INSTITUTE FOR MASSAGE AND BODYWORK THERAPY

STUDENT CATALOG

Institute of Massage and Bodywork Therapy

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GENERAL INFORMATION

MISSION

Provide an enriched therapeutic massage education that promotes a solid start to a massage therapy career.

PHILOSOPHY

We believe that learning is a lifelong process, and for our students, that begins in our classroom. We believe that students need to be an active part of this process realizing that there's more than just getting the right answer but owning that knowledge. We believe a passion for a massage therapy career is born in the classroom. The instructors have the opportunity to model their passion for the subject area and draw the students into their own lifelong learning journey.

HISTORY

Institute for Massage and Bodywork Therapy was founded by Brenda Howell, owner of Healing Hands Body Therapy, and licensed by the State of North Carolina in 2021.

As Brenda started her massage therapy career, she realized that there was a lack of connection between what she learned in the classroom and the real-world treatment rooms. Some students are unfortunately ill prepared to face the type of complaints the clients are looking to get resolved, and they lose their passion for being a therapist as a result of the lack of education and preparation. This prompted her to consider starting a massage school to help ensure future therapists are better prepared for their career.

So many schools focus solely on teaching to the test, and while the test is important, therapists need to be prepared for reality. When students are not adequately prepared, they become disillusioned by the actuality of the real world. Reality needs to be taught alongside of the educational principals.

Finally, as a business owner, Brenda has discovered there is a shortage of therapists. Several schools have shut down in the last few years and there is a need for good therapists.

Our inaugural class, Class 1, began in January 2022. Since then, we are proud to announce we have had 8 classes graduate with a 92% pass rate on the MBLEx exam.

OWNERSHIP STRUCTURE

Institute for Massage and Bodywork Therapy, Inc. is owned by Brenda Howell. She holds 100% of the shares.

LICENSES/ACCREDITATIONS HELD

Institute for Massage and Bodywork Therapy, Inc is certified by the North Carolina Body of Massage and Bodywork Therapy as well as been designated as a NCBTMB (National Certification Board for Therapeutic Massage & Bodywork) Assigned School.

All administrators, directors, and instructors have met the educational requirement and experience required by NCMBMT.

ADMINSTRATION AND STAFF

Brenda Howell is the owner and founder of Institute for Massage and Bodywork Therapy. She has a Baccalaureate degree in History and a Master's degree in Exercise Science with a dual concentration in Injury Prevention and Rehabilitation Sciences. Brenda is also a Certified Medical Massage Practitioner. Brenda teaches Introduction to Massage Therapy, Massage Therapy Techniques, Somatic Psychology, Ethics, Massage Modalities, Anatomy and Physiology I, Medical Massage, and Clinics.

Carolyn Bowe is the Administrator and Director of Education. She has a Baccalaureate degree in Elementary Education and a Master's degree in Interdisciplinary Education. Carolyn taught middle school before moving on to an independent study school where she taught grades 3-12. She has been working for a local medical massage clinic in the front office since 2019.

Jalecia Faison teaches Anatomy and Physiology 1. She is a graduate of Campbell University's Doctor of Physical Therapy program. She has been a licensed physical therapist since 2022 and has worked in outpatient orthopedics and an assisted living facility. She has been an adjunct lab assistant at Methodist University since 2024.

Markus Howell is our business instructor. He has a Bachelor of Science in Education: Social Studies as well as a Master's degree in Business Administration: Leadership. Markus spent 11 years active duty with the US Army. After his military service, he continued his federal service while working at the Network Enterprise Center on Fort Bragg, NC.

Constance Leandro has a bachelor's degree in Exercise Physiology . She works at Valley Physical Medicine and is continuing her education at Campbell University in doctorate studies in Health Science. She is an ACSM Certified Exercise Physiologist, and we look forward to having her teach Kinesiology.

Emily Leupold is one of our clinical instructors. She has been a Licensed Massage Therapist since 2021. Whie in school Emily took a special interest in Reflexology and shares her love for that subject with our Modalities class students. In 2023, Emily studied Prenatal and Postpartum massage through the Claire Marie Miller seminars and also is a Doula in Tennessee. She also teaches the pregnancy portion of our Modalities class.

