

FILED-0011
RECEIVED

APR 02 2012

CITY OF PLEASANTON
COMMUNITY DEVELOPMENT
EXHIBIT B

Written Narrative

INTRODUCTION:

Spira Institute of Healing Arts is a nonprofit corporation established in January of 2012. The mission of our school is to provide massage therapy training for massage therapists looking to enter the massage therapy field, as well as offer continuing education units to those therapists who are already working in the field. Our school will be licensed by the BPPE (Bureau for Private Postsecondary Education), the NCETMB (The National Certification Board for Therapeutic Massage and Bodywork) and licensed by the American Board of Massage Professionals, as well as State Farm Insurance. These licenses and certifications from the state are available for application after the lease paperwork is in place. We will obtain National Accreditation and be authorized to accept federal funding through federal student loans no later than 2016.

We are a “green school” and will be educating students and staff about the benefits of living a greener lifestyle, including buying less foods in packaging, buying local, organic produce (like the Pleasanton Farmer's Market), and using public transportation whenever possible.

Our hours of operation will be 7 AM – 9:50 PM, Monday through Friday, and Saturday and Sunday 8 AM to 8 PM. We will have 4 full time employees our first year, and 6 our second year. There is ample parking space in the parking lot to accommodate our staff and student body. Our student body will be encouraged to take public transportation and carpool.

BUSINESS COMPONENTS:

Spira Institute of Healing Arts consists of two components: a massage school and a wellness center.

1) Massage School: The school is open Monday through Friday and offers two class sessions:

- Morning class session: 8:00 a.m. – 1:00 p.m, Monday through Friday.
- Evening class session: 6:50 p.m. - 9:50 p.m, Monday through Friday.

We expect to have a total of 48 students a year, 24 students in each class session.

The school curriculum also includes a student clinic. A student clinic where students work solely on each other in the classroom is part of our curriculum. This student clinic does not extend to the public. Students will be paired up to practice on each other, or sometimes be paired up with an instructor. Students/instructor in the clinic session will be professionally draped and will never be exposed. Students will learn proper draping during the class.

The facility would include a mock massage room for student training purposes. The use of the room labeled “Massage Room” will be as a “mock room” for clinics, training students in setting up a personal massage room, including room appearance and cleanliness, room temperature, sheets and dressing the table for clients, client intake mock sessions, the use of space around a massage table, and spa training. Students will be able to use this massage room to do supervised mock therapy trades upon other students, to further their didactic (hands on) practice.

Spira Institute of Healing Arts is offers four different massage therapy programs. They are as follows:

MT Fundamentals Program – 560 hours

The MT Fundamentals Program includes four core course classes for students to complete. The MT 100 (Introduction to Massage Therapy) class is 80 hours in length. This course begins a student's introduction into the field of massage therapy, which will discuss fundamentals. All newly enrolled students will enroll in this course which starts every six weeks. The MT Fundamentals Program also includes three core courses. Core Course A – Swedish and Prenatal Massage is 160 hours in length. Core Course B – Business and Lymphatic Massage is 160 hours in length. Core Course C – Deep Tissue and Assessment is 160 hours in length. Each core course covers specific massage theory and didactic (hands on) practice labs related to the core subject matter. Once new students have completed MT 100, they can enroll in the core course offered at that time (A, B, or C). Students must complete all 3 of these core courses, in any order. Spira Institute of Healing Arts will award a certificate of completion once a student has completed coursework and met the program hour requirement. The certificate of completion for a program, in addition to their transcript, will serve as documentation for a graduate to apply to the CAMTC licensure in California.

MT Sports Program – 760 hours

The MT Sports Program includes nine core course classes for students to complete. The MT 100 (Introduction to Massage Therapy) class is 80 hours in length. This course begins a student's introduction into the field of massage therapy, which will discuss fundamentals. All newly enrolled students will enroll in this course which starts every six weeks. The MT Fundamentals Program also includes three core courses. Core Course A – Swedish and Prenatal Massage is 160 hours in length. Core Course B – Business and Lymphatic Massage is 160 hours in length. Core Course C – Deep Tissue and Assessment is 160 hours in length. Each core course covers specific massage theory and didactic (hands on) practice labs related to the core subject matter. Once new students have completed MT 100, they can enroll in the core course offered at that time (A, B, or C). Students must complete all 3 of these core courses, in any order. In addition to the core courses, the MT Sports Program includes courses related to sports injury assessment and athletic care management in relation to massage and bodywork. The additional sports care management coursework is 200 hours in length. Once new students have completed MT 100, they can enroll in the next program core course offered at the next start date. Spira Institute of Healing Arts will award a certificate of completion once a student has completed coursework and met the program hour requirement. The certificate of completion for a program will serve as documentation for a graduate to apply for the CAMTC licensure in California.

MT Energy Program – 760 hours

The MT Energy Program includes nine core course classes for students to complete. MT 100 Introduction of Massage Therapy is 80 hours in length. MT 100 Introduction of Massage Therapy is 80 hours in length. This course begins a student's introduction into the field of massage therapy, which will discuss fundamentals. All newly enrolled students will enroll in this course every six weeks. MT Fundamentals Program also includes three core courses. Core Course A – Swedish and Prenatal Massage is 160 hours in length. Core Course B – Business and Lymphatic Massage is 160 hours in length. Core Course C – Deep Tissue and Assessment is 160 hours in length. Each core course covers specific massage theory and didactic practice labs related to the core subject matter. In addition to the core courses, the MT Energy Program includes courses related to traditional Chinese medicine and theories of Yin and Yang in relation

to massage and bodywork. The additional Energy Program coursework is 200 hours in length. Once new students have completed MT 100, they can enroll in the next program core course offered at the next start date. Spira Institute of Healing Arts will award a certificate of completion once a student has completed coursework and met the program hour requirement. The certificate of completion for a program will serve as documentation for a graduate to apply for the CAMTC licensure in California.

MT Advanced Integration Program – 960 hours

The MT Advanced Integration Program includes four core course classes for students to complete. MT 100 Introduction of Massage Therapy is 80 hours in length. This course begins a student's introduction into the field of massage therapy, which will discuss fundamentals. All newly enrolled students will enroll in this course every six weeks. MT Fundamentals Program also includes three core courses. Core Course A – Swedish and Prenatal Massage is 160 hours in length. Core Course B – Business and Lymphatic Massage is 160 hours in length. Core Course C – Deep Tissue and Assessment is 160 hours in length. Each core course covers specific massage theory and didactic practice labs related to the core subject matter. In addition to the core courses, the Advanced Integration Program combines additional course from the MT Sports Program and MT Energy Program. The additional courses Advanced Integration Program courses are 400 hours in length. Once new students have completed MT 100, they can enroll in the next program core course offered at the next start date. Spira Institute of Healing Arts will award a certificate of completion once a student has completed coursework and met the program hour requirement. The certificate of completion for a program will serve as documentation for a graduate to apply for the CAMTC licensure in California.

Daytime program samples

Sample Schedule of a MORNING PROGRAM 560 hour MT Fundamentals Student:

Start Date: May 22, 2012.

Finish of 560 hour program: December 20, 2012

May 22, 2012 Start MT 100, Introduction to Massage Therapy.

- Class runs for 16 days, Monday through Thursday, 9 AM – 1 PM.
- Class ends June 19, 2012.

June 21, 2012 Start MT 101, Core class A

- Class runs 32 days, Monday through Thursday, 9 AM – 1 PM.
- Class ends August 20, 2012

August 22, 2012 Start MT 102, Core Class B

- Class runs 32 days, Monday through Thursday, 9 AM – 1 PM.
- Class ends October 18, 2012

October 23, 2012 Start MT 103, Core Class C

- Class runs 32 days, Monday through Thursday, 9 AM – 1 PM
- Class ends December 20, 2012

Sample Schedule of a MORNING PROGRAM 760 hour MT Sports Student:

Start Date: May 22, 2012.

Finish of 560 hour program: May 24, 2013

May 22, 2012 Start MT 100, Introduction to Massage Therapy.

- Class runs for 16 days, Monday through Thursday, 9 AM – 1 PM.
- Class ends June 19, 2012.

June 21, 2012 Start MT 101, Core class A

- Class runs 32 days, Monday through Thursday, 9 AM – 1 PM.
- Class ends August 20, 2012

August 22, 2012 Start MT 102, Core Class B

- Class runs 32 days, Monday through Thursday, 9 AM – 1 PM.
- Class ends October 18, 2012

October 23, 2012 Start MT 103, Core Class C

- Class runs 32 days, Monday through Thursday, 9 AM – 1 PM
- Class ends December 20, 2012

Upon completion of the students fundamentals education (listed above) they would then begin their area of concentration in the program, in this case, the Rehabilitation Program.

PNF and Stretching class: Fridays July 20, 27, August 3, August 10, 2012, 9 AM – 1 PM.

Clinical and DT class: (2013) Jan 11, 18, 25, Feb 1, 8, 15, 22, March 1, 2013

Assessment and Charting: (2013) April 5, 12, 19, 26, May 3, 10, 17, 24, 2013.

MFR class: Fridays Sept 14, 21, 28, Oct 5, 12, 19, 26, Nov. 2. 2012.

Sports Massage class: (2013) January 2, 3, 4, 7, 8, 9, 10, 11.

Muscle Energy Class: Friday Nov 30, Dec 7, 14, 21, 2012.

Evening Program Samples

Sample Schedule of an EVENING PROGRAM 560 hour MT Fundamentals Student:

Start Date: May 31, 2012

Finish of 560 hour program: January 14, 2013

May 31, 2012 Start MT 100, Introduction to Massage Therapy.

- Class runs for 16 days, Monday through Friday, 5:50 PM – 9:50 PM.
- Class ends June 27, 2012.

June 29, 2012 Start MT 101, Core class A

- Class runs for 32 days, Monday through Friday, 5:50 PM – 9:50 PM.
- Class ends August 28, 2012

August 30, 2012 Start MT 102, Core Class B

- Class runs for 32 days, Monday through Friday, 5:50 PM – 9:50 PM.
- Class ends October 26, 2012

October 30, 2012 Start MT 103, Core Class C

- Class runs for 32 days, Monday through Friday, 5:50 PM – 9:50 PM.
- Class ends Jan 14, 2013

Sample Schedule of a EVENING PROGRAM 760 hour MT Energy Student:

Start Date: May 31, 2012.

Finish of 760 hour program: June 29, 2013

May 31, 2012 Start MT 100, Introduction to Massage Therapy.

- Class runs for 16 days, Monday through Friday, 5:50 PM – 9:50 PM.
- Class ends June 27, 2012.

June 29, 2012 Start MT 101, Core class A

- Class runs for 32 days, Monday through Friday, 5:50 PM – 9:50 PM.
- Class ends August 28, 2012

August 30, 2012 Start MT 102, Core Class B

- Class runs for 32 days, Monday through Friday, 5:50 PM – 9:50 PM.
- Class ends October 26, 2012

October 30, 2012 Start MT 103, Core Class C

- Class runs for 32 days, Monday through Friday, 5:50 PM – 9:50 PM.
- Class ends Jan 14, 2013

Upon completion of the students fundamentals education (listed above) they would then begin their area of concentration in the program, in this case, the Energy Program.

Introduction to Energy: Jan 12, 16, 18, 2013

Reflexology: January 23, 26, 28, 2013

Shiatsu: Feb 1,4,6,9,11,13,23, March 9,18, 20, 2013

Introduction to Craniosacral Therapy: March 23, 25, 27, April 1, 3, 5, 8, 2013

Craniosacral 1: April 10, 13, 15, 27, May 11, 2013

Sound Healing May 15, 17, 20, 22, 29, June 3, 5, 7, 2013

Aromatherapy, Flowers, Light and Color Therapy: June 1, 15, 29, 2013

- 1) Wellness Center: The classes we will be offering to the community are CPR, Meditation, Yoga, Holistic Lifestyles, Nutrition, Public Safety, and Senior Wellness. Each class/workshop will be geared for 10-20 people. Workshops will range from 2-16 hours and primarily be held Saturdays and Sundays. Ongoing classes, such as Yoga and Meditation, will be 1-2 hours in length, and held Monday through Friday between the class hours of the MT program (from 2 PM to 4 PM) and on Saturday and Sunday.

All classes/workshops require pre-registration. No walk-in would be allowed.

We are enclosing a copy of the student catalog we have designed for our certification with the BPPE, it is a comprehensive packet of all policies and procedures of Spira Institute of Healing Arts which will be given to each student when they enroll.

