



# CATALOG

2021-2022 Academic Catalog

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International Center for Healing Arts, dba, ICOHS College is located at 1770 4<sup>th</sup> Avenue, San Diego, CA 92101. We are committed to helping every student identify and fulfill his or her dream while traveling a rich and satisfying path of balance.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

The school catalog is available digitally to all interested parties, including prospective students, via the website (link at bottom of front cover). The catalog can also be made available in hard copy and/or link sent to prospective students, or other interested parties, via email, upon request.

ICOHS College is a private non-profit institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of the Title 5 of the California Code of Regulations. ICOHS College is approved by the Accrediting Council for Continuing Education and Training (ACCET).

ICOHS College does not have a pending petition in bankruptcy, does not operate as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

## **INSPIRING THE PATH OF BALANCE**

We have decades of study, professional experience and academic innovation invested in providing the courses you need to succeed! We take an avid interest in your progress, create an environment that forges life-long relationships and strive to provide an experience that includes academic greatness, personal insights and fun. It is our responsibility to see that you master the skills you need in your chosen specialization. Then we go one step further, teaching you how to build and maintain a thriving professional practice.

ICOHS College students find their time here exciting, challenging and fulfilling. Many of our graduates tell us that their experience at ICOHS College ignites a passion they have long been seeking in their lives. With an ICOHS College education, these same benefits can be yours.

## **HISTORY OF THE SCHOOL**

ICOHS College was originally founded by Doug Peterson in 1984 as the Institute of Health Sciences. In 1990, under the direction of Seymour Koblin and the Board of Directors, the name of the school changed to The School of Healing Arts to better reflect the community-oriented vision of holistic health. For over 30 years, the School of Healing Arts has played an important role in helping students receive training in the field of Eastern and Western approaches to massage, nutrition, herbs, exercise and other holistic health modalities.

In 2015, the Board of Directors envisioned the School of Healing Arts playing an even more vital role in providing education that is relevant, practical, and meaningful for the community. This vision ultimately led to the institution changing the name from the School of Healing Arts to ICOHS College.

In 2018, ICOHS College broadened their program offerings to include IT Technology programs.

As a private non-profit 501c3 institution, ICOHS College works with the Board of Directors: Kieu L. Vo, Ronald M. Sahmel and Dr. Lucy Scantlebury. The institution's operations are governed by the Board of Directors.

## **MISSION STATEMENT**

ICOHS College is committed to providing education and professional career training that is Relevant, Practical and Meaningful. Education is facilitated in a dynamic, compassionate, and personalized environment whereby students are inspired through pursuit of a path of balance to reach their fullest growth potential.

Creating a dynamic, compassionate, and personalized learning environment is at the heart of the institution. Our approach in reaching this goal equates to our core values.

The cornerstones on which ICOHS College were founded are:

- **STUDENTS COME FIRST**
  - The curriculum is designed to fulfill the state requirements and best prepare students for the workplace. ICOHS College is committed to helping individuals discover and develop their unique gifts and talents.
- **QUALITY AND RELEVANT EDUCATION**
  - Students are encouraged to evaluate their learning styles, their gifts and graces and their personality profiles. Students are also encouraged to understand their dreams and fears while developing their personal and professional skills.
- **COMPASSIONATE AND ENCOURAGING ENVIRONMENT**
  - ICOHS College is committed to providing ongoing support to individuals that are committed to owning and growing their own private practices or businesses.
- **SERVICE AND GIVING BACK**
  - ICOHS College is actively involved in volunteerism as a way of providing service and showing gratitude to the community.

## **SCHOOL AFFILIATIONS**

In keeping with our high standards, ICOHS College is approved (approval to operate means compliance with State standards and operating in compliance with all agency/organization standards) by the following organizations:

- **Accredited by the Accrediting Council for Continuing Education & Training (“ACCET”).**
  - ACCET is listed by the U.S. Secretary of Education as a nationally recognized accrediting agency. In support of ACCET's standards, ICOHS College upholds the following principles of professional ethics:

- To provide programs of study that are educationally sound, up-to-date, of high quality and are demonstrably effective.
- To maintain fair, ethical and clearly stated advertising, admission, and enrollment practices by accurately and fairly representing our institution and its services to all people.
- To provide effective student counseling and motivational programs that recognize individual differences and ensure successful student retention, graduation and employability where applicable.
- To demonstrate the ultimate benefit of private educational training programs through satisfied participants.
- To maintain an effective peer review system that ensures proper and ethical administration of all financial aspects of the institution.
- To promote the concept of voluntary self-regulation inherent in the accreditation process.
- To demonstrate a commitment to the people we serve through local community involvement and participation.
- To demonstrate the effectiveness of private educational training, thereby providing essential skills to support a productive American workforce.
- To promote continuing education and training programs of the highest quality and integrity.
- **American Massage Therapy Association (AMTA)**
  - The Association was established in 1943 to promote the practice of professional Massage Therapy. AMTA is the largest and most influential organization in the field. NHI has been affiliated with the AMTA for over 25 years and is a member of the AMTA's Council of Schools (COS).
- **California Bureau For Private Postsecondary Education (BPPE) (Approval To Operate Means Compliance with State Standards)**
  - ICOHS is a non-profit institution, approved to operate by the California Bureau for Private Postsecondary Education (**BPPE**). Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of California Code of Regulations.
  - The Bureau establishes educational standards that are intended to serve as the minimum standard for instructional quality and institutional stability for private postsecondary schools in California. The Bureau responds to student complaints and oversees a fund designed to help reimburse a student's tuition if a school closes unexpectedly. The Bureau is also responsible for approving education and training programs for veterans.
- **California Massage Therapy Council (CAMTC)**
  - The California Massage Therapy Council (CAMTC) was created by an act of the California Legislature and began accepting applications for Massage Therapist voluntary state certification in 2009. In 2014, CAMTC was re-authorized, with legislative changes becoming effective as of January 1, 2015.
  - While CAMTC does not accredit schools, it does approve massage schools. CAMTC also has the responsibility to determine that the training and curricula massage schools provide meets the legal requirements for

- applicants to obtain certification, including but not limited to minimum standards for training and curriculum and general education guidelines.
  - For massage therapy schools, California state-recognized certification makes it easy to prepare students for a successful career by:
    - Requiring only one certificate to work in the entire state of California;
    - Standardizing eligibility for all cities and counties;
    - Offering affordable fees for massage professionals; and
    - Further legitimizing the massage therapy profession.
- **Cisco Networking Academy (Netacad.com)**
  - Since 1997, Cisco Networking Academy has been working toward a single goal: fostering the technical and entrepreneurial skills that people, educators, and companies need to change the world for the better. Cisco Networking Academy is the leading certification provider for various high-level networking certification such as CCNA, CCNP, and CCIE to name a few.
- **CompTIA**
  - CompTIA is a third-party certification vendor that allows individuals to take industry standard certifications in various IT fields. CompTIA is a leading voice for the IT industry both domestic and international.
- **Department of Veteran Affairs (VA)**
  - ICOHS College is approved to train Veterans and eligible persons by the California State Approving Agency for Veterans Education (CSAAVE). CSAAVE is administered by the California Department of Veteran Affairs. ICOHS College's approval is based on this catalog and the Veterans' Information Bulletin. Students who wish to receive veteran benefits need to notify the Department of Veteran Affairs (DVA). The ICOHS College program is approved as accredited under Section 3675, Chapter 36, Title 38, U.S. Code.
- **National Certification Board of Therapeutic Massage and Bodywork (NCBTMB)**
  - ICOHS College is an approved continuing education provider for NCBTMB, as well as an "Assigned School". Upon successful completion of ICOHS' Professional Massage Therapist and/or Holistic Health Practitioner programs, our graduates may take the National Certification Examination offered by NCBTMB. This voluntary test has been established to measure professional development in the field.
- **U.S. Immigration and Customs Enforcement Student and Exchange Visitor Program (SEVP)**
  - ICOHS College is approved to issue Form I-20 for M-1 student visas.
- **U.S. Department of Education**
  - ICOHS College is an eligible institution approved by the United States Department of Education to participate in the following programs:
    - Federal Pell Grants
    - Federal Supplemental Educational Opportunity Grants (FSEOG)
    - Federal Family Education Loan Program
    - Federal Work Study Program

- **Vocational Rehabilitation and Employment Services (VR&E)**
  - ICOHS College works closely with Vocational Rehabilitation and Employment (VR&E) to help Veterans and Service members with job training.
- **Workforce Investment Act (W.I.O.A.)**
  - ICOHS College is a partner with W.I.O.A. The Workforce Investment Act is a federal act that "provides workforce investment activities, through statewide and local workforce investment systems, that increase the employment, retention, and earnings of participants, and increase occupational skill attainment by participants, and, as a result, improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the Nation.
- **Yoga Alliance (YA)**
  - ICOHS College is approved by Yoga Alliance to offer certifications in yoga.

## **TRUTH AND CANDOR**

ICOHS College staff and faculty are committed to maintaining the highest standard of integrity in every aspect of its operations and to assuring complete transparency, candor and accuracy in all of its communications with students, accrediting agencies and the public. Furthermore, policies and procedures are aimed at eliminating errors while communicating with students and the public.

## **STUDENT'S RIGHT TO KNOW**

The most current pre-enrollment information is given upon enrollment. This will include the graduation, placement and licensure rates for the most recent award year. This information may also be found on the website: [www.icohs.edu](http://www.icohs.edu)

## **CAMPUS LOCATION & FACILITIES**

ICOHS College is located in downtown San Diego. Classes are held on the ICOHS College campus located at 1770 4<sup>th</sup> Avenue - Floor 2, San Diego, CA 92101. Our beautiful, designed space provides students with the resources for success.

- **General and Specialized Classrooms**
  - Computer Lab
  - Massage Practice Room
  - Routers and switches for the Networking courses
- **Student Kitchen**
  - Student Lounge
  - Student Massage Clinic
  - Yoga Studio
  - Zen Meditation Room

The campus is well-equipped with audio-visual equipment, massage tables, futons for bodywork classes, charts, visual aids, skeletons, videos and overhead projection equipment.



## **SCHOOL CLASS HOURS**

- **Tuesday – Thursday (AM schedule)**
  - 9:30 A.M. – 4:00 P.M. – Includes a 30-minute lunch break
- **Monday - Thursday (PM schedule)**
  - 5:45 P.M. - 10:15 P.M.

## **ADMINISTRATIVE HOURS**

- **Monday - Thursday**
  - 8:30 A.M. - 6:00 P.M.
- **Friday**
  - 8:30 A.M. - 5:00 P.M.

## **STUDENT REQUIREMENTS FOR ONLINE/HYBRID PROGRAMS**

- **Computer Skills**
  - Students should have experience using a personal computer, knowing how to use a keyboard and a mouse, save and open files, navigate the file systems, install software and print documents.
- **Internet/Browser Basics:**
  - Students should know how to open and close browsers, bookmark URLs; input URLs; input URLs into the location/address bar; print from the Web, navigate the Web; download files from Web sites, install software, clear browser history and cookies.
- **Email:**
  - Students should know how to save and organize emails, as well as send and open attachments. Students will be issued an ICOHS College email account that must be used for all college correspondences and used as log-in for all college work.
- **Internet Access:**
  - To ensure the best possible user experience, IDL students must have a high-speed internet connection of no less than 10mbps; slower speeds will result in decreased performance and a sub-optimum experience.

## ACADEMIC PROGRAMS

### PROFESSIONAL MESSAGE THERAPY

CIP Code 51.3501  
O-Net Number 31-9011.00  
Maximum Student to Teacher Ratio 25:1

The objective of the Professional Massage Therapist program is to offer students an education in massage therapy which exceeds the minimum requirements to obtain certification through the California Massage Therapy Council (CAMTC) to work as a Massage Therapist in the State of California. Education and professional career training provided by integrating a balance of Western and Eastern holistic health principles and practices. Students will learn in-depth about the body and effective methods for applying a variety of massage and bodywork techniques for supporting the health and well-being of future clients. Upon completion of certification, graduates will be qualified to work in franchised massage clinics, day spas, hotels, fitness centers, chiropractors' offices, health clubs, etc. or in their own private practice.

*Self-employment is a common vocational objective after completion of the academic program.*

CODE	PROGRAM COURSES	CLOCK HOURS	LECTURE HOURS	HANDS-ON HOURS
HHF 101	Fundamentals of Massage	90	35	55
SCI 101	Anatomy and Deep Tissue Applications	90	50	40
SCI 102	Science of Movement	90	50	40
WMM 101	Western Massage Modalities	90	30	60
EMM 101	Eastern Bodywork Modalities	90	35	55
SCI 103	Physiology, Pathologies, Special Populations Applications, Prep for Clinical Practice	90	60	30
CD 101	Career Development	90	35	55
<b>TOTAL</b>		<b>630</b>	<b>335</b>	<b>295</b>

ICOHS college maintains a ratio of 1 instructor to 25 students maximum, with an average of 1:10. Program completes in approximately 9 months.

# HOLISTIC HEALTH PRACTITIONER

The objective of this program is to focus on the interconnectedness of physical, psychological, social, spiritual, and environmental well-being, and how that integrates aspects of Eastern and Western medicine to promote, maintain, and optimize wellness; while providing a higher level of education for those wishing to further enhance their credibility in the profession. Graduates of this program will be qualified to meet licensing requirements to practice as a Holistic Health Practitioner to obtain the City of San Diego HHP Permit; or may continue to practice as a state certified Massage Therapist. The State of California does not issue certification or licensure for Holistic Health Practitioner or Nutrition/Herbal Consultant or related occupations. Depending upon the advanced concentration classes taken, graduates may work in: wellness centers, integrative medical clinics, hospitals, rehabilitation centers, corporate wellness programs, health resorts, health clubs, luxury spas, chiropractic/acupuncture offices, health food stores.