Devonia Moore teaches Sports Massage, Massage Modalities, Ethics, Somatic Psychology, and Clinics. She has been a licensed massage therapist since 2010. One of her passions is health and wellness, and so she became certified as a Rehab Fitness Specialist and then completed Strength and Conditional Training course. Devonia continued to pursue education and in February of 2021, she became a Certified Personal Trainer.

Dr. Dawn Ruminski is our Anatomy & Physiology 2 and Pathology Instructor. She has a bachelor's degree in emergency medical care, a master's in public health, and earned her medical degree at WVSOM in 2008. She served in the US Army for 10 years as a Doctor of Osteopathic Medicine before moving into private practice at Valley Physical Medicine. She also is a physician acupuncturist trained by Helms Medical Institute as well as an instructor for ACLS, ATLS, TC3, BFA, and OMT.

Jaci Stephens teaches Massage Therapy Techniques as well as Clinics. She has been a licensed therapist since 2023 when she graduated from IMBT at the top of her class. Jaci loves working with clients and getting to the source of her pain and has been pursuing her Medical Massage Practitioner certification.

Andrew Whitfield has a bachelor's degree in liberal arts as well as a bachelor's and a master's degree in PA Studies. He currently works as a PA-C for the US Army at Fort Bragg. Andrew will be teaching Anatomy & Physiology 2.

Bre'Ahna Young teaches Ethic, Myofascial Release and Pregnancy in Massage Modalities and is one of our clinic instructors. She has been a licensed therapist since 2023 when she graduated from IMBT. Bre'Ahna has a passion to work with prenatal and postpartum women, and so she continued her learning by attending classes through the Claire Miller Seminars as well as The Mama Me Time Method.

LOCATION AND FACILITIES

Institute for Massage and Bodywork Therapy is located at 806 Stamper Road, Suite 201, Fayetteville, NC. The building is located on the corner of Bragg Blvd and Stamper Road.

Lower teacher to student ratios are our goal. Instruction space is in a classroom with room for eight students (1:8). Clinicals will be held on the weekends in on-site treatments rooms.

Because IMBT rents space from an active clinic that operates during the week (Monday-Friday), the students are not allowed to use the side of the building where the treatment rooms are located. This side includes the break room that is for the establishment employees only. Students will not have access to the refrigerator or microwave during the week

MASSAGE THERAPY PROGRAM

EDUCATIONAL OBJECTIVES

By completion of the 750-hour program, the student will:

- Gain knowledge of the foundational skills needed of a massage therapist.
- Understand the science behind massage techniques.
- Learn how to work with individual clients and their goals.
- Assess clients and complete accurate SOAP records.
- Be eligible and prepared to pass the Massage and Bodywork Licensing Exam (MBLEx).
- Be prepared for a career in massage therapy.

COURSE OF STUDY

The program is broken up according to North Carolina's requirements for study into three main sections for a total of 750 hours. Hours for each section are listed after the course title.

1. Massage Therapy Fundamentals (330)
    a. Kinesiology (108)
    b. Anatomy and Physiology (102)
    c. Pathology (45)
    d. NC Law (12)
    e. Somatic Psychology (27)
    f. Ethics (21)
    g. Business (15)
2. Massage Theory Application (295)
    a. Introduction to Massage/History of Massage (12)
    b. Massage Techniques (69)
    c. Hands on Application of Massage Modalities (84)
    d. Hands on Application of Sports Massage (27)
    e. Hands on Application of Medical Massage (78)
    f. Hands on Application of Muscle Energy Techniques (25)
3. Clinicals (125)

COURSE DESCRIPTIONS

1. Massage Therapy Fundamentals (330) - This portion of the program is broken down into five components.
    a. Kinesiology - This 108-hour course is divided into two units as the students dive deep into studying movement. At the end of the two units, students will have a thorough understanding of the skeletal and muscular systems with lectures as well as hands-on palpation.
        I. The first unit will introduce the students to the joints of the body, the planes of movements, and the bony landmarks that massage therapists use on a daily basis when giving a massage.
        II. The second unit will guide the students through an in-depth study of the muscles of the body and how the body moves.

