

Course Catalog



**EAST WEST COLLEGE
of the HEALING ARTS**

A Professional School of Massage and Bodywork

EST 1972

Effective July 2021 – June 2022
Version 21.1

The policies and procedures outlined in this EWC Catalog supersede those in any previous EWC publication, including the Catalog, Academic Policies and Procedures, Student Handbook and Course Materials

Welcome to East West College

Welcome to East West College, an outstanding place to start your career as a massage therapist! We have grown a lot since our start in 1972, but we give our students genuine personal care and educational excellence. When you come to our space in the heart of downtown Portland, you will immediately feel at home and experience the difference our facility offers. Our dedication to excellence is shown by its accreditation by the Commission on Massage Therapy Accreditation (COMTA). Welcome to a great place to learn and succeed!

– David J. Slawson, East West College Owner and Director

OUR MISSION

The mission of East West College is to educate and enrich our community through the art and science of massage. To fulfill this mission, the college provides comprehensive training in the arts and sciences required to pass massage board exams and begin practicing massage.

OUR CORE IDENTITY

In our interactions with all members of the community, the staff and faculty of East West College strive to model attributes that are essential to success for professional massage therapists. These include: communicating clearly and respectfully; engaging in critical thinking; being creative problem solvers; having clear and appropriate boundaries; and being warm, open and nurturing.

OUR HISTORY

East West College was founded in 1972 as the Midway School of Massage. In 1981, David Slawson bought and renamed that college as a part of his commitment to healing the environment. Under his direction, the college thrived, expanding into ever larger facilities throughout Portland. In July 2019 the school moved to a newly remodeled space in downtown Portland. Our goal in our new home is to provide an accessible, beautiful, safe environment in which to nurture the healers of our future.

ACCREDITATION

East West College's curriculum was approved in 1997 by the Commission on Massage Therapy Accreditation (COMTA), which was then a division of the American Massage Therapy Association (AMTA). In 2002, COMTA was recognized by the U.S. Department of Education as an approved accrediting agency of massage therapy schools and programs. With this approval, East West became eligible to participate in federal student aid programs. As a COMTA-accredited school, the college has been carefully examined by an organization that identifies and acknowledges educational institutions and programs for achieving and maintaining a level of quality, performance, and integrity based on educational and professional standards. East West is one of only seven massage colleges on the West Coast accredited by COMTA.

LICENSING AND APPROVALS

East West College's program is licensed by the Oregon Higher Education Coordinating Commission and is also approved by the following:

- Oregon Board of Massage Therapists
- Oregon Vocational Rehabilitation Division
- Oregon Commission for the Blind
- US Department of Immigration and Naturalization
- US Department of Veterans Affairs
- National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) – Assigned School

Table of Contents

WELCOME TO EAST WEST COLLEGE	1
OUR CAMPUS	2
OUR CITY	3
OUR CLINIC	4
OUR PEOPLE	4
Management Team	4
Administrative Staff	4
Faculty	4
OUR PROGRAM	8
Massage Courses	9
Science Courses	10
Professional Development Courses	11
Elective Courses	11
Program Schedule	12
ADMISSIONS	15
Applying For Admission	15
International Applicants	16
Veterans Benefits	16
ENROLLING AND REGISTERING	16
Enrollment Status	16
Registration	16
Orientation	17
FINANCING YOUR EDUCATION	17
Tuition, Fees & Additional Expenses	17
Payment Methods	18
Late Payments & Interest	19
Federal Financial Aid	19
Free Application for Federal Student Aid (FAFSA)	19
Outside Scholarships	20
Cancellation and Refund Policies	20
STUDENT SERVICES	22
Dean of Students	22
Registrar	23
Changes in Enrollment Status	23
ACADEMIC POLICIES & PROCEDURES	25
Attendance	25
Assignments	26
Tests	26
Grades	26
Course Evaluations	27
Clock Hours	27
Academic Credits	27
Satisfactory Academic Progress	27
Academic Probation and Dismissal	28
Academic Appeals	28
NON-ACADEMIC POLICIES & PROCEDURES	29
Professional Conduct	29
Professional Ethics	29
Sexual Harassment	29
Non-Discrimination	29
Conflict Resolution	29
Non-Academic Warning, Probation and Dismissal	29
Drug and Alcohol Abuse	30
Complaint Procedure	30
GRADUATION & LICENSING	31
Graduation	31
Licensing Requirements	31
Completion and Placement	31
ALUMNI SERVICES	31
Placement Assistance	31
Continuing Education	31
Program Electives	31
Campus Store	31
ACADEMIC CALENDAR	32

Our Campus

East West College's space was designed with your learning experience in mind. Classrooms have modern, top quality tables and equipment. There are open areas with abundant natural light where students can gather on breaks. The library has reading, listening, and viewing materials, and there is a study area with computers for student use. The Student Clinic is a warm and supportive environment where you can practice the skills you've learned in class. There is a full-service café in the building, 24/7 security, covered bicycle parking, and an ideal opportunity to reduce our carbon footprint by taking advantage of the plentiful public transportation options.

SUSTAINABILITY

East West College's culture is one of mindfulness and connectedness. As you learn about the human body, you will naturally become more aware of the environment's effects on health.

To support this, the college is committed to sustainability and uses recycling, composting and post-consumer recycled products whenever possible to minimize our

carbon footprint. We also employ natural cleaning products, energy-saving lighting, reusable air filters, and low-flow plumbing fixtures.

By making our campus as sustainable as possible, we have created a culture that gives students the peace of mind that comes with gaining an education in a healthy environment.

CLASSROOMS

Small student-to-teacher ratios allow for a more intimate and hands-on education while large classrooms with plenty of natural light provide ample learning space. The Student Clinic is where you can gain practical knowledge by applying your skills to the public in a spacious and peaceful setting.

LIBRARY

East West College's library contains a wide selection of the books and materials needed for all massage therapy training program courses, as well as several computers for student use. It also has a variety of other massage and bodywork books, journals,

magazines, videos and CDs for student use. Library holdings are updated each term to reflect the diversity of literature on massage therapy and bodywork.

STUDENT LOUNGE

East West College has a comfortable Student Lounge that stretches along the perimeter of the building bringing in plenty of natural light where students can study, relax, and socialize between classes. There is also a kitchen area with a refrigerator, microwave oven, and sink so students can prepare food.

CAMPUS STORE

The store serves as a resource for students, alumni, and Portland massage professionals. We carry massage tables and accessories, massage oils and lotions, massage tools, learning aids and posters. You can also find the required and recommended textbooks for all of our courses, in addition to books used in our CE classes. We are happy to accommodate special orders, and offer a 10% discount on massage-related items to EWC alumni in good standing.



Our City

Located at the confluence of the Willamette and mighty Columbia Rivers, in a valley formed between the Coast Range and the spectacular Cascade Mountains, and only sixty miles from the beaches of the Pacific, Portland strikes a perfect balance between the amenities of city living and accessibility to the pristine natural world that surrounds it.

A DIVERSE URBAN AREA

East West College is located on the edge of Portland's University District, a vibrant and diverse neighborhood that is also home to Portland State University. Within steps, students can find food trucks and a farmers' market, art galleries, museums, theaters and shops, including Powell's Books. Just a few blocks away is the Tom McCall Waterfront Park along the Willamette River, which contains paths for walking and biking, and hosts several cultural and music festivals throughout the year. Within a few miles, you can visit Forest Park, one of the largest urban forests in the U.S. and Mill Ends Park, at two square feet, the smallest park in the world.

SURROUNDED BY NATURAL BEAUTY

Venture just one hour outside of the city and you can be skiing the year-round slopes on Mt. Hood, windsurfing world-class waves in the Columbia Gorge or hiking old-growth forests in the region's numerous state and national parks.

SUSTAINABLE TRANSPORTATION

Want to explore the city's many unique neighborhoods or need to get to class but don't have a car? Aside from its renowned bike infrastructure, Portland also has one of the nation's top-rated public transportation systems, and East West College is located in the center of downtown's transit mall.

Streetcar. Bordering East West College on Market Street is the Portland Streetcar. With stops in the Pearl District, on Northwest 21st, at Portland State University and in the inner-Southeast industrial district, the Streetcar offers an easy, relaxed ride to many of the city's vibrant communities.

Light Rail. TriMet's MAX light rail system is an above ground light rail that connects the city's outlying neighborhoods and suburbs through its five lines: Blue, Red, Green, Yellow and Orange. The five lines currently serve the cities of Gresham, Clackamas, Hillsboro, Beaverton and Milwaukie, with stops at many locations throughout Portland. The Green, Yellow and Orange lines stop virtually at our door; the Blue and Red lines stop several blocks to the north.

Bicycle. With hundreds of miles of designated bike routes, brightly painted lanes and clearly marked signage, navigating the city by bike can be as easy and efficient as driving a car. Students have easy access to on-street bike routes and motor vehicle-restricted bike paths that can safely connect them to almost anywhere in the city, and to secure bike parking in our building.

Bus. As close to East West College as both the MAX and the Streetcar, the region's extensive public bus system, TriMet, has frequent service to practically anywhere in the Portland-Metro area, with buses stopping within blocks of the school every 15 minutes.



Our Clinic

East West College operates a Student Clinic where clients can experience a variety of massage techniques at affordable prices from current students.

Experienced instructors supervise the Student Clinic where students close to graduation apply the techniques and skills

they have learned in their East West program. Appointments are typically available in the day and evening and the cost is minimal so clients are usually abundantly available for this excellent service.

Our People

MANAGEMENT TEAM

East West College is managed by a President and an Oversight Committee. The Oversight Committee consists of the college's Director and President, David Slawson, BS; the Director of Operations, Edie Moll; and the Director of Education, Erika Baern, LMT, MA. The Management Team supports its mission by carefully administering day-to-day East West operations as well as performing strategic and long term planning.

ADMINISTRATIVE STAFF

The college's administrative staff supports its mission by offering highly competent and compassionate services. It includes our Assistant Director of Education, Jamie Fields, ND; Dean of Admissions, Lori Johnson; Director of Financial Aid, Ana Dugan; Dean of Students, Tina Smith, LMT, BS; and Registrar, Jan Stott, BFA.

FACULTY

East West College's excellent faculty supports the college's mission by providing expert and compassionate teaching skills in a learning environment that fosters each student's personal and professional growth. Instructors are hired for their professional training and expertise as well as their teaching ability. Bodywork instructors have a minimum of two years of education and practice in the

subject they teach. Science instructors have a university degree in science or a health-related field or appropriate undergraduate coursework. All East West College instructors continually strive to inspire excellence and provide an environment that encourages student success. They are warm, caring, compassionate, well trained and experienced.

Amy Bennett, LMT, BCSI™ Amy is a 2003 graduate of East West College and joined the EWC faculty in 2006. She completed her Anatomy Trains Structural Integration training and became a Board Certified Structural Integrator (BCSI) in 2013. Amy maintains a private practice in NE Portland where her focus is primarily Structural Integration, Movement Education and teaching a series of advanced continuing education classes for bodywork practitioners. She has taught many core programs and is currently teaching the Structural Bodywork elective. Amy's focus over the course of her career has been to more comprehensively understand the human body through the study of anatomy and movement and to explore the relational nature of bodywork. When not in her office or the classroom, Amy can be found hiking in both the woods and the city, working in her garden, or simply spending time at home with her husband and two cats reading a book.

Nicole Craigmiles, BA, LMT Nicole is a graduate of University of Maryland, College Park and East West College. She holds a degree in English literature and has been a Licensed Massage Therapist since 2017. She practices many modalities including deep tissue, myofascial release, craniosacral, and cupping. In addition to teaching and massage, Nicole enjoys spending time with her family hiking, biking, camping, and at lakes and rivers.

Sarah Davis, BA, LMT Sarah earned her Bachelor of Arts from Bard College and received her massage therapy education from Lane Community College. Her professional bodywork studies include geriatric massage, Thai massage and spa therapies such as aromatherapy and stone massage. Sarah has worked in a variety of massage settings, including her own practice focusing on injury recovery, chronic illness management, on-site and outcall massage, spa therapies and geriatric massage. She is inspired by the dynamic power of massage to facilitate healing of the body, mind, heart and spirit. A perpetual student of the human body and of human relationships, Sarah hopes to inspire in her students the same passion for learning, discovery and service.

Sean Dubs, LMT After 12 years of ballet training and teaching, Sean made the leap to massage therapy, graduating from Cortiva Institute in Seattle. In his massage practice, he uses cupping therapy, gua sha, myofascial release, and intuitive work with a focus on postural analysis, body mechanics, client education, and celebration of self-care! He is thankful for the opportunity to share his passion for both objective physical analysis and empathetic energy exchange with students. His spare time is spent wandering outside, in conversation with his massage therapist husband, pursuing specializations in complementary supportive practices, and reading about the many forms of healing.

Jamie Fields, ND Jamie received her Bachelor of Science in Kinesiology from Indiana University, and completed her Doctor of Naturopathic Medicine degree from National College of Naturopathic Medicine in Portland. After nearly a decade in clinical medicine, Jamie joined East West College as the Assistant Director of Education. She continues to teach Anatomy, Physiology & Pathology. Aside from staying up to date on medical information and teaching, Jamie spends most of her time with her husband Kevin and their two little girls on their mini-farm.

Maryanne Gilbert, BA, LMT Maryanne is a graduate of the University of Colorado at Denver and the Colorado School for Healing Arts. She has been a Licensed Massage Therapist since 2003 and owned her own practice for 15 years with the focus of helping people manage stress and chronic illness. Maryanne is the Alumni Services Coordinator at EWC and teaches Business. She is grateful to be part of the East West College community.