**CIP Code 51.3501**  
**O-Net Number 31-9011.00**  
**Maximum Student to Teacher Ratio 25:1**

*Self-employment is a common vocational objective after completion of the academic program.*

CODE	PROGRAM COURSES	CLOCK HOURS	LECTURE HOURS	HANDS-ON HOURS
HHF 101	Fundamentals of Massage	90	35	55
SCI 101	Anatomy and Deep Tissue Applications	90	50	40
SCI 102	Science of Movement	90	50	40
WMM 101	Western Massage Modalities	90	30	60
EMM 101	Eastern Massage Modalities	90	35	55
SCI 103	Body Systems and Clinical Preparation	90	60	30
CD 101	Career Development	90	35	55
WMM 102	Medical Massage Applications	90	30	60
EMM 102	Energy Modalities	90	30	60
HEA 102	Holistic Healing Applications	90	50	40
CLI 102	Advanced Clinical Applications and Wellness Coach	100	35	65
<b>TOTAL</b>		<b>1000</b>	<b>440</b>	<b>560</b>

ICOHS college maintains a ratio of 1 instructor to 25 students maximum, with an average of 1:10. Program completes in approximately 13 months.

# IT SYSTEMS ADMINISTRATOR

The IT Systems Administrator Program will provide students with the skills and knowledge to pursue certifications and careers in computer and network-related administration. Students receive training on popular operating systems including Microsoft Windows, Microsoft Windows Server and Linux. Students learn how to configure computer and network technologies such as Cisco routers and switches, Microsoft Exchange Server, Microsoft SQLserver, as well as how to automate administration using PowerShell scripts. Students will also learn how to communicate effectively and manage time and IT-related projects within a corporate infrastructure. This program completes in approximately 12 months.

**Credential: Certificate**  
**CIP Code 11.1001**  
**O-Net Number 15-1142.00**

CODE	PROGRAM COURSES	CLOCK HOURS	LECTURE HOURS	HANDS-ON HOURS
ITF 100	IT Fundamentals	90	40	50
PC 101	PC Hardware	90	53	37
PC 102	PC Software	90	40	50
NET 101	Introduction to Networking	90	40	50
NET 102	Advanced Networking Concepts	90	29	61
CD 101	Career Development	90	55	35
SIS 101	Server 2016 Install and Storage	90	50	40
SN 102	Server 2016 Networking	90	27	63
SI 103	Server 2016 Identity	90	67	23
SP 101	Security Professional	90	45	45
<b>TOTAL</b>		<b>900</b>	<b>446</b>	<b>454</b>

ICOHS college maintains a ratio of 1 instructor to 25 students maximum, with an average of 1:10.

# IT NETWORK SPECIALIST

The IT Network Specialist Program teaches students how to install, configure, and administer the networking equipment and network services that are common in LAN and WAN environments. The program completes in approximately 12 months. The IT - Network Specialist program will teach you how to:

- Install and manage network operating systems,
- Install and troubleshoot client and server computer hardware and software.
- Manage various types of directory services.
- Implement network and user security.
- Monitor network event logs for problem resolution.
- Install, configure, and troubleshoot network hardware.

**Credential: Certificate**  
**CIP Code 11.0901**  
**O-Net Number 15-1152.00**

CODE	PROGRAM COURSES	CLOCK HOURS	LECTURE HOURS	HANDS-ON HOURS
ITF 100	IT Fundamentals	90	40	50
PC 101	PC Hardware	90	53	37
PC 102	PC Software	90	40	50
NET 101	Introduction to Networking	90	40	50
NET 102	Advanced Networking Concepts	90	29	61
CD 101	Career Development	90	55	35
RS 101	Introduction to Networks	90	51	39
RS 102	Switching, Routing, and Wireless Essentials	90	52	38
RS 103	Enterprise Networking, security, and Automation	90	67	23
SP 101	Security Professional	90	45	45
<b>TOTAL</b>		<b>900</b>	<b>511</b>	<b>389</b>

ICOHS college maintains a ratio of 1 instructor to 25 students maximum, with an average of 1:10.

# ACADEMIC CALENDAR

ICOHS College has open enrollment periods with frequent start dates. Start dates occur every fifth Monday or on the Tuesday after an observed Monday holiday.

## ICOHS 2021 ACADEMIC CALENDAR



### ACADEMIC SESSIONS IN 2021

<span style="background-color: #008080; width: 15px; height: 10px; display: inline-block;"></span> Session 1	1/4 - 2/7	<span style="background-color: #ffff00; width: 15px; height: 10px; display: inline-block;"></span> Session 6	6/28 - 8/1
<span style="background-color: #008080; width: 15px; height: 10px; display: inline-block;"></span> Session 2	2/8 - 3/14	<span style="background-color: #ffff00; width: 15px; height: 10px; display: inline-block;"></span> Session 7	8/2 - 9/5
<span style="background-color: #008080; width: 15px; height: 10px; display: inline-block;"></span> Session 3	3/15 - 4/18	<span style="background-color: #ffff00; width: 15px; height: 10px; display: inline-block;"></span> Session 8	9/7 - 10/10
<span style="background-color: #008080; width: 15px; height: 10px; display: inline-block;"></span> Session 4	4/19 - 5/23	<span style="background-color: #ffff00; width: 15px; height: 10px; display: inline-block;"></span> Session 9	10/11 - 11/14
<span style="background-color: #008080; width: 15px; height: 10px; display: inline-block;"></span> Session 5	5/24 - 6/27	<span style="background-color: #ffff00; width: 15px; height: 10px; display: inline-block;"></span> Session 10	11/15 - 12/19

### HOLIDAYS

Jan 18	Martin Luther King Day	Nov 11	Veterans' Day
Feb 15	Presidents' Day	Nov 25-26	Thanksgiving
May 31	Memorial Day	Dec 20-31	Winter Break
Jul 05	Independence Day		
Sep 06	Labor Day		

### LEGEND

- ▶ START DATES
- HOLIDAYS
- MAKE UP FRIDAY

## **ENROLLMENT PROCESS and REQUIREMENTS**

It is ICOHS College's intention to accept applicants who are deemed capable of successfully completing the training and subsequently becoming gainfully employed in the industry. Students interested in ICOHS College are encouraged to visit the campus or participate in an Open House prior to enrolling. In addition, an Admissions Representative will schedule a personal interview, tour of our facility, and provide relevant information to the student to ensure ICOHS College is the right fit for the student.

An applicant will receive an acceptance, or a denial letter based upon the results of the interview and application process. ICOHS College seeks to find candidates that can demonstrate successful completion of the program and fosters ICOHS College Mission Statement and core values. If an applicant receives a denial letter, he/she can appeal by writing a letter to the Executive Director stating why they should be re-considered into the program. Upon receiving, the Executive Director will form a committee to review the request.

### **Admission**

Admission to ICOHS College is contingent upon the prospective student meeting the following criteria:

- High School equivalency diploma, or have 6 college credits
- Be 18 years of age or older
- Completing an interview with an admissions representative
- Provide picture identification; i.e. driver's license, passport, etc.
- Proof of appropriate Visa for international students
- Pay the application fee as stated in the application and establish a payment plan (if applicable)
- All classes are taught in English. Students must show proof of English proficiency by taking an onsite entrance exam if English is a second language.
- Complete Entrance Survey for the all programs
- For the massage program, disclosure of whether or not they have violated any provision of the California Massage Therapy Act that would prevent them from qualifying for state certification through CAMTC; by committing any act punishable as a sexually related crime or being required to register as a sex offender.

### **PROVISION OF SERVICES FOR STUDENTS WITH SPECIAL NEEDS**

ICOHS is committed to providing equal access to educational opportunities for all students, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. As such, ICOHS is committed to providing reasonable accommodations for students with disabilities or other special needs. The campus, classrooms and all facilities are handicap accessible, including the elevator.

### **To request additional accommodations:**

The school expects students with disabilities to take an active role in communicating their needs since students can best describe their strengths and challenges. Disclosures and requests received at any time will be considered, however the school also recognizes that it is most effective when the disclosures of disabilities are made prior to students arriving on campus.

**To submit a disclosure/request for accommodation a student must:**

- Submit the request in writing to Student Services.
- Provide recent diagnostic documentation (physician’s diagnosis, listing specific accommodations) to Student Services.

Once the appropriate request/documentation has been received, Student Services, Compliance and the Executive Director will review for reasonable accommodation. The student will be notified of the determination, in writing, within 10 days of the submission.

If the student does not agree with the determination, they may appeal the decision, within two weeks of the determination, by contacting the Registrar and submitting all previously requested documents and information. The Registrar will respond within two weeks of receiving the appeal.

**Students may contact the Registrar in the following ways:**

- By Telephone:  
858-581-9460
- By Mail:  
ICOHS College - Registrar  
1770 4<sup>th</sup> Avenue – Floor 2  
San Diego CA, 92101

**EO Tagline:** *ICOHS College provides auxiliary aids and services upon request to individuals with disabilities.*

**NON-DISCRIMINATION**

ICOHS College does not discriminate in admission or access to our program on the basis of age, race, ethnic origin, color, sex, disability, sexual orientation, religion or national origin. As required by Section 504, 34 Code of Federal Regulations, applicants are considered on the basis of individual merit without regard to disability, gender, sexual orientation, marital status, age, religion, creed, and race, national, ethnic origin or any other status protected by law. This Federal Regulation applies to admission, employment, financial agreements and all other matters within ICOHS College. The School’s administration is designated to coordinate School compliance with the requirements of Section 504, as required by 34 Code of the C.F.R. § 104.7(a). All service members of the armed services will not be denied admissions, based on reasons related to their service.

Request for accommodation, auxiliary aid, or service, should follow:

- **Notify Student Services by email or telephone:**
  - [studentservices@icohs.edu](mailto:studentservices@icohs.edu)
  - 858.581.9460
- Student Services or the Registrar will respond within two weeks of the request.

**EO Tagline:** *ICOHS College is an equal opportunity employer/program.*



## **REINSTATEMENT**

Students may reapply to be readmitted to the institution. Remittance to the School following withdrawal for any reason will be at the discretion of the School's Executive Director and Faculty.

Students accepted for readmission are entitled to the same rights and privileges and are subject to the same regulations as any student. For readmitted students, grades will remain the same for courses completed in the prior year. Incomplete courses will have to be repeated from the beginning.

Students re-entering after 180 days will be charged at the current tuition rates for newly entering students. Students returning within 180 days will keep the initially contracted rate.

## **TRANSFER CREDIT AND HOURS**

- Students may transfer credits from previous institutions by submitting a Credit Transfer Form, which can be obtained from the Admissions Office.
- To receive transfer credits the student must provide an official school transcript from the previous school(s) and other supporting documentation such as course descriptions and syllabi as deemed necessary to validate the transfer credit.
- The documentation must be evaluated and considered of equivalent nature to courses offered at ICOHS College to be granted transfer credit. Only classes awarded a passing grade (C or 2.0) will be considered for transfer (an exception to this rule may be considered for classes taken for No Credit). The ICOHS College Academic Coordinators will decide whether the courses are transferable and notify the student within two-weeks of receiving the request.
- Transfer credits may be given for courses completed within the past five years. If an active practicing professional in the field has previous coursework from up to ten years ago the previous coursework may be transferable if it meets all other criteria
- Based upon comparable academics, the Academic Coordinators will decide whether the courses are transferable. Those that may be eligible are asked to submit official transcripts, syllabi, course descriptions and/or other supporting documentation along with the transfer of credit form. If the courses are determined to be transferable and approved by the Academic Coordinators, the transfer credits may be transferred to cover one or more courses offered at ICOHS College.
- The Registrar is notified of the change and the student's information including their academic plan, payment rates, payment plans and all other relevant documents are updated. Students will be notified of the status of their transfer credits within two weeks. Transfer Credits will appear as (TC) on the student's transcript.

### **Please note:**

- Per ACCET policy, ICOHS College will only allow credit earned from another institution if that institution is recognized by either the U.S. Department of Education or the Council for Higher Education Accreditation, unless the institution can demonstrate a compelling reason.
- Only a student who has been accepted for a program is allowed to transfer in credits. No more than half (50%) of the program's total coursework may be

accepted for transfer.

- Students will have two-weeks upon notification of their credit transfer to appeal the request. Additional documentation may be requested. ICOHS College will respond to appeals within two-weeks upon notification of the appeal.

- A \$4.00 fee will be assessed to each transferable hour up to but not exceeding \$100.00. To receive credit for transfer hours, students must have their transcripts evaluated at the time of enrollment. For credits being transferred in after initial enrollment, the transfer fee of \$4.00 will be incurred by the student and the transfer credits will be added to the student's account if the transfer credit is deemed worthy.
- The transferability of credits a student earns at ICOHS College is at the complete discretion of the institution to which the student seeks to transfer. Acceptance of the certificate earned is also at the complete discretion of the institution to which a student may seek to transfer. If the credits a student earns at ICOHS College is not accepted at the institution they seek to transfer to, the student may be required to repeat some or all of their coursework at that institution. For this reason, students should make certain that their attendance at ICOHS College will meet their educational goals. This may include contacting an institution to which a student may seek to transfer to after attending ICOHS College, to determine if they will award credit for the courses completed. ICOHS College will provide an official transcript, syllabi, or course outline as needed to facilitate the credit transfer process
- In determining the acceptability of documented course materials to be transferred, ICOHS College may ask the student to demonstrate competency in the subject(s) to be transferred. If the training is more than 10 years old, students may take a challenge test for a fee of \$100.00. An application is required to be eligible for a challenge test and is available from the Academic Coordinators/Dean of Student Services. Challenge tests may not be used in lieu of a class hour's completion.
- For the Professional Massage Therapist and Holistic Health Practitioner program, CAMTC will only accept transfer classes from a CAMTC approved school.