FACILITY LAYOUT:

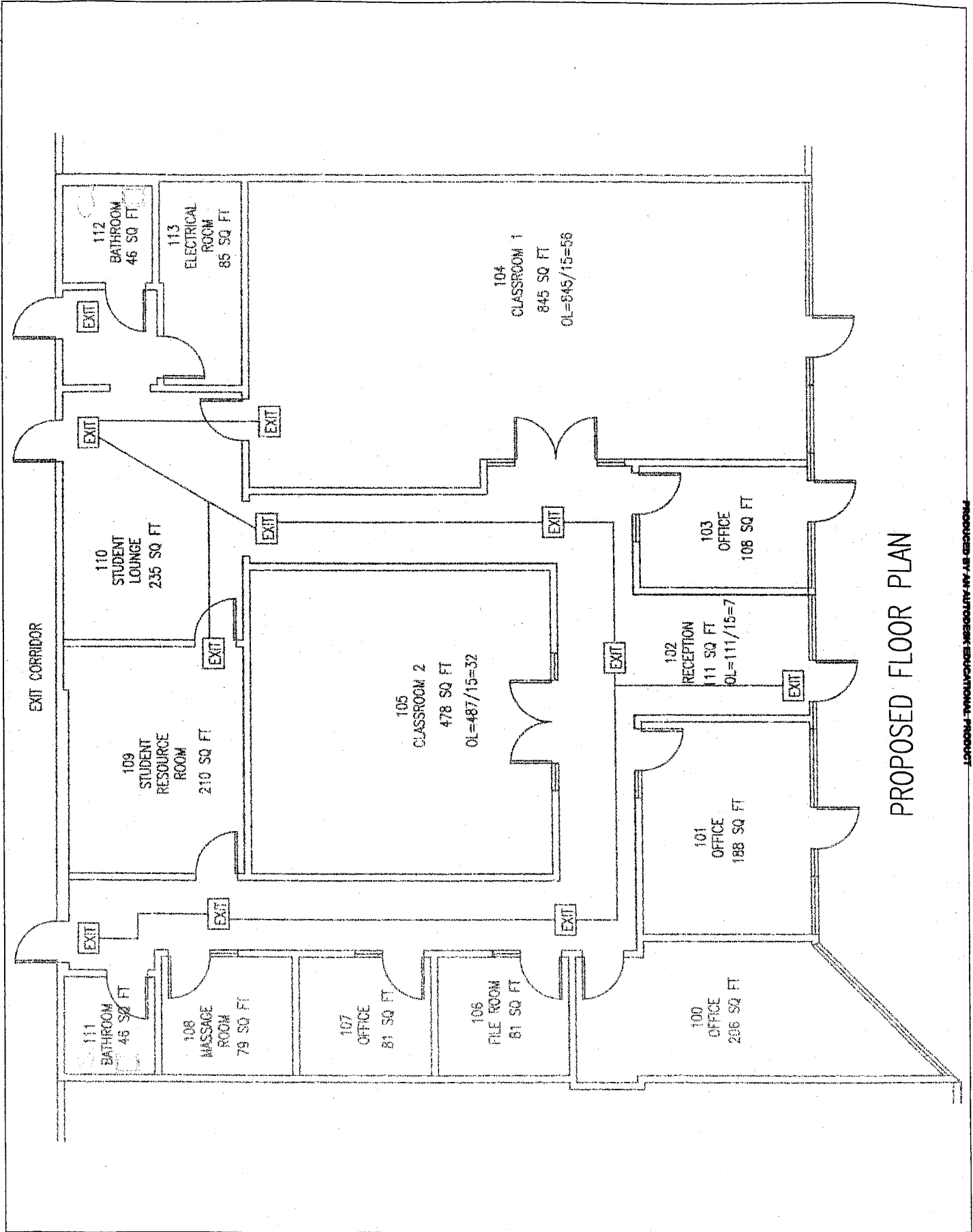
Spira Institute of Healing Arts to occupy an approximately 3,608 square foot tenant space in the Bernal Plaza. The facility will have two large class rooms for instructional classes and one “mock up” massage room. In addition, the facility would have offices, a student lounge room, a student resource room, a reception area, and restrooms. No shower or locker rooms will be in the facility.

The classrooms would also be used by wellness programs when the massage school is not in session.

PARKING:

Based on our maximum student capacity, and taking into consideration faculty, staff, students, and visitors, we will be using 20 parking spaces.

We will encourage all students to use public transportation during the times it is available. As the busses stop running on weekdays before the end of the last scheduled class, we will encourage night students to carpool. All students will receive a “green living” educational reimbursement for using public transportation to and from school.



PROPOSED FLOOR PLAN

C & H DEVELOPMENT CO.
43 Panoramic Way
Walnut Creek, CA 94595
(925) 906-1960 phone
(925) 906-1955 fax

To: Whom it may concern
From: Basil Christopoulos, President
Date: January 12, 2012
Re: 6654 Koll Center Parkway, Suite #160/170

We have recently engaged in a potential new lease for the above referenced location. The prospective Tenant is authorized to use the below information for the intention of plan review.

Landlord: Trojan Development Associates

President: Basil Christopoulos

925-906-1960 phone

925-906-1955 fax

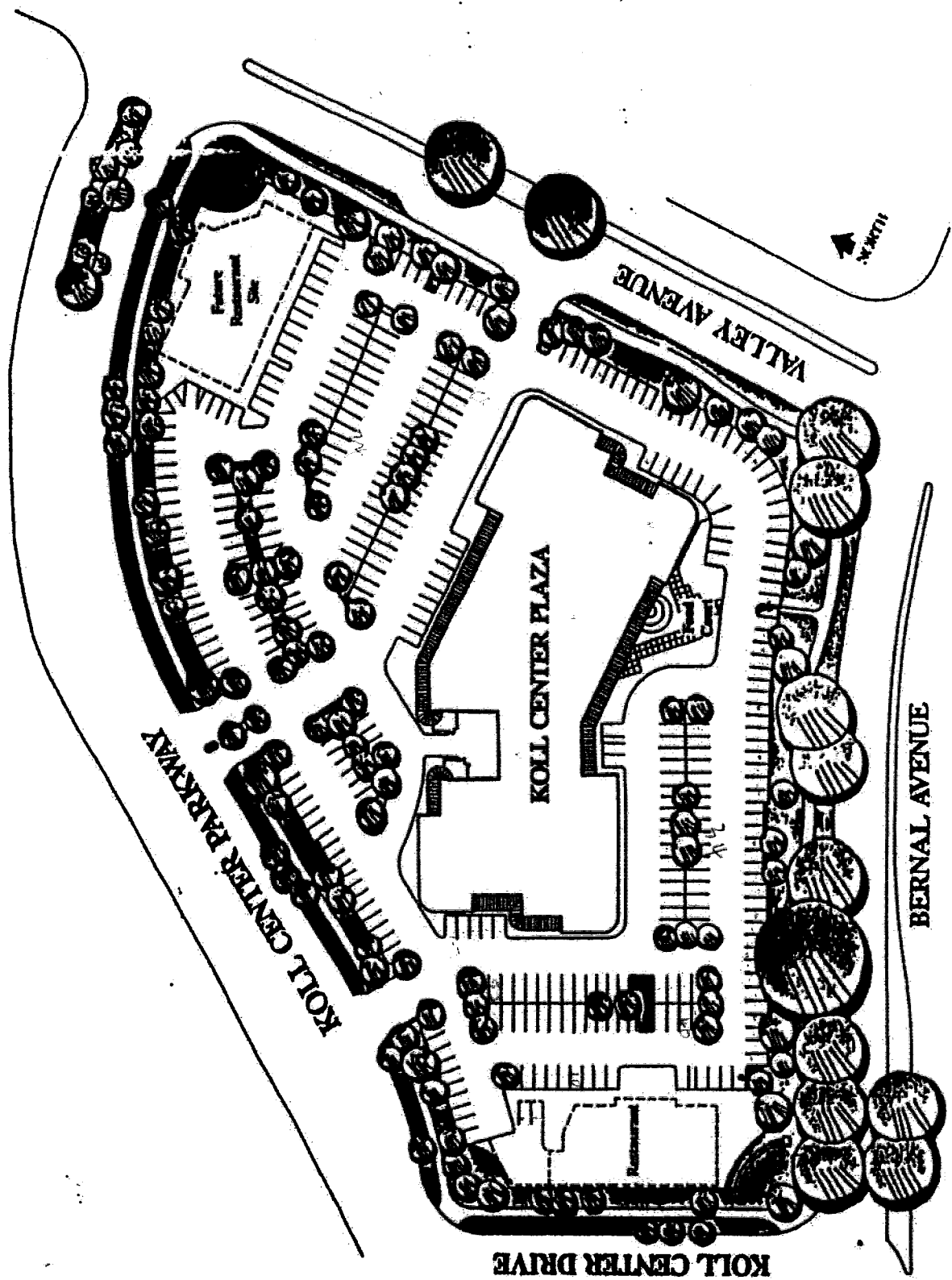
Contact email: courtney@chdevco.com

Should you have any questions, please do not hesitate to call my office at (925) 906-1960 or contact Courtney Patrick courtney@chdevco.com.

Thank you.



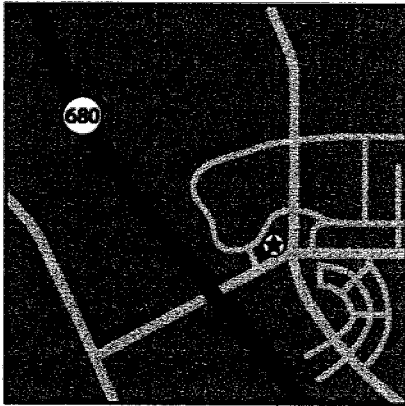
Basil Christopoulos – Trojan Development Associates – President



Pleasanton, California

BERNAL PLAZA

BERNAL AVENUE AT VALLEY AVENUE • PLEASANTON, CALIFORNIA • 94588

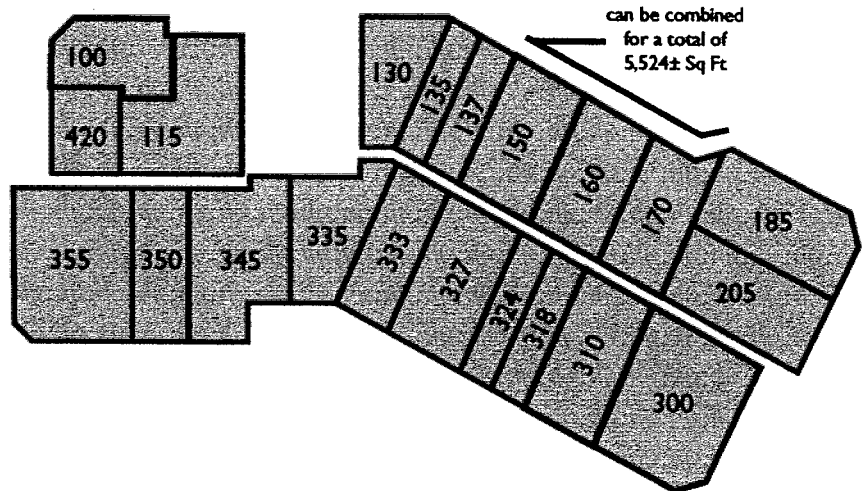


LAURA MICHEL
925.279.5597
lmichel@colliersparrish.com
CA License No. 00894177

COLLIERS INTERNATIONAL
1850 Mt. Diablo Blvd, Suite 200
Walnut Creek, California, 94596
Phone: 925.279.0120
Fax: 925.279.0450
www.colliersparrish.com/walnutcreek

This document has been prepared by Colliers International for advertising and general information only. Colliers International makes no guarantees, representations or warranties of any kind, expressed or implied, regarding the information including, but not limited to, warranties of content, accuracy and reliability. Any interested party should undertake their own inquiries as to the accuracy of the information. Colliers International excludes unequivocally all inferred or implied terms, conditions and warranties arising out of this document and excludes all liability for loss and damages arising there from.

Colliers International is a worldwide affiliation of independently owned and operated companies.

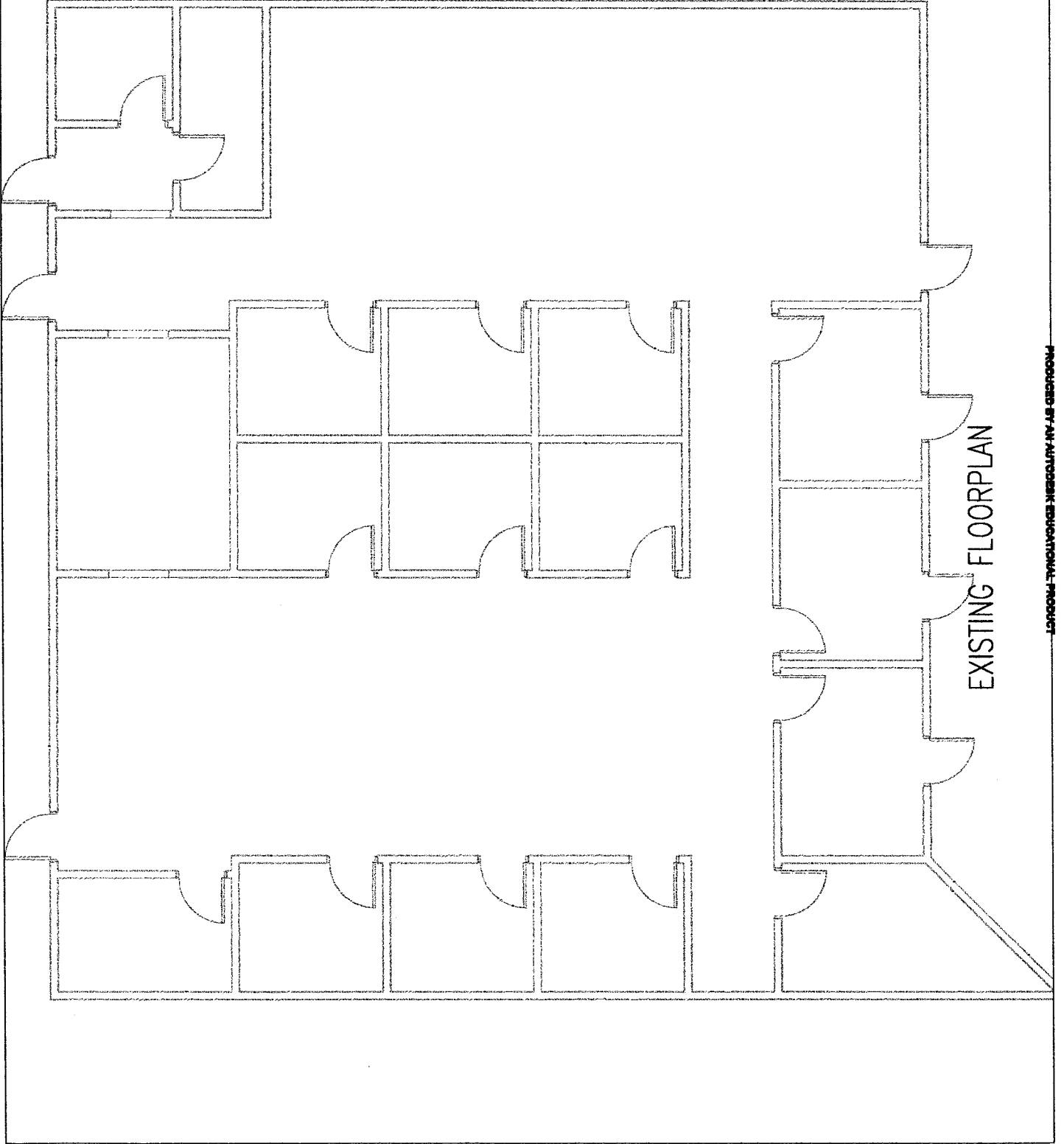


TENANT ROSTER

Suite 100	Available	1,251± SF
Suite 115	Suisha House	2,399± SF
Suite 130	Impressions Salon	1,280± SF
Suite 135	Patrick Salon	797± SF
Suite 137	Farmer's Insurance	821± SF
Suite 150	Available	1,916± SF
Suite 160	Available	1,642± SF
Suite 170	Available	1,966± SF
Suite 185	Tri Valley Learning Centers, Inc.	2,373± SF
Suite 205	Sultan's Kebab	1,809± SF
Suite 300	Rage Super Burgers (Do not disturb)	2,981± SF
Suite 310	Available	2,109± SF
Suite 318	Gourmet Burritos	904± SF
Suite 324	Zen Wellness	904± SF
Suite 327	Dickey's Barbeque	2,109± SF
Suite 333	Starbuck's	1,442± SF
Suite 335	Bernal Cleaners	1,535± SF
Suite 345	Fremont Bank	2,082± SF
Suite 350	Koll Center Dental Group	1,494± SF
Suite 355	MetLife	2,955± SF
Suite 420	State Farm	953± SF

