



SCHOOL CATALOG

VOLUME 23
Published August 2013

Phone: 800-509-5058
Fax: 215-969-2455

www.NMTI.edu



National Massage Therapy Institute

Northeast Philadelphia, PA | Falls Church, VA | Wilmington, DE | Egg Harbor, NJ

WELCOME TO THE NATIONAL MASSAGE THERAPY INSTITUTE

It gives me great pleasure to welcome you into the NMTI family. Since 1998, the National Massage Therapy Institute has trained thousands of students. We are a community committed to the belief that higher education has the power to transform lives. We measure our success by how well our students are prepared for and obtain jobs upon program completion.

NMTI serves its students by providing a quality education in a friendly, encouraging and professional environment. Every day, NMTI faculty and staff strive to build this atmosphere by providing the fundamentals, support and materials necessary for our students to achieve success both within and beyond our doors.

We have enjoyed strong student and alumni satisfaction based on our commitment to education, job placement and, most of all, the efforts of our dedicated students and faculty. We take a personal interest in your success and encourage you to work closely with our instructors and staff, along with your fellow students, to form a strong network that will enrich your school experience and support you along the way.

This catalog provides an overview of our school and an introduction to the opportunities that are possible with your commitment to getting ahead. We are excited to have you as a part of our student body and look forward to helping you achieve your goals and aspirations.

Warmest Regards,

Robert P. Cappel
President
National Massage Therapy Institute



Table of Contents

General Information	4
History/Ownership/Governing Body	4
National Massage Therapy Institute Schools and Contact Information	4
Mission Statement	5
Purpose and Institutional Objectives	5
School Licensure, Accreditation and Memberships	6
Description of School Facilities	6
Statement of Non-Discrimination	8
Sexual Harassment.....	8
Disability Services	8
Administrative Body and Faculty	8
Advisory Boards	8
Admissions.....	9
General Admissions Requirements	9
Online Enrollment	9
Programs	10
Massage Therapy	10
Massage Therapy with Expanded Specialization	11
Associate of Science	12
Student Financial Assistance	14
Methods of Payment.....	14
Federal Student Aid (FSA) Programs	14
Additional Sources of Aid	15
Applying for Federal Student Aid	15
Drug Convictions Eligibility Requirements.....	16
Federal Student Aid Eligibility	16
Federal Student Aid Applicants Rights and Responsibilities	16
Verification	17
Awarding Federal Student Aid.....	17
Additional Information for Federal Direct Loans.....	18
Federal Student Aid Ombudsman	18
Federal Student Aid Disbursements	19
Federal Student Aid Living Expense/Credit Balance Disbursements	19
Cancellation and Refund Policies	20
Information for All Campuses	20
Return to Title IV Federal Student Aid Policies	21
Student Information	24
Business Hours	24
School Closings and Make-up.....	24
Family Educational Rights and Privacy Act (FERPA)	24
Facility-Related Rules.....	25
Student Conduct	25
Classroom and Laboratory Conduct	26
Scholastic Honesty	26
Drug and Alcohol Abuse Prevention Policy	26
Campus Safety and Security Report	26
Student Right to Know	27
Disclosure of Information for Gainful Employment Programs.....	29
Student Grievance/Complaint Policy	29
Student Records.....	29
Clinical Training.....	30
Dress Code	30
Telephones	30
Textbooks	30
Transportation	30
Student Services	31

Reference Resource Center and Library.....	31
Career Services.....	31
Tutoring	31
Student Advisement	31
Housing.....	31
Academic Information.....	32
Definitions	32
Academic Year.....	32
Consecutive Absences Policy	32
Credit Hour Conversion.....	32
Cumulative Grade Point Average (CGPA).....	32
Distance Education	32
Grading Period	32
Maximum Timeframe (MTF)	33
Payment Period	33
Program Length	33
Student/Instructor Ratio	33
Credit for Previous Training	34
Grading Systems	35
Successful Completion of Diploma and Degree Courses	36
Satisfactory Academic Progress (SAP)	37
Change of Program of Study	39
Satisfactory Academic Progress Appeal Procedures	40
Re-Entries	41
Repeated Courses and Withdrawals	41
Incomplete Courses for General Education and Elective Courses	42
Leaves of Absence.....	43
Appeal Procedure.....	43
Graduation Requirements	43
Attendance	44
Tardy Policy	44
Dropping or Adding Courses for Associate Degree General Education and Elective Courses.....	44
Course Descriptions	45

NMTI reserves the right to change regulations, policies, fees and calendars and to revise curricula as deemed necessary and desirable. Since the information contained herein is subject to change, this catalog should not be considered a contract between NMTI and students. Location specific information is available in the Catalog Supplement. The Catalog Supplement contains the following information:

- Licensing
- State Regulations
- Student Concerns
- Program Length
- Program Schedules
- Program Start and Expected Graduation Dates
- Program Fees
- Holiday Schedule
- Administrative Body
- Faculty

When there are changes to information in the catalog NMTI will issue an addendum.

GENERAL INFORMATION

History/Ownership/Governing Body

The National Massage Therapy Institute (NMTI) schools are owned by National Massage Therapy Institute, LLC (NMTI, LLC), a Limited Liability Corporation formed under the laws of the State of Delaware whose owners are Steven Kemler, Lowell Lifschultz and Scott Brakebill. Mr. Kemler has over 15 years of experience in the fields of education and business. NMTI's main campus is located in Philadelphia, PA.

The schools began offering massage therapy instruction in 1998. In 2005, the schools were bought by NMTI, LLC. In 2011, NMTI began offering the current version of its [Massage Therapy](#) program and in 2012 NMTI began offering a [Massage Therapy with Expanded Specializations](#) program at each of its campuses. NMTI introduced its [Associate of Science](#) degree in November 2012, its first fully online program of residential/distance delivery through the Falls Church, VA campus.

Each campus operates under the name National Massage Therapy Institute. The campus contact information below indicates the previous names of each location.

National Massage Therapy Institute Schools and Contact Information

NMTI PHILADELPHIA	NMTI FALLS CHURCH	NMTI EGG HARBOR	NMTI WILMINGTON
Main Campus:	Non-Main Campus	Non-Main Campus	Non-Main Campus
10050 Roosevelt Blvd. Suite 8 Philadelphia, PA 19116 Phone: (800) 264-9835 <i>Previously The Massage Therapy School</i>	803 West Broad Street Suite 400 Falls Church, VA 22046 (800) 264-9835 <i>Previously Virginia Learning Institute</i>	Washington West 6712 Washington Avenue Suite 103/301/302/303 Egg Harbor, NJ 082354 (800) 264-9835 <i>Previously Philadelphia School of Massage</i>	Independence Mall 1601 Concord Pike Suite 82-84 Wilmington, DE 19803 (800) 264-9835 <i>Previously Delaware Learning Institute</i>

Mission Statement

The mission of the National Massage Therapy Institute has been developed to ensure the institution meets the needs of its students, employees, stakeholders and the employment community it serves. The mission statement is the fruit of a collaborative effort between NMTI's employees, principals and management. The tenets of this mission statement reflect a meeting of the owners' experience and NMTI's history and expectations for its future.

NMTI's mission

National Massage Therapy Institute (NMTI) is a dynamic career school committed to empowering students to excel in the healthcare field. We strive to provide an educational experience that maximizes value to our students in a professional, supportive and ethical environment.

NMTI provides its students with a superior education and the tools to succeed

Successful students are NMTI's foundation. We work to be innovative and extraordinary in ensuring our students are knowledgeable, confident and accomplished not only in school, but in their careers and beyond.

We are committed to our employees

We welcome and promote creativity and personal development in an environment of mutual respect. Staff shares in the responsibility for and reward of NMTI's success.

We promote health and wellness in the communities we serve

NMTI trains students to positively impact the medical community and provides assistance to health-related organizations, including non-profits.

Financial stability and regulatory compliance are central to NMTI's mission

We strive to be an efficient, compliant and financially sound organization. Strength in these areas allows NMTI to fulfill its mission and benefit all of its stakeholders: students, staff, owners and the community.

Purpose and Institutional Objectives

NMTI programs are designed for those individuals who seek a career in therapeutic massage, spa and general health management. The programs are also suitable for those who wish to add skills to their profession as healthcare-related workers and in other related fields.

In keeping with the needs and background of its students and in fulfilling the school's mission, NMTI's faculty, administration and management are dedicated to accomplishing the following objectives:

- Bringing awareness to the local community of the opportunities in the allied health field.
- Providing in-depth programs that prepare students for entry into the job market.
- Assisting students in the successful completion of their programs of study.
- Providing students with the soft skills necessary to be successful in school and in their careers.
- Assisting students in finding relevant jobs to improve their financial outlook and reach their career objectives.
- Contributing to the community at large by providing well-trained and well-prepared professionals.
- Creating a challenging but supportive environment for employees so that each has learning and growth opportunities, as well as the infrastructure necessary to do their job effectively.
- Creating for employees an environment and policies that ensure NMTI's regulatory compliance.
- Assisting students in becoming successful professionals in their recently attained employment.

School Licensure, Accreditation and Memberships



The National Massage Therapy Institute is accredited by the Accrediting Bureau of Health Education Schools (ABHES), listed by the U.S. Department of Education as a nationally recognized accrediting agency. ABHES is located at 7777 Leesburg Pike, Suite 314N, Falls Church, VA 22043. (703) 917-9503.



Certified by the State Council of Higher Education for Virginia for the Falls Church campus. (804) 225-2600



Licensed by The Pennsylvania State Board of Private Licensed Schools for the Philadelphia campus. (717) 783-8228



Approved by Delaware Department of Education for the Wilmington campus. (302) 739-4654



Approved by the New Jersey Department of Labor and Workforce Development and the New Jersey Department of Education for the Egg Harbor Township campus. (609) 292-7162



Member of the American Massage Therapy Association. (877) 905-2700



Member of Associated Bodywork and Massage Professionals. (800) 458-2267



Certified by The National Certification Board for Therapeutic Massage and Bodywork. (800) 296-0664

Approved by the Veterans Administration for the training of veterans at all campuses for Massage Therapy, Massage Therapy with Expanded Specializations, Associate of Science in Health Sciences with a concentration in Massage Therapy and Associate of Science in Health Sciences with a concentration in Massage Therapy with Extended Specialization.

Please contact the Director of Education to receive a copy of the school's accreditation certificate, licensure or approval. The Director of Education may be reached as follows:

Philadelphia, Wilmington, Egg Harbor Campuses

Warren Howell
(215) 969-0320

Falls Church Campus

Ron Diana
(703) 297-3095

Description of School Facilities

PHILADELPHIA, PA



NMTI Philadelphia is located at 10050 Roosevelt Blvd. in Philadelphia, PA, accessible from Exit 351 off I-276. Public transportation is convenient and parking is provided for students.

The campus features three theory rooms each equipped with a whiteboard, muscle and skeletal posters, a skeleton, related training aids and availability of an LCD projector and TV/VCR. There are also three practical rooms/laboratories with massage tables and appropriate anatomy posters; these rooms are reserved for hands-on training and massage demonstrations. There is a lunchroom/student break area with refrigerator, microwave and a refreshment/snack machine. A student-operated clinic (supervised by faculty), open to the public, is also located on site. Administrative offices for staff representing Admissions, Education, Financial Assistance, Student Accounts, Career Services and Reception are located on the campus. Consistent with the school's commitment to small classes, classrooms are intended to accommodate a maximum of 24 students.

FALLS CHURCH, VA



NMTI Falls Church is located at 803 West Broad Street, Suite 400 in Falls Church, VA. The school is located at the junction of West Broad Street and South Oak Street. Public transportation is convenient and parking is provided for students.

The campus features six theory rooms, each equipped with a whiteboard, muscle and skeletal posters, a skeleton, related training aids and availability of an LCD projector and DVD players. There are also five practical rooms/laboratories with massage tables and appropriate anatomy posters. These rooms are reserved for hands-on training and massage demonstrations. There is a lunchroom/student break area with refrigerator, microwave and a refreshment/snack machine. A student-operated clinic (supervised by faculty), open to the public, is also located on site. Administrative offices for staff representing Admissions, Education, Financial Assistance, Student Accounts, Career Services and Reception are located on the campus. Consistent with the school's commitment to small classes, classrooms are intended to accommodate a maximum of 24 students. Class size for distance education instruction is limited to 25.

EGG HARBOR, NJ



The Egg Harbor campus is located at 6712 Washington Avenue, Building 103 in Egg Harbor Township, NJ. Its location is just west of the Garden State Parkway (Exit 37). Public transportation is convenient and parking is provided for students.

The campus features one theory room equipped with a whiteboard, muscle and skeletal posters, a skeleton, related training aids and availability of an LCD projector and TV/VCR. There is one practical room/laboratory with massage tables and appropriate anatomy posters. There is also a combination theory/practical room that combines the resources of a theory and practical room. There is a lunchroom/student break area with refrigerator, microwave and a refreshment/snack machine. A student-operated clinic (supervised by faculty), open to the public, is also located on site. Administrative offices for staff representing Admissions, Education, Financial Assistance, Student Accounts, Career Services and Reception are located on the campus. Consistent with the school's commitment to small classes, classrooms are intended to accommodate a maximum of 24 students.

WILMINGTON, DE



The classrooms and offices of NMTI Wilmington are located on the 2nd floor at 1601 Concord Pike, Suites 45-46, Wilmington, DE, easily accessible from I-95. Public transportation is convenient and parking is provided for students.

The campus features two theory rooms each equipped with a whiteboard, muscle and skeletal posters, a skeleton, related training aids and availability of an LCD projector and TV/VCR. There are also two practical rooms/laboratories with massage tables and appropriate anatomy posters. These rooms are reserved for hands-on training and massage demonstrations. There is a lunchroom/student break area with refrigerator, microwave and a refreshment/snack machine. A student-operated clinic (supervised by faculty), open to the public, is also located on site. Administrative offices for staff representing Admissions, Education, Financial Assistance, Student Accounts, Career Services and Reception are located on the campus. Consistent with the school's commitment to small classes, classrooms are intended to accommodate a maximum of 24 students.