    b. Anatomy and Physiology - This 102-hour course will study the functions of the internal and external systems of the body. This course will be divided into two units. At the end of the two units, students will have a basic understanding of the human body's systems and how they relate to as a massage therapist.
        I. The first unit will focus on the integumentary, skeletal, nervous, muscular and myofascial systems. Students will learn the basics of each system and how they relate to their career as a massage therapist.
        II. The second unit will continue the study of the body. Students will study the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems of the body.

    c. Pathology - The study of pathology involves studying the causes and effects of disease. This 45-hour course will prepare students to understand and identify a variety of medical conditions, as well as recognize any contraindications that they may come across.

    d. NC Law - This 12-hour course will introduce students to the laws that LMBT's must abide by. We will explore the North Carolina Board of Massage and Bodywork Therapy's website to find the laws put into place by the state of North Carolina. The students will also study how the NCBMBT, FSMTB and other agencies are relevant to their profession.

    e. Somatic Psychology - This 27-hour course will address the psychological effects of massage on a client and how the role of touch affects both the client and the therapist. The students will gain an understanding of how psychological defenses can manifest as tension patterns as well as learning how massage therapists can work hand-in-hand with mental health professionals.

f. . Ethics - This 21-hour course provides students with the foundational knowledge in professional ethics for massage therapists. Students will discuss the complications that arise from power differentials, the importance of boundaries as well as ethics in multiple settings. This course will also cover the relationship of personal ethics to professional ethics and discuss the line between what is ethical and what is moral.

g. Business - This 15-hour course will introduce students to the world of business. Students will study business through the lenses of a massage therapist and the different roles and responsibilities they may encounter in their career. They will be introduced to common terms, theories and concepts such as marketing, accounting and knowing the cost of service.

2. Massage Theory Application (295) - this portion of the program is also broken down into five components.

   a. Introduction to Massage/History of Massage - This 12-hour introduction course prepares students for the program coursework by covering the History of Massage, self-care/body mechanics, standards of practice, and the tools needed for a career in massage therapy.

   b. Massage Techniques - This 69-hour course introduces students to the seven massage techniques and their variants. The students will focus on learning to apply the technical aspects of massage therapy, while simultaneously learning effective body mechanics. Students will also gain an understanding of the physiological results of each technique.

   c. Hands on Application of Massage Modalities - This 84-hour course will introduce the students to a variety of massage modalities. Dubbed as the “fun” class, the students get a break from the rigorous techniques class and get to see how the combined techniques they learned create a modality. The course is broken into seven units and each unit focuses on one major modality. Students will be learning about pregnancy massage, eastern modalities, reflexology, hydrotherapy, manual lymphatic drainage, myofascial release, and scar tissue management.

   d. Hands on Application of Sports Massage - This 27-hour course teaches the students the art and science of working with athletes. Taking techniques that were learned at the beginning of the program, the students will learn how they differ to achieve the goal of readying the body for athletic performance. Students will learn the difference between pre and post event massage as well as the limits of this modality.

e. Hands on Application of Medical Massage - This 78-hour course will dive deep into the theory of medical massage. The students will learn how each scientific discovery led doctors to a better understanding of how manual therapy affects the human body and how we use that knowledge today. Learning how to evaluate each layer of tissue, will be able to treat the source of the pain, not just the symptoms. Using the same medical evaluation methods that the medical community uses, the students will be able to design specific treatment plans that are based on science alone. Combining their knowledge from the previous classes and what they learn here, the students will finish the course by completing a case study and seeing their knowledge put to work firsthand.

f. Hands on Application of Muscle Energy Techniques - Drawing from their knowledge gained from KIN and APY, students will explore the various ways muscles contract and relax in this 25-hour course. This course will then introduce the students to various muscle energy techniques such as PIR, PNF and passive stretching. They will be able to distinguish each technique and be able to appropriately apply each based on the client's condition.

3. Clinicals (125) - Student clinicals are designed to give the student an opportunity to practice the skills they have learned in class on clients in the local community which will allow for a broader range of feedback on his or her skills and progression as a therapist. This 125-hour class will begin starting the 4th week of the program and will be held on weekends.