Mary Gunter, AS, LMT Mary is a graduate of East West College and has been practicing since 2001. Her approach to massage integrates both subtle therapies like craniosacral and lymphatic drainage and more physical Swedish and deep tissue techniques. Mary became a massage educator in 2004 and has been part of East West College's faculty since 2007, teaching Kinesiology and massage technique courses. She feels that teaching at East West College is a unique and wonderful opportunity to share with students both the science and the art of this amazing field.

Kevin Hilbert, MS Kevin is a graduate of Indiana University in Bloomington, where he earned bachelor's and master's degrees in Kinesiology and a minor in Psychology. He can be found on most weekends gardening with his wife and two daughters, hiking or

backpacking, and enjoying all this life has to offer. He has experienced the positive benefits of consistent bodywork and encourages the monthly practice to all. He loves the challenge of making science fun and enjoys watching people learn and appreciate how complicated and amazing the body truly is.

Jace Knox, AA, LMT Jace began his study of manual medicine in 2007 when he became a student of Chinese martial and healing arts under the North American Tang Shou Tao Association. Initially, Jace's interest was in the fighting arts, but over time the therapeutic aspect of the deeply influenced the path of his life. After having worked as a carpenter, Jace decided that he wanted to be of service in other ways and enrolled at East West College. His experience at EWC broadened his understanding and approach to the work and helped him hone the tools that have made his practice successful. In 2013, he established his practice and his own school of martial arts and manual medicine in North Portland. Jace has deep respect for the potency of the work we can do with our hands, especially when combined with an intentional physical practice to keep us physically and energetically balanced, grounded, and strong. He looks forward to assisting students in forging their own paths into the healing arts.

Marta Lange, BA, LMT Marta is a graduate of the Evergreen State College and East West College and joined our faculty in 2009. Marta's approach to bodywork is rooted in her study and practice of hatha yoga, qi gong, mindfulness meditation, and ecstatic dance. She was employed for many years at a chiropractic clinic where she refined her client-centered approach to therapeutic massage and bodywork. Currently Marta has a private practice in NE Portland where she focuses on a variety of Western massage techniques

including myofascial, deep tissue and neuromuscular therapy. She has supplemental training in craniosacral therapy, lymphatic massage, and Zen Shiatsu. As an educator, Marta enjoys bringing her experience into the classroom to support each student's unique learning style and goals. She is passionate about the art and science of massage therapy and its evolving role in complementary healthcare.

Sadie Lira, LMT Sadie received her massage therapy education from Alaska Career College and has worked as a Licensed Massage Therapist since 2010. Sadie has experience in both spa and chiropractic office settings. Her techniques include sports massage, pregnancy massage, and aromatherapy. She has enjoyed her journey as a massage therapist and is excited to translate her years of experience into lessons for the next generation of massage therapists. Outside of teaching and practicing, Sadie enjoys cooking, hiking and relaxing at home with her husband, and their dog and two cats.

Stephanie O'Donnell-Peters, BS, LMT, RYT Stephanie is a 2010 graduate of East West College. She holds a Bachelor of Science degree in Psychology, has been a licensed massage therapist since 2011 and a yoga teacher since 2014. Her practice includes craniosacral therapy, deep tissue, relaxation and Swedish massage, as well as spa-like add-ons. Stephanie loves to bring humor and curiosity into her classes whether they are in the yoga studio or in the massage classroom.

Roxanne O'Hara, AA, LMT Roxanne is a graduate of Heartwood Institute of Massage in Northern California and of Lane Community College where her focus was human health sciences. She has practiced therapeutic massage since 2001 specializing in chronic and complex pain, injury

rehabilitation, and women's health. Her preferred methods include myofascial release, craniosacral, and orthopedic manual therapy techniques. She has worked primarily in private practice, but has extensive experience collaborating with chiropractors, physical therapists, and other medical providers. She has also worked as a clinical herbalist, including serving unhoused and vulnerable populations in an integrative street clinic. She is very excited to share her passion and integrity with the next generation of massage therapists.

Samantha Paquette, LMT Samantha graduated from East West College in 2016 and continues to be fascinated by the human body and the myriad ways we can be healed through touch. Since graduation, she has been practicing bodywork full-time in spa, clinical and home office settings, using a blend of Eastern and Western modalities, including neuromuscular techniques, myofascial release, Tui Na, acupressure, cupping, Gua Sha and Swedish massage. She has also studied aromatherapy for many years and enjoys incorporating essential oils into her practice when called for. In her free time, Samantha enjoys listening to spooky podcasts, spending time with her husband and cat, and heading out to the Oregon coast whenever possible.

Lee Poe, ND Lee received his Bachelor of Science in Psychology at the University of Arizona in 2008. After his undergraduate studies, he completed a massage program at the Ashland Institute of Massage. He received his Doctor of Naturopathic Medicine from the National University of Natural Medicine in 2017 and currently practices naturopathic medicine at a non-profit clinic. Lee has always enjoyed teaching and is looking forward to helping future healthcare practitioners and healers gain the knowledge they need to be successful. Outside of practicing medicine and teaching, Lee enjoys rock climbing.

You might find him at a crag or at a climbing gym.

Julie Reyes, BS, LMT Julie is a graduate of the University of Oregon and a 2016 graduate of East West College. Since graduation, she has maintained a private massage therapy practice, incorporating Swedish, deep tissue, myofascial release and energy work into her sessions. In 2020, Julie began offering Akashic Records readings to help heal the body, mind, heart and soul, and also launched a life and business coaching program. Julie teaches Business at EWC and is excited to share the knowledge she has gained from her own life experiences and her work with her coaching clients.

Skye (Kelly) Smith, LMT Skye is a graduate of East West College, member of the Association for Size Diversity and Health (ASDAH) and former volunteer with the Returning Veterans Project. They are passionate about providing excellent care to a diverse clientele using their skills, training, and interest to meet clients where they are in their bodies and lives on any given day. They are passionate about teaching and learning more ways to practice inclusivity and provide trauma-informed care in an authentic, compassionate, and well-boundaried way. Skye can most often be found spending their downtime in the woods and waterfalls of the Pacific Northwest, on their yoga mat, or acting as mediator between their four-legged family members.

Tina Smith, BS, LMT Tina is a graduate of East West College and the current Dean of Students. For several years she enjoyed working in a chiropractic office with clients seeking pain relief and is now in private practice in SE Portland. Her practice includes neuromuscular/trigger point therapy, deep tissue, Tui Na, silicone cupping, Gua Sha and Reiki. Tina's education and professional experiences are eclectic.

After studying animal science and then elementary education in college, she worked in Head Start followed by more than a decade doing social work in non-profit agencies with families and seniors. Tina's transition to massage gave her the opportunity to focus on connection with others through manual therapies and to engage in working together with clients toward healing. Tina is inspired by the caring and vulnerability students show for each other, and by their determination to make a difference in their communities through the practice of massage.

Neesie Steinke, LMT Nessie is a graduate of East West College, and has taken continuing education in neuromuscular therapy, myofascial release and Reiki. Neesie is the founder and president of three massage businesses in Portland, Salem and Elk Grove, California, which have received awards for sustainability and been noted for their altruism as part of a healing practice. Neesie has taught massage, therapeutic relationships and business courses at EWC since 2015. Outside of her massage businesses and teaching, Neesie enjoys reading, hiking, and playing bass guitar.

Lauren Swick, LMT Lauren is a graduate of East West College and has been an LMT since 2005. Lauren practices bodywork and holds CE workshops at her studio in SE Portland. Her focus and passion in her private practice reside in the Traditional Thai Healing Arts and structural bodywork. She feels a depth of gratitude to the teachers with whom she has studied and is excited to open new doors into this vast world for her students.

Debbie Anne Taylor, BS, LMT Debbie is a graduate of East West College and the California College of Holistic Health and has been in practice since 1988. She studied Ayurvedic massage while working as a Holistic Health Practitioner at Deepak Chopra's

Center for Well Being. In her private practice, Debbie she specializes in Ayurvedic massage and dry room spa treatments. She enjoys using her background in medical anthropology to help clients and students become aware of the cultural aspects of their healing journey. Her extensive teaching, practice and spa management experience as well as her compassion for her students make her an ideal teacher.

Robin Tibbals, BS, LMT, CA Robin graduated from the State University of New York at Binghamton with a degree in Environmental Studies. After ten years of working in the field and teaching environmental science to school-age children, she moved to Portland in 2007 and graduated from EWC in 2009. After a year working in a spa, she joined a chiropractic office where she employs a wide variety of modalities including myofascial release, deep tissue, injury recovery, sports and event massage, cupping, and gua sha. Robin has always enjoyed sharing her passions with her students. Whether the topic is macroinvertebrate insects, horseback riding or massage, she strives to share real life experience with her students to help them achieve their goals. On her off-time, she can be found in her garden, hiking, canoeing, or snuggling one of her many animals.

Lisa Ann VanAlstine, BA, LMT Lisa Ann

graduated from East West College in 1998, and earned a Bachelor of Arts in Spanish from Portland State University in 2003. In her bodywork practice, she specializes in deep tissue and injury recovery. Lisa Ann's enthusiasm for helping students find their unique learning style translates into a creative and kinesthetic classroom environment. She is constantly inspired by her students who grow in so many ways during their time at EWC. She joined the EWC faculty in 2006 and teaches Kinesiology and beginning to advanced level massage and bodywork program classes as well as continuing education classes. When there's time, Lisa Ann loves dancing with her husband and dog, playing music, and spending time with friends in the beautiful Pacific Northwest.

Cyr Zeeberg-Foote, BA, LMT Cyr is a graduate of Eckerd College and the Suncoast School of Massage. They hold a degree in social work and have been a Licensed Massage Therapist since 1991. Their practice encompasses many modalities including craniosacral therapy, myofascial release, and reflexology. Cyr has been teaching since 2003 and feels the opportunity to teach is a gift. Through teaching, they strive to give back and share their endless sense of awe and fascination with the human body. Cyr enjoys spending their free time with their wife and cats. They love exploring the Pacific Northwest by kayak and hiking trails.



Our Program

PHILOSOPHY

At East West College, students gain deep knowledge of human anatomy, physiology and pathology, and learn several massage modalities. This technical knowledge is supported by education in ethical practices, effective communication skills, individualized treatment planning approaches and professional practice strategies to meet the students' personal goals. Students' experience in hands-on sessions in the East West College Student Clinic helps them develop confidence in their ability to bring nurturing, respectful touch to those around them.

Throughout the program students are encouraged, challenged and inspired to integrate their abilities to engage in critical thinking and to follow their intuition. Our small class sizes reflect this commitment and allow our teachers to give personal attention to all students. This means that the ratio of students to teacher in our massage classes averages about 12 to one and in lecture classes averages about 16 to one. This comprehensive approach prepares students to become successful members of the community of professional massage therapists and to bring their healing touch to the world.

A BRIEF OVERVIEW

East West College offers a comprehensive program whose graduates are in high demand – and for good reason. Our 800-hour program is designed to help you gradually develop the skills needed to be an effective massage therapist, able to work with individuals who are seeking relaxation massage or massage that addresses pain, stress and injury. In your first quarter, you'll begin developing basic skills in massage techniques, start learning the location and actions of major muscles, and discuss and practice creating a therapeutic relationship with clients. In the second quarter, you'll continue learning the locations and actions of major muscles, and begin exploring the workings of the body in health and disease. You'll also start integrating your knowledge of the muscles and how they work with your knowledge of massage as you learn a variety of Western massage and bodywork modalities.

When you reach the third quarter, you'll be finishing your exploration of the body in health and disease as you begin to consider how to work with common client conditions (such as whiplash, sciatica, or fibromyalgia). You'll also learn how a variety of Eastern and energetic modalities approach working with clients. You'll develop skills for working



with clients in a clinical setting – everything from interviews to documentation to timing a session. Your final term of the program is an integration of previous learning, and preparation for working as a massage therapist. In addition to learning business skills, and considering how to work with members of various specific populations (such as athletes or individuals with chronic disease), you'll have the opportunity to practice with members of the general public in the Student Clinic. In your final term, you'll also have the opportunity to choose from a variety of electives, to enhance your knowledge in specific massage & bodywork modalities.

The program is the same number of total hours for everyone, but it is offered in both 12-month and 15-month formats. The longer format is designed for those who want to go through it a bit more slowly. This is a very thorough training program and it will allow you to emerge from the college feeling confident about starting your new profession. As evidence of the program's quality, the percentage of East West College graduates who pass their licensing exams is consistently higher than the national and state average pass rates.

PROGRAM OBJECTIVES

Learning massage therapy and its related sciences requires a lot of study and practice, so the East West College program allows time for you to integrate and absorb the material. Our 800-hour Massage Therapy Program covers anatomy, physiology, kinesiology, pathology, massage techniques, therapeutic relationships, professional development and business practices. It will prepare you to:

- Describe your philosophy of the role of massage and bodywork in client health and healing.
- Create, implement and document personalized treatment plans through the integration of client goals, assessment findings, knowledge of the human body, understanding of the effects of massage and bodywork, and intuition.

- Perform massage and bodywork safely, effectively, compassionately and in response to client needs.
- Establish and maintain professional, therapeutic relationships with clients.
- Develop and implement strategies for attaining a satisfying, successful and ethical professional practice or employment situation.
- Develop and implement strategies for supporting a life-long practice, through self-care, self-reflection, professional development, and professional support and referral networks.

Because of our comprehensive approach, you will have an excellent opportunity to succeed in the exciting and growing field of massage and bodywork.

MASSAGE COURSES

The required massage courses emphasize developing the knowledge and skills required to give a high-quality massage therapy treatment for the purpose of enhancing wellness, reducing stress, relieving muscle tension and improving overall flexibility, movement and fitness.