Statement of Non-Discrimination

NMTI does not discriminate on the basis of race, color, religion, ancestry, national origin, age, non-disqualifying disability, gender, sexual orientation, marital status or veteran status in the recruitment of students or in the implementation of its policies, procedures and activities. Sexual harassment is a prohibited aspect of discrimination under this policy.

Sexual Harassment

“Sexual Harassment” is defined as any sexual advance, request for sexual favors and other verbal or physical conduct where submission to or rejection of such advances, requests or conduct affects a benefit such as terms of employment or continuation of education; or, when such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s work or education by creating an intimidating, hostile, humiliating or sexually offensive environment.

Determining what constitutes sexual harassment depends upon the specific facts and the context in which the conduct occurs. Sexual harassment may take many forms – subtle and indirect or blatant and overt.

NMTI does not tolerate sexual harassment. All persons who work at or attend NMTI have a responsibility to help maintain an environment that is free from all forms of sexual harassment. Complaints relating to sexual harassment incidents are to be addressed on an Incident Report form and directed immediately to the head faculty member or the direct supervisor. Individuals who violate this policy are subject to discipline ranging from a written warning to dismissal. Frivolous or false accusations of sexual harassment have serious consequences on innocent individuals. This institution cautions that such complaints may result in action being taken against the complainant.

Disability Services

In accordance with the Rehabilitation Act of 1973 (Section 504) and the 1990 Americans With Disabilities Act (ADA), NMTI will provide reasonable and individualized accommodations for students who have provided proper documentation outlining their disabilities and have requested reasonable and appropriate accommodations. Because each student's disabilities may differ in degree and impact, reasonable accommodations are made on an individual basis. However, it is the responsibility of persons with disabilities to seek available assistance and make their needs known at the time of enrollment or as the need arises due to disability.

Documentation to support a disability request must be provided to the Institution at the time of the request. Information pertaining to a student's disability is voluntary and confidential. If this information is supplied, it is used to identify reasonable and required accommodations to attempt to overcome the effect of conditions that limit the participation of qualified disabled students.

Requests for accommodations should be directed to the Director of Education at the student’s campus.

Administrative Body and Faculty

See Catalog Supplement for current Administrative and Faculty listings.

Advisory Boards

Each NMTI location works closely with an Advisory Board from the local community to ensure that curricula, equipment and instruction are current and relevant. The Advisory Board is also helpful in researching new programs and providing feedback on existing programs.

ADMISSIONS

General Admissions Requirements

All applicants must have a high school diploma, GED or equivalent at the time of enrollment. Students may complete an Attestation of High School Graduation at time of enrollment. A copy of the actual high school document must be received by NMTI within 30 days of the start date of a program for a student to remain in school. Foreign diplomas are sent to an approved translation service. A translation and equivalency certification from an approved service must be received to be deemed acceptable. All programs are conducted in the English language and students must be proficient in verbal and written English.

In addition, each student must be physically able to lift and position clients and tolerate the bending, walking and standing required for their particular occupations. NMTI reserves the right to determine if applicants can meet these requirements.

The matriculation process consists of an applicant interviewing with an Admissions representative, completing all admissions documents and attending a financial aid appointment.

Applicants must be beyond the age of compulsory school attendance recognized by the state where the NMTI campus is located. Applicants seeking enrollment in the Associate of Science program must have graduated from one of NMTI's massage therapy diploma programs.

Online Enrollment

In addition to the above general admissions requirements, online applicants must:

- Have Internet access
- Meet the technical requirements indicated below
- Participate in orientation which includes
 - Specific acclimation to Blackboard, NMTI's [learning management system](#)
 - A browser check to ensure compliance with technical computer requirements
 - An introduction to online learning in general

The technical requirements are as follows:

- **Computer:** Windows Pentium-class
- **Operating System:** Windows 2000 or above and hard drive with at least 150 Megabytes of free space
- **RAM:** 128 MB or more recommended
- **Software:** Microsoft Office 2007 Professional. Some courses may require additional software.
- **Computer Screen Resolution:** 1024 X 768 or higher
- **Internet Connection:** Internet connectivity of DSL, cable modem or fiber optic is necessary for enrollment. Dial-up connections are too slow to allow for uninterrupted classroom participation.
- **Internet Browser:** Internet Explorer 6 or Firefox 3.6 or higher
 - Disable Pop-up Blocker
- **Audio/Visual:** Speakers, CD-ROM Player, Recent Video and Sound Card

PROGRAMS

Massage Therapy

Diploma

Philadelphia, Falls Church, Wilmington

On-Ground

PROGRAM DESCRIPTION

The program is presented in eight courses, including a specialization course. The program includes anatomy and physiology, kinesiology, pathology, massage theory and massage technique, CPR/AED certification and a student-run [clinical component](#). In addition, emphasis is placed on employability skills, communication and self-marketing. The program also includes a specialty course, [MT1180 - Sports Massage and Active Isolated Stretching](#).

PROGRAM OBJECTIVE

The objective of the program is to train individuals in the art and science of therapeutic massage. The knowledge and skills acquired by students prepare them for the occupation of Massage Therapist/Practitioner. This program is also designed to prepare students to complete testing* for the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) certification.

* NMTI offers NCBTMB test preparation to all enrolled students and graduates. Test preparation is encouraged to ensure students are prepared for the testing. NMTI pays the initial test fee for NCBTMB for each student or pays up to \$370 for any alternative state testing fee.

LENGTH:	WEEKEND TIMES:	
	Instructional Time:	66.5 weeks
	Normal Time:	77.0 weeks

TOTAL PROGRAM: 720 clock hours/32 semester credits

REQUIRED COURSES

Course#	Course Description	Clock Hours	Semester Credit Hours
MT1110	Foundations of Massage Therapy	90	4.0 Semester Credits
MT1120	Head, Neck and Face	90	4.0 Semester Credits
MT1130	Torso	90	4.0 Semester Credits
MT1140	Lower Leg and Foot	90	4.0 Semester Credits
MT1150	Hip and Thigh	90	4.0 Semester Credits
MT1160	Shoulder	90	4.0 Semester Credits
MT1170	Lower Arm and Hand	90	4.0 Semester Credits
MT1180	Sports Massage and Active Isolated Stretching	90	4.0 Semester Credits
Total Semester Credits			32.0

Massage Therapy with Expanded Specialization

Diploma
Philadelphia and Falls Church
On-Ground

Certificate
Egg Harbor

PROGRAM DESCRIPTION

The program is presented in eight courses and includes anatomy and physiology, kinesiology, pathology, business and professional ethics, time management, study skills, National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) certification preparation/strategies, employment and career skills, CPR/AED certification and a student-run [clinical component](#). Massage theories and massage techniques covered by the program include Swedish, sports, prenatal, infant, geriatric and neuromuscular.

PROGRAM OBJECTIVE

The objective of the program is to train individuals in the art and science of therapeutic massage. The knowledge and skills acquired by students prepare them for the occupation of Massage Therapist/Practitioner. This program is also designed to prepare students to complete testing* for the NCBTMB certification.

* NMTI offers NCBTMB test preparation to all enrolled students and graduates. Test preparation is encouraged to ensure students are prepared for the testing. NMTI pays the initial test fee for NCBTMB for each student or pays up to \$370 for any alternative state testing fee.

LENGTH: **DAY/NIGHT TIMES:**
 [Instructional Time:](#) 36 weeks
 [Normal Time:](#) 42 weeks

TOTAL PROGRAM: 900 clock hours/38 semester credits

REQUIRED COURSES

Course #	Course Description	Clock Hours	Semester Credit Hours
MT1210	Foundations of Massage Therapy & Life Skills	112.5	5.5 Semester Credits
MT1220	Head, Neck, Face and Geriatric Massage	112.5	4.5 Semester Credits
MT1230	Torso and Related Prenatal/Perinatal Massage	112.5	4.5 Semester Credits
MT1240	Lower Leg, Foot and Related Prenatal/Perinatal Massage	112.5	4.5 Semester Credits
MT1250	Hip, Thigh and Related Sports Massage	112.5	4.5 Semester Credits
MT1260	Shoulder and Related Sports Massage	112.5	4.5 Semester Credits
MT1270	Lower Arm, Hand and Related Sports Massage	112.5	5.0 Semester Credits
MT1280	Neuromuscular Massage	112.5	5.0 Semester Credits
Total Semester Credits			38.0

Associate of Science

Health Sciences

Concentration in Massage Therapy

Falls Church

Online

PROGRAM DESCRIPTION

The NMTI Associate of Science in Health Sciences with a concentration in Massage Therapy is presented as an online program. The Massage Therapy concentration is offered on campus and the general education and elective courses are offered online. The on-campus 600-hour (30 credits, discontinued) program, 630-hour (28 credits, discontinued), Massage Therapy program (32 credits) or Massage Therapy with Expanded Specialization (38 credits) program makes up the Massage Therapy concentration. Completion of an NMTI Massage Therapy program is a prerequisite for beginning the Associate of Science program for general education and elective courses.

PROGRAM OBJECTIVE

The objective of the NMTI Associate of Science in Health Sciences with a concentration in Massage Therapy is to prepare students for career advancement opportunities in massage therapy, spa and general health management. The program includes coursework focused on critical thinking, effective professional communication skills and patient relations—competencies essential to a management position. The core curriculum, combined with a general education and complementary elective component is designed to enhance graduates' knowledge base and expand employment opportunities and future advancement.

LENGTH: [Instructional Time:](#) 59-97 weeks
 [Normal Time:](#) 67-111 weeks

The number of weeks for the Associate of Science program is a combination of the weeks in the diploma program (which vary) plus an average of five courses per 15-week semester for general education/elective courses.

TOTAL PROGRAM: 1050 - 1260 clock hours*/60-62 semester credits

*Excludes outside class hours.

REQUIRED COURSES

Concentration

Only graduates of one of NMTI's massage therapy diploma programs are eligible to begin coursework in the Associate of Science in Health Sciences program. These programs include:

- 600-hour massage therapy program (30 semester credits; discontinued)
- 630-hour massage therapy program* (28 semester credits; discontinued)
- Massage Therapy (720 clock hours; 32 semester credits)
- Massage Therapy with Expanded Specialization (900 clock hours; 38 semester credits)

*Graduates of the 630-hour massage therapy program must complete one additional massage therapy core course before academic transfer credit of their diploma program can be applied to the Associate of Science in Health Science program. A student is then considered a graduate of the Massage Therapy (720 clock hours; 32 semester credits) program. This must be done prior to beginning courses in the Associate program.

In addition to concentration courses, students are required to take the following general education and elective courses:

GENERAL EDUCATION (15 credits required for all core concentrations)

Course #	Course Description	Semester Credit Hours
EN1150	English Composition	3.0 Semester Credits
HU2000	Critical Thinking and Problem Solving	3.0 Semester Credits
MA1015	College Math	3.0 Semester Credits
SC1040	General Biology	3.0 Semester Credits
SO1050	Sociology	3.0 Semester Credits

ELECTIVES (9-15 credits required—see below for specific requirements)

Graduates of the 600-hour, 630-hour or Massage Therapy program are required to complete all five elective courses as shown below (15 credits).

Graduates of the Massage Therapy with Expanded Specialization program are required to complete three of the five elective courses shown below (9 credits). The electives are based on schedule availability.

Course #	Course Description	Semester Credit Hours
AC2760	Accounting for Managers	3.0 Semester Credits
EN2150	Interpersonal Professional Communications	3.0 Semester Credits
PS1000	Psychology	3.0 Semester Credits
PS2100	Working with People	3.0 Semester Credits
PS2150	Patient Relations	3.0 Semester Credits

Total Semester Credits (600-hour core coursework) **60.0**

Total Semester Credits (630-hour core coursework) **62.0**

Total Semester Credits (Massage Therapy core coursework) **62.0**

**Total Semester Credits (Massage Therapy with Expanded
Specialization core coursework)** **62.0**

STUDENT FINANCIAL ASSISTANCE

NMTI recognizes that in many instances individuals and their families are not able to meet the entire cost of education. Therefore, the Student Finance Department assists students with the process of applying for federal student aid.

Methods of Payment

NMTI strives to work with each student to arrive at a financial plan that best suits a student's needs:

- [Student financing](#) is available for those who qualify through various agencies and Federal Student Aid.
- NMTI offers payment plans without interest.*
- Students may opt to make full payment at the time of signing an enrollment agreement. Payment may be made with cash, credit (VISA, MasterCard or American Express) or money order. Personal checks are accepted. There is a \$25 fee for returned checks.

*If a payment schedule is not adhered to, students choosing this payment method may not be permitted to continue enrollment

Federal Student Aid (FSA) Programs

Federal Pell Grant

A Federal Pell Grant is gift assistance that does not have to be repaid. Federal Pell Grants are awarded to students who have a financial need as determined by the U.S. Department of Education standards. Annually, the U.S. Department of Education determines student eligibility for this grant. For the 2012-1013 award year, the minimum grant for a full-time student is \$555 and the maximum grant is \$5,550. For the 2013-14 award year, the minimum grant for a full-time student is \$605 and the maximum grant is \$5,645.

A student is eligible to receive a Federal Pell Grant for up to 12 semesters or the equivalent. If a student has reached the 12-semester maximum, he or she is not eligible for additional Federal Pell Grants. Equivalency is calculated by adding together the percentage of Pell eligibility received each year to determine when the total amount exceeds 600%.

Federal Direct Subsidized Stafford Loan

The Subsidized Federal Stafford Loan program provides low interest loans through the U.S. Department of Education's Direct Loan program. These are low-interest loans currently offered with repayment at a fixed rate of 6.8% for first-time borrowers. The interest is "subsidized" or paid by the federal government while a student is in school or while the loan is in deferment

For each [academic year](#), dependent students may be eligible to borrow up to \$3,500 as freshmen and \$4,500 as sophomores. The subsidized loan is need-based and eligibility depends on a student's financial need as determined by information supplied on a FAFSA. The actual amount of a subsidized loan is affected by several factors, including number of hours enrolled and other financial aid funding.