CURRICULUM

Institute for Massage and Bodywork Therapy uses a variety of books to best prepare the students for success.

The following titles will be used in the massage therapy program:

Massage Therapy: Principles and Practice, 7th edition by Susan Salvo
Trail Guide to the Body, 6th Edition by Andrew Biel (and Review Guide Workbook)
Trail Guide to Movement by Andrew Biel
Applied Anatomy & Physiology for Manual Therapists 2 by Pat Archer and Lisa Nelson (and Review Guide Workbook)
Psychology of the Body 2nd edition by Elliot Green and Barbara Goodrich-Dunn
Ethics of Touch by Cherie Sohnen-Moe and Ben E. Benjamin
A Massage Therapist's Guide to Pathology 7 by Ruth Werner
Therapeutic Massage by Ross Turchaninov, MD
Massage for Sports Performance by Michael McGillicuddy
Medical Massage Volume 1 by Ross Turchaninov, MD

GRADUATION REQUIREMENTS

The following standards are required for graduation and issuance of a Massage Therapy Program diploma:

1. The student must meet the minimum attendance requirement of 100% in each subject matter taught.
2. The student must have the minimum academic requirement in each of the following areas:
    a. Achieve a minimum of 70% in each class.
    b. Successfully complete all clinical hours.
3. All financial obligations to the Institute must be paid in full prior to IMBT sending proof of completion to the State.

LICENSING REQUIREMENTS

As per the North Carolina Massage and Bodywork Therapy Practice Act § 90-629, upon application to the Board and payment of the required fees, an applicant may be licensed as a massage and bodywork therapist if the applicant meets all the following qualifications:

1. Has obtained a high school diploma or equivalent.
2. Is 18 years of age or older.
3. Is of good moral character as determined by the Board.
4. Has successfully completed a training program consisting of a minimum of 650 in-class hours of supervised instruction at a Board-approved school.
5. Has passed a competency assessment examination that meets generally accepted psychometric principles and standards and is approved by the Board.
6. Has submitted fingerprint cards in a form acceptable to the Board at the time the license application is filed and consented to a criminal history record check by the NC Department of Justice.
7. Demonstrates satisfactory proof of proficiency in the English language.

ADMISSION AND ENROLLMENT

ADMISSION REQUIREMENTS

1. Be 18 years of age or older.
2. Have a high school diploma or GED.
3. Be able to provide a valid state or federal-issued photo ID.
4. Submit a consent form for a criminal background check and be clear of felony convictions.
5. Complete the enrollment application online and submit with an application fee of $50.

ADMISSIONS PROCEDURE

1. Submit a completed IMBT application and fee.
2. Submit a copy of a high school diploma or GED.
3. Submit a copy of driver's license and Social Security card.
4. Sign a consent form for a criminal background check.
5. Complete a personal interview with the Director.
6. Be accepted by the IMBT Admissions Committee.

If the applicant meets admissions requirements and decides to enroll, the applicant must also sign an enrollment agreement.

CLASS SCHEDULE

This 750-hour Massage Therapy Diploma program is offered in both full time and part time programs. The day (full time) program will be taught over a 29-week duration while the night (part time) program will be taught over a 58-week duration. Classes will be offered four days a week (Monday, Tuesday, Wednesday and Thursday) with one day of clinicals starting 3-4 weeks into the term for full time students (or 8-9 weeks for part time students). Clinicals will be scheduled only on the weekends. Major holidays (Easter, July 4, Thanksgiving, and Christmas) will be observed.

Our start dates vary from year to year. On even years, a full time class will run from January - August as well as September - April of the following year. On odd years, a full time class will begin in May and graduate in December.

In 2026, class 9 will begin January 12, 2026 and graduate in August 2026.

Our next part time class, Class 10, begins February 2, 2026 and will graduate March 2027.

Day (full time) classes will be offered from 8 a.m. to 2:30 p.m.

Night (part time) classes will be offered from 6:30-9:30 p.m.

**Dates and times are subject to change based on enrollment. Any updates to the schedule will be posted on our website.

STUDENT RECORDS & CONFIDENTIALITY

All student records will be digitized and maintained securely online through PraxiSchool. Students will log in to see classes, grades, assignments, and financial information. A student may also schedule an appointment during regular office hours to discuss his/her personal records. No information contained in a student's file will be given to any outside individual or organization without prior consent from the student.