Colliers
INTERNATIONAL

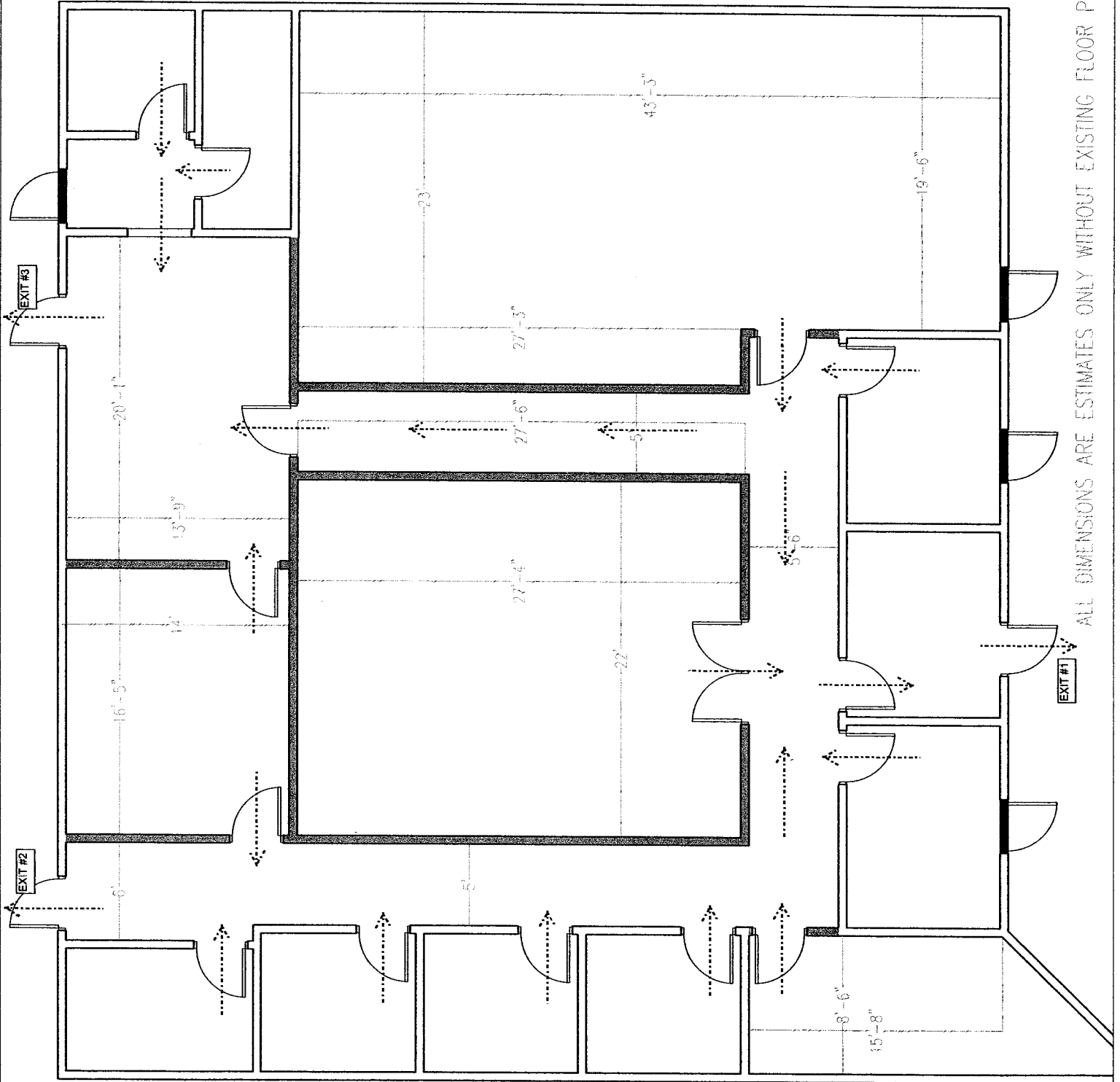
PRODUCED BY AN AUTODESK EDUCATIONAL PRODUCT



EXISTING FLOORPLAN

PRODUCED BY AN AUTODESK EDUCATIONAL PRODUCT

PRODUCED BY AN AUTODESK EDUCATIONAL PRODUCT



WALL TO BE
ADDED

- EGRESS PLAN LEGEND**
- PATH OF EGRESS ----->
 - EXIT NOTATION [EXIT #]
 - NON EGRESS DOOR [Symbol]

ALL DIMENSIONS ARE ESTIMATES ONLY WITHOUT EXISTING FLOOR PLAN DRAWINGS

SCHOOL CATALOG

Spira Institute of Healing Arts

2012- 2013

***This catalog is in process and will be complete by March, 2012**

FROM THE CAMPUS ADMINISTRATION

Welcome to Spira Institute of Healing Arts!

Spira Institute of Healing Arts is an independent private post secondary learning institution. Founded in 2011 and located in Pleasanton, CA, the institute offers a massage therapy professional program. The massage therapy program consists of three certified levels of education towards the CAMTC Certified Massage Therapist certification in California. Our goal is to graduate well-educated, well-trained, dedicated adults who are qualified to begin work in responsible positions in the massage therapy industry.

The faculty members at Spira Institute of Healing Arts are drawn from the massage therapy industry so that students may be educated and trained for real-world careers. Spira Institute's focus is helping people develop their skills and abilities with the objective of making their lives richer and more rewarding. Spira Institute of Healing Arts commits itself to helping you achieve your goals by providing you with the tools you need to be successful. Give us your enthusiasm and a desire to succeed, and we will repay your efforts with new knowledge and a solid foundation for your new career.

Welcome!

Cheryl E. Bass
Campus Administrator/ President

Mariella McRoberts
Director of Admissions

Gina Marie Lambeth
Director of Academic Studies

Jerusha Blossom
Director of Student Services

ABOUT SPIRA INSTITUTE OF HEALING ARTS

Spira Institute of Healing Arts is a specialized Institute dedicated to education for massage therapy. The professional setting of the Institute prepares students for the workplace and continuing educational opportunities. Attractive surroundings, well-equipped classrooms and labs set the tone for concentrated and dedicated study.

The Institute campus is located in the greater metropolitan Pleasanton area, which is well known for its year-round sunny skies and warm temperatures. The weather is conducive to all types of outdoor activities and sports. Trips to the famous Napa Valley can easily be arranged. In addition, Pleasanton is a metropolitan city offering a variety of cultural attractions

MISSION AND OBJECTIVES

Spira Institute of Healing Arts provides students the opportunity to seek career-oriented learning with a general education background and to develop intellectually and socially in their careers and as citizens in a world of increasing technological and cultural diversity.

VISION

Graduates of Spira Institute of Healing Arts are proficient in communicating, analyzing, and evaluating information necessary for a successful career as well as lifelong learning. Graduates make decisions based on sound judgment, respect for diversity, an appreciation of the past, and an awareness of the connections among academic disciplines, the workplace, the community, and the world. They use critical thinking, information, and technology skills necessary for success and are commendable employees, involved citizens, and impassioned leaders.

VALUES

Spira Institute of Healing Arts:

- continually improves its educational process to develop essential skills, competencies, and attitudes that students need for successful careers and life-long learning.
- is committed to quality in teaching and excellence in student learning by recruiting qualified faculty who bring excitement to the classroom and stimulate students' enthusiasm and eagerness for learning and by providing ongoing professional development opportunities.
- provides positive role models, emotional support, and opportunities to develop new and beneficial relationships in order to develop mature citizens who contribute to their communities through individual expression of opinions.
- is dedicated to preparing students for their careers and assisting graduates in securing employment in their chosen fields.
- values creativity, teamwork, integrity, and diversity.
- Values a faculty that consults with advisory boards when planning curricula to keep pace with workplace developments and to reflect industry needs.
- Continues, as part of our belief in the value of life-long learning, to secure articulation agreements or other cooperative agreements for students to continue their education at other accredited institutions.
- Offers courses and programs in both online and campus formats to address diverse learning styles.
- uses a variety of assessments to validate student learning and to improve the curriculum and teaching methods.
- Spira Institute of Healing Arts students, staff, and faculty contribute to their communities through public clinics, service learning projects, and volunteer activities.

HISTORY AND OWNERSHIP

Spira Institute of Healing Arts established its 501(c)(3) Non-Profit Corporation classification in January 2012. Mariella McRoberts, Gina Marie Lambeth, Jerusha Blossom, and Cheryl Bass conceptualized an integrative therapy-training center and wellness center that provides a foundation for alternative health and wellness, as well as a training center for integrative health practitioners. It is the goal of the Spira Institute of Healing Arts executive board to provide quality alternative health choices and integrative health training for new and continuing practitioners. Spira Institute of Healing Arts classes started April 3, 2012.

ACCREDITATION, APPROVALS AND LICENSURE

Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833
Phone: (916) 431-6959 Toll Free: (888) 370-7589

National Certification Board for Therapeutic Massage and Bodywork, 1901 South Meyers Road, Suite 240, Oakbrook Terrace, IL 60181 Phone: 630-627-8000

APPROVALS:

Associated Massage and Bodywork Professionals, 25188 Genesee Trail Road, Suite 200, Golden, CO 80401 (Toll Free) 800-458-2267 Phone: 303-674-8478

COLLEGE FACILITIES

Spira Institute of Healing Arts' campus is conveniently located near Hwy-680 at 6654 Koll Center Parkway Suites #160 – 170, Pleasanton, CA, at the intersection of Bernal and Valley Avenue. Offices and administrative areas include a library, massage therapy clinical classrooms, classrooms equipped with computers, and a student lounge. Free student parking and convenient transit services are available.

BUSINESS HOURS

The Institute maintains the following business hours:
Monday through Friday 8:00 a.m. to 6:00 p.m.
Saturday 8:00 a.m. to 1:00 p.m.

Classes may be scheduled Monday through Sunday between 7:00 a.m. and 9:50 p.m

LIBRARY RESOURCES FOR STUDENTS

Spira Institute of Healing Arts campus maintains a library that supports the various courses and provide learning resources for students and faculty. The Library collections include materials in both print and electronic formats. There is subject area coverage in books, journal articles, and DVDs/videos for most courses taught. Online databases and eBooks provide research capability with remote access, 24 hours a day, seven days a week. The Library of Congress system is used to classify materials and standard check-out and return policies are followed. To ensure that the College curriculum is supported and all students' educational needs are met, the library expands its print and digital collections on a continuous basis, and faculty members have a significant role in the process of selecting these materials and databases.

Research assistance is available and InterLibrary Loan services are also provided at campus.

ADMISSION REQUIREMENTS

REQUIREMENTS AND PROCEDURES

Application for admission to Spira Institute of Healing Arts (hereforward also also referred to as "The College", "The Institution", and "The School") may be granted to any person who meets at least ONE of the following criteria:

1. Has an advanced, Bachelor's, or Associate's degree from an accredited college with a minimum cumulative grade point average of 2.0 on a four-point scale, or
2. Is a graduate of an accredited high school (a normal approaching, meeting, or exceeding score on the California High School Exit Exam required for all post-2005 high school graduates), or
3. Has a General Education Development (GED) certificate of high school equivalency.

CRIMINAL BACKGROUND CHECK FOR CAMTC LICENSURE

In an effort to provide each student with the opportunity to receive the maximum benefits available from his/her educational experience at Spira Institute of Healing Arts, and to enhance the student's chances of successful entry into his/her desired professional field, students wishing to enroll in the massage therapy program are encouraged to review the state massage therapy licensure guidelines set forth by the CAMTC before enrollment into any of the designated programs . State licensure is mandatory for various occupational, employment, clinical requirements or licensure standards prevalent in the allied health and criminal justice fields, including The California Massage Therapy Council (CAMTC). The CAMTC is required through state law to create and implement voluntary certification for the massage therapy profession that will enable consumers to easily identify credible Certified Massage Therapists (CMTs). Applicants who have been charged and/ or convicted of any offense within California Penal Code Section 647 are encouraged to contact the CAMTC directly at:

California Massage Therapy Council , One Capitol Mall, Suite 320 , Sacramento, CA 95814
Phone: (916) 669-5336 Fax: (916) 444-7462

to discuss eligibility for licensing for Massage Therapy in the state of California prior to application to the College.