Federal Direct Unsubsidized Stafford Loan

Most students eligible to participate in Federal Student Aid qualify for an unsubsidized loan. With an unsubsidized loan, interest is charged from the time loan funds are disbursed. Interest may be paid while in school and during a grace period or may be added to the principal balance of the loan (capitalized). For each [academic year](#), independent and dependent students may be eligible to borrow up to \$6,000 for each grade level.

Federal Direct PLUS Loan

If additional funds are needed beyond the base amounts of Federal Direct Loans described above, parents of dependent students may borrow through the Parental Loan for Undergraduate Students (PLUS) program.

Additional Sources of Aid

Military Benefits

Students are advised to contact their Student Finance Advisor for information on veterans benefits and other military programs for which they may be eligible.

Achievement Grant

NMTI maintains an Achievement Grant for dedicated associate degree-seeking students who have made significant progress toward the completion of their program. Students must be prior graduates of NMTI's 600-hour, 630-hour or 720-hour Massage Therapy programs to be eligible for this grant. Graduates of the Massage Therapy with Expanded Specialization program are not eligible. This grant encourages students to successfully complete their associate degree program and provides an opportunity to reduce total student loan indebtedness that may result from the pursuance of specific associate degree programs at NMTI.

Building Block Grant

NMTI believes that English composition skills are a fundamental building block and are important to student success towards degree completion. All NMTI associate degree students must complete English Composition at NMTI regardless of prior coursework at a different post secondary institution. NMTI maintains a Building Block Grant for dedicated associate degree-seeking students whose previous training in English Composition would have otherwise qualified them for transfer credits. This grant recognizes the student's prior effort.

Applying for Federal Student Aid

1. **Apply for a PIN** online at www.pin.ed.gov. Before an applicant can submit a Free Application for Federal Student Aid (FAFSA), the applicant must apply for a federal PIN. This number is used each year to electronically apply for federal student aid and to access a student's U.S. Department of Education records online. It serves both as an electronic signature and provides access to personal records online.
If an applicant has received a PIN previously but no longer has access to it, the applicant may request a Duplicate PIN or to Change a PIN Online.
2. **Complete the FAFSA** online at www.fafsa.ed.gov. Applicants need a copy of their 2012 tax return when completing this application. In STEP 6 of the application process, list NMTI and the NMTI code **039523**.
3. **Complete the Information and Authorization Form.** A Student Finance Advisor provides this document which must be completed and submitted back to him/her to ensure timely processing of financial aid. This form collects personal information, references and provides guidance on the treatment of credit balances.
4. **Complete an Entrance Interview.** Students who borrow loans under the Federal Direct Loan program are required to complete an entrance interview before loan proceeds are released. An entrance interview is completed online at <https://studentloans.gov/myDirectLoan/index.action>.
5. **Complete and Sign a Master Promissory Note.** To receive loans from the federal government, a signed master promissory note must be on file. Applicants may electronically sign a master promissory note online at <https://studentloans.gov/myDirectLoan/index.action>.
6. **Submit requested documentation to a Student Finance Advisor.** Once this step is completed, a Student Finance Advisor may require additional documentation. If so, applicants receive an email from their Advisor. A financial aid file is not complete until all requested information is reviewed and processed.

Drug Convictions Eligibility Requirements

A federal or state drug conviction can disqualify a student for Federal Student Aid funds. Convictions count only if they were for an offense that occurred during a period of enrollment for which a student was receiving Federal Student Aid; they do not count if the offense was not during such a period. The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. A conviction for sale of drugs includes convictions for conspiring to sell drugs.

	Possession of Illegal Drugs	Sale of Illegal Drugs
1st Offense	1 year from date of conviction	2 years from date of conviction
2nd Offense	2 years from date of conviction	Indefinite period
3^{rd+} Offense	Indefinite period	Indefinite period

If a student was convicted of both possessing and selling illegal drugs and the periods of ineligibility are different, the student will be ineligible for the longer period.

A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program and passes two unannounced drug tests given by such a program. Further drug convictions make students ineligible again.

Federal Student Aid Eligibility

Federal Student Aid eligibility is defined as the amount remaining after subtracting family contribution and outside resources from the cost of attendance. Eligibility for such aid at NMTI is based on need. The information provided on the [Free Application for Federal Student Aid](#) (FAFSA) is used by Student Finance Advisors to calculate an expected family contribution. The difference between the cost of attendance, expected family contribution and outside resources is a student's eligibility for Federal Student Aid.

The following items may affect a student's financial aid award: Student and parental income, student and parental assets (including trust funds), number of people in household, number of people in household enrolled in college and amount a parent contributes to a sibling's college costs. Income includes all taxable income and non-taxable income: Child support, Social Security benefits, public assistance, earned income credit and contributions to a tax-deferred retirement plan.

Federal Student Aid Applicants Rights and Responsibilities

An applicant for, or a recipient of, Federal Student Aid has a right to:

- Confidentiality; as outlined in the Family Educational Rights and Privacy Act (FERPA)
- Reasonable access to his/her financial aid record
- Reasonable access to all application forms on a timely basis
- Written notification of financial aid eligibility, including the Cost of Attendance (COA) and Expected Family Contribution (EFC) used to determine the amount of eligibility
- Request a re-evaluation of COA and EFC based on unusual circumstances
- Written information that describes the terms and conditions of all awards
- Return any portion of a disbursed Federal Direct Loan within the period identified by federal regulations
- Appeal his/her financial aid and scholarship status

An applicant for, or a recipient of, Federal Student Aid has a responsibility to:

- Read and understand all communications received
- Be aware of all eligibility requirements and application procedures for financial aid and scholarships
- Comply with requests for information regarding his/her application
- Submit all necessary documentation, if selected for verification
- Understand and comply with the terms and conditions of all awards received
- Maintain Satisfactory Academic Progress ([SAP](#))
- Officially [withdraw](#) from NMTI if he/she does not attend or stops attending during a course for which Federal Student Aid was received
- Complete [exit counseling](#) and notify his/her lender(s) of his/her withdrawal
- Inform a Student Finance Advisor of changes affecting eligibility for Federal Student Aid, scholarships, stipends, waivers and/or benefits assisting with educational costs received from outside agencies
- Use Federal Student Aid for educational purposes only; ensure tuition and fees are paid
- Ensure his/her address information is kept current with the school
- Develop a personal budget plan to maintain the lowest possible student loan debt

Verification

Students may be selected in a process called verification. Federal student applicants are chosen to participate in the verification process by the U.S. Department of Education Central Processing System (CPS), following procedures established by federal regulations. CPS prints an asterisk next to the expected family contribution (EFC) on the Institutional Student Information Report (ISIR) to identify students selected for verification.

If a student is selected for verification, a Student Finance Advisor requests that a student use the IRS Data Retrieval Tool to upload their tax information into their FAFSA. If they are unable to do so, they must provide a copy of the IRS Tax Transcript and a verification worksheet. Additional documents may be requested to complete the verification process. A student selected for verification receives written notification from NMTI of verification requirements and timelines for completion of the process.

The purpose of verification is to maintain the integrity of federal student aid programs by verifying the information provided by students and parents on financial aid applications. Federal regulations require verification be completed for some students awarded federal financial need-based aid. Verification is not required to be completed in cases where the student is awarded only non-need-based aid such as unsubsidized Stafford loans and PLUS loans. ***Failure to comply with requests for verification documents can result in disqualification for Federal Student Aid.***

Awarding Federal Student Aid

Student Finance Advisors determine an applicant's eligibility for Federal Pell Grant and Federal Direct Loans. These proposed packages of aid are reviewed by a financial aid team for accuracy and completeness. Each student receives a financial aid award letter. A Student Finance Advisor assists students with reviewing eligibility requirements and funding.

Additional Information for Federal Direct Loans

Entrance Counseling

NMTI ensures loan entrance counseling is conducted online at the Department of Education website (www.studentloans.gov) before disbursements of loans are made. The counseling includes:

- An explanation of the use of a master promissory note (MPN)
- Importance of repayment obligation
- Description of the consequences of default
- Sample repayment schedules
- Borrower's rights and responsibilities
- Other loan terms and conditions

A sample loan repayment calculator can be found at the following link:

<http://www2.ed.gov/offices/OSFAP/DirectLoan/calc.html>

Exit Counseling

Prior to graduating or leaving school, Direct Loan borrowers must complete mandatory exit counseling which reiterates a borrower's rights and responsibilities. NMTI provides an exit counseling session for pending graduates. If a student chooses to [withdraw](#) during the program or is unable to attend the mandatory exit counseling prior to leaving school, NMTI mails the required exit interview materials within 30 days from the date of determination of the student's withdrawal or graduation. The Web link to complete exit counseling is:

http://www.nslds.ed.gov/nslds_SA/SaEcWelcome.do.

Repayment, Deferment, Cancellation and Consolidation for Borrowers

Repayment begins six months after a student graduates, leaves school or drops below half-time status. As explained in the Master Promissory Note, there are several repayment, deferment, cancellation and consolidation options. If you have several types of federal loans you may be eligible to consolidate these loans into one payment. There are several repayment plans that are based on a borrower's current income level. However, the longer a loan repayment is extended, the more interest a borrower pays. Types of repayment plans are Standard, Extended, Graduated, Income Based Repayment (IBR) and Income Contingent Repayment (ICR). For more information, the following website information is provided:

Repayment: <http://studentaid.ed.gov/PORTALSWebApp/students/english/OtherFormsOfRepay.jsp>

Deferment: <https://studentaid.ed.gov/PORTALSWebApp/students/english/difficulty.jsp>

Cancellation: <https://studentaid.ed.gov/PORTALSWebApp/students/english/PSF.jsp>

Consolidation: <https://loanconsolidation.ed.gov/AppEntry/apply-online/appindex.jsp>

If a borrower is having trouble making a payment, he/she should contact NMTI's Office of Personal Finance at 888-205-2170. Borrowers may monitor their loan borrowing online through the National Student Loan Data System (NSLDS) at <http://www.nslds.ed.gov>.

Federal Student Aid Ombudsman

If a situation exists that school personnel cannot resolve, students have the right to contact the Office of the Ombudsman with the U.S. Department of Education. Questions or concerns regarding Federal Direct Loans that cannot be answered by NMTI or your lender should be directed to:

Internet: <http://studentaid.gov/repay-loans/disputes/prepare>
Telephone: (877) 557-2575
Fax: (202)-275-0549
Mail: U.S. Department of Education
FSA Ombudsman Group
830 First Street N.E., Mail Stop 5144
Washington, DC 20202-5144

Federal Student Aid Disbursements

Federal Student Aid funds are disbursed directly to NMTI by Electronic Funds Transfer (EFT) in multiple disbursements based upon a student's progression through his/her program and maintaining satisfactory academic progress.

Federal Student Aid Living Expense/Credit Balance Disbursements

An FSA credit balance occurs when the school credits FSA program funds to a student's account and the total amount of those FSA funds exceeds the student's allowable charges. If FSA disbursements to a student's account create a FSA credit balance, NMTI returns or retains the funds as directed by the student on his/her signed authorization form. If a student directs that credit balances be issued directly to him/her, NMTI issues a check to the student within 14 days of the creation of a credit balance.

CANCELLATION AND REFUND POLICIES

Information for All Campuses

Applicants who cancel their enrollment within seven calendar days of signing an enrollment agreement and prior to the first day of attendance receive a full refund of any monies paid.

If, following an official program start date, a student does not begin attendance; his/her enrollment is cancelled on the fifth scheduled class day following that official program start date. The registration fee is non-refundable; NMTI refunds all monies paid above this amount. Students are charged for books and/or supplies that are damaged, are not returned or are in unusable condition. Refunds are made as appropriate to the student or funding agency involved.

Students who enroll, are accepted and start a program at any NMTI campus location have a three-day period from program start date in which to ensure that the training facility, program and career is appropriate for them. This three-day period for a day or evening student is the equivalent of three day or evening classes at five hours each, totaling 15 hours. In determining the three-day cancellation period for weekend students for refund purposes, a student must attend the equivalent of 15 hours the first weekend.

If a student begins a program and then withdraws during this three-day cancellation period, the registration fee is non-refundable; NMTI refunds all monies paid above this amount. Students are charged for books and/or supplies that are damaged, are not returned or are in unusable condition. Refunds are made as appropriate to the student or funding agency involved.

A student who continues attendance beyond the first three scheduled days of a program incurs tuition charges and is an active student. A student wishing to discontinue training after this time must give notice of cancellation to a school official such as Registrar, Campus Director, Director of Student Finance or Director of Education. If no notice is given, the termination date is determined in accordance with NMTI's [Consecutive Absences](#) policy.

If a student withdraws from a diploma program after the three-day cancellation period, tuition refunds are based on total enrollment agreement charges for the program. For a program that is longer than one academic year, tuition refund percentages are based on charges by academic year. Students are charged the registration fee, as well as 100% of books and/or supplies.

The minimum tuition refund percentages for a student who withdraws or is terminated from a diploma program after the three-day cancellation period are listed below by state. Students must refer to the refund amounts for the state in which their NMTI campus is located.

Philadelphia, PA Refund Policy

Percent of Time Enrolled	Refund
Within first seven calendar days	75%
After first seven calendar days	
Up to and including 25%	55%
25.1% to 50%	30%
50.1% to 100%	No Refund

Falls Church, VA Refund Policy

Time Enrolled	Refund
Within the first 180 hours	75%
Within 181-360 hours	50%
Within 361-540 hours	25%
Within 541-720 hours	No Refund

Egg Harbor, NJ Refund Policy

Percent of Time Enrolled	Refund
Within the first week	90%
Within the second or third week	80%
After the third week but prior to 25%	55%
25.1% to 50%	30%
50.1% to 100%	No Refund

Wilmington, DE Refund Policy

Percent of Time Enrolled	Refund
0.01% to 4.9%	80%
5% to 9.9%	70%
10% to 14.9%	60%
15% to 24.9%	55%
25% to 49.9%	30%
50% to 100%	No Refund

NMTI Associate degree students enrolled in semester-based general education and/or elective courses are subject to the following policies if they cease enrollment at NMTI:

- If a registration fee was included on an Enrollment Agreement, the registration fee is non-refundable.
- If students are cancelled, all tuition and fees charged are refunded. If a student cancels (other than an active duty military student) and books and supplies provided by NMTI are not returned, students are assessed a book fee for such books and supplies.
- Tuition is charged by a semester for all courses scheduled for that semester.
- Students may increase or decrease their scheduled course load during the first seven calendar days of any semester.
- If students withdraw under the NMTI withdrawal process after the start of a semester for which they have been charged but before completion of 60% of the semester, students are issued a pro-rata refund as follows:
 - The pro-rata amount of tuition refunded is determined by dividing the number of calendar days remaining after a student's last date of attendance in a semester by the number of calendar days in the semester in which the withdrawal occurred.
 - The number of calendar days in a semester is defined as the number of days from the start of a semester until the last day of the last course a student was scheduled to attend in the semester (inclusive of holidays). Refunds are rounded to the nearest dollar.
 - After the completion of 60% of a semester, tuition is 100% earned, and no tuition refund is made.