FIRST AID & CPR

Students are encouraged but not required to obtain certification in Basic First Aid and Adult CPR.

FINANCIAL INFORMATION

APPLICATION FEE

The application fee is $50 and is non-refundable.

TUITION

Tuition for the 750-hour course is set at $10,000.

The tuition deposit is $1,500 and is due along with the enrollment agreement.

Books and classroom fees are included in the tuition. The Institute provides one set of required textbooks, one copy of each handout during the course to each student, and one set of sheets.

Total Tuition is $10,000 and is broken down as follows:

Tuition Deposit	$ 1,500
Books	$ 700
Classroom / Clinic Fees	$ 400
Set of sheets for class	$ 30
NCBMBT Application Fee	$ 20
MBLEx Exam Fee	$ 265
NCBMBT License Fee	$ 190
Remaining Tuition	$ 6,895

Additional Costs:

Make-up Fee	$ 50 /hr.
Private Tutoring Fee	$ 50 /hr.
Fingerprinting Fee	$ 12
Payment Late Fee	$ 25
Insufficient Funds Fee	$ 40
Transcript Copy Fee	$ 25
Uniforms	Mkt Price ($25-100)
Massage Table (optional)	Mkt Price ($500-900)

Student liability insurance is offered free of charge for students through AMTA.

UNIFORMS

A uniform is required. Each student needs to purchase plain black or grey scrubs. Scrubs may be purchased anywhere the student chooses.

EXAMINATION & LICENSING FEES

North Carolina law requires all applicants to submit fingerprints, have a background check, as well as pass the Massage and Bodywork Licensing Exam (MBLEx).

The cost of the MBLEx and the NC license, are all included in the tuition as long as students sit for the MBLEX within 30 days of completion of the program and for the background check and license within 90 days of completion of the program, otherwise students assume the costs themselves.

LATE FEE

A $25 late fee will be added to tuition payments received after the 5th day of each month. Failure to stay current on payment plans will result in dismissal from the program.

Students may reenroll the following term but must be paid in full before returning to class.

Student transcripts will not be released until payment has been made in full.

COLLECTIONS

IMBT reserves the right to refer all debt to a collection agency.

INSUFFICIENT FUNDS FEE

Checks returned for insufficient funds shall incur a $40 service charge.

TRANSCRIPTS

A complete set of each student's records, including a transcript of grades, is maintained in a permanent file. One copy of the transcript is available free of charge to each graduate. Additional copies may be ordered from IMBT for $25 each. Requests must be in writing by the student. Transcripts will be withheld until all financial obligations to the Institute are satisfied.

SCHOLARSHIPS/GRANTS

Scholarships are often available through difference organizations (Rotary, Kiwanis Club, etc.), businesses, or industries. High school graduates may take advantage of scholarships through their school guidance counselors.

As funds become available, in house scholarships will be offered as well.

AMTA offers a yearly scholarship for which any student desiring a career in massage therapy may apply. All students are encouraged to apply.

VETERANS EDUCATIONAL BENEFITS PROGRAM

The North Carolina State Approving Agency approved Institute for Massage and Bodywork Therapy's Massage Diploma Program to enroll veterans, military, and other eligible persons for educational assistance by the US Department of Veterans Affairs. Please visit www.gibill.va.gov for more information.

TITLE IV FUNDS

At this time, we are not set up to accept Title IV Funding.

PAYMENT OPTIONS / LOANS

There are two payment options. Installment payments must be set up to draft from a credit or debit card. Please note a service fee will be added to the payments by the service processor.

Option 1 - After paying the deposit, the balance may be paid in full by the start of the term and a $500 cash discount will be applied. Total payment - $8,000.

Option 2 – Monthly installment payments must be set up to auto-draft from a credit or debit card.

- Full time: EIGHT (8) monthly installments of $1062.50 (service charge fee paid directly to the processor).
- Full time: NINE (9) monthly installments of $944.45 (service charge fee paid directly to the processor).
- Part time: FIFTEEN (15) monthly installments of $566.67 (service charge fee paid directly to the processor).