Foundations of Massage

103 clock hours; 5 academic credits

Foundations of Massage provides an introduction to the massage profession, including a history of massage, an overview of massage regulation, a brief summary of various bodywork modalities, and a focus on the development of massage skills used for general wellness and relaxation massage. After an introduction to sanitation and hygiene, students explore the basic strokes and variations of Swedish massage, compression and myofascial techniques, including their use, effects and precautions. They learn to assess client needs, select and apply appropriate techniques, and provide a personalized full body massage. Students develop skills in proper draping, lubrication, bolster use and turning procedures, as well as appropriate uses of pressure, rhythm,

movement and hot hydrotherapy to enhance the massage's effects. Students also learn self-care skills such as centering, grounding, and efficient body mechanics.

PREREQUISITES: none

COREQUISITE: Therapeutic Relationships

Western Massage & Bodywork

99 clock hours; 5 academic credits

The overall focus of the Western Massage & Bodywork course is on developing the assessment, planning and treatment skills necessary to provide safe and effective massage and bodywork for a wide variety of client needs. Students learn the general principles of deep tissue massage, including how to work deeply without causing pain, apply a variety of advanced strokes, and use fingers, knuckles, fists, forearms and elbows as massage tools. Students also learn basic techniques for a selection of Western bodywork modalities, including myofascial techniques, neuromuscular therapy/trigger point therapy, and muscle energy techniques. Throughout the course, students develop the ability to conduct intake interviews, perform postural analysis and pain assessments, and analyze joint range of motion to identify areas of tension and limitation. Using this information, students plan and implement treatment sessions blending deep tissue massage, movement therapy, hydrotherapy and other Western bodywork modalities to address client needs.

PREREQUISITES: Foundations of Massage; Kinesiology I; Kinesiology II (may be taken concurrently); Anatomy, Physiology & Pathology I (may be taken concurrently)

Massage for Common Conditions

66 clock hours; 3 academic credits

In Massage for Common Conditions, students combine their knowledge of Anatomy, Physiology and Pathology with their newly acquired bodywork skills to address the disorders and conditions typically encountered in a massage practice.

Students learn uses of, modifications for and contraindications to massage, movement therapy and hydrotherapy for clients with a variety of joint, muscular, connective tissue, and neurological conditions, as well as inflammation, stress and pain.

PREREQUISITES: Kinesiology II; Western Massage & Bodywork; Anatomy, Physiology & Pathology I; Anatomy, Physiology & Pathology II (may be taken concurrently)

Eastern and Energetic Massage & Bodywork

33 clock hours; 1.5 academic credits

This course is an introduction to traditional and modern theories of energy, health and healing, including Traditional Chinese Medicine and Ayurveda. Students receive a brief overview of a variety of Eastern and energetic bodywork modalities, including Tui Na, Shiatsu, Thai Massage, Polarity Therapy and Reflexology. They also learn basic bodywork techniques and energetic self-care strategies which they can incorporate into their daily practice.

Students are prepared to make informed choices of electives, take massage licensing exams, choose continuing education workshops after graduation and make appropriate client referrals.

PREREQUISITES: Foundations of Massage Practice

Massage for Specific Populations

33 clock hours; 1.5 academic credits

Massage for Specific Populations introduces adjusting treatment plans to address the needs of clients based on their goals, age, abilities, activity level, setting or medical conditions. The course begins with a focus on establishing presence, maintaining neutrality, welcoming every body, and trauma-informed bodywork. Students then consider the adjustments to make for a variety of specific populations, such as: seated clients, athletes, infants and children, clients with disabilities, clients with communication challenges, individuals with chronic medical conditions, individuals who

are dying and others.

PREREQUISITES: Massage for Common Conditions; Anatomy, Physiology & Pathology II

SCIENCE COURSES

Learning the sciences that relate to massage therapy is essential for students who wish to become successful and well-rounded practitioners.

Kinesiology I

66 clock hours; 3 academic credits

Kinesiology I introduces students to the skeletal and muscular systems. They learn the names and basic landmarks of the bones and joints of the head, neck, face, shoulder, arm, forearm and hand, as well as the origins, insertions and actions of the major muscles of these regions. For each of the muscles studied, students learn how to palpate, shorten and lengthen the muscle. In addition, students explore learning styles, studying and test taking strategies.

PREREQUISITES: none

Kinesiology II

66 clock hours; 3 academic credits

Kinesiology II continues the study of the skeletal and muscular systems. Students learn the names and basic landmarks of the bones and joints of the spine, thorax, pelvis, thigh, leg and foot as well as the origins, insertions and actions of the major muscles of these regions. For each of the muscles studied, students will learn how to palpate, shorten and lengthen the muscle.

PREREQUISITES: Kinesiology I

Anatomy, Physiology & Pathology I

33 clock hours; 3 academic credits

In Anatomy, Physiology & Pathology I, students study the structure, function and dysfunction of the human body. They explore the structural organization and physiological processes of the body, from the molecular and cellular level through the tissue, organ and system levels, focusing in this course on the integumentary and nervous systems.

Students learn how to identify common diseases and disorders involving these systems, and develop critical decision making skills as they determine appropriate uses of and contraindications to massage, movement and hydrotherapy for clients with those conditions.

PREREQUISITES: none

Anatomy, Physiology & Pathology II

66 clock hours; 6 academic credits

In Anatomy, Physiology & Pathology II, students continue their study of the structure, function and dysfunction of the human body. In this course, they explore the skeletal, muscular, cardiovascular, endocrine, reproductive, lymphatic/immune, respiratory, digestive and urinary systems. Students learn how to identify common diseases and disorders involving these systems, and develop critical decision making skills as they determine appropriate uses of and contraindications to massage, movement and hydrotherapy for clients with those conditions. Students also study scientific research in the field of massage and bodywork.

PREREQUISITES: Anatomy, Physiology & Pathology I

PROFESSIONAL DEVELOPMENT COURSES

In these exciting courses, you will practice applying the skills you have learned in class to real clients in a clinical setting.

Therapeutic Relationships

33 clock hours; 3 academic credits

Therapeutic Relationships provides an introduction to the knowledge and skills needed to develop successful client-therapist relationships. Students begin by examining the role and effects of touch, cultural differences regarding touch, personal touch history, strategies for establishing trust and emotional responses to touch. They learn about the legal and ethical requirements for massage therapists, including licensing regulations, standards of practice, scope of practice and professionalism. In

addition, students explore the issues that contribute to effective communication with clients, including setting boundaries, active listening, assertive communication, managing transference and countertransference. Throughout the course, students work on developing professionalism, therapeutic presence and self-care skills.

PREREQUISITES: None
COREQUISITE: Foundations of Massage

Introduction to Clinic
33 clock hours; 1.5 academic credits

Introduction to Clinic prepares students for working in a clinical setting. Students begin by learning effective interview and documentation practices, including confidentiality and HIPAA requirements. They practice handling all aspects of a massage session, including preparing a hygienic and comfortable treatment space, interviewing the client, performing appropriate physical assessments, developing a treatment plan, applying suitable hydrotherapy treatments, performing massage and movement therapies, and conducting exit interviews. In these practice sessions, students focus on connecting with the clients as individuals and employing a holistic approach to treatment for pregnant clients, elderly clients, and for relaxation and treatment oriented sessions. At the end of the course, students perform massage sessions on members of the EWC community.

PREREQUISITES: Western Massage & Bodywork; Anatomy, Physiology & Pathology I; Anatomy, Physiology & Pathology II (may be taken concurrently)

Business for Massage Therapists
33 clock hours; 3 academic credits

All massage therapists, whether they choose to work as an employee, be an independent contractor or open their own massage practice, need a basic understanding of the principles and practices of business. This course provides the basic skills and knowledge students will need to make an informed choice about their career options,

obtain employment, launch and manage a successful practice, maintain financial records, attract and retain clients, and engage in self-care practices that lead to success. By the end of this course, students will have a plan for creating a massage career that meets their individual goals.

PREREQUISITES: None

Clinic
70 clock hours; 3.5 academic credits

Clinic gives students the opportunity to provide massage to the general public under the supervision of an experienced instructor. Students handle all aspects of a massage treatment, including giving intake and exit interviews, performing appropriate physical assessments, developing a treatment plan, preparing a hygienic and comfortable massage area, performing massage and movement therapies, and applying suitable hydrotherapy treatments to their clients. Students also create and maintain client charts to record the specifics and results of all treatments, and they receive evaluations from both their clients and the instructor. Throughout the course, students present client cases for classroom discussion and learning.

The Student Clinic is the highlight and culmination of the East West College curriculum and prepares students to start their practice as professional massage therapists. This course includes a four-hour weekend class on preparing for licensure.

PREREQUISITES: Introduction to Clinic; Massage for Common Conditions; Massage for Specific Populations (may be taken concurrently)

ELECTIVE COURSES
East West College's elective courses are designed to enhance your ability to perform massage therapy at a high level. Not all electives are offered every term.

Craniosacral Therapy
33 clock hours; 1.5 academic credits

Craniosacral therapy is a gentle yet powerful

type of bodywork that is used to ease pain and improve health by directly affecting the central nervous system. A craniosacral therapist evaluates the motion of cerebrospinal fluid by monitoring the craniosacral rhythm at various locations in the body. Using very light touch, restrictions in the craniosacral rhythm are released, stimulating the body's own healing mechanisms. Its techniques are safe and effective for almost any population. In this course, students will enhance their palpation skills and deepen their intuitive perception as they learn to palpate the craniosacral rhythm and assess and release restrictions in the craniosacral system. By the end of the course, students will be able to perform a full craniosacral therapy bodywork session and blend craniosacral techniques with other bodywork modalities.

PREREQUISITES: Western Massage & Bodywork or LMT

Chinese Massage (Tui Na)
33 clock hours; 1.5 academic credits

Traditional Chinese Medicine (TCM) uses massage, acupuncture, and herbs to encourage healing. The massage aspect of this healing approach is called Tui Na, which means "push, grasp." In this course, students will learn how to use soft tissue manipulation, joint mobilization techniques and acupressure point treatment to enhance energy flow and increase client health and well being. In this process, they will apply the TCM concepts of Qi, the Five Element cycle, the fourteen meridians, and the Qi points. By the end of the course, students will be able to perform a basic full-body Tui Na routine that can be easily integrated into a general massage practice.

PREREQUISITES: Eastern and Energetic Massage & Bodywork; or LMT

Myofascial Release
33 clock hours; 1.5 academic credits

Myofascial Release offers a subtle hands-on approach for assessing and treating body wide patterns of restriction, torsion, and pain within

the fascial system. Through techniques such as deep listening, local and systemic unwinding, and gentle manual stretches, Myofascial Release frees holding patterns without force or strain to the therapist or client. In this course, we'll explore the current scientific understanding of the fascial system, including structure, functions, and relationship to other body systems. Hands-on learning will focus on increasing perception of the fascial system through advanced palpation skills, developing sensitive treatment techniques, and addressing emotional response to treatment. Throughout the course, students will build their own myofascial self-care practices while enhancing their ability to provide trauma informed and client centered care.

PREREQUISITES: Western Massage & Bodywork or LMT

Neuromuscular Therapy

33 clock hours; 1.5 academic credits

Neuromuscular Therapy is a powerful tool that focuses on pain relief, performance enhancement and rehabilitation using a variety of techniques to bring the body's central nervous system and musculoskeletal system into balance. A primary component of neuromuscular therapy is deactivating trigger points in muscles or fascia, which can cause pain and tension as well as decrease sports, recreational and occupational performance. Trigger points can also refer pain sensations to other areas of the body, creating problems that are difficult to analyze and treat. This course teaches students how trigger points develop and persist, how to assess for them, how to map and track their pain referral patterns, and how to relieve them with safe, effective and comfortable techniques.

PREREQUISITES: Western Massage & Bodywork or LMT

Shiatsu

33 clock hours; 1.5 academic credits

Shiatsu is an Asian bodywork modality developed in Japan to help clients increase their energy and well-being. It is based on

TCM (Traditional Chinese Medicine) and is increasingly popular in the West. The course begins with a review of the functions of the meridians and the theory of Kyo and Jitsu. Students learn how to use finger pressure on specific points as well as stretching and movement exercises to move energy through the meridians. By the end of the course, students will be able to give a basic full-body Shiatsu session.

PREREQUISITES: Eastern and Energetic Massage & Bodywork or LMT

Spa Therapies

33 clock hours; 1.5 academic credits

In this course, students study the therapeutic uses of essential oils, mud, clay, seaweed, sugar, salts and stones. The historical roots of spa techniques are traced forward to their modern applications. Students learn basic techniques in aromatherapy, exfoliation, body wraps, foot treatments, fango therapy, thalassotherapy, Ayurvedic-inspired techniques and stone massage.

PREREQUISITES: Foundations of Massage Practice or LMT

Structural Bodywork

33 clock hours; 1.5 academic credits

Based on the pioneering work of Ida Rolf, PhD, Structural Bodywork introduces structural integration. Its basic premise is two-fold. First, if the body is balanced well in gravity, it functions more smoothly, has better ease of motion and often feels more spacious. Second, fascia functions in the body as an organizing force. A structural bodyworker identifies where the bony segments of the body have distorted relationships and works with the fascia to bring segments into a better relationship. During this course students assess posture to discern where the fascia has become shifted, shortened or otherwise distorted. Then they manipulate the fascial system of the body to achieve a more balanced orientation in the gravitational field. Body mechanics and communication will also be emphasized.