Return to Title IV Federal Student Aid Policies

Note: The Return to Title IV (R2T4) Federal Student Aid calculation for NMTI diploma programs is based on clock hours. The Return to Title IV (R2T4) Federal Student Aid calculation for NMTI associate programs is based on days.

Massage Therapy and Massage Therapy with Expanded Specialization (Clock Hour Programs)

This policy applies to all students who withdraw or are terminated by NMTI and receive financial aid from Federal Student Aid funds. The term "Federal Student Aid" refers to Federal Pell Grants, Federal Direct Loans, Federal Parent Loans for Undergraduate Students (PLUS) and other Federal Student Aid that NMTI offers.

Federal Student Aid is earned in a pro-rated manner on a per diem basis up to and including the 60% point of a payment period. Federal Student Aid for that payment period is considered 100% earned after the 60% point in time, although NMTI completes a return calculation in order to determine whether a student is eligible for a post-withdrawal disbursement.

Students enrolled in Massage Therapy diploma programs who withdraw from or are terminated by NMTI prior to completing more than 60% of their [payment period](#) have their Federal Student Aid eligibility recalculated based on the percent of the payment period attended. For example, a student who withdraws having completed 30% of the payment period has “earned” only 30% of the eligible Federal Student Aid for that payment period. NMTI and/or the student must return any amounts disbursed above 30% of the eligible Federal Student Aid for that payment period.

For purposes of the Return of Federal Student Aid Funds calculation, a student’s withdrawal date is the student’s last day of attendance.

The percent of Federal Student Aid earned is calculated using the following Federal Return of Federal Student Aid Funds formula:

$$\frac{\text{\# Clock hours scheduled to complete in the payment period}}{\text{Total number of clock hours in the payment period}} = \text{Percentage of earned aid}$$

The percent of the payment period completed is the percentage of Federal Student Aid earned by a student. The percentage of unearned Federal Student Aid is 100% less the percent earned. If the amount earned is less than 60%, any aid that was unearned but disbursed is returned to the Federal Student Aid programs in the following order:

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Federal PLUS
4. Federal Pell Grant
5. Other Federal Student Aid

When Federal Student Aid funds are returned, a student borrower may owe a balance to the institution or to a Federal Student Aid program. If a student earned more loan aid than was disbursed to him/her, the institution owes the student a post-withdrawal disbursement which must be paid within 180 days of the student’s withdrawal. This post-withdrawal disbursement is deducted from the balance the student borrower owes NMTI.

NMTI returns unearned aid within 45 days of the date NMTI determined a student withdrew or was terminated. When the total amount of unearned aid is greater than the amount returned by NMTI from a student’s account, the student is responsible for returning unearned aid to the appropriate Federal Student Aid program.

Within thirty (30) days of the date NMTI determined a student withdrew, the student is notified in writing if he/she is required to return any federal grant aid. A student who owes a federal grant overpayment remains eligible for Federal Student Aid funds for a period of 45 days from the earlier of the date the school sends a notification to the student of the overpayment or the date the school was required to notify the student of the overpayment. If during the 45-day period a student repays an overpayment to NMTI or signs a repayment agreement with the US Department of Education, the student remains eligible for further Federal Student Aid funds.

If during the 45-day period a student fails to repay an overpayment or sign a repayment agreement with the US Department of Education, the student is considered to be in an overpayment status and thus ineligible for additional Federal Student Aid until that amount is repaid.

Associate of Science in Health Sciences (Credit Hour Program)

This policy applies to all associate degree students who withdraw or are terminated by NMTI and receive financial aid from Federal Student Aid funds. The term “Federal Student Aid” refers to Federal Pell Grants, Federal Direct Loans, Federal Parent Loans for Undergraduate Students (PLUS) and other Federal Student Aid that NMTI offers.

Federal Student Aid is earned in a pro-rated manner on a per diem basis up to and including the 60% point of a National Massage Therapy Institute – www.NMTI.edu

payment period. Federal Student Aid for that payment period is considered 100% earned after the 60% point in time, although NMTI completes a Return calculation in order to determine whether a student is eligible for a post-withdrawal disbursement.

Students enrolled in NMTI's Associate of Science program who [withdraw](#) from or are terminated by NMTI prior to completing more than 60% of their [payment period](#) have their Federal Student Aid eligibility recalculated based on the percent of the payment period attended. For example, a student who withdraws having completed 30% of the payment period has "earned" only 30% of the eligible Federal Student Aid for that payment period. NMTI and/or the student must return any amounts disbursed above 30% of the eligible Federal Student Aid for that payment period.

For purposes of the Return of Federal Student Aid Funds calculation, a student's withdrawal date is the student's last day of attendance.

Federal Student Aid is earned in a prorated manner up to and including the 60% point in a payment period. Federal Student Aid is considered 100% earned after that point in time. The percent of Federal Student Aid earned is calculated as:

$$\frac{\text{Number of days completed by the student}}{\text{Number of days in payment period}} = \text{Percent of payment period completed}$$

The percent of payment period completed is the percentage of Federal Student Aid earned by a student. The percentage of Federal Student Aid unearned (i.e., amount to be returned to the appropriate Federal Student Aid program) is 100% less the percent earned. NMTI returns unearned aid from a student's account in the following order:

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Federal PLUS
4. Federal Pell Grant
5. Other Federal Student Aid

NMTI returns unearned aid within 45 days of the date NMTI determined a student withdrew or was terminated. When the total amount of unearned aid is greater than the amount returned by NMTI from a student's account, the student is responsible for returning unearned aid to the appropriate Federal Student Aid program.

Within thirty (30) days of the date NMTI determined a student withdrew, the student is notified in writing if he/she is required to return any federal grant aid. A student who owes a federal grant overpayment remains eligible for Federal Student Aid funds for a period of 45 days from the earlier of the date the school sends a notification to the student of the overpayment or the date the school was required to notify the student of the overpayment. If during the 45-day period a student repays an overpayment to NMTI or signs a repayment agreement with the U.S. Department of Education, the student remains eligible for further Federal Student Aid funds.

If during the 45-day period a student fails to repay an overpayment or sign a repayment agreement with the U.S. Department of Education, the student is considered to be in an overpayment status and thus ineligible for additional Federal Student Aid until that amount is repaid.

STUDENT INFORMATION

Business Hours

Regular business hours are Monday through Thursday from 9:00 a.m. to 8:00 p.m. and Friday from 9:00 a.m. to 5:00 p.m. Select locations conduct business on Saturdays from 9:00 a.m. to 3:00 p.m. The Front Desk Receptionist can provide current information on business or clinical hours by campus and can be contacted at (800) 264-9835.

Clinical information can also be found at: http://www.nmtistudentclinic.com/?page_id=24.

School Closings and Make-up

In the event that the school closes for any unscheduled reason (snow days, building issues, etc.,) make-up hours for that period are scheduled and announced.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day NMTI receives a written request for access.
 - A student should submit a written request that identifies the record(s) the student wishes to inspect to the Student Finance office for finance records or to the Registrar's office for all other records. An NMTI official makes arrangements for access and notifies the student of the time and place where records may be inspected.
2. The right to request an amendment of a student's education records that a student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.
 - A student who wishes to ask NMTI to amend a finance record should write the Student Finance office or for all other records, the Registrar's office, clearly identify the part of the record the student wants changed and specifying why it should be changed.
 - If NMTI decides not to amend the record as requested, NMTI notifies the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures is provided to the student when notified of the right to a hearing.
3. The right to provide written consent before NMTI discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - NMTI discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by NMTI in an administrative, supervisory, academic or research or support staff position; a person or company with whom NMTI has contracted as its agent to provide a service instead of using NMTI employees or officials (such as an attorney, auditor or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.
 - A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for NMTI.
 - NMTI may disclose directory information, which is information that is generally not considered harmful or an invasion of privacy if released, without written consent unless a student has opted out. Students may opt-out of directory information disclosures by signing and submitting a Directory Information Opt-out form to the Registrar's office.

- NMTI designated the following information as Directory Information:
 - Student's name
 - Address
 - Telephone listing
 - Electronic mail address
 - Photograph
 - Date and place of birth
 - Program of study
 - Dates of attendance
 - Grade level
 - Participation in officially recognized activities
 - Degrees, honors and awards received
 - Student ID number
- Upon request, NMTI will disclose education records, without consent, to officials of another school in which a student seeks or intends to enroll.
- 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by NMTI to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Facility-Related Rules

- Food and beverages are allowed in the student lounge/kitchen area or outdoors only. All soda cans, cigarette wrappers, papers, food wrappers, etc., are to be placed in trash cans.
- The school is a non-smoking facility. Smoking is permitted outdoors in designated smoking areas only. All are expected to dispose of smoking materials and waste in a proper and safe manner.
- During breaks, please do not gather around the doors of other offices in the complex.
- Be respectful of the equipment and the classroom.

Student Conduct

Students must adhere to high standards of scholarship and conduct so as to not interfere with the learning process of any other student, the classroom presentation by the instructor or the progress of the class in general. A student whose conduct reflects unfavorably upon him/her or the school is subject to suspension and/or dismissal. The Administration of the school reserves the right, in the exercise of its judgment, to suspend and/or dismiss a student for reasons that include, but are not limited to, the following:

- Breach of the school enrollment agreement
- Carrying a concealed or potentially dangerous weapon
- Cheating
- Conduct that reflects unfavorably upon the school or its students
- Disorderly conduct which interferes with the learning process of any other student, the classroom presentation by the instructor or the progress of the class in general
- Disruptive classroom behavior
- Entering the campus or classes while under the influence or effects of alcohol, drugs or narcotics of any kind
- Excessive absences or tardiness
- Failure to abide by the rules and regulations of any clinical site
- Failure to conform to the rules and regulations of the school
- Failure to pay charges when due
- Falsifying school records

- Instigation, or participation in, rebellious activities against the school or its students
- Physical threats
- Profanity spoken on campus grounds or used in electronic communication with students, faculty or staff
- Putting client safety in jeopardy through the exercise of poor judgment or an inability to function properly
- Refusal to follow reasonable instruction from any member of faculty or staff
- Solicitation which reflects unfavorably upon the school or its students
- Theft
- Unsatisfactory academic progress
- Vandalism of campus property

A student dismissed for unsatisfactory conduct may be readmitted to the program at the discretion of the administration.

Classroom and Laboratory Conduct

- Safety — Because of the health hazards inherent in the field, safety is stressed in every course.
- Eating — No food or beverage (except water) is allowed in classrooms or laboratories.
- Breakage — A payment may be charged for any deliberate breakage of equipment.
- Cleanliness — Students are observed on how they care for and maintain equipment.
- Housekeeping — Duties are required of all students. Students are responsible for keeping campus facilities and equipment clean and neat at all times.
- Homework — Required homework assignments are to be turned in when due. Each student should be prepared to devote time daily to home study.

Scholastic Honesty

It is assumed that students are enrolled in class to learn. Cheating is not an acceptable practice. Dishonesty of any type in a course, including cheating on examinations or plagiarizing materials, can result in a grade of “F” and may be cause for suspension or dismissal. Plagiarism includes submitting classwork or attempting to obtain credit for the ideas or writing of another person as one’s own.