### **For Purposes of Title IV Federal Financial Aid**

ACCET institutions must comply with Federal requirements for clock-to-credit hour conversions which may be different from those required by ACCET for academic purposes.

The US Department of Education (USDE) has added a definition of credit hour that measures credit hour in terms of the amount of time in which a student is engaged in academic activity, as follows:

#### **Credit hour definition by USDE:**

- One hour of classroom or direct faculty instruction and a **minimum of two hours** out of class student work each week for approximately 15 weeks for one semester or trimester of credit, or 10 to 12 weeks for one quarter credit.
- At least an equivalent amount of work as required in the # 1 above for other academic activities including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours; or
- Institutionally established reasonable equivalencies for the amount of work required in # 1 above for the credit hours awarded, including as represented in intended learning outcomes and verified by evidence of student achievement and in accordance with accreditation standards.

### **Credit Hour to Clock Hour Conversion by ICOHS College:**

For financial aid purposes, except in certain cases specified by USDE, the method of converting credit hours to clock hours for lecture, laboratory, and/or externship/internship is as follows: ICOHS College defines a clock hour as 50 minutes of actual class instruction within a 60 minutes period. Students are given a 10 minutes break within each 60 minutes period of instruction.

- One semester credit hour is based on 37.5 clock hours of direct faculty instruction and at minimum of two hours of out of class student work each week.
- One quarter credit hour is based on 25 clock hours of direct faculty instruction and a minimum of two hours of out of class student work each week.

## **CERTIFICATIONS FOR TECHNOLOGY PROGRAMS**

Industry recognized certification exams offered for ICOHS College program graduates are optional. Certifying entities include CompTIA, Microsoft, and Cisco.

## **HOLISTIC HEALTH AND MASSAGE CERTIFICATION AND LICENSING**

### **CALIFORNIA STATE CERTIFICATION**

In California, applicants must apply for certification as a Certified Massage Therapist (CMT). The California legislature established a non-profit organization, the California Massage Therapy Council (CAMTC), to certify California massage therapists to work anywhere in California without also obtaining a city or county massage permit or certificate. ICOHS College graduates are eligible to apply for CAMTC certification.

The purpose behind CAMTC's creation was to serve the interests of the public and the massage profession by making the process of certification the same throughout the State, rather than different in each city and county. Statewide certification through CAMTC streamlines massage therapist registration procedures, helps local governments keep track of whether a massage therapist is actually licensed or certified elsewhere, and increases transparency for the general public about what "certified" stands for in a title.

The State of California currently requires a minimum of 500 hours of on-site training or more of Massage Therapy education from a CAMTC approved school, with a minimum of 100 hours of instruction in the following subjects:

- Anatomy
- Physiology
- Contraindications
- Health & Hygiene
- Business & Ethics

Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in the **Massage Therapy Act, codified at California Business and Professions Code sections 460, 4600-4621, and Government Code section 51034.**

### **CAMTC EXAM:**

Effective January 1, 2019, CAMTC does not require passing the MBLEX exam to be considered for a massage certification. However, ICOHS College encourages all students to take the exam. ICOHS College will provide the necessary information to the students before graduation. However, it is the student's responsibility to obtain the appropriate application and send all documents for certification.

### **CITY OR COUNTY PERMITS OR LICENSES:**

California cities and counties have a variety of massage rules, regulations, and fees. Some California cities require minimal hours of training while other cities require comprehensive training, and some fees are modest while others are expensive. ICOHS College's Holistic Health Practitioner program meets the 1000-hour educational requirements to obtain the City of San Diego HHP Permit.

### **OUTSIDE THE STATE OF CALIFORNIA:**

Students who wish to pursue their professional massage therapy practice outside of the State of California after they graduate, whether as a private practitioner or as an employee of an organization, are responsible for checking that State's requirements on their own behalf.

### **BUSINESS LICENSES:**

Massage Therapists who have a private practice should note that they are responsible for obtaining a business license in the city or country in which they operate. Please consult with a lawyer or other professionals to ensure city, state, and federal laws are followed.

### **NATIONAL BOARD CERTIFICATION:**

Board Certification is the highest voluntary credential in the massage therapy and bodywork profession. As a NCBTMB Assigned School, ICOHS College programs meet the educational standards required for Board Certification. This credential requires fulfilling additional qualifications—including education, hands-on experience and a background check—ensuring therapists achieving this credential have the proper foundation to better serve their clients and demonstrate a commitment to raising the standards of the profession.

#### **To become Board Certified, students must meet or exceed the following requirements:**

- Pass the Board Certification (BCETMB) exam
- Complete 750 hours of education, including 250 hours of professional, hands-on experience
- Pass a thorough national background check (performed by NCBTMB)
- Obtain a current CPR certification
- Agree to uphold NCBTMB's Standards of Practice and Code of Ethics
- Agree to oppose Human Trafficking

## FINANCIAL ASSISTANCE

ICOHS College is currently approved by the following organizations:

- San Diego Workforce Partnership 3910 University Avenue, Suite 400 San Diego, CA 92105 Telephone: (619) 228-2900
- Federal Student Aid U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202 Telephone: (800) 872-5327
- Veteran Affairs 8810 Rio San Diego Drive San Diego, CA 92108 Telephone: 1- 800-488-8244

## TERMS & METHODS OF PAYMENTS

Tuition and fees are charged to a student at the start of the program. Arrangements for funding must be made prior to the start of the program. Failure to complete payment arrangements may result in an administrative hold placed on a student's account until satisfactory payment arrangements are finalized. See Late Payment Fees Section.

Students have the option to pay for the entire program or pay for the term they are attending. In both cases, payment must be made at the time of registration.

ICOHS College participates in federal and state financial aid programs. Consumer disclosure information is available by contacting [info@icohs.edu](mailto:info@icohs.edu) or by visiting the website.

## LATE PAYMENT FEES

Failure to make tuition payments in full by the first day of the term will result in the assessment of late payment fees and a warning letter stipulating the deadline to arrange for payments. Late payment charges may be assessed each month that the account has an overdue, outstanding balance. The late payment fee is \$25. It is the student's responsibility to ensure that payment arrangements are made in a timely manner in order to avoid fees. If course and enrollment fees are not paid in full by the deadline stipulated on the late notice, the student's enrollment may be administratively withdrawn, and their balance will be sent to collections. Students are notified when their balance is sent to collections.

All payments must be made by 4:00 P.M. (PST) at the Business Office.

## FINANCIAL INFORMATION

The Financial Aid Department is available to discuss financial options to all students, for those that qualify. This allows applicants to evaluate their financial options and obligations prior to enrolling at ICOHS College. Here are the following programs ICOHS College participates for financial aid:

- **Federal Pell Grants**
- **Unsubsidized Federal Stafford Loan**
- **Subsidized Federal Stafford Loan**
- **Federal PLUS Loans**
  - A student loan offered to parents of students enrolled at least half time, or graduate and professional students, at participating and eligible post-secondary institutions.
- **State Grants (Cal Grant B and Cal Grant C) programs**

- Made for eligible students by the California Student Aid Commission. Completing the FAFSA is the first step to determine eligibility that must be made prior to the March 2<sup>nd</sup> deadline.
- **Private Student Loans.**
  - ICOHS College is on the list of approved schools for the Sallie Mae Career Training Loan. This is a private, credit-based loan that is subject to approval by Sallie Mae. You have the option to apply on your own or with a cosigner.
- **Other Resources.**
  - Currently, ICOHS College participates in Vocational Rehabilitation, and Workforce Investment Act (WIA)
- **Payment Plan.**
  - ICOHS College partners with TFC, a third-party vendor that offers loan programs for qualified applicants. Students electing this “pay as you go” option will pay the monthly amount at the first of every month. The payment plan option is not impacted by subsequent tuition increases. Methods of payments accepted are cash, check, Mastercard and VISA.

Federal financial assistance to students is available through Title IV, for those that qualify. Assistance received from Federal financial aid programs must be used for educational purposes. Financial aid administrators are available to answer questions and provide information regarding the application process, provide information and appropriate deadlines.

Students can also inquire about loan and grant applications from the Financial Aid office. To apply for Federal Financial Aid, a student must:

- Complete the Free Application for Federal Student Aid (FAFSA)
- Submit their federal income tax return for the most recent tax year or submit a non-filing statement.

Financial aid is not guaranteed from one award year to the next, students must re-apply for every academic year they attend school. Unless an applicant can establish independent status, they must provide parental information on the FAFSA and include copies of their parents’ tax returns.

## **SCHOLARSHIPS**

ICOHS College can provide financial Need-Based Scholarships. Please see the Financial Aid office for further details and eligibility requirements.

## **VETERANS ASSISTANCE OR GI BILL**

ICOHS College is approved in certain courses for veterans’ enrollment. Individuals interested in receiving student assistance should contact the Veterans Administration Office in the student’s locality to determine eligibility for benefits. Types of training programs include the Post-9/11 GI Bill, Montgomery GI Bill, Reserve Educational Assistance Program, Veterans Educational Assistance Program and Survivors and Dependents Educational Assistance Program. For more information on Veterans Education Benefits, visit [http://www.benefits.va.gov/gibill/education\\_programs.asp](http://www.benefits.va.gov/gibill/education_programs.asp)

# **CANCELLATION & REFUND POLICY**

## **CANCELLATIONS**

- Students have the right to cancel their enrollment, including any equipment or other goods and services included in the agreement, and receive a full refund (upon return of “any equipment, or other goods and services” including textbooks, less any non-refundable fees not to exceed \$200.00) prior to the start of the program, through attendance of the first class session up to the fourteenth day after enrollment, whichever is later. This is considered a cancellation.
- If ICOHS College cancels a program subsequent to a student’s enrollment, the student will receive a full refund within 45 days of the cancellation date.
- Rejection of an applicant: If an applicant is rejected for enrollment by the institution, or if a prospective international student has his/her visa application rejected, a full refund of all monies paid must be made to the applicant.
- If an applicant accepted by ICOHS College, does not attend class during the cancellation time period, they will be considered a No-show.
- If an applicant accepted by ICOHS College cancels prior to the start of scheduled classes, or never attends class (no-show), the applicant will receive a full refund (less any non-refundable fees, not to exceed \$200.00) within 45 days of the cancellation date.
- As required by the Bureau for Private Postsecondary Education (BPPE) Ed Code 94919, a cancellation shall occur when the school receives written notice (e-mail, letter, or delivered in person) of the student’s request to cancel. Written notice of cancellation is to be sent to: ICOHS College, 1770 4<sup>th</sup> Avenue – Floor 2, San Diego, CA 92101.

The student is due a refund, as applicable, within 45 days of ICOHS College receiving the Notice of Cancellation.

Students receiving federal student financial aid funds are entitled to a refund of monies not paid from federal student financial aid program funds, if applicable.

The written notice of cancellation, if sent by mail (sent to the correct address with appropriate postage), is effective when postmarked.

## **TRIAL PERIOD (First 14 Calendar Days of Program Start)**

A student who withdraws from the program within the first 14 calendar days of their program start date will be considered a cancellation, not a withdrawal, and will have all charges refunded and all payments returned to the individual or applicable funding source, less the non-refundable fees of up to \$200.00, as itemized in the enrollment agreement as being non-refundable.

## **WITHDRAWALS**

ICOHS College will first perform the Return to Title IV (R2T4) policy in accordance with Federal regulations for any student receiving Title IV funds. Students may withdraw from ICOHS College at any time after the cancellation period by notifying ICOHS College at 1770 4<sup>th</sup> Avenue – Floor 2, San Diego, CA 92101. The effective date of withdrawal is based on the Date of Determination (DoD). Which is the date the institution is made aware of the withdrawal. The enrollment status of such students is



changed to “withdrawn”. The student will immediately be withdrawn from ICOHS College and the student’s future classes will be deleted from his/her schedule.

If a student is absent for fourteen (14) consecutive class days in an Academic Session and does not communicate directly with ICOHS College regarding the nature of the absence(s), he/she will be considered withdrawn from the program. Should a student decide to continue the program, he/she will be required to reapply.

The student will receive a pro-rated refund if the student completed 60% or less of the scheduled hours in the current Period of Financial Obligation. Period of Financial Obligation is defined as follows:

- The training period for which a student is legally obligated to pay, which may be less than the total period of enrollment, if tuition is charged in smaller increments, such as by quarter. Under no circumstances may a period of financial obligation exceed a 12-month period.

The refund will be calculated based on the last day of attendance (LDA) according to the pro-rate refund policy described below. The refund will not include any non-refundable fees, including the application fee, up to \$200.00 as defined by the Enrollment Agreement. If the student has completed more than 60% of the period of attendance for which the student was charged, the student is no longer eligible to receive a refund. Refunds are based on the actual hours attended by the student.

For the purpose of determining a refund under this section, a student shall be considered withdrawn from the program of instruction when any of the following occurs:

- The effective date the student notifies ICOHS College of the student’s withdrawal.
- ICOHS College terminates the student’s enrollment for failure to maintain satisfactory academic progress.
- The student fails to abide by the policies and regulations of ICOHS College and/or the student fails to meet any financial obligations to ICOHS College.
- The student is absent 14 consecutive class days and does not communicate directly with ICOHS College regarding the nature of the absence(s) and does not officially withdraw from the program.
- If the student fails to return from a Leave of Absence (LOA), the DoD (Date of Determination) will be the date the student was scheduled to return from their LOA. A refund will be calculated based on the student’s last date of attendance.
- As mandated by the State of California BPPE, the refund calculation will be based upon the total tuition charged, divided by the total scheduled hours of the course(s). This is considered the per hour rate. This rate is multiplied by the number of hours the student attended in the course (including time absent before the last day attended) to determine the amount the student owes.
- When a student withdraws from the program a refund (if applicable) shall be issued, by check or credit card, within 45 calendar days of receipt of the Notification of Withdrawal. ICOHS College will only refund funds to the person or company from whom the funds originated.