PREREQUISITES: Western Massage & Bodywork or LMT

Thai Massage

33 clock hours; 1.5 academic credits

Rooted in traditional Thai medicine, Thai massage uses a variety of therapeutic bodywork techniques such as compression, passive stretching, and joint mobilization to support the natural flow of energy throughout the body. Traditionally practiced on a mat with the client fully clothed, Thai massage therapists use their palms, thumbs, elbows, knees and feet to massage, stretch and release the whole body. Traditional Thai massage also incorporates the Buddhist philosophies of mindfulness and loving kindness. This course provides an introduction to the theory and practice of Thai massage. Students learn Thai massage techniques that can be applied on their own or in combination with other forms of massage. By the end of the course, students will be able to give basic full-body Thai massage sessions.

PREREQUISITES: Eastern and Energetic Massage & Bodywork; or LMT

PROGRAM SCHEDULE

East West College's massage training programs begin four times each year, in January, April, July and October. Academic quarters are twelve weeks in length with a one-week break between quarters. Most courses meet either one or two times per week for three hours per class session. The Foundations of Massage and the Western Massage & Bodywork courses meet three days per week. Classes start at 8:00am, 11:30 am, 3:00 pm and 6:30 pm.

Learning massage therapy and its related sciences requires intensive study and practice. Because of this, the East West College program is designed to allow time to integrate and absorb the material. The program is offered in 12-month and 15-month formats. Students with academic difficulties or those who are working while attending college should consider enrolling in

the 15-month schedule, taking fewer courses at a time and completing their studies over a longer period of time.

The program can be completed in ways other than those published as long as all course prerequisites are met. An East West College Admissions Representative can help you determine which pace is best for you. To help plan for success, you should expect to spend at least one to two hours out of class studying and performing course assignments for every hour you spend in class.

800-HOUR MASSAGE THERAPY PROGRAM

The 800-hour (45 academic credit) Massage Therapy Program meets all of the Commission on Massage Therapy Accreditation (COMTA) accreditation requirements and is designed to give students an excellent education in the fundamentals of therapeutic massage and bodywork, preparing them to take the state board exams for which they qualify, obtain a massage license, and start practice. The program includes two elective courses that

provide skills and knowledge to enhance a student's ability to succeed as a professional massage therapist.

The program can be completed in 12 months or in 15 months by following one of the course progressions described below. It can also be completed in ways other than those published in this catalog as long as all course prerequisites are met. Applicants should consult an Admissions Representative to discuss scheduling options. Current students should consult with the Registrar.

12-MONTH

	Academic Credits	Hours per Week	Total Clock Hours
1st Academic Quarter			
Foundations of Massage*	5	9	103
Kinesiology I	3	6	66
Therapeutic Relationships	3	3	33
1st Quarter total	11	18	202
2nd Academic Quarter			
Western Massage & Bodywork	5	9	99
Kinesiology II	3	6	66
Anatomy, Physiology & Pathology I	3	3	33
2nd Quarter total	11	18	198
3rd Academic Quarter			
Massage for Common Conditions	3	6	66
Eastern and Energetic Massage & Bodywork	1.5	3	33
Anatomy, Physiology & Pathology II	6	6	66
Introduction to Clinic	1.5	3	33
3rd Quarter total	12	18	198
4th Academic Quarter			
Clinic*	3.5	6	70
Massage for Specific Populations	1.5	3	33
Business for Massage Therapists	3	3	33
Elective 1	1.5	3	33
Elective 2	1.5	3	33
4th Quarter total	10	18	202
TOTAL	45		800

* Includes one 4-hour Saturday class.

15-MONTH

	Academic Credits	Hours per Week	Total Clock Hours
1st Academic Quarter			
Foundations of Massage*	5	9	103
Kinesiology I	3	6	66
Therapeutic Relationships	3	3	33
1st Quarter total	11	18	202
2nd Academic Quarter			
Western Massage & Bodywork	5	9	99
Kinesiology II	3	6	66
Anatomy, Physiology & Pathology I	3	3	33
2nd Quarter total	11	18	198
3rd Academic Quarter			
Massage for Common Conditions	3	6	66
Anatomy, Physiology & Pathology II	6	6	66
3rd Quarter total	9	12	132
4th Academic Quarter			
Eastern and Energetic Massage & Bodywork	1.5	3	33
Introduction to Clinic	1.5	3	33
Massage for Specific Populations	1.5	3	33
Business for Massage Therapists	3	3	33
4th Quarter total	7.5	12	132
5th Academic Quarter			
Clinic*	3.5	6	70
Elective 1	1.5	3	33
Elective 2	1.5	3	33
5th Quarter total	5.5	12	136
TOTAL	45		800

* Includes one 4-hour Saturday class.

Admissions

APPLYING FOR ADMISSION

You can apply for admission to East West College throughout the year by following the easy steps below.

Determine Your Eligibility. You must be at least 18 years of age before the start date of your program and have a GED or a diploma from an accredited US high school (or its equivalent as determined by the College). You must also physically be able to perform and receive regular massage safely. East West College welcomes students of any gender, sexual orientation, marital status, race, color, national or ethnic origin, and/or religion.

The Application Process.

1. **Fill out the Application Form:** Filling out this form is easy. Click on the “Apply Online” button on the Admissions page of eastwestcollege.edu. If you have questions, you can either call (503) 233-6500 or make an appointment with one of our friendly and helpful Admissions staff.
2. **Fees and Documents:** The non-refundable application fee is \$25. You’ll need to provide proof of education (your official high school transcript or GED transcript) and a valid ID as part of the admissions process.
3. **Meet with the Admissions Staff:** We want you to feel completely comfortable with your choice, so after you have filled out the application form, call us at (503) 233-6500 to set up a friendly, no-pressure, informal meeting with one of our Admissions staff to answer questions and show you around the entire campus. For applicants who reside outside of the Portland metropolitan area, a telephone interview may be arranged with an Admissions Representative.

4. **Take an Entrance Test:** We will give you a standard entrance test called the Wonderlic Scholastic Level Exam to make sure massage college is right for you. There are 50 questions on the test and the minimum passing score is 15. The Admissions staff member will give this to you during your visit.

Acceptance and Enrollment. We will let you know if you are accepted as an East West College student within fourteen days of the Admissions interview. After you are accepted, here’s what you do to enroll in the college:

1. **Enrollment Agreement:** The Admissions staff will prepare this agreement. It outlines the program you will be taking, what it costs, how you will pay for it, and other terms and conditions of enrollment. You will be responsible for all financial, academic and other policies in effect at the time you sign this agreement.
 2. **Registration Fee:** You will pay a \$100 registration fee when you sign the Enrollment Agreement. If you elect to cancel your enrollment within five days of the date of enrollment, and before the commencement of classes, this registration fee is refunded.
3. **Complete any Missing Documentation:** The Admissions staff will let you know if there are any missing application materials. You will have to submit these before the first day of classes.
 4. **Financial Arrangements:** Students who are not able to pay their tuition in full are required to meet with a Financial Aid Representative prior to starting school to solidify their tuition payment plan.
 5. **Cancellations:** If all of the above steps in the enrollment process are not complete within seven days of the start of the term, your enrollment could be canceled.
 6. **Reapplication:** Applicants who are denied admission may reapply after a minimum of three months. They must complete the admissions procedures in this catalog as well as submit an essay outlining how they have addressed the issues that caused their previous denial of admission. They are also required to meet with the Dean of Admissions for their personal interview. The Dean of Admissions will then consult with the Director of Education to determine whether acceptance into East West College is appropriate.



INTERNATIONAL APPLICANTS

East West College is approved by the United States Department of Immigration and Naturalization to issue an I-20 form and to enroll qualified non-immigrant students from other countries. Here are the requirements:

- You must have the financial resources to pay for school and living expenses during your stay.
- If you cannot speak, read and understand English fluently, you must get a score of at least 80 on the Test of English as a Foreign Language (TOEFL). Information on this test is available from ets.org.
- If you can't provide a transcript showing you have graduated from an accredited US high school, college or university or its equivalent, or provide a written report showing you have passed a GED exam, you may be required to submit evidence that you graduated from a school that provides an education equivalent to that of an accredited US high school.

Our Admissions office can help you through this process.

VETERANS BENEFITS

The 800-hour Massage Therapy Program at East West College is approved by the Oregon State Approving Agency for the use of GI Bill® benefits as a non-college degree program.

Information about veterans benefits is available online at gibill.va.gov. Veterans and other eligible individuals may apply for GI Bill® benefits on this website. The Department of Veterans Affairs will determine general eligibility for benefits, as well as the specific benefits paid to veterans attending East West College.

Once enrolled in the program, veterans should contact the Registrar regarding certification of enrollment. Veterans receiving GI Bill® benefits while attending East West College are required by the Department of Veterans Affairs to submit transcripts from any previous education or training for evaluation, granting of prior credit, and shortening the length of the program.

Any individual who is entitled to educational assistance under chapter 31,

Veterans Readiness and Employment, or chapter 33, Post-9/11 GI Bill® benefits, may attend the program after having provided East West College a Certificate of Eligibility, a Statement of Benefits obtained from the VA website, or a VAF 28-1905 form for chapter 31 authorization purposes. EWC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds due to the delayed disbursement funding from VA under chapter 31 or 33.

For the purposes of GI Bill® benefits, the 12-month program at East West is considered to be full-time enrollment (18 hours of classes per week) and the 15 month program is considered to be full-time enrollment (18 hours of classes per week) for the first two academic quarters, and 3/4-time enrollment (12 hours of classes per week) for the final three academic quarters.

Enrolling & Registering

ENROLLMENT STATUS

Students who have signed an Enrollment Agreement with East West College and attend classes are considered to be enrolled in the College.

Student Classification. There are two types of student at East West College: Program and Non-Diploma.

- **A Program Student** is enrolled in the East West College 800-hour Massage Therapy program, and has committed to completing the program within the maximum time frame permitted by the Satisfactory Academic Progress Policy outlined in this catalog. Program Students

have priority in course registration and are not affected by tuition increases after their enrollment date as long as the terms and conditions of their Enrollment Agreement are met.

- **A Non-Diploma Student** is enrolled in individual East West College courses rather than in the entire program. Non-Diploma Students sign new Enrollment Agreements each quarter for the course(s) they wish to take and pay the Non-Diploma Student tuition rate in effect at the time of signing the Enrollment Agreement. Non-Diploma students receive neither a diploma nor a certificate of completion for individual courses.

Transcripts of coursework completed are available upon request.

REGISTRATION

New Students. Registration for new students is completed during the enrollment process.

Continuing Students. Course registration for the upcoming academic quarter begins in week 7 of the previous academic quarter. Students are registered for courses based on course prerequisites, course size and time of registration submission. Complete registration instructions, as well as the course

schedule, are available from the Registrar during week 6.

- **Course Schedules.** Course schedules, showing the courses for which a student is registered as well as any wait list status, are placed in student mail folders during week 9.
- **Section Changes.** Students who need to attend class at a different time may, depending on availability, change course sections. In general, section changes are not permitted after week 2 unless there are serious mitigating circumstances. Students wishing to change course sections must contact the Registrar.
- **Course Add or Drop.** Students who wish to add or drop courses must speak with the Registrar to receive information about possible academic effects. Students who drop a course during the first two weeks receive a notation of DRP (drop) on their transcript. DRP grades do not affect Satisfactory Academic Progress as described in the “Satisfactory Academic Progress Review” in this catalog. Dropping a course in weeks 3 through 8 results in a grade of W (withdraw) appearing on the student’s transcript. Dropping a course in weeks 9 through 12 results in a grade of WF (withdrew failing). W and WF grades do affect Satisfactory Academic Progress.
- **Course Repeats.** If a student receives a “no pass” grade in a required course, s/he

must retake that course. A student who receives a “no pass” in an elective course may either retake that course or take a different elective to fulfill the elective requirement. Normal tuition and fees for the course apply and are due and payable prior to repeating the class.

Students repeating a course must meet with the Financial Aid Representative to discuss how the repeated course will affect his/her Financial Aid award and with the Student Account Representative to arrange payment.

Because the EWC program is designed to build upon previous coursework as it progresses, in most cases the student will have to repeat the course before proceeding with more advanced coursework. In certain cases, adjustments to the course progression can be made. Students should meet with the Registrar to discuss whether an alternative course progression is possible.

Transferring Academic Credit. East West College may accept transfer of credit for a previous educational experience, such as a course completed at another college, a professional development program offered by an organization, or a training program in a work environment. The course or program must be substantially equivalent in length and content to the corresponding East West

College course, must have a pre-planned curriculum, and must be taught or led by an individual with suitable training and experience.

Students must submit their transcript or certificate showing completion of prior coursework, and evidence of course content and instructor, such as a syllabus or course description. Upon review and approval by the Director of Education, students are eligible to take an East West College challenge exam to demonstrate they have the requisite knowledge and skill.

There is a \$150 fee per course for taking challenge exams. Students who pass challenge exams will get credit for the course on their transcript and have their tuition reduced. Depending on the course(s), the length of the program may be shortened. Students may transfer a maximum of 50% of the required credits toward program completion.

ORIENTATION

On the first day of the program, all new students attend an orientation that introduces them to the College, its policies and procedures, the staff and faculty, and each other. New students will also attend the first class of the Foundations of Massage course. Dates of orientation are listed in the Academic Calendar at the end of this Catalog.

Financing Your Education

TUITION, FEES AND ADDITIONAL EXPENSES

You can attend East West College either as a Program student or a Non-Diploma student, depending on what works best for you.

- **Program Students.** Program Students agree to complete the 800-hour EWC program within a limited time period and to fulfill all of the terms in their Enrollment Agreement. For this, the college

guarantees a tuition rate that is currently \$16,600 for the complete program (excluding repeated courses).