Drug and Alcohol Abuse Prevention Policy

NMTI supports and endorses the Federal Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1989. NMTI publishes the Drug and Alcohol policies in its *Campus Safety and Security Report*. This publication is distributed to all students and employees upon enrollment or hiring and may be requested at any time from a school administrator. The reports can be accessed through the following links:

Philadelphia, PA: <http://www.nmti.edu/pdf/NMTIPhiladelphia2011.pdf>

Falls Church, VA: <http://www.nmti.edu/pdf/NMTIFallsChurch2011.pdf>

Egg Harbor, NJ: <http://www.nmti.edu/pdf/NMTIEggHarbor2011.pdf>

Wilmington, DE: <http://www.nmti.edu/pdf/NMTIWilmington2011.pdf>

Campus Safety and Security Report

The school publishes the policies and procedures for reporting crimes, as well as the types of crimes that have been committed on or near the campus, in its *Campus Safety and Security Report*. This publication is distributed to all students and employees upon enrollment or hiring and may be requested at any time from a school administrator. The reports can be accessed through the following links:

Philadelphia, PA: <http://www.nmti.edu/pdf/NMTIPhiladelphia2011.pdf>

Falls Church, VA: <http://www.nmti.edu/pdf/NMTIFallsChurch2011.pdf>

Egg Harbor, NJ: <http://www.nmti.edu/pdf/NMTIEggHarbor2011.pdf>

Wilmington, DE: <http://www.nmti.edu/pdf/NMTIWilmington2011.pdf>

Student Right to Know

Student Diversity

The following is a breakdown of student body diversity by ethnicity and gender at NMTI. This list was compiled based on graduates as of August 31, 2012 using IPEDS ethnicity criteria.
Philadelphia, Falls Church, Egg Harbor and Wilmington

Calculation of Graduation Rates			
Cohort year 2009 9/1/2009-8/31/2010	Revised Cohort	Total Completers Within 150%	Graduation Rate
Men			
Nonresident alien	1	0	-
Hispanic/Latino	8	3	38%
American Indian or Alaska Native	0	0	-
Asian	2	2	100%
Black or African American	48	26	54%
Native Hawaiian or Other Pacific Islander	1	0	-
White	36	34	94%
Two or more races	3	3	100%
Race and ethnicity unknown	8	5	63%
Total men	107	73	68%
Women			
Nonresident alien	0	0	-
Hispanic/Latino	18	11	61%
American Indian or Alaska Native	0	0	-
Asian	4	2	50%
Black or African American	75	46	61%
Native Hawaiian or Other Pacific Islander	0	0	-
White	101	78	77%
Two or more races	2	2	100%
Race and ethnicity unknown	19	10	53%
Total women	219	149	63%
Total (men and women)			
Nonresident alien	0	0	-
Hispanic/Latino	26	14	54%
American Indian or Alaska Native	0	0	-
Asian	6	4	67%
Black or African American	123	72	59%
Native Hawaiian or Other Pacific Islander	1	0	-
White	137	112	82%
Two or more races	5	5	100%
Race and ethnicity unknown	27	15	56%
Total men and women	326	222	68%

Pell Recipients

12-month Unduplicated Count of Graduates who received Pell Grants by Race/Ethnicity and Gender

September 1, 2011 through August 31, 2012
Philadelphia, Falls Church, Egg Harbor and Wilmington

Ethnicity	Female	Male	Grand Total	Rate
Nonresident alien	0	0	0	-
Hispanic/Latino	9	3	12	86%
American Indian or Alaska Native	0	0	0	-
Asian	0	1	1	25%
Black or African American	39	27	66	92%
Native Hawaiian or Other Pacific Islander	0	0	0	-
White	50	15	65	58%
Two or more races	2	2	4	80%
Race and Ethnicity Unknown	4	5	9	60%
Grand Total	104	53	157	71%

Graduates Who Received Federal Subsidized Loan and Who Received No Federal Pell Grants

12-Month Unduplicated Count by Race/Ethnicity and Gender

September 1, 2011 through August 31, 2012
Philadelphia, Falls Church, Egg Harbor and Wilmington

Ethnicity	Female	Male	Grand Total	Rate
Nonresident alien	0	0	0	-
Hispanic/Latino	1	0	1	7%
American Indian or Alaska Native	0	0	0	-
Asian	0	0	0	0
Black or African American	6	1	7	10%
Native Hawaiian or Other Pacific Islander	0	0	0	-
White	18	15	33	29%
Two or more races	0	1	1	20%
Race and Ethnicity Unknown	1	0	1	7%
Grand Total	26	17	43	19%

Graduates Who Received No Pell Grant or Federal Subsidized Student Loans

12-Month Unduplicated Count by Race/Ethnicity and Gender

September 1, 2011 through August 31, 2012
Philadelphia, Falls Church, Egg Harbor and Wilmington

Ethnicity	Female	Male	Grand Total	Rate
Nonresident alien	0	0	0	-
Hispanic/Latino	0	0	0	0%
American Indian or Alaska Native	0	0	0	-
Asian	1	0	1	25%
Black or African American	24	1	3	4%
Native Hawaiian or Other Pacific Islander	0	0	0	-
White	6	3	9	8%
Two or more races	0	0	0	-
Race and Ethnicity Unknown	1	0	1	7%
Grand Total	31	16	47	6%

Disclosure of Information for Gainful Employment Programs

To assist potential students in making an informed decision to attend NMTI and in accordance with U.S. Department of Education requirements, NMTI publishes certain information for programs that prepare students for gainful employment in a recognized occupation. The information contained in this document does not constitute a promise or guarantee of future performance. NMTI reserves the right to adjust tuition and fees, modify programs of study and revise information at any time, in accordance with applicable statutes, regulations and standards. Numerous factors affect a student's ability to graduate and secure employment. NMTI cannot and does not guarantee or estimate the likelihood of on-time completion, graduation or employment for any student. The Gainful Employment disclosure can be accessed at <http://nmti.edu/ConsumerInformation.pdf>.

Student Grievance/Complaint Policy

In the event situations arise involving a disagreement or dispute between students or a student and staff member, the following procedure is followed:

1. A student requests an individual meeting with the student or staff person with whom the problem exists. If resolution is unsuccessful, the student may:
2. Present the issue in writing to the Administrative Site Manager or Director of Education. If resolution is unsuccessful, the student may:
3. Request a meeting with the President
 - a. A written statement of the problem is prepared by the student prior to the meeting and submitted to the President. Email is sufficient.
 - b. If a student wishes, he/she may request the presence of another appropriate party to assist in resolution of the problem, i.e., instructor, advisor, etc.

All grievances are responded to in writing within two weeks of their submission. Copies of dispute documentation are kept in student files and school records for future reference.

If a problem persists, please contact Julia Takeda, Chief Operating Officer, at Julia@studymassage.com.

Students with continued concerns who do not feel their problem can be resolved within the normal administrative channels are welcome to speak with their state licensing board. Please see the Catalog Supplement for contact information.

Students may contact NMTI's institutional accrediting agency, Accrediting Bureau of Health Education Schools (ABHES) if a problem is not resolved. Students have the right to bring grievances to the attention of any school staff member or agency listed herein. There shall be no retaliation or prejudice held toward a student who voices such a grievance or complaint.

Student Records

Student academic and attendance records are permanently retained by NMTI and are available to students/graduates on request. Any student requesting a copy of his/her records must notify the school in writing. There is no charge for the first transcript requested.

Academic records may be placed on hold for any of the following reasons:

- Failure to submit an official transcript from a prior institution
- A past due financial obligation to NMTI
- Failure to return library materials or school equipment

Until a hold is removed, individuals are not allowed to:

- Restart school from a [withdrawal](#) status
- Obtain an official transcript
- Receive an official diploma or certificate

Clinical Training

Clinical hours are part of a student's required coursework in the massage therapy programs. Students are not paid for the work performed during clinical activity. All school rules apply to clinical hours. Students participating in clinical hours are reminded that they are acting as representatives of NMTI and are expected to maintain professionalism at all times.

Dress Code

The school promotes a professional atmosphere. Students are to arrive for class in clean scrubs. Hair is to be neatly groomed, with long hair secured. No head rags or caps/hats are permitted. Nails are to be scrubbed clean and filed short. We ask that perfume or cologne not be used in order not to offend others who are allergic to scented products. Personal hygiene such as showering and hair grooming is a must before each class.

Telephones

NMTI office telephones are not for student use. Use of cellular phones in the classroom is disruptive to the instructor and fellow classmates and is not permitted. Family members may reach a student in the event of an emergency through the school office. No student will be called out of class for a telephone call except in the case of an emergency. Please inform your family and friends of classroom hours and of the school policy regarding phone calls. Cell phones are permissible on school grounds but **must** be turned off during classes or placed on silent mode.

Textbooks

The NMTI website includes a listing of required textbooks by course. The list may be accessed at <http://www.nmti.edu/bookcosts.pdf>. Textbooks are provided to students prior to the start of each course. Textbooks are mailed to online students. Ground students receive textbooks at their campus.

Transportation

NMTI does not provide student transportation. Students must arrange for transportation to and from the campuses. Carpooling among students is a viable means of ensuring transportation. Students requiring transportation to a campus may post information on student bulletin boards throughout the schools. For information on taxi, bus and/or subway transportation, please contact the Front Desk at (800) 264-9835.

STUDENT SERVICES

Reference Resource Center and Library

Each campus offers a Reference Resource Center (RRC) equipped with computer stations with Internet access for research through the Learning Information Resource Network (LIRN) and independent study. A reference library with traditional learning resources is also found at each location where massage-related texts, reference books, magazines, CDs, DVDs and VHS tapes may be borrowed.

NMTI has a librarian who is responsible for supervising and managing NMTI's libraries and instructional resources, facilitating their integration into NMTI's curricular and educational offerings and assisting students in the use of library resources. Additionally, Internet access is available in the RRC and wireless Internet access is available to students who wish to use their personal laptops. LIRN and NorthStar program access is provided to each student to enhance his/her learning experience and to aid in certification testing preparation.

Learning Information Resource Network

NMTI provides faculty and students with access to LIRN, an electronic library that supplies academic database information via the Internet. LIRN is a learning resource that provides reference materials and/or full-text virtual libraries for students. LIRN subscribers and students have full access on campus, as well as from off-campus locations. Faculty and students are trained on the LIRN system.

NorthStar

NMTI provides each student access to the NorthStar learning system. Access is available from anywhere and student log in is active beyond graduation. NorthStar makes available on-line course work relevant for review in specific massage related areas and allows students access to practice examinations that mirror the format and style of the actual National Certification Examination.

Career Services

The National Massage Therapy Institute is not an employment agency. Although NMTI provides support for student job searches, it does not guarantee employment and/or salaries.

NMTI actively works to provide contact information for interested employers to students requesting assistance in finding an in-field position. Job fairs are conducted on a scheduled basis. Current job openings or leads for advancement are made available to students and graduates by the staff of the Career Services Department. Advising in resume preparation, self-directed job search techniques and interview skills are provided to students.

Tutoring

Students are encouraged to take advantage of available tutoring when experiencing academic difficulties. Students requesting academic remedial assistance may schedule tutoring sessions with assigned faculty. Students are encouraged to request tutoring through a Lead Instructor or Learner Services Advisor. Students who are attending under a Satisfactory Academic Progress (SAP) academic plan may be required to attend specific tutoring sessions.

Online students may request access to online tutors and tutoring laboratories, as well as access to chat and training sessions by contacting their Learner Services Advisor or embedded Tutor.

Student Advisement

Applicants and students are encouraged to communicate with the Director of Education to discuss program content, job opportunities and the responsibilities of the position for which they wish to train. Members of the staff are available to assist and advise students upon request.

Housing

NMTI does not provide housing or dormitories for students enrolled at NMTI. However, convenient housing is available at a large number of rental facilities in the local areas surrounding each of its four campuses.

ACADEMIC INFORMATION

Definitions

Academic Year

An academic year for the Massage Therapy diplomas is defined as the length of time that a student takes to complete a minimum of 26 weeks of instruction and a minimum of 900 clock hours.

An academic year for the general education and electives courses in the Associate of Science program is defined as the length of time that a student takes to complete a minimum of 30 weeks of instruction and a minimum of 24 semester credits.

Consecutive Absences Policy

- Any Pennsylvania, New Jersey or Delaware student who is absent for 14 consecutive calendar days is [withdrawn](#) from NMTI
- Any Virginia student who is absent for seven consecutive course days is [withdrawn](#) from NMTI

Credit Hour Conversion

A clock hour is defined as a minimum of 50 minutes of supervised or directed instruction in any 60-minute time period. The following formula is used for determination of semester credit hours:

One semester credit equals:

15 clock or contact hours of lecture, or

30 clock or contact hours of laboratory, or

45 clock or contact hours of [externship/clinical](#)

NMTI expects its students to complete outside work each week to support their classroom time. This work includes, but is not limited to, assigned reading, research, homework, test preparation, projects, group assignments, practicing learned skills, writing papers and other activities as assigned. Each course syllabus contains specific information on required outside preparation.

Cumulative Grade Point Average (CGPA)

A calculation of the average of a student's grades for all semesters and courses completed within the educational program. Quality points represent the numerical value given to a letter grade and are used to determine a student's CGPA. See the [Grading System](#) section of this catalog for additional information.

Distance Education

NMTI utilizes an asynchronous (not requiring a specific timing requirement for transmission) Learning Management System (LMS) which is demonstrated for students and faculty in their respective orientations. The orientation provides a comprehensive overview of the online learning environment. The syllabus of each distance education course is available within the LMS and delineates learning objectives. Additionally, hard copies of syllabi are supplied to students during the first week of each course via electronic transmission.

The NMTI online program provides the same outcomes as a traditional learning institution but, due to its format, may use different methodologies than a ground course to achieve comparable results. For example, while an on-ground course may use small group discussions, an online class may use a threaded discussion board to review the same topic. In addition to threaded discussions, other distance education delivery methods available in NMTI's Learning Management System include online podcasts, interactive exercises, etc.

Grading Period

A grading period is the length of each separate course in the program.

Maximum Timeframe (MTF)

The maximum number of weeks a student is allowed to attempt to successfully complete a program (maximum timeframe) is defined as 1.5 times the weeks required for a diploma program and credit hours for general education and elective courses. [Transfer credits](#) are treated as attempted and completed in the calculation of maximum timeframe.

	MASSAGE THERAPY		MASSAGE THERAPY WITH EXPANDED SPECIALIZATION		ASSOCIATE OF SCIENCE	
	Required	MTF	Required	MTF	Required	MTF
Clock Hours	720	1080	900	1350	-	-
Weeks	77	115	42	63	67-111	100.5-166.5
Credit Hours	32	48	38	57	60-62	90-93

Payment Period

- A payment period for diploma programs is the completion of at least one half the clock hours and one half the weeks of instruction in a program.
- A payment period for degree programs is a semester (15 weeks online for all general education and elective courses).

Program Length

Instructional Time: The number of weeks in a program with at least one scheduled day of supervised instruction. Instructional length does not include scheduled breaks of more than five consecutive days.

Normal Time: Because instructional length does not include scheduled breaks or make-up work, normal time represents a more accurate program completion timeframe for most NMTI students based on calendar time between a program start date and completion of program requirements.

Actual completion time may vary from normal time if a student takes any leaves of absence, receives [transfer credit](#) from previous institutions and/or repeats coursework.

Student/Instructor Ratio

NMTI classrooms and practice rooms are well-equipped and conducive to learning and can accommodate up to 28 students. NMTI strives to maintain a student-to-instructor ratio of no more than 24:1 for on-ground instruction and a maximum of 25:1 for online courses in theory and hands-on-practice. If there are over 20 students in a practical/bodywork component of training, an Assistant Instructor is provided.

Credit for Previous Training

Transferability of NMTI Credits

NMTI cannot and does not imply or guarantee that any credits earned at NMTI are transferable to another institution. The receiving institution controls acceptance of credits and accreditation does not guarantee acceptance. Transferability of credit is at the discretion of the accepting institution; it is a student's responsibility to confirm whether or not another institution accepts NMTI credits.