*If additional payment plans are needed, students need to speak with the Administrator to see what options are available.

TUITION REFUND POLICIES

An applicant may cancel the enrollment agreement without penalty by notifying the school in writing within 72 hours.

If an applicant cancels the enrollment agreement after 72 hours, but before classes begin, the school will retain the deposit.

For students who withdraw after the commencement of classes, the following rules will apply:

- For completion of up to 5% of the program, tuition will be assessed at 5% of the contract price plus the tuition deposit and application fee.
- For completion of more than 5% but no more than 10% of the program, tuition will be assessed at 20% of the contract price plus the tuition deposit and application fee.
- For completion of more than 10% but no more than 25% of the program, tuition will be assessed at 50% of the contract price plus the tuition deposit and application fee.
- For completion of more than 25%, the student is responsible for 100% of the contract price. All unpaid payments will be paid to the school on pre-planned date as contracted by the student.

Students who are dismissed from the program will not receive a refund on tuition or books and are still liable for the remaining tuition.

After four weeks, additional tuition refunds may be allowed for students who receive military Permanent Change of Station (PCS) orders. In order to be considered for a refund, a copy of the current PCS orders showing it is an accompanied move must be supplied to the office administrator.

For calculating refunds, the above percentages are based upon the scheduled number of clock hours beginning the 1st day of class.

Books **may not** be returned for a refund.

Any additional fees (transcript review, finance fees, late fees, etc.) are not refundable.

All refund requests must be submitted in writing to the Institute. Refunds will be issued within 30 days after the effective date of written notice of cancellation. Credit card processing fees will be taken out of the refund amount.

In the event that the massage program is cancelled, students will receive a prorated refund based on weeks cancelled.

STUDENT SERVICES

The Institute provides academic counseling and remediation. Limited tutoring options are available at the instructor's discretion and availability.

The Institute has a resource library available for student use. It includes books, magazines, peer review journals, and DVDs/videos. Students will check out these resources from the office.

Students who experience challenges of a personal nature are encouraged to seek a counselor. The Institute can assist students in locating appropriate mental health resources.

NORTH CAROLINA RULES AND REGULATIONS FROM THE PRACTICE ACT

N.C.G.S. 90-629: The North Carolina Board of Massage and Bodywork Therapy may deny a license to practice massage and bodywork if an applicant has a criminal record or there is other evidence that indicates the applicant lacks good moral character.

N.C.G.S 90-632.17: Sexual activity or solicitation of sexual activity by any person or persons in any massage and bodywork therapy establishment is unlawful and prohibited.

.0626 NC Administrative Code: A student shall not receive a fee, tip or other consideration for the massage and bodywork therapy they perform while completing clinical requirements for graduation, whether or not the school charges a fee for services provided in a student clinic.

ACADEMIC POLICIES

GRADING SYSTEM

Students will be graded on a 10-point grading scale.

90-100	A	EXCELLENT
80-89	B	GOOD/ABOVE AVERAGE
70-79	C	SATISFACTORY/AVERAGE
69 and below	D, F	UNSATISFACTORY

Students must maintain a grade of 70 or higher in each massage therapy class in order to remain in good standing. A final grade below "C" is cause for removal from the Massage Therapy Program.

DISCIPLINARY PROCEDURES

Institute for Massage and Bodywork Therapy expects students to be honest and free of fraud or deceit. Therefore, students found cheating or lying will be automatically dismissed from the program.

In addition, any NC Practice Act rules or regulations broken may result in dismissal from the program. In summary, this includes any convictions involving any municipal, state, or federal narcotic or controlled substance law as well as a conviction of a felony or other public offense involving moral turpitude. It also includes any acts of malpractice, gross negligence, or incompetency as well as falsely holding oneself as being licensed or certified without successfully completing training.

For other violations of Institute for Massage and Bodywork Therapy's Standards of Conduct, the following may occur:

First Offense	Verbal Warning
Second Offense	Written Warning
Third Offense	Probation*
Fourth Offense	Dismissal

*North Carolina's Rules and Regulations state that in order "for a student to receive credit in a course, the student shall attend 80 percent of the instructional hours of the course. The student shall also make up missed instructional hours to equal no less than 98 percent of the instructional hours in the course according to the procedures established by the school." Therefore, tardiness and/or absences result in loss of class time, and potentially the inability to make up class which will result in dismissal from the program.