- **Non-Diploma Students.** Non-diploma students do not enroll in the 800-hour program, but take any classes they wish, provided they have met the prerequisites, according to their own schedule. In exchange for this independence, they have to re-enroll each term, pay the

tuition rate in force at that time, and have second priority after program students when registering. A non-diploma student may complete the entire 800-hour program, but will receive an academic transcript rather than a Certificate of Completion or Diploma. Current tuition for non-diploma students is \$23 per hour, and may change at the beginning of any term.

Application Fee. There is a non-refundable fee of \$25 for applying to East West College. Your application will remain active for six months after you submit it, but you will be responsible for all financial, academic and other policies in effect when you actually start classes.

Registration Fee. There is a one-time registration fee of \$100 when you sign the Enrollment Agreement. If you elect to cancel your enrollment within five days of the date of enrollment, and before the commencement of classes, this registration fee is refunded.

Additional Fees. In addition to the fees listed above, students are charged for the following activities. Fees may change at the beginning of any term.

Challenge Exam for Transfer Credit	\$150
Course Withdrawal Fee	\$25
Late Library Book	\$25
Late Payment Fee	\$5 or 5% whichever is greater
Late Registration	\$25
Late Tuition Payment	\$25
Make-up Assignment	\$25
Missed Quiz or Exam Make-up	\$25
Practice Room Use	\$2 - \$5
Program Withdrawal Fee	\$25
Returned Check	\$25
Spa Therapies Lab Fee	\$50
Student ID Replacement	\$10

Other Expenses. The estimated cost of textbooks, supplies and a massage table is approximately \$1,200 for the 800-hour Program. For your convenience, the EWC Campus Store stocks all of these items. Unopened, unused merchandise from the EWC Campus Store may be returned within seven days of purchase with receipt or proof of purchase for a full refund. Textbooks are nonrefundable. You may also obtain these items elsewhere, use textbooks in the library, and use the EWC Practice Room (for

a Practice Room Use fee) instead of purchasing a massage table. In addition, you are required to receive and pay for a professional massage in six courses. While rates for massage sessions can vary widely, you should plan to spend \$300-350 over the course of the program. Other expenses such as room and board, transportation and loan origination fees will vary depending on your own needs.

Fee Waivers. If you believe you should have a fee waived due to mitigating circumstances (such as a death in the family, serious illness, injury, or emergency), you

may file a fee appeal. Appeal forms are available in the Student Services Office, and must be submitted within two weeks of the date of the event being appealed. Appeals are reviewed by the Dean of Students. Students receive written notification of the outcome of their appeal, typically within one week of the date of their appeal. Students should continue to attend classes and complete course requirements while their appeal is pending.

PAYMENT METHODS

East West College is committed to helping students achieve their educational goals.



Our Financial Aid Department counsels students about their financial options, and helps them develop affordable and feasible payment plans.

Students may make full payment of tuition and fees at the time of enrollment, apply for federal financial aid, obtain tuition assistance from agencies, or set up a payment plan.

Full Payment of Tuition. Due to federal financial aid regulations, there is no discount for tuition paid in full prior to the start of the program. Non-diploma students are required to make full payment of tuition at the beginning of each term. International students are required to make full payment of the program tuition on or before the first day of the program due to visa requirements. Payments may be made by cash, check, money order or credit card.

Term by Term Tuition Payments.

Students may pay their tuition on or before the first day of each term in payments equal to the number of terms the students will be attending. A retail installment contract is required. See a financial aid representative for further details.

LATE PAYMENTS AND INTEREST

Tuition payments are due within the first week of each academic quarter. A \$25 Late Tuition Payment Fee will be assessed for payments received after 14 days from the date the scheduled payment was due. All other student fees will be due within 30 days of the date of the invoice for such fees. A Late Payment Fee of 5% or \$5, whichever is greater, will be assessed on amounts received after 14 days from the date of the invoice. Late payments will also accrue interest at a rate of 1% per month until paid in full.

Students whose accounts are not up-to-date by Monday of the third week of the term are subject to withdrawal from the college, collection fees, and attorney's fees in addition to the late fees and late payment interest noted above.

In addition, the College does not issue a diploma or a transcript to any individual with an unpaid balance.

FEDERAL FINANCIAL AID

East West College is eligible to offer Federal Financial Aid to students who qualify.

Types of Federal Financial Aid. There are two types of federal financial aid available to East West College Students. (Special benefits for Veterans are discussed under "Veterans Benefits" elsewhere in this publication.)

1. **The Federal Pell Grant Program.** Grants are funds granted to a student that don't require repayment. In the federal financial aid system, these funds are called the Federal Pell Grant Program. They are available to East West College students who qualify and demonstrate financial need with consideration to the cost of attendance, attendance status, and length of the program. The methodology used to calculate demonstrated need is determined through the FAFSA application process.

2. **The Federal Direct Loan Program.** Loans are funds granted to a student that must be repaid based on the terms and conditions associated with the loan period. In the federal financial aid system, these funds are distributed through the William D. Ford Federal Direct Loan Program. Direct loans are designed to help students and parents pay for the student's education after high school. Loan amounts are limited based on the student's program length and federal annual and lifetime limits for both subsidized and unsubsidized loans.

Federal Direct Loans have an origination fee that is associated with the cost of the total loan amount. The loan fee is deducted proportionately from each loan disbursement the student will receive while attending. Currently, the Direct Loan origination fee for both Direct Subsidized and Unsubsidized that is first disbursed on or after 10/1/20

and before 10/1/21 is 1.057%.

The guarantor is the U.S. Department of Education rather than a bank or other financial institution, and each student is assigned a loan servicer that contracts with the Federal Department of Education. The loan servicer is responsible for managing the student's repayment of borrowed funds. Interest rates on Direct Loans are low and set by federal law rather than the Department of Education. Direct Loan interest rates are fixed for the lifetime of the loan. Student may find additional detailed information on current student loan interest rates at studentaid.gov.

Students are not required to make repayment on Direct Loans while enrolled for at least 12 hours of classes per week, also referred to as at least half-time enrollment. There is a six-month grace period that begins when a student enrolls for fewer than 12 hours of class, withdraws from all classes, or graduates. Only one grace period per loan is granted during a student's borrowing history.

Types of Direct Loans. The Federal Direct Loan Program offers three types of loans: Subsidized Stafford Loans, Unsubsidized Stafford Loans, and PLUS Loans.

- **Subsidized Stafford Loans.** Subsidized Stafford loans are for students with demonstrated financial need as determined by federal regulations through the FAFSA application process. Due to an interest subsidy, no interest is assessed to the loan while a student is attending at least half-time (12 hours of classes per week minimum), during the grace period, and during deferment periods.
- **Unsubsidized Stafford Loans.** Unsubsidized Stafford loans are not based on financial need. Interest is assessed on the loan amount while the student is in school, once the loan is fully disbursed. Unpaid interest on unsubsidized loans is capitalized once the student's grace period has ceased. Students may elect to

either pay the interest but not the principal while in school or postpone paying interest while in school and add it to the principal of the loan.

- **Direct PLUS Loans.** Parent Plus Loans are unsubsidized loans designed for parents to help pay for their dependent student's education. The PLUS loan is a credit-based loan that may be borrowed per academic year. The maximum amount of a PLUS loan is determined by subtracting the student's packaged aid from all sources from the cost of attendance as determined by the school. Interest begins accruing with the first disbursement of funds. Repayment also begins immediately, and the first payment is due sixty days after the first disbursement of loan funds. Parents, as borrowers, may be able to defer payments if indicated at the time of the PLUS application submission. Applications are submitted electronically through the parent's log in on studentaid.gov.

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

Create an FSA ID. Completing the online Free Application for Federal Student Aid, or FAFSA, is quick and easy. The first step is to create a Federal Student Aid Identification (FSA ID) by visiting fsaid.ed.gov. Once you have completed this step, you can complete the FAFSA online by logging in to fsaid.ed.gov.

FAFSA Filing Options. You may choose any of these three methods to file a Free Application for Federal Student Aid (FAFSA):

- Login into fafsa.gov to apply online (Recommended)
- Fill out the form in the MyStudentAid Mobile App, available on the App Store (iOS) or Google Play (Android)
- Request a printout of the FAFSA PDF by calling 1-800-4-FED-AID (1-800-433-3243) or 334-523-2691. If you are hearing impaired, contact the TTY line at 1-800-730-8913. Fill out the form and mail it for processing.

Your Financial Aid Award Package.

The federal government will send the results of your FAFSA to the East West College Financial Aid office within 3 business days of your completing the FAFSA. The Financial Aid Office will contact you with any necessary corrections or verification. Once valid, EWC will then be able to determine your financial aid eligibility which will be provide to you through a financial aid estimation based on the program and personal eligibility.

Award Counseling. After we have calculated your financial aid eligibility, our Financial Aid office will contact you to set up a meeting to review your available aid and answer any questions you may have. The Financial Aid office will discuss the structure of your aid and the types of aid for which you qualify based on your eligibility. There will be four items in your Financial Aid Award Package:

1. **Budget Worksheet.** This shows the cost of your program and the structure of the program per term that your aid was calculated upon.
2. **Financial Aid Award Letter.** This will tell you the type and amount of aid you will receive based on your calculated need and when you can expect to receive it. This document will also notify the student of their obligations of loan acceptance, as well as the necessary items required to maintain and continue eligibility between FAFSA years.
3. **Parent PLUS Worksheet (if relevant).** This worksheet is only for the parents of dependent students with PLUS loans. It shows the cost of attending East West College, the amount of the student offer and the remaining balance. This information will allow parents to borrow additional funds to help with living expenses while their student is attending school.
4. **Financial Aid Loan Summary.** This document gives a breakdown of the Direct Loan periods, types of loans being borrowed, total loan amounts, and the origination and interest costs associated with them.

Finalizing your Award Package. In addition to signing and accepting your financial aid awards, students are required by the federal Department of Education to complete counseling and agreements regarding their borrowed funds. These items are available for students to complete by logging into studentaid.gov using the FSA id and password created by the student.

Entrance Counseling and Master Promissory Note. After reviewing and acknowledging your financial award package, you will be directed to complete a "Master Promissory Note" as well as an "Entrance Counseling" document that describes your legal obligations regarding the federal financial aid award. You can complete these required documents online at studentloans.gov.

Annual Direct Loan

Acknowledgement. Students are required to stay informed regarding their federal student aid. As of the 2021-2022 FAFSA application year, students are required to complete annual loan acknowledgement by viewing and confirmation their current student loan status at studentloans.gov.

OUTSIDE SCHOLARSHIPS

Scholarships are free aid given to students who meet particular criteria (such as academic achievement, background, financial need, service or leadership skills). East West College does not currently have a scholarship program, but students may be able to apply for scholarships through outside organizations or agencies. For example, East West College students have received financial assistance from Americorps; Army Emergency Relief (AER); Confederated Tribes Agency; Job Training Partnership Act; NAYA; the Oregon Commission for the Blind; the Oregon Student Access Commission (also includes Chafee Grant-Foster Care to Success); Vocational Rehabilitation; the Washington

Department of Labor and Industries (L&I) Vocational Training; and others. Individuals currently working with these agencies or organizations are encouraged to talk with their case workers to see if any financial assistance is available. EWC also accepts employer-provided tuition assistance and is approved for the Oregon 529 College Savings Plan.

CANCELLATION AND REFUND POLICIES

Refund Policy. EWC bases its refund policy on Oregon Administrative Rules, Chapter 715, Division 045 (Cancellation and Refund Policies: Resident Instruction.)

- (1) A student may cancel enrollment by giving written notice to the school. If the notice occurs within five business days of the date of enrollment, all monies paid shall be refunded. If it occurs after five business days of the date of enrollment and prior to the commencement of classes, the school retains only the published registration fee (not to exceed \$150).
- (2) If training is terminated by the student or the school after commencement of classes, unless the school has discontinued the program of instruction, the student is financially obligated to the school according to the following formulas or maximum charges:
 - (a) If a student withdraws before completion of 60 percent of an academic quarter, the student shall be entitled to a pro rata refund of the tuition charged and paid for such academic quarter, less registration/application fees, supply fees, and any other legitimate charges owed by the student.
 - (b) If a student withdraws after completion of 60 percent or more of the academic quarter, the student shall be obligated for the tuition charged for the entire academic quarter and shall not be entitled to any refund.
- (3) In calculating charges, the term "tuition cost" shall include direct tuition charges including any lab fees. EWC does not issue credits or refunds for books and supplies or any other fees except for lab fees. The school shall not charge a withdrawal fee of more than \$25. The student shall not be charged for a leave of absence granted according to the school's written Leave of Absence policy in the calculation of refunds.
- (4) When withdrawal occurs, a calculation of all allowable charges shall be made, using the last recorded date of attendance as a baseline. If such calculations evidence that the school received total payments greater than its allowable charges:
 - (a) Within 30 days after notification of withdrawal, the school shall deliver to the student a written statement showing allowable charges and total payments received;
 - (b) In the event payments to a student account are derived from federal and/ or state tuition assistance program(s), including student loan programs, regulations governing refund notification and awarding within respective program(s) shall prevail;
 - (c) In the event payments to a student account are derived from a sponsoring public agency, private agency, or any source other than

the student, the statement of charges and payments received together with an appropriate refund may be delivered instead to such part(ies) in interest, but only with respect to the covered portions thereof.