Academic Transfer Credit for Previous NMTI Education

Graduates from any NMTI massage therapy program may transfer all NMTI earned credits into a longer massage therapy diploma program or to NMTI's Associate of Science program. Students who are in good standing with regard to prior financial obligations receive both academic and financial credit.

The Director of Education or his/her designee evaluates NMTI earned credits and grants academic transfer credit.

Academic Transfer Credit of Diploma Programs to Associate of Science in Health Sciences (Massage Therapy Concentration)

NOTE: NMTI requires all students to complete the diploma programs entirely on campus.

Graduates of the following programs are eligible to transfer diploma credits to the Associate of Science degree program:

- 600-hour massage therapy program (30 semester credits; discontinued)
- 630-hour massage therapy program* (28 semester credits; discontinued)
- Massage Therapy (720 clock hours; 32 semester credits)
- Massage Therapy with Expanded Specialization (900 clock hours; 38 semester credits).

*Graduates of the 630-hour massage therapy program must complete one additional massage therapy core course before academic transfer credit of their diploma program can be applied to the Associate of Science in Health Science program. The student will then be considered a graduate of the Massage Therapy (720 clock hours; 32 semester credits) program. This must be done prior to beginning courses in the Associate program.

Academic Transfer Credit for Postsecondary General Education and Elective Courses from Outside Institutions

NOTE: This section does not apply to NMTI diploma programs, which must be 100% completed on campus.

Students who earn general education and/or elective academic credit at another institution* may be eligible to receive academic and financial credit for those courses at NMTI. Students may transfer up to 50% of their general education and/or elective credits toward NMTI's Associate of Science required general education and elective courses provided the following requirements are met:

- An official copy of the applicable student transcript is on file with NMTI
- Courses were completed with a grade of "C" or higher and
- Previous coursework is similar in character and objectives to the courses offered at NMTI

*The prior institution must be accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation.

The Director of Education or his/her designee evaluates student transcripts and grants transfer credit. The decision of the Director of Education or his/her designee as to credit acceptability is final.

Academic Credit for Experiential Learning

NMTI does not grant academic credit for experiential learning.

Financial Credit for Previous Massage Therapy Preparation

Students entering one of NMTI's massage therapy programs may have been enrolled in massage therapy programs at other institutions. Although NMTI does not grant academic credit for its diploma programs (all National Massage Therapy Institute – www.NMTI.edu

diploma coursework must be taken at NMTI, it evaluates massage therapy coursework from other institutions to determine if a financial credit can be granted for previous massage therapy preparation (up to 50% of program cost). The amount granted is a tuition credit against a student's tuition charges.

To receive this financial credit, students must successfully complete their massage therapy program. The credit is issued and posted to a student's account upon his/her program completion. The Director of Education or his/her designee determines the amount of financial credit granted to a student.

Grading Systems

Students are tested and must successfully pass written examinations and skills demonstrations (i.e., practical demonstration, practice assignments, formative assessments). Students must complete each course with a passing grade or the course must be repeated.

Grading for Diploma Courses

LETTER GRADE	DESCRIPTION	PERCENTAGE	QUALITY POINTS
A	Outstanding	89.5-100	4.0
B	Above Average	79.5-89.49	3.0
C	Average	69.5-79.49	2.0
F	Failure	Below 69.5	0.0
W	Withdrawn	-	-
I	Incomplete	-	-
TC	External Transfer Credit	-	-
TR	Internal Transfer Credit	-	-

Grading for Associate Degree General Education and Elective Courses

LETTER GRADE	DESCRIPTION	PERCENTAGE	QUALITY POINTS
A	Outstanding	89.5-100	4.0
B	Above Average	79.5-89.49	3.0
C	Average	69.5-79.49	2.0
D	Below Average	59.5-69.49	1.0
F	Failure	Below 59.5	0.0
NG	No Grade	-	-
W	Withdrawn	-	-
I	Incomplete	-	-
TC	External Transfer Credit	-	-
TR	Internal Transfer Credit	-	-

NG = No Grade. This indicates a course that has been scheduled but the student was administratively removed from the course and did not receive a grade or, the student never began attendance in the course. This grade does not impact CGPA nor does it count toward credits attempted.

W = Withdrawn. This grade is assigned if a student withdraws or is dropped from a course. It is assigned for courses in which a student attended at least one day but less than 50% of a scheduled course. W has no impact on the cumulative grade point average (CGPA). The grade is considered attempted but not earned when calculating maximum timeframe for determination of satisfactory academic progress.

NOTE: Students who [withdraw](#) or are dismissed from a course in which they attended more than 50% of a scheduled course receive an earned grade. Any uncompleted work is assigned grades of zero; such grades are used in determining an overall grade for the course.

I = Incomplete. This grade does not affect a student's CGPA until a final grade is assigned. The grade is considered attempted but not earned when calculating satisfactory academic progress. Unless otherwise specified by the Director of Education,

- On ground students have seven (7) calendar days from the last scheduled day of a course to complete all course requirements.
- Online students have five (5) calendar days from the last scheduled day of a course to complete all course requirements.

If students do not complete the required coursework, assignments and tests within the extension period, they receive a grade of "o" for the incomplete work. The "o" grade is averaged with a student's other grades to determine a final grade for the course.

TC = External Transfer Credit. Students transferring from another institution may be eligible for credit for courses they have already taken. A grade of "TC" is given for a transferred course and does not affect a student's CGPA. TC grades are treated as attempted and completed courses in the Pace of Progress and Maximum Timeframe calculation.

TR = Internal Transfer Credit. Students transferring to a different program within NMTI may be eligible for credit for courses they have already completed with NMTI. A grade of "TR" is given for any eligible transferred course and does not affect a student's CGPA. TR grades are treated as attempted and completed courses in the PACE calculation.

Successful Completion of Diploma and Degree Courses

A student successfully completes a course when he/she earns a passing grade. In the NMTI diploma programs, a "C" or higher is a passing grade. In the NMTI Associate of Science program general education and elective courses, a "D" or higher is a passing grade.

Satisfactory Academic Progress (SAP)

All students must meet established minimum standards of achievement with regard to CGPA and successful course completion while enrolled at NMTI.

Definitions:

1. Payment Period:
 - a. Massage Therapy Diploma Programs (clock hours): A payment period for diploma programs is the completion of at least one half the clock hours and one half the weeks of instruction in a program.
 - b. Associate Degree (credit hours): A payment period for degree programs is a semester (15 weeks online for all general education and elective courses)
2. Pace of Progress: (Quantitative Measurement) Federal regulations require students to maintain a minimum pace of progress toward graduation throughout their program/enrollment. At NMTI, Pace of Progress is measured as follows:
 - a. Diploma (Clock Hour Programs)
 - i. Divide the cumulative clock hours scheduled by the cumulative hours completed
 - ii. Divide the number of cumulative weeks scheduled by the cumulative weeks completed.
 - iii. Students must maintain a 67% pace of progress as measured by clock hours and program weeks.
 - b. Degree (Credit Hour Program)
 - i. Divide the cumulative credit hours scheduled by the cumulative credit hours successfully completed.
3. Maximum Timeframe (MTF): (Quantitative Measurement) Each student is required to complete his/her educational program within 150% of the published program length. See chart in linked section.
 - a. Diploma (Clock Hours)
 - b. Degree (Credit Hours)
4. Cumulative Grade Point Average: A qualitative progress measurement used by NMTI to measure a student's cumulative grade point average. The qualitative progress measurement used by NMTI to measure a student's satisfactory academic progress. NMTI requires a minimum CGPA of 2.0 at the end of each payment period.
5. Financial Aid Warning: Status assigned to a student who fails to meet satisfactory academic progress (either the qualitative or quantitative measurement). Students in a warning status are eligible to receive federal student aid for the warning period, which cannot exceed one payment period.
6. Extended Enrollment: Status assigned to a student who fails to meet satisfactory academic progress and who successfully appeal. Students on extended enrollment may have financial aid eligibility reinstated for one payment period.
7. Financial Aid Probation: Status assigned to a student who fails to meet satisfactory academic progress and does not appeal. Students on financial aid probation are not eligible for financial aid.

A student's satisfactory academic progress is evaluated at the end of each Payment Period (measurement point for academics and financial aid). NMTI's Satisfactory Academic Progress Policy (SAP) consists of three measurements:

1. PACE of PROGRESS (POP) (Quantitative measurement) Students at NMTI must complete their programs at a 67% rate of progress. For example, if a student has attempted 450 hours in 21 weeks, he/she must have successfully completed 300 of those hours in 14 weeks. (This computation includes transfer credits).
2. MAXIMUM TIMEFRAME (MTF) (Quantitative measurement) Students at NMTI must complete their programs within 150% of normal completion time. For example, if a program is 32 credit hours, students must complete their coursework in 48 attempted credit hours. If a program is 900 hours and 42 weeks, students must complete their coursework in 1,350 attempted hours and 63 attempted weeks.
3. CUMULATIVE GRADE POINT AVERAGE (Qualitative measurement) Students at NMTI must earn a minimum of 2.00 cumulative grade point average at each measurement point throughout their program.

Course Repeats, Transfer Credits, Incomplete Grades and Withdrawn Courses:

Course repeats, transfer credits, incomplete grades and withdrawal from a course affect a student's SAP.

If a student repeats a course, the original course and the repeated course are both included in pace of progress and maximum timeframe calculations. Only the highest grade is used in the calculation of CGPA.

Any academic credit hours or clock hours transferred (TC and TR grades) by the student and accepted by NMTI are counted as both completed and attempted in the pace of progress and maximum timeframe calculations.

A course in which a student receives an incomplete grade is also counted as attempted in the pace of progress and maximum timeframe calculations.

If a student withdraws from a course, the withdrawn course is included in the pace of progress and maximum timeframe calculations. Please refer to the grading charts below for additional information.

Students who fail to meet any of the measurement points described on the previous page by the end of their first measurement point (first payment period), are placed on financial aid warning and receive written notification from the school. The student remains on financial aid warning for the second measurement period (which is the next payment period). Students on financial aid warning are eligible to receive Federal Student Aid for the next measurement period.

At the end of the measurement point (payment period) following the financial aid warning, students meeting SAP are moved to a good standing status. Students on financial aid warning who are not making SAP are moved to financial aid probation status and immediately lose eligibility for federal student aid.

Please refer to the [tutoring](#) section for additional resources.

Students may appeal (one time) to the school to have federal student aid eligibility reinstated. (Procedures for appealing are outlined following this section). Students who are appealing a SAP financial aid probation determination may remain in school, but must be prepared to find alternate means of funding to pay for the remainder of the program. No federal student aid can be disbursed until and unless the appeal is granted. Students are notified in writing of the results of the appeal.

If an appeal is successful and a student can mathematically meet the qualitative and quantitative SAP within one payment period, the student is placed on extended enrollment for the next measurement period. Students on extended enrollment remain eligible for federal student aid. If by the end of the next measurement period the student is not meeting SAP requirements, the student loses federal student aid eligibility. If it is not possible for the student to mathematically meet the satisfactory academic and graduation requirements, the student is dismissed.

As a condition of an appeal approval, students must agree to an academic plan. Students on an academic plan may not be able to meet SAP requirements by the end of the next measurement period but have other measurable academic goals set by the student and the Director of Education. The academic plan identifies the timing for students to repeat previously failed coursework and may include other requirements designed to assist a student in reestablishing satisfactory academic progress. Students who do not meet the requirements of the Academic Plan by the end of an extended enrollment period lose eligibility for Title IV financial aid funding without the right of appeal.

If an appeal is unsuccessful and it is mathematically possible for the student to meet the satisfactory progress and graduation requirements, the student may remain in school, but must find alternate means of funding to pay for the remainder of the program.

Students not meeting the Maximum Timeframe requirement (except for students on an academic plan, as long as

meeting Maximum Timeframe is not a requirement of the academic plan) are not eligible for financial aid and are unable to appeal to have financial aid eligibility reinstated.

The following charts identify each grade and its related impact on SAP elements.

Diploma Courses Grades and Related Impact on SAP Elements

LETTER GRADE	DESCRIPTION	PERCENTAGE	QUALITY POINTS	INCLUDED IN CREDITS EARNED	INCLUDED IN CREDITS ATTEMPTED	INCLUDED IN CGPA
A	Outstanding	89.5-100	4.0	Yes	Yes	Yes
B	Above Average	79.5-89.49	3.0	Yes	Yes	Yes
C	Average	69.5-79.49	2.0	Yes	Yes	Yes
F	Failure	Below 69.5	0.0	No	Yes	Yes
NG	No Grade	-	-	No	No	No
W	Withdrawn	-	-	No	Yes	No
I	Incomplete	-	-	No	Yes	No
TC	External Transfer Credit	-	-	Yes	Yes	No
TR	Internal Transfer Credit	-	-	Yes	Yes	No

Associate Degree General Education and Elective Courses Grades and Related Impact on SAP Elements

Letter Grade	Description	Percentage	Quality Points	Included in Credits Earned	Included in Credits Attempted	Included in CGPA
A	Outstanding	89.5-100	4.0	Yes	Yes	Yes
B	Above Average	79.5-89.49	3.0	Yes	Yes	Yes
C	Average	69.5-79.49	2.0	Yes	Yes	Yes
D	Below Average	59.5-69.49	1.0	Yes	Yes	Yes
F	Failure	Below 59.5	0.0	No	Yes	Yes
NG	No Grade	-	-	No	No	No
W	Withdrawn	-	-	No	Yes	No
I	Incomplete	-	-	No	Yes	No
TC	External Transfer Credit	-	-	Yes	Yes	No
TR	Internal Transfer Credit	-	-	Yes	Yes	No

Student Notification: Students receive written notification of the results of all SAP evaluations.

Change of Program of Study

Students who withdraw or are dismissed and then subsequently enroll in a different program of study at the campus are treated as new enrollments for the purpose of calculating SAP for the new program. All credits which are applicable and transferred into the new program are included in the cumulative grade point average, pace of progress and maximum timeframe calculations.

