress in their program of study, students must meet the minimum standards of academic progress. To maintain satisfactory academic progress, students must maintain the minimum cumulative GPA and be progressing at a rate that will allow them to complete the program within the maximum time frame allowable. The maximum time frame allowable is one and one-half times the length of the program, as identified in the contract with the school.

Satisfactory progress is determined at the end of each three-month period (term). Students must maintain the following credit completion and cumulative GPA standards for satisfactory progress:

Four Term Program

End of 3rd Month	5 credits	1.5	Cumulative GPA
End of 6th Month	9 credits	1.75	Cumulative GPA
End of 9th Month	21 credits	2.0	Cumulative GPA
End of 12th Month	36 credits	2.0	Cumulative GPA
End of 15th Month	51 credits	2.0	Cumulative GPA
End of 18th Month	62 credits	2.0	Cumulative GPA

Five Term Program

End of 21st Month	72 credits	2.0	Cumulative GPA
End of 24th Month	82 credits	2.0	Cumulative GPA

Progress is measured in the following ways:

1. Progress in learning theoretical material is measured through quizzes and examinations.
2. Progress in learning practical material is measured through demonstration, student and instructor feedback, and practical exams.
3. In addition to class time, documented massage practice outside of class, study, and completion of assigned homework are required. All students are also required to complete a student project during Term Four.

Attendance Policy

Regular, punctual attendance is essential to successful completion of the program. Students are expected to attend all classes as scheduled. Make-ups are required for all practical classes, all special topic workshops, and missed exams as specified by the course instructor. Prolonged absence (over 30 days) may result in termination from the program.

Each instructor will identify course attendance requirements the first day of class. The course instructor will also determine make-up work for absences. A student not in attendance at the beginning of class will be marked absent. If a student is late for a class, it is the student's responsibility to inform the instructor of his/her time of arrival so that the attendance records are kept accurate. Consultation with the instructor is also necessary if a student must leave a class early. If an absence is unavoidable, the student must call prior to class and leave a message for the instructor(s).

Student Clinic Shifts

Student Clinic consists of one Clinic Shift and one Lab per week in Third and Fourth Terms. Each missed class not made up will result in loss of applicable points for that class. The student is responsible for arranging for make-ups with the instructor. See the Student Clinic Handbook for attendance and make-up policies, procedures and protocols specific to that course.

Special Topics Workshops

Each term contains a block of Special Topic Workshops. Special Topic Workshops are short courses providing instruction in specific techniques and additional information related to the practice of massage. Each workshop consists of one to three 4.25 hour sections (except First Aid/CPR which is one, 8-hour section). Attendance is mandatory to graduate. Absence from any single section within the workshop will require make-up of that specific section in order to pass the course, regardless of academic achievement. Workshops are scheduled throughout the program; refer to the Year-at-a-Glance calendar for assigned dates.

First Aid/CPR Workshop

The block of Special Topic Workshops for Term Two includes a course in First Aid/CPR. This is the current American Red Cross Standard First Aid course. Students must complete this course as a requirement for state licensing; therefore, attendance is mandatory. This eight hour, one-day course is held on a weekend during Term Two. One or two weekends are scheduled each term to accommodate all students. The course runs from 9 a.m. to 5:30 p.m., and full-day attendance is expected. If cancellation is necessary, it must be made 48 hours in advance using the Student Request for Change Form; there is a rescheduling fee for cancellations without notice. Space is limited. A second cancellation without notice will require the student to seek a First Aid/CPR course outside of the school.

Rescheduling Procedures

If a student does not attend a weekend course or Special Topic Workshop, the student must reschedule with the Registrar as soon as possible. Space in the next available class is not guaranteed. Students are scheduled when space is available.

OUR CREDENTIALS

Accreditations and Credentials

To obtain further information about Ashmead College's licensing, accreditation, or certification, please contact the campus directly for addresses and phone numbers of the appropriate agency.