CONDITIONS FOR PROBATION, DISMISSAL, OR EXPULSION

Once the offense has been resolved, the student will be eligible to return.

If a student is dismissed or expelled from the program, he or she is ineligible to complete the term or to return as a student in the future.

CONDITIONS OR REENTRY FOR STUDENTS DISMISSED FOR UNSATISFACTORY ACADEMIC PROGRESS

Students who consistently achieve below 70% on exams will be required to meet with one of the directors to create a plan for success. This plan may include private tutoring at a rate of $50/hour.

Students who fail Anatomy and Physiology 2 (A&P2) must retake the class before progressing to Pathology. The student may continue with the hands on classes and return at a later date to retake A&P 2 and Pathology.

If a student does not pass a class, he or she will be placed on academic probation and may retake the failed class in a future program at a pro-rated fee.

STUDENT TRANSFER POLICY

North Carolina Rules and Regulations .0627 states that a school "shall not exceed 35% of the total number of hours in the program and shall not reduce the total hours attended to less than 650 hours."

With IMBT being a 750-hour program, no hours or credits will be allowed for transfer in.

ATTENDANCE/MAKE-UP POLICY

Regular attendance is essential. All students are expected to be present and on time for all scheduled classes and clinicals. Students must meet minimum standards of attendance and make up all missed class work, as stated in NC Rules and Regulations .0620 (11): "For a student to receive credit in a course, the student shall attend 80 percent of the instructional hours of the course. The student shall also make up missed instructional hours to equal no less than 98 percent of the instructional hours in the course according to the procedures established by the school."

Students who are tardy will be required to make up their missed minutes at the instructor's convenience. Repeated tardiness will result in disciplinary action.

Students are required to participate in all classroom learning activities including but not limited to giving and receiving massage practice sessions, small group discussions, and projects.

Students are expected to complete all homework assignments given by the instructor. If a student is absent on a quiz or exam day, he or she must complete any missed quiz, exam, or practical assessment within two days of the original assessment date.

Make-up work will be given by the individual instructor and may include watching recorded class sessions, additional research, or coming in for additional sessions. The school reserves the right to assess a $50/hour fee for make-up work.

Leave of absence - A student who needs to take an extended leave of absence must contact the Institute immediately. He or she will be withdrawn from the program and may be eligible to return in the next cycle of the program.

STANDARDS OF CONDUCT

Students are expected to have professional appearance, good personal hygiene, and be well groomed at all times.

The following are expected during classroom and clinical instruction.

- Students will wear a grey or black scrub set and basic clean, comfortable shoes.
- Nails must be no longer than fingertip length and neatly manicured.
- Hair must be kept in an orderly fashion and is never to touch the client during a massage session. Longer hair must be pulled back and out of the face and away from the client.
- Facial hair is to be kept trimmed and orderly.
- Teeth should be brushed, and breath should be fresh.
- Body odor should not be smelled. If a student smells like body odor, he or she may be sent home.
- Due to allergies, no perfumes or colognes are allowed.

Students are expected to be professional in the classroom and in clinicals.

- Follow the age-old rule of: "If you can't say something nice, don't say nothin' at all."
- Each clinical client is to be treated with upmost respect at all times. This includes but is not limited to how a student/instructor talks to or about clients and fellow classmates/therapists.
- Students will not discuss any client's situation outside of work.
- It is permissible to discuss client cases with instructors of Institute for Massage and Bodywork Therapy but only for purposes that would benefit the patient.
- Unprofessional behavior or failure to comply with school policy may result in being excused from class for the day or being dismissed from the program. This will affect the student's attendance record.

Students are expected to follow North Carolina's Rules and Regulations .0505 and maintain confidentiality of all client information.

Students are expected to be honest, be respectful, have a good work ethic and attitude, and be ready to learn.