- (5) In case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student that cause the student to withdraw from school or in case of the college terminating the student's enrollment for any reason, the school at



- its sole discretion may arrange a prorated tuition settlement that is reasonable and fair to both parties.
- (6) When calculating refunds, a failed course is considered to be completed even though it was not passed.
- (7) Students who receive Federal Financial Aid in any program are subject to the Federal Return of Title IV Funds regulations as outlined by the U.S. Department of Education as well as East West College refund policies. By federal regulation, students are allowed to receive financial aid only for those periods of time for which they are enrolled and attending. Students who withdraw from school during a period for which they have received federal financial aid or withdraw from all of their classes in a term may be required to return a portion of the federal aid as well as pay any outstanding balance due to East West College.

Return to Title IV Policy. Title IV funds include Federal Pell Grants, William D. Ford Direct Loans and Direct Parent Plus loans. Title IV funds are awarded under the assumption that the student will attend

school for the entire period for which the assistance is awarded. When the student withdraws, they may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive, as financial aid is based on the total number of days the student attends out of the term. If there are eligible Direct Loan funds that are not disbursed prior to the student's date of withdrawal, the student must sign a Post-Withdrawal authorization form to receive any earned funds to their account. Per federal regulations, eligible Return to Title IV calculations are performed provided that the student has met all requirements for admission and Title IV eligibility.

The college's return to Title IV policy follows these steps::

- Determine the percentage of the payment period completed by the student from the registrar's term calculations. (Days Scheduled in the Payment Period ÷ Total Days in Payment Period = Percentage Completed). If the calculated percentage exceeds 60%, then the student has earned all Title IV aid for the period and no refund is necessary.
- Apply the percentage completed to the Title IV aid awarded or what could have

been awarded to determine the student's eligibility for aid prior to the withdrawal. (Total Aid Disbursed x Percentage Completed = Earned Aid)

- Determine the amount of unearned aid to be returned to the appropriate Title IV aid program. (Total Disbursed Aid – Earned Aid = Unearned Aid to be Returned) If the aid already disbursed equals the earned aid, no further action is required. If the aid already disbursed is less than the earned aid, the College requests permission from the student for post-withdrawal Direct Loan disbursements. If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program.
- Return the Title IV aid, based on the type of aid disbursed, in the following order:
 - (1) Federal Direct Unsubsidized Stafford Loan
 - (2) Federal Direct Subsidized Stafford Loan
 - (3) Federal Direct PLUS (Parent) Loan
 - (4) Federal Pell Grant

Title IV funds are returned as soon as possible, but not later than 45 days after the date of withdrawal.

Student Services

East West College provides a variety of services to its students. The staff is dedicated to helping students have a positive experience while attending the College. Information on services available to students, including the library, Campus Store, Student Lounge, Student ID card and liability insurance are provided in the *East West College Student Handbook*.

DEAN OF STUDENTS

The Dean of Students helps students in a variety of ways, including understanding college policies, dealing with personal issues

and non-academic policy violations, helping determine accommodations for students with disabilities, coordinating tutoring lists, keeping the campus security and safety report, and several other responsibilities described elsewhere in this catalog and the *EWC Student Handbook*.

Understanding College Policies. The Dean helps students manage problems they encounter. This includes helping them understand college policies, class schedules, course requirements and other academic matters.

Personal Issues. The Dean also assists students with personal difficulties that arise during their massage education. While the Dean of Students provides short-term support for students, students who would benefit from counseling are referred to outside resources.

Non-Academic Policy Violations. The Dean also coordinates the investigation of non-academic policy violations as described elsewhere in this catalog.

Students with Disabilities. East West College is committed to providing equal educational opportunities for qualified students with disabilities in accordance with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973 and agrees to make reasonable accommodations in order to do so.

In order to provide such accommodations, a student must self-disclose and provide documentation of a disability to the Dean of Students who works with the student to identify reasonable accommodations. The Director of Education manages the determination of reasonable accommodations and compliance with ADA.

Tutoring. Students who are experiencing academic difficulty or who have a diagnosed learning disability may be eligible for free tutoring. The tutoring must be completed with a tutor on the College's Approved Tutor List. This list as well as further information is available from the Dean of Students.

Those students who feel they would benefit from additional support in learning but do not qualify for free tutoring may schedule tutoring sessions with individuals on the EWC Approved Tutor List but they must make their own payment arrangements with that tutor.

Campus Safety and Security. Campus security and safety is an important feature of education and East West College is committed to providing students a safe environment in which to learn and keeping students and employees well informed about campus security.

The Dean of Students has available by request a copy of the annual Campus Security Report. This report explains how the College reports and handles crime and emergency situations on or near College property. It also has information about crimes committed on or near campus during the last three years and describes the

school's policies on campus security.

These goals are advanced by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 USC § 1092 (f). Additional information about safety and security is available in the *EWC Student Handbook*.

Confidentiality. The Dean of Students makes every effort to ensure your privacy and confidentiality. However, there may be cases in which confidentiality cannot be guaranteed, such as the investigation of non-academic policy violations as outlined in the *EWC Student Handbook*, or as mandated by state and federal laws. There may also be occasions when student information is shared on an as-needed basis with other school staff or faculty, in support of your academic and/or non-academic progress. The Dean of Students can provide referrals to outside confidential resources upon request.

REGISTRAR

The Registrar maintains student records, coordinates student requests for changes in enrollment status, and performs several other duties described elsewhere in this catalog and the *EWC Student Handbook*.

Student Records. The Registrar maintains student records in compliance with the Oregon Higher Education Coordinating Commission, the Commission on Massage Therapy Accreditation and the federal Family Educational Rights and Privacy Act (FERPA).

Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA is summarized in the *EWC Student Handbook*.

- **Student Access to Files.** Students have the right to inspect and review their

educational records and may schedule an appointment with the Registrar to do so.

- **Transcript Requests.** The College sends transcripts after receiving a request by students, former students and graduates who are in good financial standing with the College. Official transcripts are \$5.00 each.
- **Confidentiality of Records.** Student records are confidential and any information in them may not be released without the student's written permission. There are a limited number of cases where this does not apply. These include release to school officials with a legitimate educational interest, to specified officials for audit purposes, and to accrediting agencies. A complete list of situations in which records can be released without student consent is provided in the FERPA section of the *EWC Student Handbook*.
- **Directory Information.** Unless otherwise notified by the student, East West College may disclose without a student's consent directory information such as a student's name, telephone number and dates of attendance. Students who do not want directory information released must notify the Registrar.

CHANGES IN ENROLLMENT STATUS

Leave of Absence. Students may request a leave of absence (LOA) from the College for a maximum of one academic quarter in any one 12-month period. The College reserves the right to grant leaves of absence at its sole discretion and, except in the case of unforeseen circumstances, will consider only those requests for leaves of absence that are received prior to the requesting student's last date of attendance.

- **Procedure.** Before taking an LOA, the student must sign and date an official Leave of Absence Request form (available from the Registrar). The student must provide the reason for requesting the LOA and indicate their expected date of return to class. If unforeseen circumstances

prevent a student from submitting a written and signed request before the start of the LOA, the College may still grant it if the College is able to document the unforeseen circumstances and receives the student's signed written request at a later date.

- **Approval Criteria.** A leave of absence may be granted at the sole discretion of the College if the College is able to determine that there is a reasonable expectation that the student will return to school following the LOA. If the College does not grant an LOA, the student must either register for and attend classes or withdraw from the program.
- **Financial Effects.** If the student is a recipient of Federal Financial Aid prior to the College granting the LOA, the student is informed in writing of the effects that the student's failure to return from an LOA may have on their loan repayment terms. These effects may include the exhaustion of some or all of the student's grace period. If the student has any outstanding financial obligations to the College, they must make appropriate arrangements with the Student Accounts Representative, or the account may be sent to a collection agency.
- **Effect on Satisfactory Academic Progress.** If the LOA begins prior to the start of a

term, there is no effect on the Satisfactory Academic Progress calculation. If a student begins an LOA after a term has started they are dropped from their current courses and there is no effect on the SAP calculation.

- **Return from Leave of Absence.** Upon the student's return from the LOA, they are permitted to continue the coursework they began prior to the LOA. If a student on LOA does not resume attendance on the date set forth on the approved LOA request, they will be withdrawn from the College.

Withdrawal from the College.

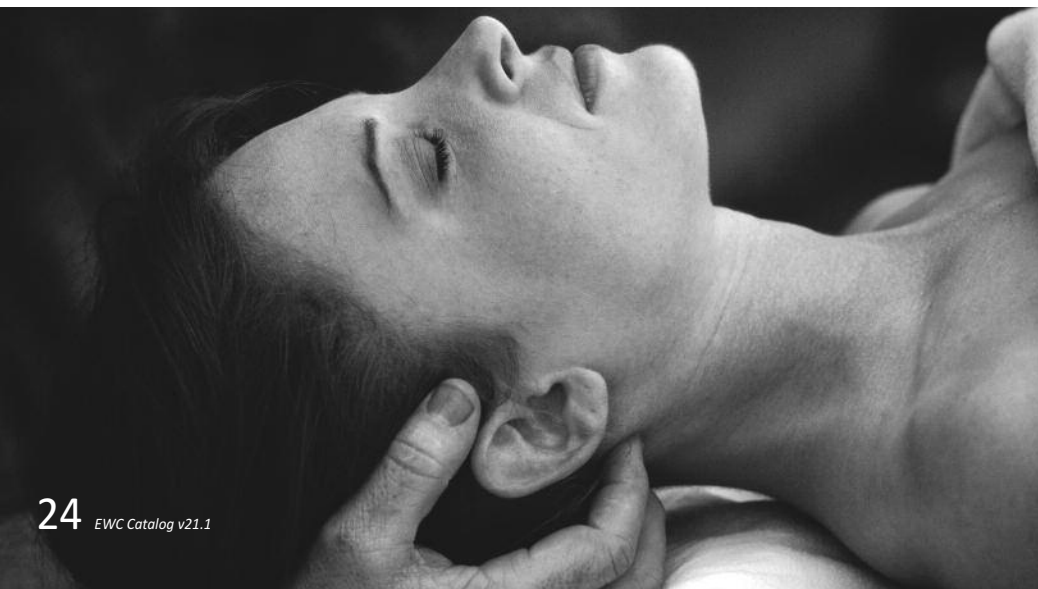
Students who wish to withdraw from the College must speak with the Dean of Students. Upon a student's withdrawal, the Registrar completes a Withdrawal Form that includes a calculation of the percentage of classes attended based on the student's last date of attendance. The Student Accounts Representative then makes adjustments to the student's bill and the Financial Aid Director makes any necessary adjustments in the Financial Aid package.

Withdrawn students receive an adjusted bill indicating either the balance due or the amount of the refund. Refunds are processed within 40 days of the date of determination of the withdrawal. Students who have withdrawn must fulfill all financial obligations to the College to receive a transcript.

Termination. A student's enrollment with the College may be terminated for academic reasons as described in the "Academic Policies and Procedures" section of this catalog, or non-academic reasons, as described in the "Non-Academic Policies and Procedures" section of this catalog. A student whose enrollment has been terminated receives written notification from the Director of Education.

Upon termination of a student's enrollment, the Registrar completes a Withdrawal Form that includes a calculation of the percentage of classes attended based on the student's last date of attendance. The Student Accounts Representative then makes adjustments to the student's bill and the Financial Aid Director makes any necessary adjustments in the Financial Aid package. Dismissed students receive an adjusted bill indicating either the balance due or the amount of the refund. Refunds are processed within 40 days of the College making a decision to terminate a student's enrollment. Students who have had their enrollment terminated must fulfill all financial obligations to the College in order to receive a transcript.

Re-entry. A student who wishes to re-enter the College after withdrawal or termination must complete the admissions procedures as described in the "Admissions" section of this catalog. In addition, they must submit an essay outlining how they have addressed the issues leading to their previous withdrawal or termination. They are required to meet with the Dean of Admissions for their personal interview. The Dean of Admissions consults with the Director of Education in a review of the applicant's prior academic and non-academic record, to determine whether re-entry into the East West College program is appropriate. This review also includes a determination of any conditions that apply to the re-entry, such as retaking courses or re-instatement of probationary status.



Academic Policies and Procedures

ATTENDANCE

Students are responsible for the material covered in their courses and are expected to attend all classes. Classes are scheduled in three-hour periods and students are expected to be present for the entire three-hour class. Late arrivals and early departures will count toward absences.

Absences. In cases of illness or emergency, a student may be unable to attend class as scheduled. These absences are excused if the student is able to provide documentation from medical, emergency or legal personnel. Absences for which documentation cannot be provided are unexcused absences. Students with a pattern of unexcused absences (more than 25% of the scheduled classes) will have their academic performance reviewed to determine whether continued enrollment in the course is appropriate. Students who are absent for two weeks without applying for and being approved for an official Leave of Absence are withdrawn from the program. Students remain responsible for all content covered during excused and unexcused absences. Students who miss more than six classes in three-day-a-week courses, four classes in two-day-a-week courses, two classes in one-day-a-week courses, and one class in Introduction to Clinic and electives are required to make up those classes in order to receive a passing grade. All missed client sessions in Clinic must be made up in order to receive a passing grade.

Lateness. A student who is between five and fifteen minutes late to or absent from class is marked "Late." Students with a consistent pattern of tardiness are required to meet with the Dean of Students and may be placed on non-academic probation.

Half Absence. A student who is more than fifteen but less than ninety minutes

late to or absent from class is marked "Absent" for half the class.

Make-ups. A student who is absent on the date a quiz is due has three days from the date of return to school to complete a make-up. Quizzes or exams that are not made up by this deadline receive a "0".

Students are required to make up any hours missed over the maximum permissible hours in any course. Make-up assignments will be placed in the student's mail folder and may include attending another section of the same course, completing additional assignments, or completing tutoring at their own expense.

A \$25 fee will be charged to the student account for make-up quizzes, exams or assignments. This fee will be waived in the case of excused absences, so long as the fee appeal and documentation of illness, injury or emergency is submitted to the Dean of Students within two weeks of the absence.