Re-Entering Into an Original Program Of Study:

Students who are terminated from their educational program for failing to maintain SAP cannot re-enter until one grading period has passed. These students are not eligible for federal student aid until the student meets minimum SAP requirements. At no time is a student allowed to exceed the 150% maximum timeframe calculation. Upon re-entering, students are placed on academic probation for one grading period.

The campus education department establishes an academic plan for the student prior to the student's re-enrollment. The education department evaluates the student's progress at the end of the first grading period. Students meeting the requirements established in the academic plan are removed from the probation status. Students not meeting the requirements of the established academic plan are dismissed. Students dismissed are not eligible to re-enroll in the same educational program a second time.

Satisfactory Academic Progress Appeal Procedures

Within 10 business days of notification of loss of Title IV financial aid eligibility due to SAP, students may appeal the decision by submitting a written appeal to their campus Director of Education. The appeal must explain the circumstances that a student believes would have a bearing on his/her reinstatement of financial aid funds.

Acceptable circumstances for a SAP appeal are:

1. Illness of student
2. Death of family member
3. Unexpected medical care of a family member
4. Military duty
5. Emergency response team member responsibilities
6. Other special circumstances beyond student control

All appeals must be well-documented. Students must provide documentation that includes the reason for the appeal and an explanation of how the situation has changed to ensure the student does not continue to fail SAP standards.

The Director of Education or his/her designee reviews a student's written appeal, as well as academic and attendance records and may call upon a student's instructors to determine relevant information. Based on this review, the Director of Education and/or his/her designee determine if the student will be mathematically able to meet SAP criteria by the end of the next measurement period. If the student could meet the criteria by the end of the measurement period and if the circumstances that caused the student to not meet the criteria have been resolved, the Director of Education may grant the appeal and place the student on extended enrollment for one measurement period. If the appeal is granted, the reason for reinstatement is documented in student academic records.

As a condition of an appeal approval, some students must agree to an academic plan. Students on an academic plan may not be able to meet SAP requirements by the end of the next measurement period but have other measurable academic goals set by the student and the Director of Education. The academic plan identifies the timing for students to repeat previously failed coursework and may include other requirements designed to assist a student in re-establishing satisfactory academic progress. Students who do not meet the requirements of their academic plan by the end of a probationary period lose eligibility for Title IV financial aid funding, without the right of appeal.

If an appeal is not granted, a student may submit a request for review to the Campus President. If an appeal is unsuccessful, students may stay in school but must find alternate means of funding to pay for the remainder of their program.

Students are notified in writing within five business days of the final decision of a SAP appeal.

Re-Entries

Students who are re-entering must re-enter at the beginning of a course **unless they have received permission from the Director of education**. The SAP status for a re-enrolled student is the SAP status the student had at the time of leaving school.

Re-Entries from a Withdrawal Status:

A student who wishes to re-enter a program must meet with the Education and Student Finance departments prior to returning to class. Education assesses a student's potential to complete the program and Student Finance determines eligibility for financial assistance. To be eligible for readmission, students should be current on any outstanding debt(s) to NMTI. Students must not be in default on a federal student loan unless prepared to pay all tuition and fees in advance. A student may only re-enter a program once per academic career. A student accepted for re-entry may be required to remediate previously failed coursework prior to resuming attendance. Re-entry is on a space-available basis and may require the recommendation of instructors and the approval of the Director of Education.

Students may re-enter a program within 180 days from his/her most recent determined date of withdrawal and receive credit for the net amount of funds paid on his/her account. For re-entries within 180 days since withdrawing, NMTI honors the student's original net tuition, even if there has been a tuition increase. Charges for students who re-enter beyond 180 days from withdrawing are subject to tuition charge increases that have occurred since the student originally started. A student applying to re-enter beyond 12 months from withdrawing enrolls at the current tuition and applicable miscellaneous charges.

Re-Entries from a Dismissal Status:

A student who wishes to re-enter a program from a Dismissal status must meet with a Learner Services Advisor and the Director of Education to request to re-enter a program. The student is required to complete an Academic Appeal document to formally request to re-enter a program. Re-entry is on a space-available basis and may require the recommendation of instructors and the approval of the Lead Instructor or Director of Education.

Repeated Courses and Withdrawals

Repeated Courses:

1. Students who fail a required course two times are dismissed from the program. A failed course is defined as one for which a student receives a grade of "F".
2. Grades of "W" do not count in the repeated course limitation. The highest grade received becomes the final grade and replaces all other grades for that course in the CGPA calculation. All other attempts count in the rate of progress calculation as attempted but not earned credits.
3. Upon successful appeal, a student may repeat a course more than once but only as scheduling permits.
4. Students must file an appeal of the repeat course limit within 10 business days of the last day of class in the repeated course.
5. Students can remain in school until a final determination of an appeal is made.
6. Failing and subsequently repeating a course may interrupt a student's enrollment and may negatively impact financial aid eligibility and SAP. All course attempts count toward the rate of completion and maximum timeframe.
7. Students are only allowed to repeat courses if they continue to meet SAP.

Withdrawals from NMTI Diploma Programs:

Most students who begin classes at NMTI successfully complete their education. However, sometimes conditions or circumstances beyond the control of students and the school require that students withdraw. Students who have a need to withdraw from school prior to completion must follow the steps below for an official withdrawal:

1. Contact the Campus Director, Director of Education or Registrar in person or via telephone, mail or email to officially withdraw.
2. Once students have officially notified NMTI of their intent to withdraw, they should meet with a representative of the Student Finance Office. The Student Finance Office answers questions regarding student loan repayment responsibilities.

Students withdrawing from their program of study during a [grading period](#), but after any applicable drop/add period, receive a grade for all courses as follows:

- If the withdrawal date is before the midpoint of a course, students receive a "W" for any courses in which the student attended at least one day but less than 50%.
- If the withdrawal date is at or after the midpoint of a course, students receive a letter grade for the course.

Withdrawals from the General Education and Electives Portion of the NMTI Associate Degree:

Students withdrawing from their program of study during a [grading period](#) but after any applicable drop/add period receive a grade for all courses as follows:

- **W = Withdrawn.** This grade is assigned if a student withdraws or is dropped from a course. It is assigned for courses in which a student attended at least one day but less than 50% of a scheduled course. W has no impact on the cumulative grade point average (CGPA). The grade is considered attempted but not earned when calculating maximum timeframe for determination of satisfactory academic progress.
 - If the withdrawal date is at or after the midpoint of a course, students receive a letter grade for the course.
- **NG = No Grade.** This indicates a course that has been scheduled but (1) the student was administratively removed from the course and did not receive a grade or (2), the student never began attendance in the course. This grade does not impact CGPA nor does it count toward credits attempted.

Incomplete Courses for General Education and Elective Courses

All assignments, assessments and discussion board postings (collectively "assignments") should be completed by the last scheduled day of the [grading period](#) for a course. A student is responsible for informing his or her instructor of the reason(s) for failing to complete all assignments by that time. If an instructor deems such reason(s) justifiable, the instructor may issue an "I" grade with the approval of the Lead Instructor. Unless otherwise specified by the Director of Education,

- On ground students have five (5) calendar days from the last scheduled day of a course to complete all course requirements.
- Online students have seven (7) calendar days from the last scheduled day of a course to complete all course requirements.

Students with an incomplete grade are permitted to attend regularly scheduled classes.

A student who has a final grade of "I" and does not successfully complete all work in the applicable time period, or as otherwise specified above, receives a course grade calculated based on a grade of zero for missing work. Any action that results from a grade calculated on this basis (such as probation or dismissal) is taken immediately.

When an "I" grade is removed and a final earned letter grade is assigned, the CGPA and rate of progress is recalculated based on the final grade earned.

Leaves of Absence

Students may request a leave of absence under the following conditions:

1. A leave of absence for:
 - a. Diploma seeking students should begin at the end of a course wherever possible and students must return from an approved leave of absence at the beginning of a subsequent course.
 - b. Degree seeking students may request an Administrative Leave of Absence where NMTI considers the student as a 'withdrawn' student for federal student aid purposes, but allows the student to remain enrolled. NMTI will perform a Return to Title IV calculation for each administrative leave of absence based on the student's last date of recorded attendance.
2. Leave of absence requests must be made in writing, signed by the student and submitted to the Director of Education for approval.
 - If unforeseen circumstances prevent a student from providing a prior written request, NMTI may grant the student's request for a leave of absence. NMTI documents its decision and collects the written request from the student at a later date.
3. The total number of days a student may be on a leave of absence within a 12-month period cannot exceed 180 days.
4. A leave of absence does not provide debt relief from institutional payments if the student has a balance due.
5. Students are not eligible for federal student aid loans while on leave. Additionally, students who have received federal student aid loans and fail to return from a leave of absence have their repayment grace period begin retroactively from the date the leave began and may have their grace period reduced or eliminated.
6. Veterans Affairs is notified immediately if a Veterans Affairs student is granted a leave of absence.
7. Acceptable reasons for LOA include:
 - Medical (including pregnancy)
 - Family Care (childcare issues, loss of family member or unexpected medical care of family)
 - Military Duty
 - Jury Duty
 - Other special circumstances beyond student control
8. Students who fail to return on their scheduled return date following a leave of absence are withdrawn from the program.

Appeal Procedure

Many questions or concerns that students may have can be resolved simply through discussion. Students with concerns relating to academic decisions/policies should take the following steps in seeking a resolution/submitting an appeal:

Step 1: Communicate with the appropriate Instructor or staff member

Step 2: Communicate with the Instructor/Lead Instructor, or administrative manager

Step 3: Communicate with the Director of Education

Graduation Requirements

A diploma, attesting to the successful completion of a program, is presented to students who have:

- Earned a CGPA of 2.0 or higher
- Earned minimum clock and/or credit hours as required by the program of study
- Fulfilled all monetary obligations to NMTI

Attendance

Regular attendance throughout each week of a course is expected of all students and is regarded as integral to academic success. When a student registers, that student accepts the responsibility of attending all classes and completing all coursework assigned by the instructor. Attendance information is kept in an electronic system and this information is entered in the student's permanent record.

The institution reserves the right to dismiss any student who incurs excessive absences. A student who misses an announced test, any examination or coursework receives a "o" on the test, examination or course work unless the instructor deems the absence to be of a justifiable nature; then students are allowed to make-up the work. Each student is directly responsible to the individual Instructor and the Lead Instructor for absences and for making up work missed.

- Any Pennsylvania, New Jersey or Delaware student who is absent for 14 consecutive calendar days is [withdrawn](#) from NMTI
- Any Virginia student who is absent for seven consecutive course days is [withdrawn](#) from NMTI

Tardy Policy

Students are required to arrive on time for class and to stay for the entire class session. Tardy arrivals or early departures are recorded by the instructor. Time counted as tardy or as early departure is calculated into overall attendance.

See [Consecutive Absences Policy](#)

Dropping or Adding Courses for Associate Degree General Education and Elective Courses

Students are scheduled for appropriate coursework at the beginning of each semester for the entire semester; however, students may add or drop courses according to the following guidelines, assuming that they are enrolled in more than one course.

Dropping Courses

- Students may drop a course prior to or during the first week of a semester (the seven calendar days beginning on the first scheduled day of a semester or "Drop/Add Period"). Dropping a course during this period may affect a student's financial aid eligibility.
- Students dropping a course beyond the Drop/Add period incur tuition charges for that semester pursuant to NMTI's [Cancellation and Refund Policy](#). Students must contact the Registrar's Office to process a request to drop or add a course.
- Students who withdraw from their entire program of study receive refunds as described in the [Refund Policy](#) published in this catalog.

Adding Courses

- Students may add a course during the Drop/Add period based upon the availability of scheduling by NMTI. Adding a course during this period may affect a student's financial aid eligibility.
- Students cannot start any course later than seven calendar days after a course start date.
- All schedule changes must be requested from the Registrar.

Students may appeal the Drop/Add timeline if an extenuating circumstance occurs any time during a semester.

COURSE DESCRIPTIONS

Courses without prerequisites are open to all students regardless of the catalog number. It is the responsibility of students to know these requirements and follow them when registering. The Director of Education must approve any waiver of prerequisites.

Abbreviations			
AC	Accounting	MT	Massage Therapy
EN	English	PS	Psychology
HU	Humanities	SC	Science
MA	Math	SO	Social Sciences

AC2760 — ACCOUNTING FOR MANAGERS

This course is designed for the non-accounting major who needs a background in accounting from the viewpoint of management. The emphasis is on using accounting information to aid in managerial decision-making and developing the ability to complete a variety of business transactions, balance sheets and account ledgers. Additional topics include cash transactions and payroll.

Prerequisites: Massage Therapy core coursework

Total Course: 3.0 Semester Credits

EN1150 — ENGLISH COMPOSITION

This course is designed to help students gain confidence and proficiency in basic writing skills. Students are introduced to principles and strategies that will help them to write and revise clearly, concisely and coherently. Students write essays wherein organization and proper language usage are stressed. Emphasis is also placed on introductory concepts of the research process.

Prerequisites: Massage Therapy core coursework

Total Course: 3.0 Semester Credits

EN2150 — INTERPERSONAL PROFESSIONAL COMMUNICATIONS

Interpersonal Professional Communications provides students with information and practice in professional communication skills. This course covers the effective writing of business documents, presentation, meeting management and basic conflict management skills. Specifically, students write memos, develop and present information to the class, practice meeting facilitation skills and practice dealing with conflict situations.

Prerequisites: Massage Therapy core coursework

Total Course: 3.0 Semester Credits

HU2000 — CRITICAL THINKING AND PROBLEM SOLVING

This course is designed to develop students' basic skills of logical reasoning relative to problem-solving and argument analysis. The course includes learning to provide evidence and well-reasoned support for asserted solutions and/or positions within.

Prerequisites: Massage Therapy core coursework

Total Course: 3.0 Semester Credits

MA1015 — COLLEGE MATH

This course delivers a broad overview of skills necessary for the application of post secondary mathematics. Students review a range of mathematical principles in algebra, computation, geometry and statistics. Students solve algebraic equations, appropriately apply the order of operations, compute characteristics of geometric shapes, calculate statistical principles such as measures of central tendency and ratios. They also apply principles such as interest, commissions, discounts and learn the metric system.