## **REFUND CALCULATION SAMPLE**

### **HOLISTIC HEALTH PRACTITIONER 1000 total program hours**

Last date of attendance after 130 hours of instruction = 13% of the program completed  
\$21,000.00 tuition/ 1000 hours = \$21.00 per hour rate  
\$21.00 per hour rate X 130 hours of instruction = \$2,730.00 owed to ICOHS College  
\$21,000.00 Tuition paid - \$2,730.00 owed to ICOHS College + \$0.00 refundable charges = \$18,270.00

Refund Amount: \$18,270.00 (funds are refunded to the respective funding source).

## **RETURN TO TITLE IV (R2T4)**

ICOHS College will first perform the Return to Title IV (R2T4) policy in accordance with Federal regulations for any Student receiving Title IV funds. This policy applies to Title IV recipients who withdraw (officially, unofficially) or are dismissed from enrollment at ICOHS College. It is separate and distinct from the Institutional Cancellation and Refund Policy which applies to all withdrawn students. The calculated amount of the "Return of Title IV Funds" that is required for students affected by this policy are determined according to the following definitions and procedures as defined by federal regulation.

The return of Title IV funds is administered by the Financial Aid Office of ICOHS College. And it is the Financial Aid Office and/or the Executive Director that is designated to accept notification of official withdrawals.

The law specifies how the school must determine the amount of Title IV program assistance that the student earns if they withdraw from school. The Title IV programs that are covered by this law are Federal Pell Grants, Direct Loans and Direct PLUS Loans.

Though a student's aid is posted to their school account at the start of each period, students earn the funds as they complete the period. If a student withdraws during a payment period or period of enrollment (the school will define these for the student), the amount of Title IV program assistance that a student has earned up to that half point is determined by a specific formula. If a student received (or the school or parent received on a student's behalf) less assistance than the amount that was earned, the student may be able to receive those additional funds. If a student received more assistance than earned, the excess funds must be returned by the school and/or student.

The amount of assistance that a student has earned is determined on a pro rata basis. For example, if the student completed 30% of a payment period or period of enrollment, 30% of the assistance originally scheduled to be received is earned. Once a student has completed more than 60% of the payment period or period of enrollment, all assistance that was scheduled to be received for that period is earned. If the student did not receive all of the funds earned, a post-withdrawal disbursement may be due. If the post-withdrawal disbursement includes loan funds, the school must obtain permission from the student/ borrower before it can disburse the funds. A student may choose to decline some or all of the loan funds so that additional debt will not be incurred. The school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition and fees. The school needs permission to use the post-withdrawal

grant disbursement for all other school charges. If the student does not give permission (some schools ask for this when a student enrolls), you will be offered the funds. However, it may be in a student's best interest to allow the school to keep the funds to reduce the debt owed to the school.

There are some Title IV funds that were scheduled to be received that cannot be disbursed to a student once the student withdraws because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and has not completed the first 20 days of a program before withdrawing, the student will not receive any Direct Loan funds that would have been received had the student remained enrolled past the 30<sup>th</sup> day.

If the student (or the school or parent receives on behalf of the student) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of: the institutional charges multiplied by the unearned percentage of student funds, or the entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds. If the school is not required to return all of the excess funds, the student must return the remaining amount.

For any loan funds that the student must return, the student (or the parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that must be repaid is half of the grant funds the student received or was scheduled to be received. The student does not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. The student must make arrangements with the school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when the student withdraws are separate from any institutional refund policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge the student for any Title IV program funds that the school was required to return. If the student doesn't already know the school's institutional refund policy, the student should ask the school for a copy. The school can also provide the student with the requirements and procedures for officially withdrawing from school.

If the student has any questions about Title IV program funds, call the Federal Student Aid Information Center at 1-800-433-3243. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

### **WHEN A STUDENT IS CONSIDERED TO HAVE WITHDRAWN**

A student is considered to have withdrawn from a payment period or period of enrollment if, in the case of a program that is measured in clock hours, the student does not complete all of the clock hours and weeks of instructional time in the payment period or period of enrollment that the student was scheduled to complete.

## **STUDENT WITHDRAWS BEFORE TITLE IV FUNDS ARE DISBURSED**

If the student paid all school charges/fees and then ceased enrollment prior to Title IV funds being disbursed, the school is responsible for determining IF Title IV funds could have been disbursed. The school must determine the Title IV funds earned by the student and follow the procedures for making a post-withdrawal disbursement.

### **R2T4 CALCULATION**

Students who receive Title IV aid (Federal Pell, Federal Subsidized and/or Federal Unsubsidized Stafford loans and PLUS loans) and withdraw from ICOHS College are subject to the Return of Title IV aid regulations. (Federal law now requires that a Student must “earn” the aid that they receive.)

When a Student withdraws from ICOHS College, ICOHS College is required to determine the amount “earned” using the Return of Title IV regulations. This calculation is based on the number of hours the Student attended divided by the number of hours for which the aid was disbursed. If the Student completes 60% or more of the hours, all the aid has been earned. If a Student completes 59% or less of the hours in a given payment period, the earned and unearned portion will be calculated.

The “unearned” portion of the tuition will be returned to the appropriate Title IV program. ICOHS College will then bill the Student for the amount of tuition that was returned in excess of the ICOHS College’ refund policy.

The “unearned” portion of the aid that was disbursed directly to the Student will also be calculated. If applicable, the Student will owe repayment to the Title IV programs. The Student will receive an overpayment letter and will be given 45 days to make the repayment of Title IV funds. The Student will be ineligible for further Title IV aid until the funds are repaid or satisfactory payment arrangements have been made with the Department of Education.

Repayment of Pell Grant(s) is also calculated for any Student completing 59% or less of the hours in a given payment period.

Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal.

For a student who withdraws after the 60% mark of scheduled attendance in the time period or period of enrollment, there are no unearned funds; the student has earned 100% of the Title IV funds scheduled to be received.

If the calculation determines the amount of funds disbursed to the student is less than the amount the student earned, the student is eligible to receive a post-withdrawal disbursement (PWD) if conditions for a late disbursement are satisfied.

If the calculation determines the amount of funds disbursed to the student is greater than the amount earned by the student, the unearned funds must be returned to the Dept. of ED.

**ICOHS College responsibility in regard to the return of Title IV funds are as follows:**

- Provide students with the information contained in the R2T4 Policy.
- Identify students who have withdrawn and will be affected by the R2T4 Policy.
- Perform the R2T4 calculation, guidelines & standards provided by the Department of Education.
- Return all unearned Title IV Funds in compliance with the Dept. of ED requirements.
- Within 14 school business days, but no later than 45 days after the school determined date of withdrawal.
- Process any post-withdrawal of earned funds due the student.

**Post-withdrawal disbursement to student's account for outstanding institutional charges:**

- Within 14 school business days, but no later than 180 days after the school determined date of withdrawal.
- Post-withdrawal disbursement to students for earned Title IV funds in excess of outstanding current institutional charges.
- Loans – Within 14 school business days, but no later than 180 days from the school determined date of withdrawal.
- Grants – Within 14 school business days, but no later than 45 days from the school determined date of withdrawal.

**Provide notifications to students (parents):**

- Written notification providing the student (or parent) the opportunity to accept all or part of a post withdrawal disbursement of Title IV loan funds.
- Within 30 days of the school's determined date of withdrawal.
- Notification to student (or parent) of outcome of late request for a post-withdrawal disbursement to a student; request received by school after the specified period and schools chooses not to make the disbursement.
- Within 14 school business days.
- Notification to students of grant overpayment.
- Within 30 days of school determined the date of withdrawal.

**Provide notifications to the Department of Education:**

Referral of student to Debt Resolution Services if student does not pay overpayment in full, does not enter into repayment agreement, or fails to meet terms of repayment agreement.

- Within 14 school business days.
- Referral of student to NSLDS if student does not pay overpayment in full, does not enter into repayment agreement, or fails to meet terms of repayment agreement.
- No later than 45 days from the date the student is notified of overpayment.

Any student who withdraws officially or unofficially will be made aware of the possible consequences of withdrawing. For financial aid recipients, repayment on Federal Loans begins six (6) months from their last date of attendance. Students who took a full 180 day

Leave of Absence (LOA) and who did not return from the LOA will go into immediate repayment.

The R2T4 does not dictate the schools institutional refund policy and is not based on the student's education charges, only the scheduled time within the payment period in which the student drops. This policy is separate from the schools Institutional Refund Policy. All students who utilize Title IV funding will have the R2T4 calculation completed prior to calculating the Institutional Refund Policy. A student may owe funds for unpaid charges to the school to cover education charges. If the school is required to return federal funds, the school will return Federal Aid disbursed that was credited to the student's account for the payment period in which the student withdrew. The school will refund any unearned Title IV aid due within forty-five (45) days of the date of determination, which is no later than fourteen (14) days from the last date of attendance.

Any Student who has withdrawn or been dismissed is accorded all terms and conditions of the ICOHS College refund policy. If a refund is due on a Student's account for which Title IV payments have been made, ICOHS College will deposit the refund to the Student's Title IV account.

The refund will not exceed the amount awarded to the Student from the account. All students who receive Title IV funds and withdraw with a refund due will have the refund amount refunded according to the following refund distribution policy:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal PLUS Loan
- Federal Pell Grant
- Other Student Financial Aid Programs
- Other Federal State, Private, or Institutional Sources of Aid
- The Student

If the student received Federal Financial Aid, Loan Exit counseling is required at ICOHS College to be completed within 30 days of his/her DOD. If the Student cannot be reached within 15 days, then the loan exit counseling paperwork will be mailed to the Student and must be returned by the date indicated on the paperwork.

**The calculation for the percent of completion of the payment period is as follows:**

The school will determine the actual date the student started the payment period and the last date of attendance and will determine the scheduled clock hours within that period of time. The number of clock hours the student was scheduled to complete within that payment period is divided by the total number of clock hours in that payment period to determine percent completed. Days a student was on a Leave of Absence are not included in this calculation.

Students who owe an overpayment of Pell grants as a result of withdrawal from the program, initially will retain their eligibility for Title IV funding for forty five (45) of the earlier of (1) date the school sends the student notification of the over award (2) the date the school was required to notify the student of overpayment. Within thirty (30)

days of determining that the student's withdrawal created a repayment of all or part of the Pell Grant, the school must notify the student that she/he must repay the overpayment or make satisfactory arrangements to repay. The student will be notified of overpayment of Title IV funds and that the student's eligibility for additional Title IV aid will cease if the student fails to take a positive action by the forty fifth (45th) day following notification from the school.

The student will have the options of payment of the overpayment in full or arranging a repayment agreement with the Department of Education. If the student fails to take action to repay during the forty-five (45) days allotted, the school will report this to NSLDS.

If the school's Institutional Refund Calculation indicates the student owes an outstanding tuition and/or fee charges, the debt to the school must be paid in full before the release of transcripts.

**The student's responsibility in regard to the return of Title IV funds are as follows:**

- When possible, the student should notify the financial aid office in writing of official withdrawal.
- If the student cancels the decision to withdraw, the student must notify the school in writing within three business days of the date of the original withdrawal.
- School charges, which were previously paid by FSA funds, might become a debt that the student will be responsible for paying upon the return of Title IV funds.
- Return unearned Title IV Funds that were disbursed to the student where the student was deemed ineligible, based on the R2T4 calculation.
- Loans – according to terms of the loan.
- Grants – within 45 days of the date the school sent or were required to send notice.
- Submit response instructing school to make post-withdrawal disbursement 14 calendar days from the date the school sent the notification to accept a post-withdrawal disbursement. If a response is not received from the student or parent within the permitted time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV programs.
- Student borrowers of the Direct Stafford Loans are required to attend or complete online Exit Counseling before leaving school.

**FEDERAL REFUND REQUIREMENTS VERSUS STATE/ACCREDITATION REFUND REQUIREMENTS**

In addition to the Return of Title IV requirements for federal financial aid recipients, ICOHS College is required by the Accrediting Council for Continuing Education & Training (ACCET) to calculate a prorated refund for all withdrawn students regardless of whether or not the student received Title IV funds. In some instances, the student may, after Title IV funds are returned, owe a balance to ICOHS College to cover unpaid institutional charges. The school may also attempt to collect from the student any Title IV program funds that the school was required to return.

## **STUDENT TUITION RECOVERY FUND**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

Questions regarding the STRF may be directed to the:

### **Bureau for Private Postsecondary Education**

1747 North Market, Suite 225, Sacramento, CA 95834  
(916) 574-8900 or (888) 370-7589.



## ATTENDANCE POLICY

Time is recorded in 15 - minute increments.

- P = Present
- A = Absent (A student is considered to be absent if they do not show up for any portion of the class meeting)
- T = Tardy (A student is considered to be tardy if they arrive after the designated class start time).
- ED = Early Departure (A student will receive an early departure mark if he/she leaves before the instructor dismisses class)
- No-show = If an applicant accepted by ICOHS College, does not attend class during the cancellation time period, they will be considered a No-show.

### OVERALL ATTENDANCE

In accordance with ICOHS College's mission statement, attendance is a key component for full participation in a program and achievement of the learning objectives of each course. The minimum acceptable cumulative attendance rate is 80% of required program hours.

In cases where a student's cumulative attendance rate reaches 80% and/or falls below this required benchmark, the following procedure is implemented:

- **GENTLE REMINDER:** If a student's cumulative attendance rate reaches 80%, a reminder notification is sent via email advising the student that while still meeting the required benchmark, s/he is in danger of falling below that requirement and make-up hours are recommended.
- **WARNING 1:** If a student falls *below* 80%, an initial warning is sent alerting the student that his/her current cumulative attendance has fallen below the required benchmark, and s/he is advised to perform make-up hours to bring his/her attendance back into the required range.
- **WARNING 2:** If a student fails to respond to the first warning, outlined above, and the student's attendance rate remains below the stated ICOHS College requirement of 80%, he/she is directed to perform make-up hours to return his/her attendance to at least the 80% minimum benchmark. Failure to do so may jeopardize the student's ability to complete his/her program in a timely manner.