Class Participation. Students are expected to actively participate in classroom activities and complete course requirements as outlined on the course syllabus. Students with medical conditions that make them unable to perform any or all course requirements for one day should contact their course instructor about how to participate in class. Students with medical conditions that make them unable to perform any or all course requirements for more than one day must obtain documentation from a licensed primary care provider and meet with the Dean of Students to outline a plan for continued class participation. The Director of Education must give written approval to any modifications in course requirements due to medical conditions. Course instructors are not permitted to make ongoing exceptions to course requirements based on medical conditions.

Clock Hours and Breaks. A "clock hour" at EWC consists of 50 minutes of class time and 10 minutes of break time. Each three-hour class therefore consists of 150 minutes of class time and 30 minutes of break time. The instructor decides the distribution of this break time, but the maximum length of any one break is 15 minutes.

Cancelled Classes. Classes are cancelled on official academic holidays and may be cancelled at other times due to instructor illness or inclement weather.

Holidays. Academic holidays are Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the two days after Thanksgiving.

Instructor Illness. If an instructor must miss a class because of illness or another emergency, a substitute teacher may be appointed, or the class may be cancelled. In the case of a cancellation, the Dean of Students will post a notice on the classroom door and attempt to notify students individually.

Weather. In case of inclement weather, East West College may cancel classes. Students should check flashalertportland.net or the EWC website, or call EWC at (503) 233-6500 for information on class cancellation. Information is available according to the following schedule: a decision for 8am classes is made by 6am, for 11:30am classes by 9:30am, for 3pm classes by 1pm and for 6:30pm classes by 4:30pm.

Rescheduling Cancelled Classes. If a class has been cancelled, the material from the cancelled class may be incorporated into subsequent classes or the class may be rescheduled. The decision to incorporate class material into remaining classes or reschedule the class is made jointly by the Director of

Education and the course instructor. However, cancelled classes in excess of one in a 33-hour course, two in a 66- or 70-hour course and three in a 99- or 103-hour course must be rescheduled. Make-up classes are scheduled by mutual arrangement between the instructor and the students.

ASSIGNMENTS

Out-of-Class Assignments. Students are expected to complete out-of-class assignments to support their learning process. Depending on the course, these assignments may include reading, writing, completing a project, receiving a professional massage or bodywork session, or practicing massage. The following policies apply to all out-of-class assignments.

- **Professional Behavior.** Students performing massage assignments, whether on or off campus, are subject to normal massage therapy standards of practice and to the Professional Conduct Policy and the Massage Policies and Procedures published in the *EWC Student Handbook*. These include, but are not limited to, using professional draping procedures, following communicable disease control procedures, using screening and documentation procedures, and practicing professional ethics. Professional ethics includes the avoidance of any sexual activity, suggestion or language while carrying out such assignments.
- **Practicing Massage without a License.** According to Oregon law, students are not allowed to perform massage off campus unless the massage specifically fulfills an assignment for an EWC course. Students are also not permitted to refer to themselves by any term that could be interpreted to mean that they are acting as a licensed massage therapist.
- **Receiving Payment.** According to Oregon law, individuals who are not licensed as massage therapists are not permitted to receive any payment, including tips, for

performing massage. Bartering for massage is also not legal.

Late Assignments. Assignment due dates and penalties for late assignments are described in each course syllabus. Late assignments are accepted without penalty only in the case of unavoidable emergency, as determined by the instructor.

TESTS

In addition to assignments, each course uses quizzes and exams to assess whether students have met the course objectives.

Written and Practical Quizzes and Exams. Written tests require students to describe, outline, apply or identify the concepts taught in the course. Practical tests require students to demonstrate hands-on skills taught in the course. The course syllabi indicate when quizzes and exams are administered as well as the material that is covered on each of them. The course syllabi also outline how the quizzes and exams figure into the final course grade.

Tardiness and Quizzes and Exams. Students who are late to a class are not given extra time to take quizzes or exams in progress. Their quiz or exam must be completed by the deadline that applies to students who were on time for class. Quizzes or exams that have already been completed by the time the student arrives for class are considered to be missed.

Missed Quizzes and Exams. Students have three days from the date of return to school to make-up missed quizzes and exams. Those that are not made up by this deadline receive a "0".

Make-up Written Quizzes and Exams. Make-ups for written quizzes and exams can be taken in the Student Services Office during regular business hours.

Make-up Practical Quizzes and Exams. Make-ups for practical quizzes and exams must be completed with an approved instructor. Students should attempt to schedule these make-ups with their course instructor. If their course instructor is unavailable, students should contact the Dean of Students for assistance in scheduling the practical make-up with an alternate instructor.

GRADES

Course grades are calculated using the course requirements and grade component information included in each syllabus, and generally include written and practical tests, homework assignments and classroom participation. All course grades are calculated on a percentage basis. Students who earn 90 - 100% of the course points available receive an A, which indicates excellent comprehension and performance of the course material. Students who earn 80% to 89% receive a B, which indicates a solid comprehension and performance of the course material. Students who earn 75-79% receive a C, which indicates a minimum acceptable comprehension and performance. Students who earn less than 75% receive a NP (no pass), which indicates they have not met the minimum standards in comprehension and/or performance. In certain courses, students must earn at least a 75% average in multiple grading components, such as written and practical assessments, in order to pass the course. East West College does not issue plus (as in A+), minus (as in A-) or D grades.

Grade Reports. The Registrar mails final grade reports to students on or before Friday of week 13 of each academic quarter. Students who believe their grade report is incorrect should contact the Dean of Students to review the grade calculation. Assignments or assessments that have been incorrectly recorded will be changed if the student is able to provide evidence of the

error. If the grade calculation shows missing assignments or assessments, students can file an academic appeal to complete the missing work as described in the “Academic Appeals” section of this catalog. Students who have NP grades are contacted by the Dean of Students.

Challenge Exams. The Director of Education reviews grades for students who fail the written or practical portion of a course. Based on this review, the student may be permitted to take a comprehensive challenge exam, which covers all of the material in the course.

Procedure. The Dean of Students contacts students eligible to take challenge exams at the end of each academic quarter. The Dean of Students administers written challenge exams and arranges for an instructor other than the student’s regular instructor to administer practical challenge exams.

Deadline. Challenge exams must be completed prior to the start of the next academic quarter.

Results. Results are available from the Dean of Students the next business day after the challenge exam is taken.

COURSE EVALUATIONS

Students can provide formal written feedback about courses and instructors on the EWC Course Evaluation form, distributed at the end of the quarter in each course. Students who want to provide more immediate feedback are encouraged to speak directly with their instructor or to contact the Dean of Students.

CLOCK HOURS

One clock hour is defined as a minimum of 50 minutes of instruction during a 60-minute period.

ACADEMIC CREDITS

For the purposes of federal financial aid, East West College’s massage therapy program is considered to be a credit hour program. One academic credit hour is equal to ten clock hours of lecture, 20 clock hours of lab or 30 clock hours of externship.

SATISFACTORY ACADEMIC PROGRESS

Students must demonstrate that they are making Satisfactory Academic Progress (SAP) toward the successful completion of their program of study. SAP consists of both a qualitative and a quantitative component, and is measured at the end of each term.

Grade Point Average (Qualitative Progress). Students must maintain a minimum cumulative grade point average (GPA) according to the following scale:

Cumulative Credits Attempted	Minimum Cumulative GPA
3 - 11	1.75
11.1+	2.00

Credit Completion Ratio (Quantitative Progress). Students must maintain a minimum credit completion ratio (CCR). This means that students must earn a passing grade (A, B, or C) in a given percentage of the credits attempted according to the table below:

Cumulative Credits Attempted	Minimum Cumulative CCR
3 - 11	50%
11.1+	67%

Maximum Time Frame. Students must complete their academic program within its maximum time frame (MTF), defined as 150% of the published length of their program. The 800-hour program is 45 credits; therefore, the program must be completed with no more than 67.5 credits attempted.

Satisfactory Academic Progress Review. East West College reviews each

student’s academic progress at the end of every term. Students who meet the College’s standards for both qualitative progress (GPA) and quantitative progress are determined to be making SAP. In conducting this review, the College takes into consideration:

- **Courses dropped in weeks 1 and 2** of the academic quarter appear as DRP (Drop) on the transcript, but are not counted as credits attempted, and do not affect the GPA.
- **Courses dropped in weeks 3 through 8** of the academic quarter appear on the transcript with a grade of W (Withdrawn). Courses with a grade of W count as credits attempted and do affect the GPA. They affect both the qualitative and quantitative SAP measurement. (See Course Add or Drop, p. 23.)
- **Courses dropped in weeks 9 through 12** of the academic quarter appear on the transcript with a grade of WF (Withdrawn/Fail). Courses with a grade of WF count as credits attempted and do affect the GPA. They affect both the qualitative and quantitative SAP measurement.
- **No Pass grades.** Courses with a grade of NP (No Pass) count as credits attempted and affect the GPA. They affect both the qualitative and quantitative SAP measurement.
- **Repeated courses.** Students who repeat a course have their GPA recalculated to include only the highest grade received for the course. The quantitative SAP measurement includes both the initial credit hours attempted and the repeated credit hours attempted.
- **Transfer credits.** Transfer credits that have been awarded are included in the calculation of credits attempted and earned, but do not affect the GPA.

Academic Warning. Students who do not meet the College’s standards for either qualitative or quantitative progress are placed on academic warning for one term.

They receive a letter from the Registrar informing them of their academic warning status and reminding them of the SAP standards. Students in academic warning status are expected to take corrective action to meet the SAP standards by the next SAP review. Students who meet the SAP standards at the next SAP review have the academic warning lifted. Students who do not meet the SAP standards at the next SAP review are placed on academic probation.

Academic Probation. Students who do not meet the SAP standards at the end of the academic warning period are placed on academic probation. They receive a letter from the Registrar informing them that they must meet the SAP standards by the next SAP review, or file an appeal of their SAP status within a week of receiving the letter from the Registrar and have that appeal approved. If they meet the SAP standards by the next SAP review, they will be removed from academic probation. If they do not meet the SAP standards by the next SAP review but their appeal is approved, they will remain on academic probation until they meet the SAP standards. If they do not meet the SAP standards by the next SAP review, and their appeal is not approved, they are not eligible to remain in the program.

Financial Aid Warning. Students who do not meet the College's standards for either qualitative or quantitative progress are placed on financial aid warning for one term. They receive a letter from the Registrar informing them of their financial aid warning status. Students remain eligible for financial aid while they are in the financial aid warning status. Students in financial aid warning status are expected to take corrective action to meet the SAP standards by the next SAP review. Students who meet the SAP standards at the next SAP review have the financial aid warning lifted. Students who do not meet the SAP

standards at the next SAP review are placed on financial aid probation.

Financial Aid Probation. Students who do not meet the SAP standards at the end of the financial aid warning period are placed on financial aid probation. They receive a letter from the Registrar informing them that they are not eligible to receive financial aid funds, unless they file an appeal of their SAP status and that appeal is approved. If the appeal is approved, students may continue to receive financial aid funds so long as they meet the conditions of the academic plan. If the appeal is not approved, students are not eligible for further financial aid funds until they meet the SAP standards. Once the student meets the SAP standards, financial aid probation is removed.

Appealing SAP Status. A student must file an appeal of SAP status with the Director of Education within one week of receiving notification of being on academic probation or financial aid probation due to not meeting SAP standards. This appeal must include: an explanation of the factors leading to the student not meeting the SAP standards; a discussion of the steps the student will take to improve their academic standing; and an academic plan developed in consultation with the Dean of Students that, if followed, will ensure the student is able to meet the SAP standards by the end of the program. Students receive written notification of the outcome of their appeal within one week.

ACADEMIC PROBATION AND DISMISSAL

Academic Probation. Students may be placed on academic probation for a variety of reasons, including:

- Not meeting SAP standards.
- Receiving more than one "no pass" in any one course.
- Receiving a "no pass" in three or more

courses during their program

- Dropping multiple courses.
- Exceeding the maximum allowable absences in multiple courses.
- Any other actions that indicate a pattern of academic difficulty.

A student who is placed on academic probation receives a letter from the Registrar stating that they have been placed on academic probation and specifying the following:

- The length of the probationary period.
- Any conditions that must be met during the probationary period.
- What s/he must do to be removed from academic probation and what happens if s/he does not meet its conditions.

At the end of a probationary period, the student's academic record is reviewed. Those students who have met the conditions associated with their academic probation have it lifted.

Academic Dismissal. Students who have failed to meet the conditions of academic probation at the end of their probationary period have their enrollment in the College terminated.

ACADEMIC APPEALS

Students who have mitigating circumstances such as death in the family, serious illness, or injury may appeal any academic policy or procedure (such as make-up fees, homework deadlines, grades, etc.).

Academic Appeal forms are available from the Dean of Students, and must be submitted within two weeks of the date of the event being appealed. Academic Appeals are reviewed by the Director of Education. Students receive written notification of the outcome of their appeal, typically within one week of the date of their appeal. Students should continue to attend classes and complete course requirements while their appeal is pending. Decisions of the Director of Education are final.

Non-Academic Policies and Procedures

East West College's non-academic policies and procedures are designed to foster a comfortable and professional learning environment. Students who fail to adhere to any of the campus policies may be placed on non-academic probation or dismissed from the College.

PROFESSIONAL CONDUCT

East West College is a professional school. As such, students, faculty and staff are expected to maintain high standards of professional conduct as outlined in the *East West College Student Handbook*. These standards include prohibitions against verbal, physical, sexual and/or any other type of harassment as well as drug or alcohol use on campus or during off-campus assignments. Students who fail to adhere to any of the standards of professional conduct may be placed on non-academic probation or dismissed from the College.