In the event an individual is unable to obtain criminal background clearance that precludes enrollment into or completion of a program or clinical or internship placement or interferes in job placement, it is the individual's responsibility, and not that of the College's, to contact the agency to verify or dispute the information.

SUPPORTING CREDENTIALS

Prospective students must present evidence to Spira Institute of Healing Arts of graduation from accredited high schools that are recognized by the U.S. Department of Education or recognized foreign high schools that are equivalent to U.S. standards. Students who have satisfactorily completed the General Educational Development (GED) test must submit documentary evidence of passing test scores. High school transcripts or GED test scores must be sent directly to the Academic Office within 30 calendar days of the date of enrollment. Students with international transcripts must provide the College with an official translation, at their own expense, within 30 calendar days of the date of enrollment, from one of the following translation services:

- World Education Services, Inc., P.O. Box 745 Old Chelsea Station, New York, New York 10113-0745, (212)966-6311 www.wes.org
- Josef Silny & Associates, Inc., International Educational Consultants, P.O. Box 248233, Coral Gables, Florida 33124, (305) 666-0233, www.jsilny.com
- World Education Services, Inc., P.O. Box 01-5060, Miami, Florida 33101, (305) 358-6688, www.wes.org
- Educational Credential Evaluators, Inc., P.O. Box 514070, Milwaukee, Wisconsin 53202-3470, (414) 289-3400, www.ece.org

Documents that Spira Institute of Healing Arts cannot accept for admission to the Institute include:

1. Certificate of Completion which is awarded to a student without graduating.
2. Diploma based primarily on remedial special education.

ACADEMIC SKILLS ASSESSMENT

All students are required to go through the institution's assessment process. This basic entrance exam will be administered by the college prior to enrollment, and is free of charge to all beginning students.

ACADEMIC POLICIES

GENERAL EDUCATION PROGRAM

In furtherance of the Institute's Mission, the certification programs combine general education core learning principles with career education. The general education portion of a certificated program allows students to broaden their understanding of the world and culture around them. The general education component of each certificated program is designed to meet the goals of the Institute's general education program as well as standards for accreditation. Spira Institute of Healing Arts believes that general education is the hallmark of any education program. Students use these foundational skills to build upon as they advance in their continued education, careers, or personal endeavors.

THE GENERAL EDUCATION PROGRAM CORE LEARNING PRINCIPLES (CLP)

Communicating

- Listen actively and respectfully to evaluate people's arguments.
- Read effectively and analytically to comprehend material at the college level.
- Identify meaning and value within artistic expression and its context.
- Organize ideas for a variety of audience types and occasions.
- Speak and write in an understandable and organized manner to explain ideas, express feelings, or support a point of view using graphics, electronic media, computers and quantified data.

Analyzing and Evaluating

- Discuss complex issues and connections among ideas to achieve valid, independent conclusions.
- Examine diverse attitudes and values from a variety of situations and cultures, and consider their implications and consequences.
- Combine experience, logic, and critical thinking to make valid judgments.

Problem Solving

- Define problems and their causes by using a range of abilities and resources to reach decisions. Make recommendations, or carry out plans.
- Use decision-making strategies.
- Identify personal strengths and areas for improvement.
- Participate effectively in teams and other group efforts to make decisions and arrive at agreements.
- Follow directions carefully to successfully complete tasks.

Using Information

- Use technology to gather, process, and communicate information.

- Evaluate printed materials, personal communications, observation, and electronic resources.
- Conduct research at an academic level that is necessary to achieve personal, professional and education success.

Global Perspective and Civic Engagement

- Examine multicultural and international outlooks through proper research methods.
- Demonstrate awareness of contemporary issues and their historical contexts to reach informed judgments.

Students receiving a certificate from Spira Institute of Healing Arts must complete all of the courses included in their specific program listed in this catalog.

STUDENT LEARNING OUTCOMES ASSESSMENT PROGRAM

The purpose of assessment at Spira Institute of Healing Arts is to improve student academic learning and student development. The primary goals for outcomes assessment include the improvement of the teaching and learning process; the improvement of the learning environment; the linking of the Institute's objectives to measure student learning and development; and the maintenance of the Institute's accountability to the students and the professional communities it serves.

The Assessment Program stems from the mission and objectives of the institution and evaluates student learning at the classroom, program, and college level. The Director of Academic Affairs with participation of the Director of Student Services and faculty leads the program within the Institute. Participants make decisions about what methods and measures will be used for assessment.

The assessment process involves systematically gathering, interpreting, and using information about student learning and knowledge. Four levels of assessment that evaluate student academic achievement are identified in the Student Outcomes Assessment Program as:

- Assignment or Student Interaction Level
- Class or Service Level
- Department or Program Level
- Institutional Level

ACADEMIC FREEDOM

Instructors, while in the classroom, have the freedom to discuss subject matter they believe is appropriate to the classroom learning experience. Instructors should not allow irrelevant material into the instructional proceedings. Given these limitations, the Institute protects the rights of both students and instructors to a "free search for educational truth and the free expression of this knowledge."

The Institute respects the right of instructors as citizens but believes their positions with the Institute impose of them special obligations. Therefore, instructors are free from institutional censorship or discipline when they speak, write, or act as private citizens. However, instructors should be aware the public might judge the Institute by their behavior. Therefore, every effort should be made to be accurate with information, to show respect for the opinions of others, and to ensure students know and understand that instructors are not spokespersons for the Institute.

ORIENTATION

For Spira Institute of Healing Arts, all new students are required to attend an orientation session and will be notified by email of the time and date of the next orientation session. Students unable to attend should contact their admissions representative and make special arrangements.

ACADEMIC UNIT OF CREDIT

The academic unit of credit awarded at Spira Institute of Healing Arts is the quarter credit hour. Any credit hours earned at Spira Institute of Healing Arts are non-transferrable hours to other institutions offering similar programs. The academic units of credit for the programs offered at the College are as follows:

560 hour MT Program	28 quarter credits
760 hour MT Programs (Energy or Sports)	38 quarter credits
960 hour MT Program	48 quarter credits

PROGRAM LENGTH

Program lengths are approximate. Schedule changes or modifications, change of program, unsuccessful

completion of courses, or withdrawal from class will affect program length. Every reasonable effort is made to achieve completion goals at the stated times; however, the Institute reserves the right to cancel or substitute any course that fails to meet minimum enrollment requirements or for other legitimate business or educational reasons.

SCHEDULING

When students enter a particular program of study, they are automatically registered for each course in that program. Not all courses are offered each term; however, all reasonable efforts will be made to offer a sufficient number of courses to allow students to complete their programs appropriately.

Improvements to curricula sometimes cause scheduling alterations, resulting in courses being substituted for those listed in the catalog. If substitutions are made, all new courses will contribute to the general objective of the program and will not alter the integrity of the education students will receive.

TRANSFER STUDENTS WITH CREDITS EARNED AT OTHER INSTITUTIONS

Students with earned massage hours from another accredited institution may apply for credit transfer to the Institute. Credit will be accepted only for courses that are compatible with the student's program of study at the Institute and for courses in which a grade of C or higher was earned. The award of transfer credits is at the discretion of the Institute and subject to time limitations and specific program requirements. Grades earned more than 10 years ago are not accepted except to fulfill certain general education and college core requirements.

Students wishing to transfer credits must have **official** transcripts mailed directly to the Office of the Registrar. Official transcripts must be received prior to the end of the first term of enrollment. Transcripts received after the end of the first term may be considered at the discretion of the Academic Dean.

Students receiving veteran's benefits are required by the Veterans Administration to provide transcripts of credit from all schools previously attended. All prior education and training must be evaluated upon enrollment. The Institute will provide notice to the student and the Department of Veterans Affairs of the total number of transfer credits awarded.

TRANSFER OF CREDIT FOR GENERAL EDUCATION MASSAGE COURSES

Subject to certain limitations and program requirements, coursework in general education subject areas (i.e., Anatomy, Physiology, Kinesiology, Pathology,) may be transferred at the Institute's discretion to fulfill the equivalent subject area general education requirements of the student's program of study. Details on this policy may be obtained in the office of the Academic Dean.

TRANSFER TO OTHER COLLEGES

Spira Institute of Healing Arts neither implies nor guarantees that credits completed at Spira Institute of Healing Arts will be accepted in transfer at other institutions. Each institution has policies that govern the acceptance of credit from other institutions as policies and grade requirements vary from institution to institution. Transfer of credit is a privilege granted by the institution to which a student may seek admission. Students intending to transfer credits to other institutions should contact those institutions regarding the policies and procedures governing the transfer of credits. The certification programs of Spira Healing Institute of Arts are intended to be terminal in nature and are designed primarily to prepare the graduate for employment. If a student is planning on continuing his/her education, the office of the Academic Dean will offer information on articulation agreements with other institutions.

GRADING SYSTEM AND PROGRESS REPORTS

Final pass/fail grades are reported at the completion of each class and are provided to each student. If mailed, they are sent to the student's home address. NOTE: A grade of 70% or higher is required to pass these courses. Scores of 69% or less in classes are considered failing grades. Failed courses must be repeated and are calculated as an attempt in Satisfactory Academic Progress (SAP) calculations.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Students must maintain satisfactory academic progress in order to remain eligible to continue as regularly enrolled students of the College. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance, if offered.

Accreditor and federal regulations require that all students progress at a reasonable rate (i.e. make satisfactory academic progress) toward the completion of their academic program. Satisfactory academic progress is measured by:

- 1) The student's rate of progress toward completion (ROP)
- 2) The maximum time frame allowed to complete the academic program (150% for all programs).
- 3)

EVALUATION PERIODS FOR SAP

Satisfactory academic progress is measured at the end of each academic class.

RATE OF PROGRESS TOWARD COMPLETION (ROP) REQUIREMENTS

The College catalog contains a schedule designating the minimum percentage or amount of work that a student must successfully complete at the end of each evaluation period to complete their educational program within the maximum time frame (150%). Quantitative progress is determined by dividing the number of credit hours earned by the total number of credit hours in courses attempted. Credit hours attempted include completed hours, transfer credits, withdrawals, and repeated courses. Non-credit remedial courses have no effect on the student's ROP.

MAXIMUM TIME IN WHICH TO COMPLETE (MTF)

The maximum time frame for completion of all programs is limited by federal regulation to 150% of the published length of the program. The College calculates the maximum time frame using credit hours for courses attempted. The total scheduled credit hours for all courses attempted, which include completed courses, transfer courses, withdrawals, and repeated classes, count toward the maximum number of credit hours allowed to complete the program. Non-credit remedial courses have no effect on the student's ROP. A student is not allowed to attempt more than 1.5 times or 150% of the credit hours in the standard length of the program in order to complete the requirements for graduation.

GRADING SCALE

All grading at Spira Institute of Healing Arts are based on pass/fail. A grade of 70% or higher is required to pass all classes. A score of 69% or less in classes are considered failing grades.

TRANSFER CREDITS

Students may receive transfer credit for courses taken at another accredited college. Courses for which a student receives transfer credit are counted as attempted and successfully completed for purposes of satisfactory academic progress. As a result, courses for which a student receives transfer credit provide the student with advanced standing, which is applied to the student's progress in calculation of the percentage of maximum time frame for the program that the student has completed.

When a student transfers from or completes one program at Spira Institute of Healing Arts and enrolls in another program at the College, and all courses completed in the original program are acceptable for credit in the new program, all courses attempted and grades received in the original program are counted in the new program for calculation of the student's satisfactory academic progress in the new program.

TRANSFER CREDITS AND REPEATED COURSES

Transfer credits are included in the "Total Number of Credits Attempted" (in the Satisfactory Academic Progress charts listed in this catalog) in order to determine the required levels for percentage of credits completed. Transfer credits are included as credits successfully completed. Spira Institute of Healing Arts, at its sole discretion, reserves the right to determine what transfer credits, if any, will be accepted. Official transcripts must be received prior to the end of the first term of enrollment. Official transcripts received after the end of the first term may be considered at the discretion of the Academic Dean. Capstone courses taken on a pass/fail basis are considered as hours attempted in the determination of progression toward completion.

The requirements for rate of progress are to assure that students are progressing at a rate at which they will be able to complete their programs within the maximum time frame. The maximum allowable attempted credit hours are noted in the following tables.

ACADEMIC PROBATION

Probation is the period of time during which a student's progress is monitored under an advising plan. During the period of probation, students are considered to be making Satisfactory Academic Progress for both academic and financial aid eligibility. Students on probation must participate in academic advising as deemed necessary by the College as a condition of their probation. Academic advising shall be documented using the Academic Advising Plan and the Evaluation of Progress Form which shall be kept in the student's academic file. The Academic Advising Plan will be updated at the end of each evaluation period that the student is on probation. If, at the end of any evaluation period, a student falls below the required academic progress standards (ROP, or other standards) for his/her program as stated in the catalog, the student shall receive a written warning and be placed on probation. Probation will begin at the start of the next evaluation period. The student will remain on academic probation as long as his or her ROP remains in the probation ranges specified in the catalog. When the ROP is above the probation ranges, the student is removed from probation. In addition, students whose probation status extends over multiple academic terms may be directed to participate in extra tutorial sessions or developmental classes.