Students are advised to be in consistent communication with their instructors about their attendance throughout the course. Students are officially informed of their attendance in alignment with the institution's SAP Policy.

### TARDIES AND EARLY DEPARTURES

**NOTE:** Time is recorded in 15-minute increments.

- *between 1-15 = 15 minutes of instruction missed*
- *between 16 – 30 = 30 minutes of instruction missed*
- *between 31 – 45 = 45 minutes of instruction missed*
- *between 46 – 60 = One clock hour of instruction missed*

**Students are considered late if they arrive after the designated class start time.** A tardy or early departure is recorded accordingly based on the above time increments. Repeated tardiness and/or early departures are applied toward a student's cumulative attendance rate thereby affecting the student's overall cumulative average, and consequences are implemented in line with the above stated warning procedures.

### **EXCUSED ABSENCES**

**All absences, regardless of the reason, are recorded as an absence in accordance with the actual time and/or day(s) missed.** However, students are excused from class in special circumstances that include the following specific reasons:

- Military Duty
- Family Emergency
- Jury Duty
- Medical Illness or Condition

When requesting an excused absence, the student must notify ICOHS College or their instructor (verbally or in writing) prior to or on the day of the absence. Documentation is required in all situations. If the student makes no attempt to contact ICOHS College regarding their absence, the absence will be considered unexcused. Excused absences cannot exceed ten percent of the clock hours in the payment period.

Excused absences will count as absences in the calculation of attendance rates and will not increase the maximum number of allowable absences. Work must be completed within one week of return and accordingly with the curriculum listed on the syllabus for the days absent. The instructor will determine the best methods of make-up depending on what was missed. See Make-up Attendance.

### **RECORDING ATTENDANCE**

Attendance rosters are generated by the Campus Cafe database system and given to instructors to use in class. Instructors record attendance (including tardies and early departures) to ensure an accurate and timely record is available via an attendance roster. Attendance taking procedures are explained to instructors during the new instructor orientation. Completed attendance rosters are given to the Registrar and input into the Campus Cafe database system. The Registrar audits and updates the attendance data and files it for recordkeeping.

### **CONSECUTIVE CLASSES MISSED**

Any student who has unexcused absences of fourteen (14) consecutive scheduled classes in an Academic Session will be administratively withdrawn from the institution.

## **MAKE-UPS**

Students may make up exams missed due to an absence. The student must arrange with the instructor, within school hours and at ICOHS College, a time to make-up the course exam missed. Missed exams must be made-up within seven calendar days. All students will have opportunities to make-up their exam by performing the following:

- Pick up the “Make-up Verification” form from the Student Service’s office.
- Complete the form and take it to your instructor for approval.
- Pay the fee of \$35.00/hour with the Business Office.
- Once the make-up exam is completed and graded by the instructor, the instructor will turn in a Change of Grade Form to the Registrar to record the make-up grade.

## **ENROLLMENT CLASSIFICATION**

Full-time: 18 hours per week

Aside from the School Catalog, students are also informed of the attendance policy during the PowerPoint presentation at the New Student Orientation.

## **LEAVE OF ABSENCE**

A leave of absence (“LOA”) is an approved period of time that the student is away from ICOHS College (not currently participating in class), while maintaining a status of student.

- An LOA may be granted, with appropriate documentation, for emergency situations such as:
  - military duty,
  - serious illness,
  - debilitating injury
  - jury duty,
  - family emergency
  - death of relative
- The student submitting the leave of absence must be in good academic standing (without any unresolved academic, financial or disciplinary issues).
- A student must submit a written request for a leave of absence in advance of the beginning date of the leave of absence, with as much notice as possible, unless unforeseen circumstances prevent the student from doing so.
- No leave of absence will be granted without approval from the Executive Director/Registrar.
- If a student does not request a leave of absence within a timeframe consistent with ICOHS College’s consecutive absence policy, he/she must be withdrawn.
- The student must sign and date the leave of absence request and specify a reason for the leave. The reason must be identified in order for the institution to have a reasonable expectation of the student’s return within the timeframe of the leave of absence as requested.
- LOA’s are at the discretion of the institution.
- The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study.

- The student will not be charged any additional charges as a result of the leave of absence.
- The length and frequency of leaves of absence must not impede student progress and must be reasonable within the context of the institution's curriculum.
- Multiple LOA's may be granted as long as they do not exceed 180 days in total in any 12-month period or one-half the published program length, whichever is shorter. An approved LOA may be extended for an additional period of time provided that the extension request meets all of the above requirements, and the total length of the leave of absence does not exceed the limit.
- The student's maximum time frame will be extended by the number of days in the leave of absence.
- When a student returns to attendance, they will continue in the program where they left off.
- Return dates must coincide with the start of a term.
- If the student does not return following the leave of absence period, ICOHS College will consider the student as having permanently withdrawn and will apply its refund policy, which will be based on the time elapsed in the student's program, as measured in clock hours, as of the last date of attendance.
- Students on approved LOA need to be aware that the LOA may affect financial aid. Therefore, the Financial Aid Coordinator will meet with the student and provide information regarding the following:
  - loan obligations
  - possible revisions in his/her aid package
  - deferment options
  - notifications to lending institutions
  - deferments may be canceled
  - effects on veteran-benefits
  - grace periods exhausted
  - consequences of not returning to ICOHS College at the expiration of the LOA

### **REQUESTING AN LOA**

To request an LOA, the student must submit a written, signed and dated LOA request to the Registrar that includes:

- The specific reason for leave.
- The specific date of the student's return.
- The written LOA request must be completed prior to the beginning date of the leave. If unforeseen circumstances prevent the student from requesting the LOA in advance, the reason for this delay must be documented, with a signed request collected at a later date.

The LOA must be approved by the Registrar/Executive Director prior to the student going on leave.

## **VETERAN STUDENT INFORMATION**

Students who receive Veteran Affairs (VA) educational benefits must understand that VA benefits, including tuition and fees, the monthly housing allowance, and book stipends are based in whole or in part on the number of clock hours certified. The school is required to monitor and report enrollment status to the VA. Accordingly, any violation of the school attendance policy will result in the adjustment or termination of VA benefits. Adjustments in enrollment will likely affect payment of VA benefits, and reductions in enrollment may result in a debt to the VA for any education benefits already received.

### **The school will report enrollment as follows:**

- VA students who officially withdraw, the actual last date of attendance (LDA) must be determined and reported.
- VA students who are administratively withdrawn or stop attending without officially withdrawing, the actual last date of attendance (LDA) must be determined and reported.
- VA students who complete the term with all non-punitive “F” and/or non-punitive grades, the school will determine and report the actual last date of attendance for each course.

### **BREAK PAY**

The VA no longer authorizes break pay (effective August 1, 2011). If a VA student is going to be absent beyond 14 consecutive scheduled class days, he/she must request a leave of absence per the Leave of Absence policy. VA students will not receive VA benefits during Leave of Absence.

### **MILITARY DEPLOYMENT**

Active Duty/Selected Reserve VA students must provide copies of their orders for military training/ deployment for the GI Bill file and request a Leave of Absence. A notification from the school to the VA will be processed.

### **PRIOR CREDIT EVALUATION**

All previous education and training of students receiving VA benefits will be evaluated, credit granted when appropriate, the program length reduced proportionately, and the student notified. Tuition will be prorated on a percentage of the course(s) accepted. Courses accepted for prior credit may affect federal financial aid and VA certification.

No more than 33% of courses from the program’s content may be acceptable for transfer. For courses accepted for credit, tuition will be prorated on a percentage of the course(s) accepted. ICOHS College reserves the right to accept or reject any or all credit hours earned at other institutions. Students may not transfer credit hours for courses taken at another institution and also receive credit for the same course taken at ICOHS College. Transfer credits must be directly applicable to courses required in the selected program. Official Transcripts must be on file before transfer credit can be approved. Unofficial transcripts are acceptable for VA education benefits (GI Bill) student files ONLY.

The VA student must complete a Prior Academic Credit Evaluation Form and submit transcripts for both military service and for all coursework taken at another institution to the School Certifying Official (SCO). The SCO will notify the student in person and in writing within 5 school days of receiving the above information of the prior credit

evaluation findings. If a student believes that their credit was not evaluated properly, the student is encouraged to discuss the situation informally with their Admissions Coordinator and SCO. If the inquiry is resolved by the parties, the matter is deemed closed. If the inquiry is not resolved at this level, the student may request an appeal to the Executive Director.

Note: If the VA student fails to provide the SCO with the Prior Credit Evaluation Form, both military and college transcripts, and Certificate of Eligibility within 30 days of the program start date, the SCO will terminate certification until the proper paperwork is submitted.

## **PROCEDURE FOR CHILDREN ATTENDING CLASS**

The classroom and the workplace are not the best places for children. ICOHS College asks that students, instructors, and employees of ICOHS College do not bring children to class or work. Emergency exceptions to this policy require the approval of the Executive Director or Compliance Officer.

## **PROCEDURE FOR PETS ATTENDING CLASS**

The classroom and the workplace are not the best places for pets. ICOHS College asks that students, instructors, and employees of ICOHS College do not bring pets to class or work. Emergency exceptions to this policy require the approval of the Executive Director or Compliance Officer. Exceptions may be made for service animals.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

Students must meet formal standards that measure their Satisfactory Academic Progress (“SAP”) toward graduation as well as pace of course completion in the specified time frame. SAP is the qualitative (grade point average) and quantitative (attendance) measure of a student’s progress toward completing a program of study.

The SAP Policy is consistently applied to all students and complies with the guidelines established by ICOHS College accrediting/state agencies and the federal regulations established by the US Dept. of ED.

### **Quantitative and Qualitative Factors**

- Minimum cumulative grade point average (“GPA”) of 70% (2.0, “C”).
- Minimum cumulative attendance rate of 80% of contracted hours.
- Cumulative GPA of 70% and cumulative attendance of 80% is required for graduation as well as obtaining satisfactory progress.

In order to determine the rate of attendance, divide the cumulative number of actual hours completed by the scheduled hours to date.

### **Maximum Timeframe**

Students must complete the educational program within the maximum time frame based on attending at least 80% of the scheduled hours. Maximum Timeframe for all programs is calculated at 150% of scheduled hours. The student must be able to graduate within the Maximum Timeframe. In the case of Leave of Absence (“LOA”), the maximum time frame will be extended by the number of

days in the LOA.

**Completion of Course Within Designated Period of Time**

Transfer hours accepted by ICOHS College are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours. Course incompletes, withdrawals, or transfers of credit from other institutions are not included when computing GPA.

<b>Program</b>	<b>FT/PT Classification</b>	<b>Program Hours</b>	<b>Maximum Program Length (in clock hours)</b>	<b>Hours Per Week</b>
Professional Massage Therapist	Full-time	630	945	18
Holistic Health Practitioner	Full-time	1,000	1,500	18
CNT	Full-time	900	1,350	18
IT Network Specialist	Full-time	720	1,080	18
IT Systems Administrator	Full-time	900	1,350	18

**EVALUATION PROCEDURES AND REQUIRED LEVEL OF ACHIEVEMENT**

To ensure that students are informed of their progress on a regular and timely basis, evaluation periods for SAP occur at the following points in the program: 25%, 50% and 75%.

**Financial Aid Disbursements occur at the following time-periods:**

- Holistic Health Practitioner student reaches 450 and 900 actual hours,
- Professional Massage Therapy student reaches 315 actual hours,
- CNT student reaches 450 and 900 actual hours,
- IT Network Specialist student reaches 360 actual hours,
- IT Systems Administrator student reaches 450 and 900 actual hours.

To increase the likelihood of the student successfully completing their program, the Academic Coordinators will meet informally with students who are determined to be “at risk” of failing either the qualitative or quantitative component of SAP.

The following system/numeric grading scale is used for the evaluation of a student's academic ability:

<b>Grade</b>	<b>Grade Point</b>	<b>100%-point Scale</b>
A	4.0	90%-100%
B	3.0	80%-89%
C	2.0	70%-79%
D	1.0	69%-60%
F	0.0	59%-below

### **INCOMPLETES**

If the student fails to submit all required coursework and assessments, the student will receive an incomplete grade ("I") on their transcript. Incomplete grades have a 0.00 value towards GPA calculation. Students will have one week after the session to submit all required coursework and assessment, before the grade is changed to the grade earned.

### **WITHDRAWALS**

If a student withdraws from a course, the grade "W" will be issued and included as an attempted course in calculation of pace of completion and MTF to complete the program but will not impact the GPA. Withdrawal from a course after the 80% attendance mark will result in an "F" grade and will impact the GPA for that Session.

### **REPEATED COURSES**

Courses in which an "F" or a "W" grade is earned must be retaken at normal tuition rates the next time the course is offered. The student may not progress to the next sequential course in the respective series until the "F" or "W" has been remedied. When a student repeats a course in which an "F" or "W" has been earned, only the new grade will be calculated in the student's GPA.

Students needing or wishing to repeat a class must register for it as if it were a regular course. Students may repeat a course no more than one time. Further repeats are not allowed without permission from the Executive Director and the Registrar.

### **CREDIT TRANSFER**

Transfer hours accepted by ICOHS College are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours. Course incompletes, withdrawals, or transfers of credit from other institutions are not included when computing GPA. Transfer students from outside the institution will be evaluated qualitatively only on the work completed while at the Institute. The maximum time frame is reduced for transfer students, based upon the remaining length of the program in which they enroll. See Credit Transfer Policy.