Prerequisites: Massage Therapy core coursework

Total Course: 3.0 Semester Credits

MT1110 — FOUNDATIONS OF MASSAGE THERAPY

This course introduces students to the field of massage therapy. Students explore the professionalism and ethical behavior of a massage therapist. Students learn a complete Swedish massage sequence incorporating six basic massage strokes. Students begin to explore the study of the organization of the human body. Students are responsible for learning the bones and bony landmarks of the human body. Students explore the concept of Asian Bodywork Therapy and energetic work. The course also includes training and certification in CPR, AED and BLS.

Prerequisite: None

43.5 lecture hours/46.5 laboratory hours

Total Course: 90 clock hours/4.0 semester credit hours

MT1120 — HEAD, NECK AND FACE

After completing the Head, Neck and Face course, students are able to describe the anatomy and physiology of the integumentary and skeletal systems, determine which pathologies massage would be indicated for, recognize what would be contraindications for massage; list the origin, insertion and action for the muscles of the head, neck and face, demonstrate advanced massage techniques for the region, perform a standard 15-minute chair massage while incorporating proper body mechanics.

Prerequisite: MT1110, Foundations of Massage Therapy

37.5 lecture hours/32.5 laboratory hours/20 [clinical hours](#)

Total Course: 90 clock hours/4 semester credit hours

MT1130 — TORSO

After completing the Torso course, students are able to demonstrate proper skills for interviewing clients to determine the appropriateness of massage through role playing. Students are able to explain essential requirements for starting a new business such as recordkeeping requirements, tax and insurance. Students design a business plan based on individual career goals, design marketing and advertising materials. They describe the anatomy and physiology of the muscular system (myology) using correct medical terminology and identify pathological conditions that may or may not be indicated for massage. Students identify and palpate the origin, insertion and actions for the muscles of the torso, as well as demonstrating advanced techniques for the region.

Prerequisite: MT1110, Foundations of Massage Therapy

37.5 lecture hours/32.5 laboratory hours/20 [clinical hours](#)

Total Course: 90 clock hours/4.0 semester credit hours

MT1140 — LOWER LEG AND FOOT

After completing the Lower Leg and Foot course, students are able to list the anatomical structures and describe the physiological properties of the nervous and endocrine systems. Students analyze common pathologies of the nervous and endocrine systems and decide whether massage would be appropriate based on the condition. They also palpate origin and insertions for muscles of the leg and demonstrate actions of each. Students also demonstrate advanced massage techniques for the region. Students gain exposure to utilizing a side-lying massage which can be used for pregnant clients or clients who experience difficulty in the supine or prone positions.

Prerequisite: MT1110, Foundations of Massage Therapy

37.5 lecture hours/32.5 laboratory hours/20 [clinical hours](#)

Total Course: 90 clock hours/4.0 semester credit hours

MT1150 — HIP AND THIGH

After completing the Hip and Thigh course, students are able to describe the anatomy of the circulatory system and explain how massage therapy affects its physiology. Students explore the pathological conditions of the circulatory system and determine if massage is indicated or contraindicated. They palpate the origin and insertion for the muscles of the hip and thigh and demonstrate the actions for each. Students demonstrate advanced massage techniques for the region. They formulate a treatment plan using hydrotherapy or cryotherapy as appropriate and recognize basic spa techniques and benefits. Students learn the aspects of clinical massage and pre-event and post-event techniques which can be utilized at sporting events.

Prerequisite: MT1110, Foundations of Massage Therapy

37.5 lecture hours/32.5 laboratory hours/20 [clinical hours](#)

Total Course: 90 clock hours/4.0 semester credit hours

MT1160 — SHOULDER

After completing the Shoulder course, students are able to perform a basic 45-minute foot reflexology session for the purpose of relaxation. Students describe the anatomy of the respiratory and digestive systems and explain how massage therapy can affect the physiology of both. They describe the pathological conditions of the respiratory and digestive systems and determine if massage therapy is indicated or contraindicated. Students palpate the origin and insertion of the muscles of the shoulder and are able to demonstrate actions for each. Students also practice research literacy skills through an assignment on a specific massage modality.

Prerequisite: MT1110, Foundations of Massage Therapy

47.5 lecture hours/32.5 laboratory hours/10 [clinical hours](#)

Total Course: 90 clock hours/4.0 semester credit hours

MT1170 — LOWER ARM AND HAND

After completing the Lower Arm and Hand course, students are able to describe the anatomy of the urinary and reproductive systems and explain how massage therapy may affect the physiology of both. Students practice research literacy skills by analyzing a current research article on massage therapy and presenting the information contained in the article. Students palpate the origin and insertion for the muscles of the lower arm and hand and are able to demonstrate actions for each. They demonstrate advanced massage techniques for the region.

Prerequisite: MT1110, Foundations of Massage Therapy

47.5 lecture hours/32.5 laboratory hours/10 [clinical hours](#)

Total Course: 90 clock hours/4.0 semester credit hours

MT1180 — SPORTS MASSAGE AND ACTIVE ISOLATED STRETCHING

Upon completion of the Sports Massage and Active Isolated Stretching course, students have extensive knowledge of the theory of sports massage as well as techniques that can be applied to enhance the performance of professional athletes, amateur athletes and even weekend warriors. In addition to learning specific sports massage techniques, students learn cramp relief techniques and stretching to help increase performance and reduce risk of injury.

Prerequisite: MT1110, Foundations of Massage Therapy

40.5 lecture hours/49.5 laboratory hours

Total Course: 90 clock hours /4.0 semester credit hours

MT1210 — FOUNDATIONS OF MASSAGE THERAPY & LIFE SKILLS

This course introduces students to the field of massage therapy. Students explore the professionalism and ethical behavior of a massage therapist. Students learn a complete Swedish massage sequence incorporating six basic massage strokes. Students begin to explore the study of the organization of the human body. Students are responsible for learning the bones and bony landmarks of the human body. They explore the concept of Asian Bodywork Therapy and energetic work. The course also includes training and certification in CPR, AED and BLS, as well as time management skills, goal setting, test taking strategies and strategies for studying based on various learning styles.

Prerequisite: None

55 lecture hours/57.5 laboratory hours

Total Course: 112.5 clock hours/5.5 semester credit hours

MT1220 — HEAD, NECK, FACE AND GERIATRIC MASSAGE

After completing this course, students are able to describe the anatomy and physiology of the integumentary and skeletal systems, determine which pathologies massage would be indicated for and recognize which would be contraindications for massage; list the origin, insertion and action for the muscles of the head, neck and face, demonstrate advanced massage techniques for the region, perform a standard 15-minute chair massage, while incorporating proper body mechanics. Students perform advanced myofascial therapy techniques on the head, neck and face. They demonstrate understanding of how geriatric massage benefits geriatric clients. Students are able to describe and perform the techniques and treatment planning associated with chronic conditions of the elderly population.

Prerequisite: MT1210, Foundations of Massage Therapy and Life Skills

37.5 lecture hours/55 laboratory hours/20 [clinical hours](#)

Total Course: 112.5 clock hours/4.5 semester credit hours

MT1230 — TORSO AND RELATED PRENATAL/PERINATAL MASSAGE

After completing this course, students are able to demonstrate proper skills for interviewing clients to determine the appropriateness of massage through role playing. Students are able to explain essential requirements for starting a new business such as recordkeeping requirements, tax and insurance. They design a business plan based on individual career goals, design marketing and advertising materials. Students describe the anatomy and physiology of the muscular system (myology) using correct medical terminology and identifying pathological conditions that may or may not be indicated for massage. Students identify and palpate the origin, insertion and actions for the muscles of the torso. Students demonstrate advanced techniques for the region. Students learn and perform the duties of a massage clinic by working on fellow students and members of the public. They perform advanced myofascial therapy techniques on the spine and thorax. Students are able to demonstrate understanding of the components of prenatal and perinatal massage therapy, as well as being able to describe and perform techniques associated with prenatal massage per trimester.

Prerequisite: MT1210, Foundations of Massage Therapy and Life Skills

37.5 lecture hours/55 laboratory hours/20 [clinical hours](#)

Total Course: 112.5 clock hours/4.5 semester credit hours

MT1240 — LOWER LEG, FOOT AND RELATED PRENATAL/PERINATAL MASSAGE

After completing this course, students are able to list the anatomical structures and describe the physiological properties of the nervous and endocrine systems. Students analyze common pathologies of the nervous and endocrine systems and determine if massage is appropriate based on the condition. Students also palpate origin and insertions for muscles of the leg and demonstrate actions of each. They also demonstrate advanced massage techniques for the region. Students gain exposure to utilizing a side-lying massage which can be used for pregnant clients or clients who experience difficulty in the supine or prone positions.

Prerequisite: MT1210, Foundations of Massage Therapy and Life Skills

37.5 lecture hours/55 laboratory hours/20 [clinical hours](#)

Total Course: 112.5 clock hours/4.5 credit hours

MT1250 — HIP, THIGH AND RELATED SPORTS MASSAGE

After completing this course, students are able to describe the anatomy of the circulatory system and explain how massage therapy affects its physiology. Students explore the pathological conditions of the circulatory system and determine if massage is indicated or contraindicated. Students palpate the origin and insertion for the muscles of the hip and thigh and demonstrate the actions for each. They demonstrate advanced massage techniques for the region. Students formulate a treatment plan using hydrotherapy or cryotherapy as appropriate and recognize basic spa techniques and benefits. Students learn the aspects of clinical massage and learn pre-event and post-event techniques which can be utilized at sporting events.

Prerequisite: MT1210, Foundations of Massage Therapy and Life Skills

37.5 lecture hours/55 laboratory hours/20 [clinical hours](#)

Total Course: 112.5 clock hours/4.5 semester credit hours

MT1260 — SHOULDER AND RELATED SPORTS MASSAGE

After completing this course, students are able to perform a basic 45-minute foot reflexology session for the purpose of relaxation. Students describe the anatomy of the respiratory and digestive systems and explain how massage therapy can affect the physiology of both. They describe the pathological conditions of the respiratory and digestive systems and determine if massage therapy is indicated or contraindicated. Students palpate the origin and insertion of the muscles of the shoulder and are able to demonstrate actions for each. Students also practice research literacy skills through an assignment on a specific massage modality, as well as learning various techniques for use on athletes.

Prerequisite: MT1210, Foundations of Massage Therapy and Life Skills

37.5 lecture hours/55 laboratory hours/20 [clinical hours](#)

Total Course: 112.5 clock hours/4.5 semester credit hours

MT1270 — LOWER ARM, HAND AND RELATED SPORTS MASSAGE

After completing this course, students are able to describe the anatomy of the urinary and reproductive systems and explain how massage therapy affects the physiology of both. Students practice research literacy skills by analyzing a current research article on massage therapy and presenting the information contained in the article. Students palpate the origin and insertion for the muscles of the lower arm and hand and are able to demonstrate actions for each. They demonstrate advanced massage techniques for the region. They demonstrate alternative positioning for clients from special population groups such as elderly clients, hospital settings, infants, pediatrics, amputees, etc. Students learn active isolated stretches to be incorporated into a treatment plan.

Prerequisite: MT1210, Foundations of Massage Therapy and Life Skills

47.5 lecture hours/55 laboratory hours/10 [clinical hours](#)

Total Course: 112.5 clock hours/5.0 semester credit hours

MT1280 — NEUROMUSCULAR MASSAGE

This course introduces students to the comprehensive and advanced system of neuromuscular therapy. Students explore neurological laws and how the therapy works to bring a body's central nervous system into homeostatic balance with the musculoskeletal system using Swedish massage strokes and trigger point release. Students demonstrate understanding of neuromuscular therapy physiology and theory. They are able to describe and perform techniques and treatment planning associated with neuromuscular therapy. Students are able to describe and perform the assessments associated with neuromuscular therapy.

Prerequisites: MT1210, Foundations of Massage Therapy and Life Skills

49 lecture hours/63.5 laboratory hours

Total Course: 112.5 clock hours/5.0 semester credit hours

PS1000 — PSYCHOLOGY

In this course students are exposed to basic concepts and case studies pertaining to the many facets of the broad field of human psychology.

Prerequisites: Massage Therapy core coursework

Total Course: 3.0 Semester Credits

PS2100 — WORKING WITH PEOPLE

This course provides students with knowledge and skill in improving human relations in the workplace.

Prerequisites: Massage Therapy core coursework

Total Course: 3.0 Semester Credits

PS2150 — PATIENT RELATIONS

In this course students cover topics in medical sociology as they pertain to current issues relating to health and illness, with an emphasis on the importance of race, gender and social class in patient interactions.

Prerequisites: Massage Therapy core coursework

Total Course: 3.0 Semester Credits

SC1040 — GENERAL BIOLOGY

This course is an introductory biology course covering fundamentals of molecular structure such as atoms, molecules and cells; energy and life; how life goes on – genetics; an introduction to evolution and diversity of life; and finally the living world as a whole – ecology.

Prerequisites: Massage Therapy core coursework

Total Course: 3.0 Semester Credits

SO1050 — SOCIOLOGY

This course is designed to develop the sociological thinking of students. The multifaceted nature and depth of sociology are presented in such areas as socialization, diversity, stratification, social institutions and globalization.

Prerequisites: Massage Therapy core coursework

Total Course: 3.0 Semester Credits

Direct Dial Numbers to NMTI Campuses
FOUR CONVENIENT LOCATIONS:



Northeast Philadelphia, PA
10050 Roosevelt Boulevard
Philadelphia, PA 19116
Phone: 215-969-0320
Main Campus



Falls Church, VA
803 West Broad Street
Suite 400
Falls Church, VA 22046
Phone: 1-703-237-3905
Non-Main Campus



Wilmington, DE
Independence Mall
1601 Concord Pike
Suite 82-84
Wilmington, DE 19803
Phone: 1-302-656-4730
Non-Main Campus



Atlantic City/Egg Harbor, NJ
Washington Square West
6712 Washington Ave.
Suite 302
Egg Harbor Township, NJ 08234
Phone: 1-609-677-1599
Non-Main Campus