NOTIFICATION OF PROBATION

The Academic Dean (or designee) must provide written notice of probationary status to all students placed on academic probation. Additionally, all students on probation must participate in academic advising. The following timelines apply for all students placed on academic on probation:

For programs with an Add/Drop period;

- Students must be notified in writing by the end of the add/drop period of the probationary term; and
- Must receive academic advising within thirty (30) days from the start date of the probationary term.

For programs without an Add/Drop period:

- Students must be notified in writing by the end of the first week of the probationary term; and
- Must receive academic advising by the end of the second week of the probationary term.

If a student's probationary status extends over consecutive academic terms, a second written Notice of Academic Probation is not required. However, the Academic Advising Plan and the Evaluation of Progress form must be updated at the end of each academic term/evaluation period that the student is on probation.

SUSPENSION

If, at the end of any evaluation period, a student's ROP falls into the suspension ranges specified in the College catalog, the student is considered not to be making SAP. Students not making SAP must be placed on suspension and withdrawn from the program unless the student successfully appeals the suspension in accordance with the Student Academic Appeals Policy.

ACADEMIC APPEALS

Any student may submit an appeal of a decision of suspension or dismissal in accordance with the Satisfactory Academic Progress Appeals Policy.

REINSTATEMENT FOLLOWING SUSPENSION

Students who successfully appeal a suspension or dismissal may return to school under the following conditions:

The student must develop an academic advising plan with an advisor.

The student must bring his or her ROC up to the probation range by the end of the evaluation period following the appeal.

If the student meets the above conditions, s/he may remain in school and is considered to be making SAP so long as the student's CGPA does not fall below the probation range.

DISMISSAL

Students who have been readmitted following academic suspension who fail to improve their ROP into the applicable probation range by the end of the first evaluation period after readmission may be dismissed from the program. Students who have been dismissed from a program are not eligible for readmission.

SATISFACTORY ACADEMIC PROGRESS TABLES

MT Fundamentals Program

560 Hour Program

Total Hours that may be attempted: 560

Total Hours required for completion of program: 500 (90%)

Probation if attendance is below ___ %

Suspension if completion per is below ___ %

Probation if Rate of Progress is below ___ %

Suspension If Rate of Progress is below ___ %

MT Energy Program

760 Hour Program

Total Hours that may be attempted: 760

Total Hours required for completion of program: 684 (90%)

Probation if attendance is below ___ %

Suspension if completion per is below ___ %

Probation if Rate of Progress is below ___ %

Suspension if Rate of Progress is below ___ %

MT Sports Program

760 Hour Program

Total Hours that may be attempted: 760

Total Hours required for completion of program: 684 (90%)

Probation if attendance is below ___ %

Suspension if completion per is below ___ %

Probation if Rate of Progress is below ___ %

Suspension if Rate of Progress is below ___ %

MT Advanced Integration Program

960 Hour Program

Total Hours that may be attempted: 960

Total Hours required for completion of program: 864 (90%)

Probation if attendance is below ___ %

Suspension if completion per is below ___ %

Probation if Rate of Progress is below ___ %

Suspension if Rate of Progress is below ___ %

ATTENDANCE POLICY FOR THE COLLEGE

ESTABLISHING ATTENDANCE / VERIFYING ENROLLMENT

Attendance is taken in each class beginning with the first day of scheduled classes. For programs with an add/drop period, the taking of attendance for students enrolling during the add/drop period shall begin the first scheduled class session following the students' enrollment. In programs without an add/drop period, students registered for a class shall attend by the second scheduled class session or be withdrawn.

MONITORING STUDENT ATTENDANCE

Attendance is monitored on the basis of both consecutive absences (the "Consecutive Absence Rule") and absences as a percentage of the hours in the class/program (the "Percentage Absence Rule"). A student may appeal an attendance dismissal pursuant to the Student Academic Appeals Policy only if: (a) the student returns to class the next scheduled class session following the attendance violation and (b) the student has no absences while the appeal is pending.

Note: Should an appeal be granted, the student is not withdrawn but shall be monitored with an advising plan. Should an appeal not be granted, the student shall be withdrawn from all classes for which the appeal was denied and shall not be charged for any attendance in those classes while the appeal was pending. The Date of Withdrawal shall be the earlier of a violation of the Consecutive Absence Rule or the Percentage Absence Rule.

CONSECUTIVE ABSENCE RULE (ALL PROGRAMS)

When a student's absences from any course exceed four (4) consecutive calendar days, excluding holidays and scheduled breaks, the Academic Dean or designee will determine whether the student plans to return to school or has withdrawn. The following guidelines shall be followed:

All students who state they will not return to school shall be promptly withdrawn.

All students who state they will return must:

1. Attend their next scheduled class session;
2. File an appeal within five (5) calendar days of the violation;
3. Have perfect attendance while the appeal is pending.

Any student who has promised to return to school but does not attend the next scheduled class session shall be withdrawn from all courses and dismissed from the College.

PERCENTAGE ABSENCE RULE

For students who **have not** previously violated the attendance policy, the following rule shall apply:

Percentage Action Taken

5% of the total classroom hours missed Attendance warning letter sent

10% of the total classroom hours missed Withdrawn from the module and dismissed from school

DATE OF WITHDRAWAL

When a student is withdrawn for consecutive absences within the term or module, the date of the student's withdrawal shall be the student's last date of attendance (LDA). The LDA is the date that shall be reported on the Student Status Confirmation Report (SSCR). When a student is withdrawn for violating the applicable percentage absence rule, the Date of Withdrawal shall be the date of the violation and shall be reported on the SSCR.

Note: The Date of Withdrawal shall be the earlier of a violation of the Consecutive Absence Rule or the Percentage Absence Rule.

DATE OF DETERMINATION (DOD)

The Date of Determination (DOD) shall be the date the College determined the student would not return to class. This is the date used to determine the timeliness of the refund and return to Title IV calculations, if applicable. The DOD is the **earliest** of the following three (3) dates:

The date the student notifies the College (verbally or in writing) that s/he is not returning to class;

The date the student violates the published attendance policy;

No later than the fourteenth calendar day after the LDA; scheduled breaks are excluded when calculating the DOD.

For students who fail to return after an official Leave of Absence (LOA), the DOD shall be the date the student was scheduled to return to class.

ATTENDANCE RECORDS

Schools shall maintain attendance records in computer form for all programs required to take attendance. The computer attendance database is the official record of attendance. The official record may be challenged by filing an attendance appeal within five (5) calendar days following the end of a session. See "Student Academic Appeal Policy." Without an appeal, after the fourteenth calendar day following the end of the session, the computer attendance database shall be considered final. Notwithstanding this requirement, any attendance roster that has been used to verify the accuracy of attendance as part of any audit procedure shall be maintained for eighteen (18) months.

ATTENDANCE POLICY

Attendance in class is critical to a student's academic success. This policy sets standards that provide for dismissal from the college for students whose absences from all classes exceed a set rate. Normally, a student is considered present if s/he is in the assigned classroom for the scheduled amount of time, i.e., neither late for class (tardy) nor leaving before the end of class (leave early). An instructor may consider a student present who does not attend the entire class session if (a) the criteria used to make the determination are stated in the course syllabus and (b) the amount of time missed does not exceed 50% of the class session.

A lack of student attendance is a basis for student academic advising or if greater than 10% absences in all classes, dismissal from the college. At the beginning of each course, faculty shall advise students of the following:

- The policy regarding absences
- The importance of regular attendance
- That attendance is required to receive credit for the course.

LEAVE OF ABSENCE POLICY

Leaves of absence are not available in all programs, as long as the leaves do not exceed a total of 180 days during any 12-month period and as long as there are documented, legitimate extenuating circumstances that require a student to interrupt his/her education. Extenuating circumstances include, but are not limited to, jury duty, military obligations, birth or adoption of a child, or serious health condition of the student or a spouse, child or parent. In order for a student to be granted a LOA, the student must submit a completed, signed and dated Leave of Absence Request Form to the Academic Dean. Students requesting an unanticipated leave of absence must submit a Leave of Absence Request Form within 10 days of their last day of attendance (LDA).

RE-ADMISSION FOLLOWING A LEAVE OF ABSENCE

Upon return from leave, the student will be required to repeat the module and receive final grades for the courses from which the student took leave when the courses are next offered in the normal sequence for students in the class into which the student has re-entered. The student will not be charged any fee for the repeat of courses from which the student took leave or for re-entry from the leave of absence. The date the student returns to class is normally scheduled for the beginning of a module. A student may return at any appropriate module, not only the module from which the student withdrew.

FAILURE TO RETURN FROM A LEAVE OF ABSENCE

A student who fails to return from a LOA on or before the date indicated in the written request will be terminated from the program, and the institution will invoke the cancellation/refund policy.

As required by federal statute and regulations, the student's last date of attendance prior to the approved LOA will be used in order to determine the amount of funds the institution earned and make any refunds that may be required under federal, state, or institutional policy (see "Cancellation/Refund Policy").

Students who have received federal student loans (if applicable) must be made aware that failure to return from an approved LOA, depending on the length of the LOA, may have an adverse effect on the students' loan repayment schedules. Federal loan programs provide students with a "grace period" that delays the students' obligation to begin repaying their loan debt for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to school after its conclusion, some or all of the grace period may be exhausted—forcing the borrower to begin making repayments immediately.

POSSIBLE EFFECTS OF LEAVE OF ABSENCE

Students who are contemplating a leave of absence should be cautioned that one or more of the following factors may affect their eligibility to graduate within the maximum program completion time:

- Students returning from a leave of absence are not guaranteed that the module required to maintain the normal

progress in their training program will be available at the time of reentry;

They may have to wait for the appropriate module to be offered;

They may be required to repeat the entire module from which they elected to withdraw prior to receiving a final grade;

Financial aid may be affected.

When a student returns from a leave of absence and completes the course from which the student withdrew, the hours for which the student receives a passing grade are counted as earned; the grade, hours, and attendance for the original attempt prior to the official leave of absence are not counted for purpose of the rate of progress toward completion calculation, and the original grade is not counted in the CGPA calculation.

WITHDRAWAL PROCEDURES

Students finding it necessary to withdraw from the College are requested to notify the College in writing as to the date and reason for their own withdrawal and to complete all necessary paperwork with the College. Failure to do so will delay out-processing and may result in a delay of any refund that may be due the student or the funding source. Withdrawal from any individual course must be approved by the Academic Dean or designee. Upon withdrawal, grades will be assigned in accordance with the applicable Grading System.

REENTRY POLICY

Any student withdrawn from the College may petition for reentry. If the student was withdrawn from the College for failure to meet Satisfactory Academic Progress (SAP), the student may not petition for re-entry until he or she has been out of the College for 3 full months. The application petition must be completed by the student and addressed to the Academic Dean. The petition will be reviewed by the Readmission Committee and approved or rejected depending on attendance, academic and financial history. Students who reenter the College will sign a new Enrollment Agreement and will be subject to the tuition rates and program requirements in effect at the time of reentry. Students may petition to reenter no more than two times unless they receive approval from the Campus President.

GRADUATION REQUIREMENTS

All candidates must make application for graduation with the Registrar one class prior to graduation.

To be eligible for graduation, the candidate must fulfill the following requirements:

1. Successfully complete all classes required within the maximum credits that may be attempted;
2. Have successfully passed all program courses;
3. Return all library books and pay any library fines;
4. Satisfy all financial obligations. All services including issuance of Completion Certificates will be withheld pending verification of receipt of payment of all indebtedness to the College;
5. Establish a complete career development file with the Director of Career Services;
6. Evidence of attendance at an exit counseling session

APPEALS POLICY

STUDENT ACADEMIC APPEALS POLICY

Academic appeals include those appeals related to final grades, attendance violations, and academic or financial aid eligibility. All formal academic appeals must be submitted in writing on an Academic Appeal Form to the Academic Dean within five (5) calendar days of the date the student has notice of the adverse academic decision. The appeal must include:

The specific academic decision at issue;

The date of the decision;

The reason(s) the student believes the decision was incorrect;

The informal steps taken to resolve the disagreement over the decision;

The resolution sought.

The written appeal may be accompanied by any additional documentation (e.g., papers, doctor notes, tests, syllabi) the student believes supports the conclusion that the academic decision was incorrect.

Note: Once a formal appeal is filed, no action based on the adverse academic decision may be taken until the appeal process is complete. However, in cases involving financial aid eligibility, all financial aid disbursements shall be suspended until the matter is resolved.

Within five (5) calendar days of receiving the Academic Appeal Form, the Academic Dean shall convene an Appeal Committee, which should normally include the Department Chair, a member of the Student Services Staff, and a faculty member from another program. The Appeal Committee shall investigate the facts of the matter to the extent deemed appropriate under the circumstances. The Appeal Committee shall render a written decision within five (5) calendar days of the date the appeal was received by the Academic Dean and shall forward the decision to the student and the instructor within five (5) calendar days thereafter. Copies of all documents relating to the appeal

shall be placed in the student's academic file, and the decision of the Appeal Committee shall be noted in the official student information system. The decision of the Appeal Committee is final, and no further appeals are permitted. Note: When an appeal is denied, the date of any suspension of financial aid or dismissal from the program shall be the date of the adverse academic decision. The student will not be charged for any attendance after the date of the adverse academic decision.

ASSIGNMENT/ TEST GRADES

Students who disagree with an assignment/test grade should discuss it with the instructor upon receipt of the grade. Assignments/test grades are reviewed at the instructor's discretion. If the instructor is not available, the matter should be discussed with the Academic Program Director. Only final course grades are eligible for appeal.

FINAL COURSE GRADES

Appeals of final course grades must be made within five (5) calendar day of the date the pass/ fail grade becomes final.