### **DETERMINATION OF PROGRAM STATUS**

Students meeting the minimum SAP requirements at the evaluation point are considered to be making SAP until the next scheduled evaluation.



## **FINANCIAL AID WARNING**

At the evaluation period, students who are failing to meet minimum requirements for SAP will be placed on Financial Aid Warning (“Warning”) for the following evaluation period. When a student is placed on Warning Status, the student will be notified via email and contacted by the Registrar. During the Warning period, students are eligible, if applicable, to receive financial aid funds.

As a result of being placed on Warning Status, an Individualized Learning Plan will be initiated by the Academic Coordinators, detailing the steps necessary to be removed from Warning Status which include: the qualitative, quantitative and maximum time-frame requirements of SAP. If at the end of the Warning period, the student has still not met the SAP requirements outlined in the Individualized Learning Plan, the student will be determined as not meeting SAP and will be ineligible for Title IV assistance and administratively dismissed from their program. The institution will notify students by email and official mail if the student is being administratively withdrawn for unsatisfactory academic progress.

## **APPEAL PROCEDURE**

The student may submit a written appeal (see Academic Coordinator or official Appeal Form) to the school administration within five business days of not making SAP. If a student is determined as not making SAP, the student may appeal the negative determination due to:

- Death of a relative
- Injury or illness of the student
- Other special circumstances

The student must include any substantiating documentation including a definitive statement from a student as to why s/he failed to meet SAP standards and what has changed in the student’s situation that will allow him/her to meet SAP standards at the end of the next SAP evaluation. If the student fails to appeal this decision, the decision will stand.

An appeal hearing will take place within ten business days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is dependent minor), the student’s instructor, and the Registrar. A decision on the student’s appeal will be within three business days by the Registrar and will be communicated to the student in writing. This decision will be final. If such an appeal is granted, the student is placed on Financial Aid Probation for one evaluation period.

Prior to the student being granted an appeal, ICOHS College will develop an Individualized Learning Plan with the student that, if followed, will ensure that the student is able to meet the institution’s satisfactory academic progress standards by the end of the subsequent evaluation period.

If a student is terminated for gross misconduct, which includes but is not limited to reporting to school under the influence of alcohol or illegal drugs, cheating, stealing,

insubordination, and threats and/or bullying, such termination is final and may not be appealed.

### **FINANCIAL AID PROBATION AND RE-ESTABLISHMENT OF SATISFACTORY PROGRESS**

If an appeal is granted, the student is placed on Financial Aid Probation for one evaluation period. If ICOHS College grants an appeal, additional conditions may be imposed for the student's continued eligibility to receive Title IV, such as changing schedules.

As a result of being placed on Financial Aid Probation, an Individualized Learning Plan will be initiated by the Academic Coordinator, detailing the SAP requirements and steps necessary to be removed from Financial Aid Probation. Students may re-establish satisfactory progress and Title IV aid (as applicable) by meeting SAP requirements at the next evaluation period. Failure to successfully complete Financial Aid Probation will result in the student's administrative withdrawal and all Federal Aid will be suspended until such time that the student re-establishes satisfactory academic progress.

### **NON-CREDIT & REMEDIAL COURSES**

Course incompletes, repetitions, and non-credit remedial courses do not apply to this institution, therefore, have no effect upon the school's Satisfactory Academic Progress standards.

### **REINSTATEMENT**

Students may reapply to be readmitted to the institution. Remittance to the School following withdrawal for any reason will be at the discretion of the School's Executive Director and Faculty.

Students accepted for readmission are entitled to the same rights and privileges and are subject to the same regulations as any student. For readmitted students, grades will remain the same for courses completed in the prior year. Incomplete courses will have to be repeated from the beginning.

Students re-entering after 180 days will be charged at the current tuition rates for newly entering students. Students returning within 180 days will keep the initially contracted rate.

## **GRADUATION REQUIREMENTS**

ICOHS College is proud to report that our graduates have found an outstanding record of success in seeking employment upon completion of their program. ICOHS College attributes student success based on the effectiveness of the programs, high standards of excellence, and the motivation of the students.

To be eligible for graduation and Certificate, students must meet the following requirements:

- Satisfactory completion of all coursework
- A minimum cumulative grade point average of 2.0 (70%)
- A minimum cumulative attendance of 80% (including make-up work)
- Have paid their tuition in full or have entered into a payment plan agreement for payment of tuition

Attendance and/or graduation from a CAMTC approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code Sections 4600 et. seq.

\*\*To meet the qualification of the California Massage Therapy Council (CAMTC) students in the Massage Therapist program must complete at least 500 supervised hours of massage education and training in the Massage Therapist program. If students fall short of requirements, they will need to make-up these hours. Completion of all 500 hours is a requirement for CAMTC certification.

## **ELECTRONIC RECORDING**

Electronic recording is only permitted with individual instructor approval for the express purpose of enhancing the student's learning ability. Any recordings are for personal use only and may not be shared or publicly displayed without express written consent of the Executive Director or Compliance Officer.

## **KEEPING A TIDY SCHOOL**

We ask that students help keep ICOHS College facilities clean by not eating in the classrooms. At ICOHS College, the student lounge includes a refrigerator and microwave for student use. After each class, please dispose of trash and wipe down the tables and all equipment. Practicing professional and responsible skills in school will carry over into the workplace.

## **COPYRIGHT INFRINGEMENT PREVENTION POLICY**

It is the policy of the ICOHS College to respect the copyright protections given by federal law to owners of print, digital materials and software. It is against school policy for faculty, staff, or students to use school equipment or services to access, use, copy or otherwise reproduce, or make available to others any copyright-protected materials or software except as permitted under copyright law (especially with respect to "fair use") or specific license.

As a general matter, copyright infringement occurs when a copyrighted work is reproduced, distributed, performed, publicly displayed, or made into a derivative work without the permission of the copyright owner.

Copyright laws are designed to protect the creator of original works, which are creative expressions, from others using and profiting their work, without permission. It is the policy and practice of ICOHS College to encourage creativity and original thinking of our students and staff while protecting the creativity and original thinking of others. Users who violate this policy are subject to disciplinary action as appropriate under the circumstances. Such disciplinary action may include termination, expulsion and other legal actions. For more information, please see the website of the US Copyright Office, [www.copyright.gov](http://www.copyright.gov).

**PLEASE NOTE:**

- The software provided through ICOHS College for use by faculty, staff, and students may be used only on computing equipment as specified in the various software licenses.
- ICOHS College regards violation of this policy as a serious matter, and any such violation is without its consent and is subject to disciplinary action. Violations can result in loss of computing privileges, among other sanctions.
- In order to inform and discourage copyright violations the Copyright Protections Policy is posted at every copy machine on campus.

**STUDENT SUPPORT**

Student success is one of ICOHS College's core values and competencies. At ICOHS College, we provide academic counseling, computer and technology support, and personal support. Areas of personal support are the following: healthy snack day whereby ICOHS College provides healthy snacks and drinks for students, free yoga for staff and students, on-campus meditation room and guest speaker series to provide information and resources for students. In addition, various support is provided for veterans such as counseling (through a third-party provider), and a designated VA resource center.

## CERTIFICATION PREPARATION

ICOHS College's curriculum is designed with career development in mind. Students are required to complete a number of courses within their programs to assist with job placement and career training.

The Career Development course helps students learn about general business concepts, communication, marketing, business planning, resume writing and interviewing.

MBLEx Test Preparation course (MBL100): HHP/PMT students may take the MBL100 to help them prepare for the licensure examination currently utilized in 47 of 49 regulated jurisdictions.

- As PMT and HHP students enroll in the MBLEx Test Preparation course, The Student Services and Career Placement Coordinator emails them the CAMTC Certification Process Student Packet (see Exhibit IX.C.2.b in Standard IX) and coordinates a time with the instructor to give a presentation in class to go over the material covered in the Student Packet and answer any questions students may have about the CAMTC massage certification process.
- Prior to completing the MBL100, students receive the following assistance from the Student Services Department:
  - Applying for the MBLEx exam
  - Meeting with the LiveScan/fingerprinting vendor on-campus to complete the background check
  - Submitting online CAMTC application for certification
  - Scheduling an appointment with the Dean of Student Services to begin career planning to include resume review, job questionnaire completion, interview preparation and employer introductions).
- To support a student's certification application, ICOHS College mails an official transcript directly to CAMTC via trackable mailing service at no cost to the student.

To help students further their personal and professional objectives, the addition of Strategies for Success, incorporating the renowned Pacific Institute curriculum, was introduced in April of 2018 and continues to be one of the core subjects in all programs offered by ICOHS College.

**MBLEx/CAMTC Reimbursement Program for PMT and HHP students:** ICOHS College has a reimbursement program for PMT and HHP students. Students may be reimbursed for the MBLEx and CAMTC application fees (via an issued voucher) if they complete fifteen (15) hours of community service and meet other requirements established by the program. This is a great way for students to give back to the community, practice bodywork skills and receive assistance with application fees involved in the certification process.

## STUDENT ACTIVITIES

ICOHS College offers various on-campus activities for students and for the community. The goal of our student activities is to provide our students with the total ICOHS College experience. That means supporting student opportunities for learning, involvement, leadership, community building and creative expression that go beyond the classroom.

### Some of our activities include:

- Community Service
- Field Trips
- Mind, Body, Health and Fitness activities
- Open House Events
- Social Gatherings
- Student-led Expositions
- Career Fairs
- Drug and Alcohol Prevention/Awareness Workshops

## STUDENT COMPLETION RATE

ICOHS College publishes its student completion rates for all vocational programs through the Performance Fact Sheets. Performance Fact Sheets are made available on the ICOHS College website, [www.ICOHS.edu](http://www.ICOHS.edu). Completion rates represent the percentage of a given cohort of certificate students who graduated from ICOHS College. ICOHS College publishes the student completion rate annually as required by the United States Department of Education and the Accrediting Council for Continuing Education and Training (ACCET).

## CAREER PLANNING

The Student Services Department provides assistance to include professional advice, skills and strategies for career planning such as:

- Registration assistance for the MBLEx and technology exams
- Applying for massage and technology certifications
- Refining a resume and cover letter
- Job Search Strategies
- Setting up interviews with employers
- Role-playing interview scenarios
- Community outreach opportunities
- Networking opportunities

Placement assistance is provided. However, it is understood that ICOHS College does not and cannot promise or guarantee neither employment nor level of income or wage rate to any student or graduate.

Before pursuing a program at ICOHS College, student understands and acknowledges that self-employment is a common vocational objective after completion of the academic programs

## **STUDENT CODE OF CONDUCT AND ETHICS**

The ICOHS College is a community committed to the highest intention for fostering the core values of the institution. We expect our community members to honor the Code of Conduct and Ethics described in our school catalog and Student Handbook.

In addition, to the ICOHS College Code of Conduct and Ethics, ICOHS College requires students to meet certain conduct and employability standards. These rules of conduct are similar to those of a work environment. Violation of the school's rules of conduct may lead to suspension, probation or termination from ICOHS College.

Violations include but are not limited to discrimination, dishonesty, disrespectful conduct toward others, cheating, plagiarism, unprofessional behavior, use of profanity, insubordination, harassment (physical, verbal, emotional or intimidation), violence or threats of violence, violation of safety rules and use of or being under the influence of alcohol or drugs on campus. These and other negative behaviors that jeopardize the well-being of our learning community may include the following and are deemed unacceptable: ICOHS College enforces Zero Tolerance for violence or threats of violence in any form (verbal or physical), any violation will be grounds for immediate dismissal from the school.

### **DRUGS/ALCOHOL**

The ICOHS College maintains a drug and alcohol-free environment. The unlawful possession of, use or distribution of illicit or non – prescribed prescription drugs is strictly prohibited. Violations of state, federal or local regulations with respect to illegal drugs or alcohol are subject to criminal prosecution and campus disciplinary action including termination. Drug and alcohol prevent/awareness programs are available to students through the Student Services department.

### **INTEGRITY**

Academic cheating, plagiarism, unauthorized copying, exam theft or sharing all indicate a lack of academic integrity and are subject to campus disciplinary action including termination.

### **SYSTEM AND NETWORK SECURITY**

Students may not attempt to circumvent user authentication or security of any host, network, or account (“cracking”). This restriction includes, but is not limited to, accessing data not intended for the Student, logging into a server or account the student is not expressly authorized to access, or probing the security of other networks. Students may not attempt to interfere with service to any user, host, or network (“denial of service attacks”). This restriction includes, but is not limited to, “flooding” of networks, deliberate attempts to overload a service, and attempts to “crash” a host. Students may not use any kind of program/script/ command, or send messages of any kind, which are designed to interfere with a user's terminal session, by any means, locally or by the Internet. Students who violate systems or network security may incur criminal or civil liability. ICOHS College will cooperate fully with investigations of violations of systems or network security, including cooperating with law enforcement authorities in the investigation of suspected criminal violations.

## **RESPECT STUDENTS AND STAFF**

Please treat others the way you want to be treated. We trust our students to use their good common sense and good judgment in helping us to make a pleasant classroom environment. This includes but is not limited to: refraining from the use of profanity, not being insubordinate and not harassing others.

## **BEING ON TIME**

Being late is unprofessional and disrespectful to oneself and others. Do your best to be on time. However, sometimes it is unavoidable. In these instances, enter class as quietly as possible and take the nearest seat to the door.

## **DISCRIMINATION & HARASSMENT**

ICOHS College does not accept discriminatory or harassing behavior in word, deed or conduct directly or indirectly, such as cyber-bullying. ICOHS College does not tolerate sexual harassment or discrimination or harassment in any form including, but not limited to harassment and/or discrimination based on any of the following: race, ethnicity, class, culture, gender, sexual, orientation or identity, age, ability or disability, or religion.

## **ILLICIT MATERIALS**

Pornography, 'hate group' websites or anything else generally considered offensive will not be tolerated and training could be terminated.