HIGH TIDE, INC. dba ASHMEAD COLLEGE IS:

Institutionally accredited by: ACCET -Accrediting Council for Continuing Education and Training

Programmatically accredited by: COMTA

Licensed by: WTECB -Washington State Workforce Training & Education Coordinating Board

Approved by: Oregon Department of Education
Washington State Board of Massage
Oregon State Board of Massage
United States Department of Education
Office of Post Secondary Education,
Washington, DC for:
- Federal Pell Grant
- Federal Stafford Loan Program
- Federal PLUS Loan
State of Washington Higher Education
Coordinating Board (HECB) for:
- State Need Grant Program

A member of: Better Business Bureau of Seattle and Tacoma
Council of Schools of the American Massage Therapy Association
Everett Chamber of Commerce
National Association of Student Financial Aid Administrators
Seattle King County Chamber of Commerce
Tacoma Pierce County Chamber of Commerce
Washington Federation of Private Career Schools and Colleges

Additional Accreditation Information

The Accrediting Council for Continuing Education (ACCET) Directory Addendum, which lists the names of Title IV eligible programs, program length in clock and/or credit hours, and the tuition/fees charged, is available to all students upon request. See the Registrar or Financial Aid Director for this information.

The Ashmead College program is accredited by COMTA (Commission on Massage Therapy Accreditation). Inquiries may be made to:

Commission on Massage Therapy Accreditation
(COMTA)
820 Davis Street, Suite 100
Evanston, IL 60201-4444
Phone: 847-864-0123

Ashmead College is licensed under laws of the State of Washington. Chapter 28.C.10RCW. Inquiries or complaints regarding this or any other private vocational school made be made to:

Workforce Training and Education Coordinating
Board (WTECB)
Building 17, Airdustrial Park
P.O. Box 43105
Olympia WA 98504-3105
Phone: 360-753-5673

APPEALS

Ashmead College recognizes that students may at times wish to lodge an appeal regarding administrative decisions. The first step is to meet with the school representative who rendered the decision.

If a student is not satisfied with the outcome of this meeting and wishes to appeal further, the following process must be followed within the current term or in the two weeks immediately following the decision:

Appeal of any decision by an instructor or administrator must be made in writing and include the nature of the concern, the date(s) of occurrence, the name(s) of the person(s) involved, and a brief description of the steps taken to resolve the concern. If the appeal is regarding a grading, probation or financial aid decision, copies of materials that would support the appeal (quizzes, exams, homework, exchanges, transcript, etc.) must be included with the written appeal.

The written appeal should be forwarded first to the instructor or school official who rendered the decision being appealed. Subsequent appeals should be made in the following order: Campus Manager, Director of Education, Executive Director.



UNRESOLVED APPEALS - COMPLAINT PROCEDURES

State Procedure

A student who has exhausted the above appeals procedures may appeal in writing directly to the state regulatory agency that licenses or approves the school.

In Washington:

Workforce Training and Education
Coordinating Board (WTECB)
Building 17, Airdustrial Park
P.O. Box 43105
Olympia WA 98504-3105
Phone: 360-753-5673

In Oregon:

Oregon Department of Education
Private Career School Division
Public Services Building
P.O. Box 43105
Salem, OR 97310-0203
Phone: 503-378-5810

Accrediting Commission Procedure

Ashmead College is recognized by the Accrediting Council for Continuing Education and Training (ACCET) as meeting and maintaining rigorous standards of quality. It is the mutual goal of ACCET and the school to provide a quality educational training program and a positive learning experience. When concerns arise, students should make every effort through the School's formal appeals procedure (detailed above) to reach a fair and reasonable solution.

In the event that a student has exhausted all the

options available through the School's procedure, and the concern remains unresolved, the student has a right, and is encouraged, to take the following steps:

1. Contact ACCET in writing. Complaints received by phone will be logged along with a request for a written follow-up; an initial letter speeds the process.
2. A letter of complaint must contain the following:
 - a. The nature of the concern
 - b. The approximate date(s) the concern occurred
 - c. The Ashmead College individual(s) involved in the concern
 - d. Copies of important information regarding the concern (facts, not rumors)
 - e. Evidence demonstrating that the School's complaint procedure was followed prior to contacting ACCET
3. All complaints must be signed.
4. Written complaints must be postmarked no later than 30 days after initial verbal contact with ACCET. Their address is:
ACCET, Complaint Administrator
1722 N Street NW
Washington, DC 20036



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