The Academic Dean may direct a grade to be changed only when it is determined through the appeal process that a final grade was influenced by any of the following:

1. A personal bias or arbitrary rationale;
2. Standards unreasonably different from those that were applied to other students;
3. A substantial, unreasonable, or unannounced departure from previously articulated standards;
4. The result of a clear and material mistake in calculating or recording grades or academic progress.

ATTENDANCE VIOLATIONS

Appeals of attendance violations must be made within five (5) calendar days of the violation. In order for an attendance appeal to be considered, the student must:

1. Have perfect attendance while the appeal is pending;
2. Submit a written plan to improve attendance with the Appeal Form.

Provided that no applicable state requirement would be violated by doing so, an attendance appeal may be granted if the student demonstrates that the absence was caused by:

1. The death of a family member;
2. An illness or injury suffered by the student;
3. Special circumstances of an unusual nature that are not likely to recur.

The Appeal Committee may, as a condition of granting the appeal, require the student to make up missed class time or assignments, place the student on probation and require the student to develop an Academic Advising Plan in conjunction with his/her advisor.

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEALS

SAP appeals must be made within five (5) calendar days of the date the student was notified of the violation. The student is deemed to have notice of the pending dismissal as of the date of the dismissal letter. Provided that the student can complete the program within the maximum time frame with the required minimum CGPA, a SAP appeal may be granted if the student demonstrates that sincere commitment to taking the steps required to succeed in the program and that failure to maintain the required CGPA or ROP was caused by any of the following mitigating circumstances:

1. The death of a family member;
2. An illness or injury suffered by the student;
3. Special circumstances of an unusual nature that are not likely to recur.

The Appeal Committee shall, as a condition of granting the appeal, require the student to develop an Academic Advising Plan in conjunction with the advisor, and place the student on probation.

STUDENT FINANCE

The tuition and fees schedule can be found in **Appendix B: Tuition and Fees** in this catalog.

STATEMENT OF FINANCIAL OBLIGATION

A student who has applied, is accepted, and has begun classes at Spira Institute of Healing Arts assumes a definite financial obligation. Each student is legally responsible for his or her own educational expenses for the period of enrollment. A student who is enrolled and has made payments in full or completed other financial arrangements and is current with those obligations, is entitled to all the privileges of attending classes, taking examinations, receiving grade reports, securing course credit, being graduated, and using the Career Services Office. Any student who is delinquent in a financial obligation to the school, or any educational financial obligation to any third party, including damage to school property, library fines, and payment of tuition and fees, is subject to exclusion from any or all of the usual privileges of the school. Spira Institute of Healing Arts may, in its sole discretion, take disciplinary action on this

basis, including suspension or termination of enrollment.

TUITION AND FEES

The student's total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered at the end of the add/drop period by the then current tuition rate for that number of quarter credit hours.

Arrangements for payment of tuition and book charges (if applicable) must be made in advance of the first day of classes for each term in which the student is enrolled. The College charges the student's tuition account for tuition at the beginning of each term in which the student is enrolled.

Detailed in Appendix B are other educational expenses considered in determining the student's cost of attendance and information on how those costs were arrived. These include personal expenses.

CASH INSTALLMENT PAYMENTS

All students are expected to make cash payments for the academic year or term that will be set up by the Student Finance Office. Students are required to sign a promissory note and must make payments within 10 days of billing.

BOOKSTORE

Textbooks and workbooks are sold through the bookstore in accordance with official College policies. At the time of issuance, textbooks become the responsibility of the students. The College is not responsible for replacing lost textbooks. Students may purchase replacements from the campus bookstore. Students are responsible for the cost of their textbooks and associated shipping charges.

SATISFACTORY ACADEMIC PROGRESS AND FINANCIAL AID

A student must meet the standards of satisfactory academic progress in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a student of the College. Student Financial Services will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to Academic or Student Financial Services personnel. Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the rate of progress requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the satisfactory academic progress section of the catalog.

Students on academic probation are considered to be maintaining satisfactory academic progress and are eligible to continue receiving federal financial assistance, if applicable. Students who have been academically suspended or

dismissed are no longer active students of the College and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after re-admittance following suspension or in the event the student's appeal results in re-admittance.

BUYER'S RIGHT TO CANCEL

The applicant's signature on the Enrollment Agreement does not constitute admission into The School until the student has been accepted for admission by an official of The School. If the applicant is not accepted by The School, all monies paid will be refunded pursuant to the Institutional Refund Policy. The applicant may also request cancellation in writing after signing the Enrollment Agreement and receive a full refund of all monies paid, if the written request is submitted to The School within three (3) days, excluding Saturday, Sunday, and state and federal holidays, following the signing of the Enrollment Agreement. Applicants who have not visited The School prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of The School facilities and inspection of equipment where training and services are provided.

Cancellation will occur when the student gives a signed and dated written notice of cancellation to the Director of Admissions or Campus President at the address shown on the Enrollment Agreement. The written notice of cancellation need not take any particular form, and, however expressed, is effective if signed and dated by the student and if it states that the student no longer wishes to be bound by the Enrollment Agreement. A notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed, with postage prepaid.

OFFICIAL WITHDRAWALS

An official withdrawal is considered to have occurred on the earlier of a) the date that the student provides to The School official notification of his or her intent to withdraw or b) the date that the student begins the withdrawal process. Students who must withdraw from The School are requested to notify the office of the Academic Dean/ Director of Education by telephone, in person, or in writing, to provide official notification of their intent to withdraw. Students will be asked to provide the official date of withdrawal and the reason for withdrawal in writing at the time of

official notification. When the student begins the process of withdrawal, the student or the office of the Academic Dean/Director of Education will complete the necessary form(s).

Although there is no add/drop period in modular programs, for students who officially withdraw within the first five class days (or for weekend classes within seven calendar days from the date they started class, including the day they started class), all monies paid will be refunded pursuant to applicable refund policies in this catalog.

DATE OF WITHDRAWAL VERSUS DATE OF DETERMINATION (DOD)

The date of withdrawal, for purposes of calculating a refund, is the student's last date of attendance. The date of determination is the earlier of the date the student officially withdraws or the date The School determines the student has violated an academic standard. For example, when a student is withdrawn for violating an academic rule, the date of the student's withdrawal shall be the student's last date of attendance. The date of determination shall be the date The School determines the student has violated the academic rule, if the student has not filed an appeal. If the student files an appeal and the appeal is denied, the date of determination is the date the appeal is denied. If the student ceases attendance without providing official notification, the DOD shall be no more than 14 days from the student's last date of attendance.

EFFECT OF LEAVES OF ABSENCE ON RETURNS

If a student does not return from an approved leave of absence on the date indicated on the written request, the withdrawal date is the student's last day of attendance. For more information, see the Leave of Absence section in The School catalog.

REFUND POLICY

INSTITUTIONAL REFUND CALCULATION FOR FIRST-TIME STUDENTS

The College will perform a pro-rata refund calculation for students who terminate their training before completing more than 60 percent of the period of enrollment. Under a pro-rata refund calculation, the College is entitled to retain only the percentage of charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of weeks in the period of enrollment into the number of weeks completed in that period (as of the withdrawal date). The percentage of weeks attended is rounded up to the nearest 10 percent and multiplied by the College charges for the period of enrollment. A reasonable administrative fee not to exceed \$100 or 5% of the total institutional charges, whichever is less, will be excluded from total charges used to calculate the pro-rata refund. The College may retain the entire contract price for the period of enrollment—including tuition, fees, and other charges—if the student terminates the training after completing more than 60 percent of the period of enrollment.

TEXTBOOK AND EQUIPMENT RETURN/REFUND POLICY

A student who was charged for and paid for textbooks, uniforms, or equipment may return the unmarked textbooks, unworn uniforms, or new equipment within 30 days following the date of the student's cancellation, termination, or withdrawal. The School shall then refund the charges paid by the student pursuant to institutional policy. Uniforms that have been worn cannot be returned because of health and sanitary reasons. If the student fails to return unmarked textbooks, unworn uniforms or new equipment within 30 days, the institution may retain the cost of the items that has been paid by the student. The student may then retain the equipment without further financial obligation to The School.

EFFECT OF LEAVES OF ABSENCE ON REFUNDS

If a student does not return from an approved leave of absence (when applicable) on the date indicated on the written request, monies will be refunded. The refund calculation will be based on the student's last date of attendance. The DOD is the date the student was scheduled to return.

TIMEFRAME WITHIN WHICH INSTITUTION IS TO ISSUE REFUNDS

Refunds will be issued within 30 days after the DOD, unless federal or state requirements provide for a shorter time period that is more favorable to the student.

STUDENTS CALLED TO ACTIVE MILITARY DUTY

NEWLY ADMITTED STUDENTS

Students who are newly admitted to the school and are called to active military duty prior to the first day of class in their first term/module shall receive a full refund of all tuition and fees paid. Textbook and equipment charges shall be refunded to the student upon return of the textbooks/unused equipment to the school.

CONTINUING STUDENTS

Continuing students called to active military duty are entitled to the following:

- If tuition and fees are collected in advance of the withdrawal, a strict pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal for active military service.

STUDENT FINANCING OPTIONS

The College offers a variety of student financing options to help students finance their educational costs. Detailed information regarding financing options available and the Financial Aid process can be obtained from the College's Student Financial Planning Brochure. Information regarding other sources of financial assistance such as benefits available through the Bureau of Indian Affairs, Division of Vocational Rehabilitation, Veterans Assistance and State Programs can be obtained through those agencies.

STUDENT ELIGIBILITY

To receive financial assistance you must:

1. usually, have financial need;
2. be a U.S. citizen or eligible non-citizen;
3. have a social security number;
4. if male, be registered with the Selective Service;
5. if currently attending school, be making satisfactory academic progress;
6. be beyond compulsory school age;
7. not be in default on any federally-guaranteed loan;
8. have a high school diploma or its equivalent, or have completed homeschooling at the postsecondary level

ALTERNATIVE LOAN PROGRAMS

If a student's primary financing option does not fully cover his or her program costs, alternative financing options can help bridge that financial gap. Private loan programs are convenient, affordable and easy to use.

- There are alternative loans provided by private lenders.
- The interest rate is variable and the loan approved and origination fees are based on credit.
- Repayment terms may vary based on lender programs.
- Student may apply on their own or with a co-borrower.

Please see one of the Student Finance Planners for further information.

ADMINISTRATIVE POLICIES

STATEMENT OF NON-DISCRIMINATION

Spira Institute of Healing Arts does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, veteran or marital status in the administration of its educational and admissions policies, scholarship and loan programs, or other school-administered programs. In compliance with the Americans with Disabilities Act of 1990, as amended, Spira Institute of Healing Arts provides qualified applicants and students who have disabilities with reasonable accommodations that do not impose undue hardship.

STUDENT DISABILITY SERVICES/ACCOMMODATIONS

Spira Institute of Healing Arts provides equal educational opportunities for qualified students with disabilities in accordance with applicable state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Applicants or students with disabilities that wish to request disability services/accommodations must make a request to the Campus President and provide current and comprehensive documentation of a diagnosed disability which requires accommodation and adequate information on the functional impact of the disability so that effective accommodations can be identified. Pursuant to federal law, students with disabilities are considered on a case by case basis and the College reserves the right to request additional documentation or evaluation as may be warranted. Students with disabilities that request disability services/accommodations will receive a written response to their request. Accommodation determinations may be appealed pursuant to the student grievance/complaint procedure as outlined in the Student Grievance/Complaint Policy section of this catalog.

CODE OF STUDENT CONDUCT

The Code of Student Conduct applies at all times to all students. As used in this Code, a student is any individual who has been accepted or is enrolled in school. Student status lasts until an individual graduates, is withdrawn, or is otherwise not in attendance for more than 180 consecutive calendar days.

Spira Institute of Healing Arts seeks to create an environment that promotes integrity, academic achievement, and personal responsibility. All schools should be free from violence, threats and intimidation, and the rights, opportunities, and welfare of students must be protected at all times.

To this end, this Code sets forth the standards of behavior expected of students as well as the process that must be followed when a student is accused of violating those standards. Reasonable deviations from the procedures contained herein will not invalidate a decision or proceeding unless, in the sole discretion of the school, the deviation(s) significantly prejudice the student. The Campus President (or designee) is responsible for appropriately recording and enforcing the outcome of all disciplinary matters.

CONDUCT AFFECTING THE SAFETY OF THE CAMPUS COMMUNITY

Spira Institute of Healing Arts reserves the right to take all necessary and appropriate action to protect the safety and well-being of the campus community. The Campus President (or designee) may immediately suspend any student whose conduct threatens the health and/or safety of any person(s) or property. The suspension shall remain in effect until the matter is resolved through the disciplinary process. Such conduct includes, but is not limited to:

- Possessing alcohol or other intoxicants, drugs, firearms, explosives, weapons, dangerous devices, or dangerous chemicals on school premises
- Being under the influence of alcohol, non-prescription drugs or controlled substances
- Theft
- Vandalism or misuse of school or another's property
- Harassment or intimidation of others
- Endangerment, assault, or infliction of physical harm.

OTHER PROHIBITED CONDUCT

Additionally, disciplinary action may be initiated against any student based upon reasonable suspicion that the student committed or attempted to commit, or assisted in the commission of any of the following prohibited forms of conduct:

- Cheating, plagiarism, or other forms of academic dishonesty
- Forgery, falsification, alteration or misuse of documents, funds, or property
- Any disruptive or obstructive actions, including:
 - The use of cell phones or other electronic devices for voice or text communication in the classroom, unless permitted by the instructor
 - The inappropriate use of electronic or other devices designed to make an audio, video, or photographic record of any person without his/her prior knowledge and effective consent while on school premises
- Failure to comply with school policies or directives
- Any other action(s) that interfere with the learning environment or the rights of others
- Violations of local, state, provincial, or federal law.