## **CELL PHONES**

Cell phones are NOT allowed in the classroom or hands-on lab unless they are turned off or set to a silent or vibrate mode. If a student needs to answer a cell phone, please answer it outside the classroom or hands-on lab.

## **DRESS CODE**

ICOHS College students dress in a manner that reflects employability standards. Students are to dress in a business casual professional manner. Male students should wear slacks or dress in denim and appropriate shirts with collars. Female students should wear dresses, skirts, slacks or dress denim and appropriate shirts/blouses. Dress denim is defined as no holes, no sagging, no tears and fitting appropriately. Students may not wear hats, shorts, cutoffs, tank tops, screen tee-shirts, sweats or pajamas, flip flops, or slippers. Hair is to be clean and neat at all times. Style should not interfere with job performance. Beards and mustaches must be clean and neatly trimmed.



Not Allowed	Allowed
Shorts (no shorter than three inches above the knee)	Shorts
See-through Clothes	Scrubs
Derogatory Graphic Tees	Jeans
Pajamas	Polo Style Shirts
House Slippers	Collared Shirts
Ripped Jeans	Vest/Sweater
Exposed Midriiffs or Cleavage	ICOHS Shirt

### **PERFUME & COLOGNE**

ICOHS College is a Perfume Free Environment. It is very important that each of us do our part in making sure we do not wear perfume, cologne and fragrant lotions to school. Also, please be mindful of any other possibly offensive smells, such as cigarettes, onions,garlic, etc.

### **SMOKING AREAS**

ICOHS College is a smoke free zone. Do not smoke within 25' of the campus.

### **WEAPONS FREE ZONE**

ICOHS College has a zero tolerance for any weapon on campus. Students who violate this policy will be terminated from the program.

### **PHOTO RELEASE**

ICOHS College staff members take photographs of students on a variety of occasions. These include photographs taken of each individual when they begin orientation at ICOHS College and photographs of classroom and ICOHS College activities (e.g., classroom instruction, volunteer events and social events). Individual photographs are used for several reasons:

- To confirm a student's identity
- To assist ICOHS College staff members in keeping student records accurately filed
- To create a student ID card
- To share our program with prospective students and other community members

Such photographs are property of ICOHS College and are to be used solely for school business purposes. On occasion, photographs may be displayed (e.g. on the bulletin board) to inform students and staff of ICOHS College activities. Many of the photographs include more than one person.

When photographing ICOHS College activities in the classroom, it is expected that the group being photographed will be advised in advance, and that anyone not wishing to be photographed will be excluded from the views being photographed. When students are included in such photographs, it should not be assumed that the agreement to be in the photograph constitutes permission to use the photograph in published materials.

## **DISCIPLINARY COMMITTEE**

In the case that an issue arises (violation of code of conduct/ethics or other school policies) at ICOHS College, the following procedures are to be followed:

- An incident report should be completed by the respective parties.
- The Dean of Student Services will collect all incident reports.
- The Dean of Student Services will collect information from respective parties, interview respective parties, and ask for a written account of the occurrence.
- All interviews and conversations will be clearly documented.
- If the issue is deemed “unresolvable” then the issue will go to the disciplinary committee (consisting of Administrative Staff and volunteer Faculty members) to discuss the issue. A disciplinary committee will form, meet, and discuss the occurrence. As an outcome of this meeting, a resolution will be identified. The meeting will be documented by a member of the disciplinary committee and given to the Dean of Student Services.
- If necessary, a follow-up to the disciplinary committee meeting will occur.
- The Dean of Student Services will inform all involved parties of the resolution.

## **COMPLAINT PROCEDURE**

Should a problem arise, ICOHS College will work with students to find a resolution. The complainant may prepare a letter with the following information regarding the complaint:

- Complainant’s full name, mailing address, and other means of contacting him/her (e.g. telephone, fax number, e-mail address, etc.);
- Name, address and telephone number of the organization and/or the individual the complaint is being filed against (respondent);
- A clear, concise statement of the facts describing the complaint(s), including the date(s) the alleged violation(s) occurred;
- If known, the provisions under the law, regulations, grant, or contract believed to have been violated;
- A description of the attempts made to resolve the matter with the organization and/or the individual where the alleged violation occurred;
- Complainant’s requested remedy; and
- Complainant’s signature, and in the case of a minor, the parent or guardian’s signature.

## **PLEASE NOTE THE FOLLOWING**

- The absence of any of the requested information will not be a basis for dismissing the complaint. A grievance or complaint may be amended to correct inaccuracies and add additional information any time up to the time of the Hearing. Grievances or complaints may not be amended to add new issues. The one (1) year time period in which a grievance or complaint may be filed is not extended for grievances or complaints that are re-filed with amendments. Grievances or complaints may be withdrawn at any time prior to the issuance of the Hearing Officer’s decision.
- When the complainant is a minor (17 years and under), a parent or legal guardian must sign the complaint and must attend any formal hearings. In this event, decisions will be issued to the parent/ guardian with a copy to the minor.
- The official filing date of the complaint is the date the written complaint is received by ICOHS College. Upon receiving the Complaint Form, the School will

make every effort to find a fair solution and will notify the involved parties of the resolution within two (2) weeks. Formal reports will be promptly investigated and resolved. The Dean of Student Services, Executive Director or the Human Resources Specialist will interview the appropriate parties.

- If, after hearing the response, the student does not feel that the resolution is appropriate, an appeal may be requested by sending a letter to the Executive Director. Should a complaint involve harassment or discrimination of any kind, in accordance with the Clery Act of 1972 and Title IX regulations and other federal laws, the Dean of Student Services is the schools' Title IX Coordinator and will assist with documentation and investigation of allegations; as well as, provide necessary counseling and support referrals. ICOHS College prohibits sexual misconduct, this policy applies to all members of the ICOHS College community including: students, faculty, administrators, guest speakers, vendors, contractors.

Any questions a Student may have regarding this policy or catalog that have not been satisfactorily answered by the institution may be directed to the

**Bureau for Private Postsecondary Education**

1747 North Market, Suite 225, Sacramento, CA 95834, or  
P.O. Box 980818, West Sacramento, CA 95798-0818,

Or by calling 888-370-7589, by faxing 916-263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888- 370-7589 toll free or by completing a complaint form, which can be obtained on the Bureau's website, [www.bppe.ca.gov](http://www.bppe.ca.gov).

Students in the PMT and HHP programs or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the

**California Massage Therapy Council**

One Capitol Mall, Suite 800, Sacramento, CA 95814,

Or by [www.camtc.org](http://www.camtc.org), or phone (916) 669-5336, or fax (916) 669-5337.

**NOTICE TO STUDENTS: ACCET COMPLAINT PROCEDURE**

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When issues or problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

In the event that a student has exercised the institution's formal student complaint procedure, and the problems or issues have not been resolved, the student has the right and is encouraged to take the following steps:

- Complaints should be submitted in writing (by email or mail) to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.
- The letter of complaint must contain the following information:
  - Name and location of the ACCET institution;
  - A detailed description of the alleged problem(s);
  - The approximate date(s) that the problem(s) occurred;
  - The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/ or other students;
  - What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
  - The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved;
  - The status of the complainant with the institution (e.g. current student, former student, etc.).
- 3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).
- SEND TO:  
**ACCET CHAIR, COMPLAINT REVIEW COMMITTEE**  
1722 N Street, NW Washington, DC  
20036 Telephone: (202) 955-1113  
Email: [complaints@accet.org](mailto:complaints@accet.org)

**Note:** Complainants will receive an acknowledgement of receipt within 15 days.

The contact information for all three regulatory bodies is published in the school catalog as part of the Complaint Policy ACCET Document 49.1 – **Notice to Students: ACCET Complaint Procedures** which is displayed in the school's Student Information Center and is available for viewing at all times.

## **RELEASE OF STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

- The right to inspect and review the student's education records within 45 days after the day the School receives a request for access. A student should submit to the Admissions Department a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was

submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask ICOHS College to amend a record should write to the Admissions Department and clearly identify the part of the record the student wants changed and specify why it should be changed. If ICOHS College decides not to amend the record as requested, ICOHS College 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.
- The right to provide written consent before ICOHS College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. ICOHS College 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 typically includes a person employed by the School in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the School who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically 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 School. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. ICOHS College will make a reasonable attempt to notify each student of these disclosures.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by ICOHS College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office**

U.S. Department of Education

400 Maryland Avenue, SW Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

To other school officials, including teachers, within ICOHS College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial assistance for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

## **RETENTION OF STUDENT RECORDS**

Students' complete files, including application documents for the ICOHS College, SEVIS I-20 documents, financial statements, academic progress reports, and other documents, are kept on-site in a secured and locked area to which only ICOHS College staff have access.

Upon completion of their studies, students' complete physical files are kept for 5 years after the scheduled end date of their program – electronic files are kept indefinitely.

- Admission Documents: Kept both electronically and in hard copy.
- Student Accounts: Kept electronically. Students receive receipts in hard copy.
- Student Grades/Transcripts: Kept both electronically and in hard copy.
- Attendance Records: Kept electronically on Campus Café database.
- Counseling Records: Kept both electronically and in hard copy.

In compliance with the State of California Bureau of Private Postsecondary Education (BPPE), official student records are kept electronically on the network server at ICOHS College main campus. ICOHS College maintains, for each student who is granted a certificate for completion of a program, permanent records of the following:

- The certificate awarded and the date on which the certificate was awarded
- The courses and units on which the certificate was based
- The grades earned by the student in each of the courses
- A transcript of the grades earned by the student in each of the courses

## **CHANGE OF NAME**

Any student who experiences a name change during the course of their program at ICOHS College must submit a written request. They must show official documentation of the name change (driver's license, social security card, passport, etc). The name change will be reflected on all official documents following the request.

## **TRANSCRIPTS/CERTIFICATES**

Students may request a transcript or a duplicate certificate via the online Transcript Request Form at [www.icohs.edu](http://www.icohs.edu) for a fee. (\$5.00 fee for unofficial transcripts, \$15.00 fee for official transcripts, and a \$35.00 fee for a duplicate certificate). Allow seven (7) business days for preparation. ICOHS College will notify the student when their request is available for pickup. The student must satisfy all financial obligations before any records are released. If students have any questions, please contact the Registrar.

## **TEACH OUT POLICY**

In the event of unforeseen circumstances, should ICOHS College have to close as a School and a business, a teach-out plan will be implemented. ICOHS College would no longer accept new students but would continue to offer courses to those currently enrolled for one year in San Diego. Students who are not able to complete their training program within this time frame due to personal schedule conflicts will be directed to massage schools for transfer of credit.

## **ADMINISTRATIVE STAFF**

Kieu L. Vo - Executive Director

Jessica Rabalais - Director of Education and Student Success

Trina Rodler – Student Enrollment Supervisor

Mona Dibas - Student Services and Career Placement Coordinator

Kevin Miller - Graphic Designer

Beverly McGinley - Admissions Advisor

Priscilla Bock - Financial Aid and Placement Coordinator

AJ De la Paz - Registrar and Compliance Coordinator

Jessica Cheng - Business Office Administrator

Hayder Saeed - Lead Instructor and IT Supervisor

Dany Morfin - IT Support and Student Support

## **SCHOOL FACULTY**

Jennifer Farley – It Instructor

Tony L. Lyons– It Instructor

Ben Mead– It Instructor

Linda Ealy– Massage Instructor

Brent Haney– Massage Instructor

Julie Pitois– Massage Instructor

Marc “Louie” Taylor– Massage Instructor

Paul Wellin– Massage Instructor

Pauline Buller – Massage Instructor

Corynne Smith – Massage Instructor

Joel Sheposh – Massage Instructor

Sadie Gurgon-DeRigne – Massage Instructor

Pete Limon – IT Instructor

## **BOARD OF DIRECTORS**

Kieu L. Vo – President

Ronald M. Sahmel – Treasurer

Dr. Lucy Scantlebury – Secretary



## **COURSE DESCRIPTIONS**

### **HOLISTIC HEALTH PRACTITIONER / PROFESSIONAL MASSAGE THERAPIST**

#### **FUNDAMENTALS OF MASSAGE - HHF101, 90 HOURS**

*Prerequisites: None*

This foundational course primarily consists of learning a full-body Swedish massage routine. Additional components include: the history of massage, indications and contraindications of massage, the use of oil and creams, client draping, presence, grounding and centering, proper body mechanic techniques and self-care for the massage therapist. Massage terms, directional terms, and medical terminology will also be covered to facilitate professional communication. The course introduces students to safety and sanitation procedures required for client interactions.

#### **ANATOMY AND DEEP TISSUE MASSAGE - SCI101, 90 HOURS**

*Prerequisites: HHF101*

This class explores the nomenclature of both the muscular and skeletal systems as names of muscles, locations of muscles, characteristics of muscles, names of bones, bony landmarks, attachment sites for muscles, and actions of muscles are introduced, discussed, felt, drawn and palpated. In addition, students will get the opportunity to build each muscle out of clay and apply them onto our Manikin Models. Congruently over the 90 hours, students are taught the advanced concepts and pain-free delivery over the integrated model of Deep Tissue Therapy to create the longest lasting and most beneficial somatic changes to their massage client's locomotor tissues. As well, students will be introduced to the multitude of approaches to deep tissue massage and how to perform safely for both client and therapist and to obtain the highest degree of efficacy within their treatments.

#### **SCIENCE OF MOVEMENT - SCI102, 90 HOURS**

*Prerequisites: HHF101*

In this course, the subject of Kinesiology and the study of Human Kinesis as it applies to therapeutic bodywork will be discussed and explored. Concurrently, the tissues involved in movement will be covered including the actions and attachments of skeletal muscles along with subjects such as biomechanics, posture and gait.