- Honesty and integrity are key values for IMBT staff and students.
- Honesty in the classroom means academic integrity. Cheating, plagiarizing, or falsifying information will result in immediate expulsion.
- Being on time for class and clinicals is essential.
- Cell phones will be kept in student's bags and off the tables during class. Cell phones may only be used during the break times.

- Vandalism or theft will result in immediate expulsion.
- Students, instructors, and staff at all levels of the Institute are expected to treat each other with respect.
- Gossip is unacceptable under any circumstance.
- An attitude of entitlement will not be tolerated. Every student will be treated equally without favoritism.
- All students must contribute to daily sanitation duties as well as set up for each section. Classes will not be dismissed until all duties are complete.

Students are expected to work to resolve conflict in appropriate methods.

- Follow the golden rule: Do unto others as you would have them do unto you.
- If there is a dispute between students or student/instructor, be respectful in how the situation is handled. Do not talk to other students about the situation. Follow the appropriate steps below:

    1. Go to the student/instructor with whom you are having a conflict with and work it out. Stay respectful of each other's views. Remember that you may think you have a conflict, and the other person may not see it as a conflict.
    2. If a conflict cannot be resolved, take it to the Educational Director.
    3. If further intervention is needed, the Program Director will be consulted.

Students are expected to refrain from substance abuse. The purpose of this policy is to ensure the safety of all employees, students, and clients as well as to promote productivity and remain professional. Substances covered under this policy include alcohol, illegal drugs, inhalants, and prescription drugs that were not prescribed to you, and over-the-counter drugs.

- IMBT reserves the right to inspect the premises for these substances. We reserve the right to conduct alcohol and drug tests at any time. We may dismiss a student from the Institute if a student violates this policy, refuses to be tested, or provides false information.
- No smoking at any location.
- Do not come into the classroom/clinic smelling like cigarette smoke. You will be sent home.
- Doctor prescribed medication is held to the same standard.
- A student is considered "under the influence" if any substance:
    1. Impairs your behavior or your ability to work safely and productively.
    2. Results in a physical or mental condition that creates a risk to your own safety, the safety of others or company property.

3. Is shown to be present in your body, by laboratory evidence, in more than an identifiable trace.

- If a student has medications that need to be brought to school, the medications are to be left is his or her bag so they are not easily seen by other students or passing clients.

As per NC guidelines §90-623, a person shall not practice or hold out himself or herself to others as a massage and bodywork therapist without first applying for and receiving from the Board a license to engage in that practice.

Any student caught doing this will be removed from the program.

SEXUAL HARASSMENT POLICY

Sexual harassment is unacceptable under any and all circumstances.

- Sexual harassment consists of unwelcome sexual advances, requests for sexual favors or unwanted sexual attention by anyone associated with the Institute, whether male or female. Harassment includes, but is not limited to, obscene jokes, lewd comments, sexual depictions, and repeated requests for dates, touching, staring or other sexual conduct committed either on or off school premises.
- Administration must be informed immediately if sexual harassment occurs.
- Under no circumstance are any students, staff, or employees to tolerate any form of harassment.

.0626 NC Administrative Code: A student shall not receive a fee, tip or other consideration for the massage and bodywork therapy they perform while completing clinical requirements for graduation, whether or not the school charges a fee for services provided in a student clinic.

COMPLAINT POLICY

We desire for our students to resolve school-related problems / concerns within the IMBT family. Students are encouraged to follow the conflict resolution steps in the Standards of Conduct. If after doing so, the complaint has not been addressed, we ask the student to do the following steps:

1. If the complaint is not satisfactorily resolved, please put your concerns in writing and submit it to the Program Director or Director of Education who will meet with the appropriate parties to address the issue.

2. If the complaint is still unresolved, it is possible for the issue to be taken to the NC Board of Massage and Bodywork Therapy, but only after every effort has been made to resolve the issue at IMBT.

The NC Board of Massage and Bodywork Therapy can be reached at 4140 ParkLake Avenue, Suite 100, Raleigh, NC 27612. Phone 919-546-0050. Email: admin@bmbt.org.

N.C.G.S. 90-629: The North Carolina Board of Massage and Bodywork Therapy may deny a license to practice massage and bodywork if an applicant has a criminal record or there is other evidence that indicates the applicant lacks good moral character.