Note: This list is not exhaustive, but rather offers examples of unacceptable behavior that may result in disciplinary action.

LIMITATIONS ON STUDENTS WITH PENDING DISCIPLINARY MATTERS

Any student with a pending disciplinary matter shall not be allowed to:

- Enroll or attend classes at Spira Institute of Healing Arts
- Graduate or participate in graduation ceremonies
- Engage in any other activities proscribed by the Campus President.

INQUIRY BY THE CAMPUS PRESIDENT

If the Campus President (or designee), in his or her sole discretion, has reason to believe that a student has violated the Code of Student Conduct, the Campus President (or designee) shall conduct a reasonable inquiry and determine an appropriate course of action. If the Campus President (or designee) determines that a violation has not occurred, no further action shall be taken.

CONDUCT WHICH DOES NOT WARRANT A SUSPENSION OR DISMISSAL

If the Campus President (or designee), in his or her sole discretion, determines that the student's behavior may have violated this Code but does not warrant a suspension or dismissal, the Campus President (or designee) shall promptly provide the student with a written warning. Multiple written warnings may result in suspension or dismissal.

CONDUCT WHICH WARRANTS A SUSPENSION OR DISMISSAL

If the Campus President (or designee), in his or her sole discretion, determines that the student's behavior

warrants suspension or dismissal, the Campus President (or designee) shall promptly provide the student with a written notice of the following:

- The conduct for which the sanction is being imposed
- The specific sanction being imposed
- The right to appeal if a written request is filed by the student within (5) calendar days of the date of the written notice.

ALCOHOL AND SUBSTANCE ABUSE STATEMENT

Spira Institute of Healing Arts does not permit or condone the use or possession of marijuana, alcohol or any other illegal drug, narcotic, or controlled substance by students. Possession of these substances on campus is cause for dismissal.

STUDENT USE OF INFORMATION TECHNOLOGY RESOURCES POLICY

IT resources may only be used for legitimate purposes, and may not be used for any other purpose which is illegal, unethical, dishonest, damaging to the reputation of the school or likely to subject the school to liability. Impermissible uses include, but are not limited to:

- Harassment
- Libel or slander
- Fraud or misrepresentation
- Any use that violates local, state, or federal law and regulation
- Disruption or unauthorized monitoring of electronic communications
- Disruption or unauthorized changes to the configuration of antivirus software or any other security monitoring software
- Unauthorized copying, downloading, file sharing, or transmission of copyright-protected material, including music
- Violations of licensing agreements
- Accessing another person's account without permission
- Introducing computer viruses, worms, Trojan Horses, or other programs that are harmful to computer systems, computers, or software
- The use of restricted access computer resources or electronic information without or beyond a user's level of authorization
- Providing information about or lists of Spira Institute of Healing Arts users or students to parties outside Spira Institute of Healing Arts without expressed written permission
- Downloading or storing company or student private information on portable computers or mobile storage devices
- Making computing resources available to any person or entity not affiliated with the school
- Posting, downloading, viewing, or sending obscene, pornographic, sexually explicit, hate related, or other offensive material
- Academic dishonesty as defined in the Code of Student Conduct
- Use of Spira Institute of Healing Arts logos, trademarks, or copyrights without prior approval
- Use for private business or commercial purposes.

COPYRIGHT POLICY

It is the intention of Spira Institute of Healing Arts to strictly enforce a policy of zero tolerance for copyright violations and to comply with all applicable laws and regulations. Any student who engages in the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is subject to sanctions under the Code of Student Conduct. Additionally, a person found to have committed a copyright violation may be liable for up to \$150,000 for each separate act of infringement, and may be subject to criminal prosecution. A person may be held liable even if he or she was unaware that they were violating the law.

SEXUAL HARASSMENT POLICY

Spira Institute of Healing Arts strives to provide and maintain an environment free of all forms of harassment. Behavior toward any student by a member of the staff, faculty, or student body that constitutes unwelcome sexual advances will be dealt with quickly and vigorously and will result in disciplinary action up to and including dismissal. Any student who believes that he or she is a victim of sexual harassment should immediately notify the office of the Campus President. The Campus President will conduct an investigation of all allegations. Information surrounding all complaints will be documented and kept strictly confidential.

CONDUCT SANCTIONS

Sanctions should be commensurate with the nature of the student's conduct. All sanctions imposed should be designed to discourage the student from engaging in future misconduct and whenever possible should draw upon

educational resources to bring about a lasting and reasoned change in behavior.

Suspension – A sanction by which the student is not allowed to attend class for a specific period of time. Satisfactory completion of certain conditions may be required prior to the student's return at the end of the suspension period.

During a period of suspension, a student shall not be admitted to any other Spira Institute of Healing Arts campus.

Note: Student absences resulting from a suspension shall remain in the attendance record regardless of the outcome of any disciplinary investigation or the decision of the Student Conduct Committee.

Dismissal – A sanction by which the student is withdrawn from school. Such students may only reapply for admission with the approval of the Campus President. Students dismissed for violations of this Code remain responsible for any outstanding balance owed to the school.

APPEAL PROCESS

Students are entitled to appeal any conduct sanction that results in suspension or dismissal. The appeal must be in writing and filed within five (5) calendar days of the date of the written notice. If the student files a timely appeal, the Campus President (or designee) shall convene a Student Conduct Committee to conduct the hearing. The Committee shall generally include the Campus President, the Academic Dean, a Program or Department Chair, the Student Services Coordinator, or a faculty member. The members of the Committee shall select a Chair. The Committee Chair shall timely schedule a hearing date, and provide written notice to the student. The notice must be mailed or otherwise delivered to the student at least two (2) calendar days prior to the scheduled hearing date, and include notice that the student may:

- Appear in person, but is not required to appear
- Submit a written statement
- Respond to evidence and question the statements of others
- Present testimony from relevant witnesses
- Submit notarized written statements from relevant witnesses.

Attendance at the hearing is limited to those directly involved or those requested to appear. Hearings are not open to the public and are not recorded. The Student Conduct Committee shall:

- Provide the student a full and reasonable opportunity to explain his/her conduct
- Invite relevant witnesses to testify or submit signed statements
- Reach a decision based upon the information submitted prior to the hearing and the testimony and information of the student and witnesses at the hearing.

If the student fails to appear, the Committee may proceed in the student's absence and the decision will have the same force and effect as if the student had been present.

The Student Conduct Committee shall issue a written decision to the student within five (5) calendar days of the date of the hearing which may:

- Affirm the finding and sanction imposed for suspension or dismissal.
- Affirm the finding and modify the sanction
- Sanctions may only be reduced if found to be grossly disproportionate to the offense.
- Disagree with the previous finding and sanction and dismiss the matter
- A matter may be dismissed only if the original finding is found to be arbitrary and capricious. The decision of the Student Conduct Committee is final, and no further appeal is permitted.

RECORD OF DISCIPLINARY MATTER

All disciplinary files shall be kept separate from the student academic files until resolved. Disciplinary files for students who have violated the Code of Student Conduct shall be retained as part of the student's academic file and considered "education records" as appropriate, pursuant to the Family Educational Rights and Privacy Act (FERPA). When circumstances warrant, disciplinary matters shall be referred to the appropriate law enforcement authorities for investigation and prosecution. Additionally, disciplinary records may be reported to third parties as applicable (e.g. Veteran's Affairs).

STUDENT GRIEVANCE PROCEDURE

In the event a student feels his/her rights have been violated, the following procedures should be followed:

1. The student must first try to resolve the issue with the College staff or faculty member involved.
2. If the matter is not resolved, the student should schedule a meeting with his/her Academic Program Director.
3. If the matter is still not resolved, the student should reschedule a meeting with the Academic Dean. If the matter is still not resolved, the student should request in writing through the Academic Dean a grievance hearing that will give him/her an opportunity to present his/her position and supporting documentation. A Grievance Committee is selected by the Academic Dean and is comprised of five (5) disinterested persons from the faculty and administration, plus the Academic Dean (as a non-voter). The Provost may also be a member of the Committee. After the hearing, the committee shall make a decision by a simple majority vote and communicate, in writing, the decision to the Academic Dean. The Academic Dean will notify the student of the resolution of the grievance.

DRESS CODE

Students must adhere to the campus dress code standards and are expected to dress in a manner that would not be construed as detrimental to the student body, the educational process or wear any clothing which has expressed or implied offensive symbols or language. Students should always be cognizant of the first impression of proper dress code and grooming, and note that Spira Institute of Healing Arts promotes a business atmosphere where instructors and guests are professionals and potential employers. In addition, students may be required to wear uniforms that present a professional appearance.

NOTIFICATION OF RIGHT UNDER 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 the institution receives a request for access. A student should submit to the Registrar's Office a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the institution to amend a record should write to the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the institution decides not to amend the record as requested, the institution will notify 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 will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the institution discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The institution 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 the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted as its agent to provide a service instead of using institution employees or officials (such as an attorney, auditor or collection agent); a person serving the institution in an advisory capacity; 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 the institution. Upon request, the institution also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. From time to time the institution publishes communications, such as graduation and honor roll lists that include students' names and programs of study. A student who wishes not to be included should put that request in writing to the Registrar.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution 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, D.C. 20202

ACADEMIC TRANSCRIPTS, DEGREES, AND DIPLOMAS

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. Spira Institute of Healing Arts maintains complete records for each student, including grades, attendance, prior education and training, and awards received. Student academic transcripts are available upon written request by the student. Student records may be released only to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974. Transcript and diploma requests must be made in writing to the Office of the Registrar. Official transcripts will be released to students who are current with their financial obligation to the school. Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

CAMPUS SECURITY AND CRIME AWARENESS POLICIES

Spira Institute of Healing Arts strives to provide its students with a secure and safe environment. Classrooms and laboratories comply with the requirements of the various federal, state and local building codes, with the Board of Health and Fire Marshal regulations. Most campuses are equipped with alarm systems to prevent unauthorized entry. Facilities are opened each morning and closed each evening by administrative personnel. Spira Institute of Healing Arts encourages all students to report criminal incidents or other emergencies, which occur on the campus directly to the Campus President, student advisor or instructor. The Campus President is responsible for investigating such reports and taking legal or other action deemed necessary by the situation. In extreme emergencies, the Campus President may immediately contact law enforcement officers or other agency personnel, such as paramedics. Spira Institute of Healing Arts will work with local and state law enforcement personnel if such involvement is necessary. A

copy of the student's report and any resultant police report will be maintained by the school for a minimum of three years after the incident. Students are responsible for their own security and safety both on-campus and off-campus and must be considerate of the security and safety of others. The school has no responsibility or obligation for any personal belongings that are lost, stolen or damaged, whether on or off school premises or during any school activities.

On May 17, 1996, the President of the United States signed Megan's Law into federal law. As a result, local law enforcement agencies in all 50 states must notify schools, day care centers, and parents about the presence of dangerous offenders in their area. Students are advised that the best source of information on the registered sex offenders in the community is the local sheriff's office or police department. The following link will provide you with a list of the most recent updated online information regarding registered sex offenders by state and county:

<http://www.fbi.gov/hq/cid/cac/registry.htm>

DRUG AWARENESS

The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires institutions receiving financial assistance to implement and enforce drug prevention programs and policies. Students shall receive a copy of the Drug-Free Schools/Drug-Free Workplace Annual Disclosure upon enrollment, and thereafter no later than January 31st of each calendar year they are enrolled. The information and referral line that directs callers to treatment centers in the local community is available through Student Services. Spira Institute of Healing Arts prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any school activity. If students suspect someone to be under the influence of any drug or alcohol, they should immediately bring this concern to the attention of the Academic Dean or Campus President. Violation of the institution's anti-drug policy will result in appropriate disciplinary actions and may include expulsion of the student. The appropriate law enforcement authorities may also be notified. In certain cases, students may be referred to counseling sources or substance abuse centers. If such a referral is made, continued enrollment is subject to successful completion of any prescribed counseling or treatment program.

STATISTICAL INFORMATION

Spira Institute of Healing Arts is required to report to students the occurrence of various criminal offenses on an annual basis. On or before October 1st of each year, the school will distribute a security report to students containing the required statistical information on campus crimes committed during the previous three years. A copy of this report is available to prospective students upon request.

CAMPUS COMPLETION RATE REPORTS

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), Spira Institute of Healing Arts is required to annually prepare completion or graduation rate data respecting the institution's first-time, full-time undergraduate students (34 CFR 668.45(a)(1)). The College is required to make this completion or graduation rate data readily available to students approximately 12 months after the 150% point for program completion or graduation for a particular cohort of students. This completion rate report is available to students and prospective students upon request.

STUDENT SERVICES

STUDENT ADVISING

Academic advising is coordinated by the Academic Dean and includes satisfactory academic progress, attendance, and personal matters. The Registrar and Academic Program Directors serve as advisors and assist students in course selection and registration, dropping and adding courses, change of major, and meeting graduation requirements.

HOLIDAYS AND SCHEDULED BREAKS

The following dates are official holidays for Spira Institute of Healing Arts:

2012 Holidays

Date	Holiday
4/6/12 – 4/8/12	Spring Break
7/4/12 – 7/8/12	Independence Day
09/03/12	Labor Day
10/08/12	Columbus Day
11/12/12	Veteran's Day (observed)
11/21/12 – 11/25/12	Thanksgiving Break
12/22/12 – 12/31/12	Winter Break

2013 Holidays

Date	Holiday
1/1/13 – 1/6/13	Winter Break
01/21/13	Martin Luther King's Birthday
02/18/13	President's Day
3/29/13 – 3/31/13	Spring Break
05/27/13	Memorial Day
4/4/13 – 4/7/13	Independence Day
08/02/13	Labor Day
10/14/13	Columbus Day
11/11/13	Veteran's Day
11/27/13 – 12/1/13	Thanksgiving Break
12/21/13 – 12/31/13	Winter Break
	**continues through 1/5/2014

MASSAGE THERAPY PROGRAM

MASSAGE THERAPY PROGRAM START DATES

The following dates are official start dates for Spira Institute of Healing Arts:

2012 Start Dates

April 2, 2012
May 22, 2012
July 24, 2012
September 20, 2012
November 26, 2012

2013 Start Dates

February 5, 2013
April 4, 2013
May 30, 2013
June 4, 2013
August 1, 2013
October 1, 2013
November 20, 2013

Our MT Fundamentals Program was designed for students looking to apply for CAMTC licensure in the state of California, and fulfills the 500 hour minimum coursework required by the state.