#### **WESTERN MODALITIES I - WMM101, 90 HOURS**

*Prerequisites: HHF101*

This course provides a thorough, systematic set of techniques and several protocols for applying therapeutic circulatory massage treatment; also referred to as "Swedish massage". Combining additional techniques from passive, active and resistive stretching, neuromuscular techniques like deep transverse friction and positional release for addressing trigger points; all designed to address client needs. To enhance these western techniques and be adept at providing massage at events, seated chair massage is

introduced and basic foot reflexology techniques to round out the practitioner's skills. Body-mechanics and client communication to assess needs are strengthened.

### **EASTERN MODALITIES I - EMM101, 90 HOURS**

***Prerequisites:*** HHF101

To develop associative thinking applicable to Associated pathways of the Body from a Chinese Medicine perspective as adapted to massage. Students will learn how to “read the body”, interpret the ways in which it communicates its strengths and challenges, and what areas call for attention. This course is an in-depth introduction to understand practical applications of Traditional Chinese Medicine (TCM) theories of Qi, Yin/Yang, 5 elements, Front Mu and Back Shu points as applied to Massage therapy and its associative pathways in body reading. As well as perform Chi integration, Tui Na, Chi Nei Tsang & cupping techniques to support the health of their clients. Students will then be able to help create a positive change in a client's condition.

### **BODY SYSTEMS - SCI103, 90 HOURS**

***Prerequisites:*** HHF101

In consideration that massage has a powerful influence on the movement of oxygen, nutrients and hormones (in addition to other vital substances) it is paramount that today's practitioner be fluent in the anatomy and physiology of the systems of the human organism, how those structures properly function and what occurs when dysfunction appears. Within this course, the anatomy, physiology and pathology of the 11 systems will be discussed including: Skeletal; Muscular; Integumentary; Nervous; Endocrine; Reproductive; Cardiovascular; Lymphatic; Respiratory; Digestive; and Urinary.

### **CAREER DEVELOPMENT - CD101, 90 HOURS**

***Prerequisites:*** HHF101

This course is designed to prepare students in procuring gainful employment and starting a successful career in the field of massage therapy. The first part of the course will provide comprehensive guidance in interviewing skills, resume preparation and job search techniques. The second part of the course will give students the opportunity to practice massage modalities and techniques taught throughout the program in a professional, supervised setting and gain practical experience in the duties and functions of a massage therapist. Students will be given feedback as they learn what is needed to successfully enter the field while building confidence and experience as they prepare for transition as a graduate. Students will also experience providing both table and chair massage at community events to give back to the community and to learn how to use events for marketing massage services and introducing new clients to the benefits of massage therapy.

## **ADVANCED MASSAGE TECHNIQUES (HHP Program)**

### **MEDICAL MASSAGE APPLICATIONS, WMM102, 90 HOURS**

***Prerequisites:*** HHF101

In this course, we will explore Orthopedics and its application to elite level delivery of massage therapy treatments. The course will cover neuro-myoskeletal injuries, how to assess them, and if applicable, how to treat them through various and focused therapeutic massage techniques.

Additionally, an overview of lymphatic drainage techniques will be discussed, demonstrated, and practiced addressing edema associated with both acute and chronic musculoskeletal injuries.

### **ENERGY MODALITIES – EMM102, 90 HOURS**

***Prerequisites:*** HHF101

This course will explore the relationship between the body, mind, and the human bio-field. Integrated holistic modalities with a focus on self-care, and energy work guide students through a personal healing journey as they experience and awaken their healer within. By integrating these concepts into their practices, students learn how to become more balanced in their personal and professional lives in preparation for a successful, lifelong career as a holistic provider

### **HOLISTIC HEALING APPLICATIONS – HEA102, 90 HOURS**

***Prerequisites:*** HHF101

This course focuses on the development of Spa and Hydrotherapy. Methods of using both cryotherapy and thermotherapy will be discussed and demonstrated. Additionally, indications and contraindications for Spa and temperature-based therapies will be explored. This course will cover the most sought-after spa services such as: Hot & Cold Stone Therapy; Body Wraps, Salt Scrubs, Spa Reflexology, Thalassotherapy, Balneology, Vichy Treatments, and the usage of Essential Oils as they apply to Aromatherapy enhanced treatments.

### **ADVANCED CLINIC AND WELLNESS – CLI102, 100 HOURS**

***Prerequisites:*** HHF101

Students will have the opportunity to practice massage modalities and techniques learned throughout the PMT and HHP programs to demonstrate proficiency in providing a higher caliber therapeutic massage treatment to clinic clients. Additionally, students will apply their training in the professional setting of Clinic and gain practical experience in the day-to-day responsibilities and functions of a professional massage therapist. As a bonus, students will be given constructive feedback from both educators and their clinic clients in order to refine their hard and soft skills and gain the expertise needed to successfully enter and thrive within the workforce.

Students will experience providing both table and chair massage at public events to give back to the community and to learn how to strategically utilize event work for marketing massage services and introducing new clients to the benefits of massage therapy. Lastly, the students will be given the tools from industry experts on how to provide sustainable self-care for career longevity. Topics such as self-stretching, yoga, breathing exercises, Tai Chi, hydration, and nutrition will be introduced, discussed, demonstrated and practiced establishing the foundations of a long and healthy career as a bodyworker.

## **IT SYSTEMS ADMINISTRATOR**

### **IT FUNDAMENTALS - ITF 100, 90 HOURS**

This course provides students the IT Fundamentals. Students learn foundational concepts related to computer hardware and software, networking, databases, programming, information systems, and data security. The course includes a number of hands-on labs to reinforce the concepts students are learning. It covers all objectives necessary to pass the CompTIA IT Fundamentals (FC0-U61) exam.

### **PC HARDWARE - PC 101, 90 HOURS**

Students will learn computer components and specifications, how to troubleshoot PC Hardware problems and understand how to solve computer maintenance issues. This course is designed to prepare you to pass the CompTIA A+ 1001 certification. The CompTIA A+ Certification is the preferred qualifying credential for technical support and IT operational roles.

### **PC SOFTWARE - PC 102, 90 HOURS**

***Prerequisites:*** PC 101 or equivalent

Students will learn to install various operating systems, understand software concepts, such as, creating, managing, and troubleshooting virtual machines, while implementing various operating systems parameters in Microsoft and Linux environments. Students will learn how to troubleshoot software issues, understand operating system security postures, and understand how to solve computer software issues. This course is designed to prepare you to pass the CompTIA A+ 1002 certification. The CompTIA A+ Certification is the preferred qualifying credential for technical support and IT operational roles.

### **INTRODUCTION TO NETWORKING - NET 101, 90 HOURS**

***Prerequisites:*** PC 102 or equivalent

This course covers all the objectives of the CompTIA Network + certification test. The topics of focus will include networking devices, media, media specifications, networking theory, troubleshooting, policies, basic security, network operations, TCP/IP protocols, and tools.

### **ADVANCED NETWORKING CONCEPTS - NET 102, 90 HOURS**

This course covers the second half of the objectives of the CompTIA Network + certification test. The topics of focus will include networking devices, media, media specifications, networking theory, troubleshooting, policies, basic security, network operations, TCP/IP protocols, and tools. This course will prepare students to take the CompTIA Network + certification exam.

## **CAREER DEVELOPMENT - CD 101, 90 HOURS**

Course objectives and coverage include introduction to career services, goal setting, advanced resume and cover letter, understanding the hiring process, networking and social media, job searching and the market, interview prep and salary worth, understanding how to answer common questions, mock interview and the follow up process.

## **SERVER 2016 INSTALL AND STORAGE - SIS 101, 90 HOURS**

***Prerequisites:*** SP 101 or equivalent

This course is part one in a series of three courses that provides the skills and knowledge necessary to implement a core Windows Server 2016 infrastructure in an existing enterprise environment. The course covers the installation, storage, and compute functionalities available in Windows Server 2016. Students will perform general installation tasks, including installing and configuring Nano Server, as well as creating and managing images for deployment. The course helps to build skills related to local and server storage solutions including the configuration of disks and volumes, Data Deduplication, High Availability, Disaster Recovery, Storage Spaces Direct, and Failover Clustering solutions, as well as managing Hyper-V and Containers, and maintaining and monitoring servers in physical and compute environments.

## **SERVER 2016 NETWORKING - SN 102, 90 HOURS**

***Prerequisites:*** SIS 101 or equivalent

This course prepares the student to gain the knowledge and skills they need to install, configure, and maintain the networking features of Microsoft's Windows Server 2016 operating system. The course will begin with an overview of DNS and topics such as DNS functionality, DNS zones, and DNS records. Much of the instruction will center around how to implement DNS on a Windows 2016 server. This course prepares students to take the Microsoft 70-741 certification exam.

## **SERVER 2016 IDENTITY - SI 103, 90 HOURS**

***Prerequisites:*** SN 102 or equivalent

This course is designed to impart in-depth understanding of how to deploy, configure, and implement Active Directory Domain Services (AD DS) in a distributed environment. You will also learn about Group Policy, how to implement GPO infrastructure, and manage user settings using GPOs. Additionally, you will also develop skills to perform backup and restore, as well as monitor and troubleshoot AD-related issues with Windows Server 2016. This course teaches you how to deploy other AD server roles such as Active Directory Federation Services (AD FS) and Active Directory Certificate Services (AD CS).

## **SECURITY PROFESSIONAL - SP 101, 90 HOURS**

***Prerequisites:*** NET 101 or equivalent

This course teaches the skills required to be an entry-level computer and network security technician. Completion of this course identifies the student as a knowledgeable professional in the field of security, one of the fastest-growing fields in IT. Security threats are increasing in number and severity and the gap between the need for security professionals and qualified IT personnel is the largest of any IT specialty. Even in a troubled economy, most businesses plan to maintain or increase their investment in security.

## **IT NETWORK SPECIALIST**

### **IT FUNDAMENTALS - ITF 100, 90 HOURS**

This course provides students the IT Fundamentals. Students learn foundational concepts related to computer hardware and software, networking, databases, programming, information systems, and data security. The course includes a number of hands-on labs to reinforce the concepts students are learning. It covers all objectives necessary to pass the CompTIA IT Fundamentals (FC0-U61) exam.

### **PC HARDWARE - PC 101, 90 HOURS**

Students will learn computer components and specifications, how to troubleshoot PC Hardware problems and understand how to solve computer maintenance issues. This course is designed to prepare you to pass the CompTIA A+ 1001 certification. The CompTIA A+ Certification is the preferred qualifying credential for technical support and IT operational roles.

### **PC SOFTWARE - PC 102, 90 HOURS**

***Prerequisites:*** PC 101 or equivalent

Students will learn to install various operating systems, understand software concepts, such as, creating, managing, and troubleshooting virtual machines, while implementing various operating systems parameters in Microsoft and Linux environments. Students will learn how to troubleshoot software issues, understand operating system security postures, and understand how to solve computer software issues. This course is designed to prepare you to pass the CompTIA A+ 1002 certification. The CompTIA A+ Certification is the preferred qualifying credential for technical support and IT operational roles.

### **INTRODUCTION TO NETWORKING - NET 101, 90 HOURS**

***Prerequisites:*** PC 102 or equivalent

This course covers all the objectives of the CompTIA Network + certification test. The topics of focus will include networking devices, media, media specifications, networking theory, troubleshooting, policies, basic security, network operations, TCP/IP protocols, and tools.

### **ADVANCED NETWORKING CONCEPTS - NET 102, 90 HOURS**

This course covers the second half of the objectives of the CompTIA Network + certification test. The topics of focus will include networking devices, media, media specifications, networking theory, troubleshooting, policies, basic security, network operations, TCP/IP protocols, and tools. This course will prepare students to take the CompTIA Network + certification exam.



## **CAREER DEVELOPMENT - CD 101, 90 HOURS**

Course objectives and coverage include introduction to career services, goal setting, advanced resume and cover letter, understanding the hiring process, networking and social media, job searching and the market, interview prep and salary worth, understanding how to answer common questions, mock interview and the follow up process.

## **INTRODUCTION TO NETWORKS RS 101 - 90 HOURS**

This course teaches knowledge and skills related to network fundamentals, LAN switching technologies, routing technologies, infrastructure services, and infrastructure maintenance. is the course that develops the knowledge and abilities to achieve Cisco Certified Entry Network Technician (CCENT) . The CCENT certification is a tangible first step in achieving other associate-level certifications. CCENT certified professionals have the knowledge and skill to install, operate, and troubleshoot a small enterprise branch network, including basic network security The Cisco certification validates the skills required for entry-level network support positions, the starting point for many successful careers in networking.

## **ROUTING, SWITCHING, AND WIRELESS ESSENTIALS - 90 HOURS**

*Prerequisites: RS 101 or equivalent*

RS102 is the second of three courses that make up Cisco Certified Network Associate (CCNA). This course covers a breadth of topics, including: network fundamentals, network access, IP connectivity, IP services, security fundamentals. In addition, CCNA includes security and automation and programmability. This course provides the foundation for achieving further CISCO certification.

## **ENTERPRISE NETWORKING, SECURITY, AND AUTOMATION RS 103 - 90HOURS**

*Prerequisites: RS 102 or equivalent*

RS103 is the third of three courses that make up Cisco Certified Network Associate (CCNA). This course covers a breadth of topics, including: security, automation, and programmability. This course is the final in a three-part preparation for CISCO certification.

## **SECURITY PROFESSIONAL - 90 HOURS**

***Prerequisites:*** NET 101 or equivalent

This course teaches the skills required to be an entry-level computer and network security technician. Completion of this course identifies the student as a knowledgeable professional in the field of security, one of the fastest-growing fields in IT. Security threats are increasing in number and severity and the gap between the need for security professionals and qualified IT personnel is the largest of any IT specialty. Even in a troubled economy, most businesses plan to maintain or increase their investment in security.