Our MT Fundamentals Program includes:

MT 100 Introduction to Massage Therapy
MT 101 Core Course A- Swedish and Prenatal Massage
MT 102 Core Course B- Business and Lymphatic Massage
MT 103 Core Course C- Deep Tissue and Assessment

Our MT Sports Program was designed for students looking to apply for CAMTC licensure in the state of California, fulfills the 500 hour minimum coursework required by the state, and emphasizes the sports and rehabilitation aspect of massage therapy.

Our MT Sports Program includes:

MT 100 Introduction to Massage Therapy
MT 101 Core Course A- Swedish and Prenatal Massage
MT 102 Core Course B- Business and Lymphatic Massage
MT 103 Core Course C- Deep Tissue and Assessment
MT 104 Assessment and Charting
MT 105 PNF and Stretching
MT 106 Clinical Deep Tissue
MT 107 Myofascial Release and Unwinding
MT 108 Sports Massage
MT 109 Muscle Energy Techniques

Our MT Energy Program was designed for students looking to apply for CAMTC licensure in the state of California, fulfills the 500 hour minimum coursework required by the state, and emphasizes the energy aspect of massage therapy.

Our MT Energy Program includes:

MT 100 Introduction to Massage Therapy
MT 101 Core Course A- Swedish and Prenatal Massage
MT 102 Core Course B- Business and Lymphatic Massage
MT 103 Core Course C- Deep Tissue and Assessment
MT 110 Introduction to Energy
MT 111 Introduction to Craniosacral Therapy
MT 112 Craniosacral Therapy I
MT 113 Zen Shiatsu
MT 114 Sound Healing

MT 115 Aromatherapy, Light and Color, Flower Essences, and Crystals
MT 116 Reflexology

****Mar's Marketing description about the program should go here The most inclusive program offered here at Spira, our MT Sports Program was designed for students looking to apply for CAMTC licensure in the state of California, fulfills the 500 hour minimum coursework required by the state, and emphasizes the sports and rehabilitation aspect of massage therapy.**

Our MT Advanced Integration Program includes:

MT 100 Introduction to Massage Therapy
MT 101 Core Course A- Swedish and Prenatal Massage
MT 102 Core Course B- Business and Lymphatic Massage
MT 103 Core Course C- Deep Tissue and Assessment
MT 104 Assessment and Charting
MT 105 PNF and Stretching
MT 106 Clinical Deep Tissue
MT 107 Myofascial Release and Unwinding
MT 108 Sports Massage
MT 109 Muscle Energy Techniques
MT 110 Introduction to Energy
MT 111 Introduction to Craniosacral Therapy
MT 112 Craniosacral Therapy I
MT 113 Zen Shiatsu
MT 114 Sound Healing
MT 115 Aromatherapy, Light and Color, Flower Essences, and Crystals
MT 116 Reflexology

MESSAGE THERAPY PROGRAM CLASS DESCRIPTIONS

MT100 Introduction to Massage Therapy 80 Hours

This prerequisite course is designed to prepare the student for future course work in more advanced modalities presented later on in the program. The topics covered in this course are Joint Classification, Range of Motion, Western Theory & History, the Benefits of Massage Therapy on the Body Systems, Classification of Massage Movements, Draping Procedures, Procedures for a Complete Body Massage, The Skeletal System, The Muscular System, General Structural Plan of the Body, Movements, and Directional Terms, and Indications/Contraindications for Massage Therapy.

Prerequisite: None.

Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

MT101 Core Course A- Swedish and Prenatal Massage 160 Hours

This course is 1 of Spira's 3 core learning modules. This class is designed to provide the student with the theory and hands-on skills involved in practicing Swedish massage. Also covered are special considerations for prenatal and postnatal clients. Students will develop a deeper understanding of the skeletal system, the muscular system, the reproductive system, and the cardiovascular system, and the muscles of the back, neck, and shoulder girdle.

Prerequisite MT100

Lecture Hours: 80.0 Lab Hours: 80.0 Other Hours: 0.0.

MT102 Core Course B- Business and Lymphatic Massage 160 Hours

This course is 1 of Spira's 3 core learning modules. This class is designed to provide students with an understanding of the job opportunities in the massage industry, while building business skills.

Professionalism, client boundaries, ethical practice, HIPAA, and the law as it relates to massage and communication are discussed. Also covered are clinical practice in Swedish massage as well as lymphatic massage. Students will develop an understanding of the immune system, the lymphatic system, the integumentary system, and the urinary system, as well as the muscles of the leg, calf, and foot.

Prerequisite: MT100

Lecture Hours: 80.0 Lab Hours: 80.0 Other Hours: 0.0.

MT103 Core Course C- Deep Tissue and Assessment 160 Hours

This course is 1 of Spira's 3 core learning modules. This class is designed to provide students with an understanding of myofascial, deep tissue and pin and stretch techniques. These techniques will be incorporated into a Swedish massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop treatment plans. The indications and contraindications of these techniques will be discussed as will specific sights of caution for deep tissue massage. Students will develop and understanding of the digestive system, the endocrine system, the nervous system, and the respiratory system, as well as the muscles of the trunk and respiration. Students will learn about the role of health and wellness in the field of massage therapy.

Prerequisite: MT100

Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

MT104 Assessment and Charting 40 Hours

This course is designed to provide the student with a deeper understanding and knowledge of the hands-on assessment skills necessary for rehabilitative modalities. The student will learn visual postural assessment skills, charting/documentation, clinical applications of structure, as well as modalities for structural rebalancing.

Prerequisite: MT100

Lecture Hours: 20.0 Lab Hours: 20.0 Other Hours: 0.0.

MT105 PNF and Stretching 20 Hours

This course is designed to teach students the theory and hands on skills in Proprioceptive Neuromuscular Facilitation (PNF), a combination of passive stretching and isometric contraction designed to improve flexibility and range of motion. These techniques will be incorporated into your massage to better address individual client needs. Students will use basic assessment skills to identify muscular holding patterns and develop rehabilitative and home-care programs utilizing self-stretching programs designed for the individual client.

Prerequisite: MT100

Lecture Hours: 10.0 Lab Hours: 10.0 Other Hours: 0.0.

MT106 Clinical Deep Tissue 40 Hours

This advanced course is designed to provide the student with a solid foundation in Integrated Deep Tissue therapy. It will incorporate more advanced deep tissue work, trigger point therapy, and a deeper understanding of myofascial release, as well as modalities designed to aid musculoskeletal disorders and achieve pain-free movement.

Prerequisite: MT100, MT101, MT102, and MT103

Lecture Hours: 20.0 Lab Hours: 20.0 Other Hours: 0.0.

MT107 Myofascial Release and Unwinding 40 Hours

This course is designed for students wishing to deepen their understanding of the fascial system of the body and restrictions in the body caused by trauma, surgery, and injury, teaching students how to enhance the body's natural healing capabilities through gentle, specialized stretching of the connective tissue, or fascia, that surrounds muscles and organs. Trauma, inflammation and even poor posture can put abnormal pressure on nerves and muscles, causing chronic pain, impeding motion and decreasing circulation. Practitioners will learn to free up the body's fascia, which, in turn, produces a healing effect in the client.

Prerequisite: MT100

Lecture Hours: 20.0 Lab Hours: 20.0 Other Hours: 0.0.

MT108 Sports Massage 40 hours

This course is designed to provide the student with an overall understanding of the skills involved in working in the sports and athletics field. Sports Massage includes the application of a variety of massage techniques and stretching exercises to enhance athletic performance, including pre-event massage, post-

event massage, and maintenance massage. Therapists will learn about injury, injury applications, and thermotherapy applications.

Prerequisite: MT100, MT101, MT102, and MT103

Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 0.0.

MT109 Muscle Energy Techniques

20 Hours

This course is designed to deepen the student's understanding of correction of somatic dysfunction. Often considered an alternative to manipulative therapies, Muscle Energy Technique is considered a valuable manual technique for the identification and correction of somatic asymmetry and hypomobility. This class is based upon the original teaching of Fred Mitchell Sr. D.O., who is considered the founder of Muscle Energy Technique.

Prerequisite: MT100, MT101, MT102, and MT103

Lecture Hours: 10.0 Lab Hours: 10.0 Other Hours: 0.0.

MT110 Introduction to Energy

15 hours

This fundamentals class for all students in the Energy Program is designed to teach students about the human energy system and human body as an energy field. It also includes training in the seven chakras and the connection to well being, the meridian system in Traditional Chinese Medicine, Reiki (including the history and contemporary practice of, and the role of Ch'i or Ki), The path to well being: a multidimensional approach, and polarity therapy.

Prerequisite: MT100

Lecture Hours: 7.5 Lab Hours: 7.5 Other Hours: 0.0.

MT111 Introduction to Craniosacral Therapy

30 Hours

This course is designed to introduce students to Craniosacral Therapy. It includes anatomy and physiology of the cranium, central nervous system and flow of cerebral spinal fluid, the principles of cranial sacral balancing, palpation skills and intuitive listening, and identifying the cranial rhythm and interpreting its patterns. Students will also learn and practice "listening stations" on key areas of the body where the motion can be evaluated, specific techniques such as Still-point induction, how the web-like fascial system impacts all systems and structures of the body. This course will also include an introduction to Temporal Mandibular Joint dynamics as well as a basic 10-step protocol to start practicing.

Prerequisite: MT100, MT110

Lecture Hours: 15.0 Lab Hours: 15.0 Other Hours: 0.0.

MT112 Craniosacral Therapy I

30 hours

This course is designed to deepen the concepts learned in Introduction to Cranial Sacral Balancing. Students will learn Dr. William Sutherland's technique for identifying lesions and integrate it into the 10-step protocol, conduct whole body evaluations, practice evaluating and treating cranial-base dysfunctions, and explore the concept of energy cysts.

Prerequisite: MT100, MT110, MT111

Lecture Hours: 15.0 Lab Hours: 15.0 Other Hours: 0.0.

MT113 Zen Shiatsu

50 Hours

This class is designed to introduce students to the art of Zen Shiatsu. Students will learn the roots of Zen Shiatsu, including an introduction to founder Shizuto Masunaga. Also, students will learn the practice of Zen meditation, the principles of Zen Shiatsu, cultivating a beginners mind and how to facilitate change without manipulation, the fundamentals of Yin/Yang (Balance), Ki (Energy), Jing (Essence), and Shen (Consciousness), the five phases of nature (the five elements) and the fundamentals of the Five Phase theory. Students will learn the twelve energy meridians of the body and their functions and major points, how to open an energetic circuit and discern deficiency and calm excesses, and an introduction to a system of diagnosis using the hara (abdomen) and back.

Prerequisite: MT100, MT110

Lecture Hours: 25.0 Lab Hours: 25.0 Other Hours: 0.0.

MT114 Sound Healing**30 hours**

This course is designed to introduce students to the art of sound healing, how music and sound effect us physically, mentally, emotionally, spiritually, and energetically. Included in this course is electromagnetism, vibration, and frequencies of sound, as well as Harmonics, tuning forks, and toning. Students will learn hands on use and practice of crystal singing bowls, Tibetan singing bowls, tingshaws, bells, and dorje, as well as what the ancients knew: Drumming and the power of rhythm in ritual and ceremony Also covered will be Music, drumming, and altered states of consciousness: therapy for autism, addictions, psychological and emotional trauma.

Prerequisite: MT100, MT110

Lecture Hours: 15.0 Lab Hours: 15.0 Other Hours: 0.0.

MT115 Aromatherapy, Light and Color, Flower Essences, and Crystals 25 Hours

This course is designed to teach students the history and spiritual uses of aromatherapy and crystals. This course will include the science of aromatherapy and crystals, healing with essential oils and crystals, and the history of healing with color and light. Students will learn about invisible and visible light and frequencies and the electromagnetic spectrum, flower essences being one of many forms in plant-based therapy and an ancient healing art, and how flower essences contribute to our well being and practical hands on use.

Prerequisite: MT100, MT110

Lecture Hours: 12.5 Lab Hours: 12.5 Other Hours: 0.0.

MT116 Reflexology**20 hours**

This course is designed to teach students the basics of the art of Reflexology and will include the history of Reflexology, the point map of organs and systems, and zone theory. Students will learn massage techniques of hands and feet, the meridians of leg and foot, arm and hand, and obtain skillful demonstrations and supervised hands-on practice.

Prerequisite: MT100, MT110

Lecture Hours: 10.0 Lab Hours: 10.0 Other Hours: 0.0.

This catalog is the official announcement of the programs, requirements, and regulations of Spira Institute of Healing Arts. Students enrolling in the Institute are subject to the provisions stated herein and therefore should read this catalog carefully. Students are responsible for knowing the rules, regulations, and policies of the Institute, and enrollment constitutes an agreement by the student to abide by them. Failure to read this catalog does not excuse students from the requirements and regulations described herein.

The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the Institute. The Institute reserves the right to make and designate the effective date of changes in Institute policies and procedures, as well as the academic calendar, at any time such changes are considered desirable or necessary.

This Catalog is permanently archived by the Spira Institute of Healing Arts.