PROFESSIONAL ETHICS

East West College expects the highest standards of ethics on the part of students and teachers. EWC has adopted for use the Oregon Board of Massage Therapists Standards and Objectives of Professional Conduct (Oregon Administrative Rule 334-030-0005). These standards are printed in the *EWC Student Handbook*.

Students are required to adhere to these ethical standards while on campus, when performing any out-of-class assignments for College courses, or when representing themselves as an East West College student in any other way. Students who fail to follow any of the standards of professional ethics may be placed on non-academic probation or dismissed from the College.

SEXUAL HARASSMENT

East West College prohibits sexual harassment by College employees and

students during any activity associated with the College. Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, and/or verbal, visual or physical conduct of a sexual nature.

Violations of this policy may result in disciplinary action up to and including dismissal from the College. Any student who believes this policy has been violated should report the problem to the Dean of Students who follows the Non-Academic Policy Violations procedure outlined in this *East West College Catalog* and the *EWC Student Handbook*. If the complaint involves the Dean of Students, it should be reported to the Director of Education.

The results of the investigation are presented to the complainant, and when determined by the College to be appropriate, to the person accused.

NON-DISCRIMINATION

East West College does not discriminate based on race, gender, marital status, religion, nationality, age, disability, sexual orientation, creed, ethnic origin, or any other status protected by law.

Any applicant or student who believes an East West College faculty or staff member has discriminated against him or her may file a complaint with the Dean of Students or the Director of Education. Any East West College staff or faculty member who has been found to have engaged in discriminatory behavior is subject to disciplinary action by the College up to and including dismissal from the College. This policy also applies to any East West College employee. The policies and procedures in place to deal with such situations are described in the East West College employee handbook.

Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commission of the Bureau of Labor and Industries.

CONFLICT RESOLUTION

East West College encourages students, teachers and staff members to manage conflicts by meeting individually with the involved person(s) in a spirit of cooperation and trying to resolve the issues. If this does not succeed, however, the involved parties should use the conflict resolution procedure described in the *EWC Student Handbook*.

NON-ACADEMIC WARNING, PROBATION AND DISMISSAL

Non-Academic Policy Violations.

Individuals who wish to file a complaint about a student who may be violating any of the non-academic policies (including Campus Policies, Professional Conduct, or Professional Ethics) should contact the Dean of Students. The Dean of Students meets with that individual to take and record their statement. The Dean of Students then meets with the person about whom the complaint was filed to obtain a statement about the possible violation. If necessary, the Dean of Students may interview other individuals (including teachers, staff or students) in the investigation of the complaint.

The Dean of Students begins to investigate all complaints within five business days. The nature of the concern or complaint may have to be disclosed to witnesses, to persons who may have pertinent information, to persons involved in the matter such as any person accused of wrongdoing, and/or to persons or entities determined by the College to have a legitimate interest in being informed. Any such disclosure takes into consideration issues of confidentiality. However, confidentiality cannot be guaranteed.

The Dean of Students meets with the Director of Education to present the information gathered at these meetings, plus any additional available evidence about the situation. The Director of Education

determines whether to dismiss the complaint, place the student on non-academic probation, or make a recommendation to the EWC Oversight Committee to dismiss the student from the College. The EWC Oversight Committee is made up of the Directors of the College and its departments.

Non-Academic Warning. A non-academic warning is a written notice to the student that they have violated a massage practice or other non-academic policy. The warning is intended to ensure that the student is aware that the violation has occurred and delineates the steps to be taken to prevent additional infractions. Further violations will result in the student being placed on Non-Academic Probation.

Non-Academic Probation. Students may be placed on non-academic probation for a variety of reasons including:

- Violation of any non-academic policies including massage practice, campus, or professional conduct policies
- Non-adherence to Professional Ethics standards
- Refusal to participate in required meetings with school administrators
- Any other action or series of actions deemed by the College to indicate a pattern of non-academic difficulty

A student may be placed on non-academic probation without having received a prior non-academic warning. This determination will be made by the Director of Education in consultation with the Dean of Students based upon the circumstances and the severity of the violation.

Students who are placed on non-academic probation receive a letter from the Director of Education or the Dean of Students stating:

- The reason
- The length of the probationary period
- Any conditions that must be met during the probationary period

- What happens if the student does not meet those conditions
- What the student must do to be removed from probation

Reported violations of the conditions of the probation during the probationary period will be investigated and may result in further action. This action may include, but is not limited to, extension of the probationary period, the addition of other restrictions or conditions to the probationary agreement, and dismissal.

At the end of the probationary period, the student's non-academic record is reviewed by the Director of Education. Based on that review, the probation is lifted, the probation is extended, or it is recommended to the EWC Oversight Committee that the student be dismissed from the College.

Non-academic probation does not affect a student's federal financial aid eligibility.

Non-Academic Dismissal. The Director of Education may make a recommendation to the EWC Oversight Committee to dismiss a student from the College if they have committed a substantial violation of the EWC Non-Academic Policies, or has been on non-academic probation, and has not met the conditions of probation during the probationary period.

The EWC Oversight Committee may decide to place the student on non-academic probation or extend the period of non-academic probation, terminate the student's enrollment in the College and allow them to apply for re-admittance after having met specific conditions, or terminate their enrollment in the College without any possibility of re-admittance. The decision of the Oversight Committee is final.

DRUG AND ALCOHOL ABUSE

It is the policy of the College to provide a safe, healthy and productive educational and work environment for its students and employees. This policy complies with the federal Drug-Free Schools and Communities

Act and the federal Drug-Free Workplace Act. For complete information, see the *EWC Student Handbook*.

COMPLAINT PROCEDURE

Students aggrieved by an action of the College should attempt to resolve the problem with the appropriate school official(s).

Oversight Committee. If the resolution is not achieved, the student may file a written complaint with the Oversight Committee who will investigate it and communicate their decision to the student in writing within thirty (30) days.

HECC. Should this procedure fail, students may contact:

- **Private Career Schools Licensing Unit
Higher Education Coordinating Commission**
3225 25th Street SE
Salem, OR 97302
Phone (503) 947-5751

After consultation with appropriate Commission staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of the Oregon Administrative Rules 715-045-001 through 715-045-210, the Commission will begin the complaint investigation process as defined in OAR 715-045-0023.

COMTA. Students may also file a complaint with the Commission on Massage Therapy Accreditation (COMTA) by obtaining a COMTA Complaint Form from the Dean of Students and submitting it to:

- **Commission on Massage Therapy Accreditation**
2101 Wilson Blvd, Ste 302
Arlington, VA 22201
Phone (202) 888-6790

Graduation and Licensing

GRADUATION

To graduate from East West College, you must have passed the required program courses and fulfilled all of your financial obligations with the College. If you received Title IV funding, you also have to complete a Financial Aid exit counseling meeting. All East West College graduates receive a diploma identifying their accomplishment. Graduation ceremonies are typically held in the second week of the spring quarter for fall and winter quarter graduates and in the second week of the fall quarter for spring and summer quarter graduates.

LICENSING REQUIREMENTS

Massage licensing requirements vary from state to state. Below are the Oregon and Washington requirements and those for other states can be found online at sites such as massagetherapy.com or amtamassage.org.

Oregon

- Complete an educational program approved by the Oregon Board of Massage Therapists (the East West College 800-hour Massage

Therapy Program is approved).

- Pass the Massage & Bodywork Licensing Exam (MBLEx) given by the Federation of State Massage Therapy Boards (FSMTB).
- Pass the Oregon Massage Board law exam.
- Be certified in Cardiopulmonary Resuscitation (CPR).
- Pass a fingerprint background check.

Washington

- Complete an educational program that meets the Washington Board of Massage educational requirements. As of July 2017, Washington no longer approves educational programs located outside Washington. Applicants who were educated outside Washington must either transfer their credits to a school approved by the Washington Board, or get a massage license in another state and submit proof of that active license.
- Pass the Massage & Bodywork Licensing Exam (MBLEx) given by the Federation of State Massage Therapy Boards (FSMTB).
- Pass the Washington State Massage Therapy Jurisprudence Exam.

- Be certified in First Aid and Cardiopulmonary Resuscitation (CPR).

Oregon and Washington may institute other requirements that postdate the publication of this catalog, so you should check their websites at oregon.gov/OBMT and doh.wa.gov/licensing.htm. Other states and local municipalities have their own requirements and the East West College Admissions Department can provide information on them. You are responsible for determining that your East West College program will meet the requirements of the area where you want to practice.

COMPLETION AND PLACEMENT

The Student-Right-to-Know and Campus Security Act of 1990 (34 CFR 668.45) requires colleges to disclose to all current and prospective students the completion rate for certificate-seeking, full-time, first-time undergraduate students. This information is updated annually and published in the *East West College Student Handbook*.

Alumni Services

PLACEMENT ASSISTANCE

East West College offers its graduates help with job placement and volunteer opportunities. This assistance includes but is not necessarily limited to:

- Students and graduates can meet individually with the Alumni Services Coordinator for help with job search techniques, resume writing and interview techniques.
- The Alumni Services Coordinator also provides support and referrals to individuals wishing to work as independent contractors or to start their own businesses.
- East West College regularly receives job listings, space rental listings and volunteer requests. These listings, including information about how to apply, are available to graduates at the College and via email.
- The College also maintains a referral list, for members of the general public who

are looking to work with licensed massage therapists who are graduates of the school. East West College does not guarantee that its graduates will find employment, but it encourages them to make use of all of these placement assistance resources as they develop their massage therapy practices.

CONTINUING EDUCATION

Throughout the year, East West College hosts a wide variety of continuing education seminars and workshops focusing on massage and bodywork taught by highly qualified instructors who provide excellent graduate-level instruction. The schedule is available on the East West College website, as well as in a continuing education flyer that is available at the College. East West College alumni in good standing are eligible for a 10% discount on many of the continuing

education courses offered at the College.

PROGRAM ELECTIVES

All alumni in good standing can register for 33-hour elective courses at a 50% discount on a space available basis. This is a great way for alumni to complete state continuing education requirements, learn new skills and stay connected to faculty and current students. To register, contact the Dean of Admissions.

CAMPUS STORE

All alumni in good standing receive a 10% discount on purchases of massage supplies in our Campus Store. Our Store carries an extensive line of massage lotions and oils, in addition to bolsters, face cradle covers, massage tables, and massage accessories. The Store is also happy to handle special orders.

Academic Calendar

Summer Quarter 2021: July 5 – September 24

Monday, July 5	First Day of Classes for New Students
Tuesday, July 6	First Day of Classes for Returning Students
Saturday, August 7	Graduation & Licensing Workshop (Clinic students)
Monday, August 16	Registration for Fall Quarter Begins
Monday, September 6	Labor Day (Academic Holiday)
Friday, September 24	Last Day of Classes
September 25 – October 1	Break

Fall Quarter 2021: September 29 – December 22

Wednesday, September 29	First Day of Classes for New Students
Thursday, September 30	First Day of Classes for Returning Students
Sunday, October 17	Spring and Summer Graduation
Saturday, November 6	Graduation & Licensing Workshop (Clinic students)
Monday, November 15	Registration for Winter Quarter Begins
Thursday – Sunday, November 25-28	Thanksgiving (Academic Holiday)
Wednesday, December 22	Last Day of Classes
December 24 – January 3	Break

Winter Quarter 2022: January 3 – March 26

Monday, January 3	First Day of Classes for New Students
Tuesday, January 4	First Day of Classes for Returning Students
Saturday, February 5	Graduation & Licensing Workshop (Clinic students)
Monday, February 14	Registration for Spring Quarter Begins
Saturday, March 26	Last Day of Classes
March 27 – April 1	Break

Spring Quarter 2022: April 2 – June 24

Saturday, April 2	First Day of Classes for New Students
Monday, April 4	First Day of Classes for Returning Students
Sunday, April 24	Fall and Winter Graduation
Saturday, May 7	Graduation & Licensing Workshop (Clinic students)
Monday, May 16	Registration for Summer Quarter Begins
Monday, May 30	Memorial Day (Academic Holiday)
Friday, June 24	Last Day of Classes
June 25 – July 4	Break

Academic Calendar

Summer Quarter 2022: July 5 – September 23

Tuesday, July 5
Tuesday evening, July 5
Wednesday, July 6
Saturday, August 6
Monday, August 15
Monday, September 5
Friday, September 23
September 24–30

First Day of Classes for Returning Students
Evening Class for New Students
First Day of Classes for New Students
Graduation & Licensing Workshop (Clinic students)
Registration for Fall Quarter Begins
Labor Day (Academic Holiday)
Last Day of Classes
Break

Fall Quarter 2022: October 1 – December 22

Saturday, October 1
Monday, October 3
Sunday, October 16
Saturday, November 5
Monday, November 14
Thursday – Sunday, November 24-27
Thursday, December 22
December 23 – January 2

First Day of Classes for New Students
First Day of Classes for Returning Students
Spring and Summer Graduation
Graduation & Licensing Workshop (Clinic students)
Registration for Winter Quarter Begins
Thanksgiving (Academic Holiday)
Last Day of Classes
Break

Winter Quarter 2023: January 3 – March 25

Tuesday, January 3
Wednesday, January 4
Saturday, February 4
Monday, February 13
Saturday, March 25
March 26–31

First Day of Classes for New Students
First Day of Classes for Returning Students
Graduation & Licensing Workshop (Clinic students)
Registration for Spring Quarter Begins
Last Day of Classes
Break

Spring Quarter 2023: April 1 – June 24

Saturday, April 1
Monday, April 3
Sunday, April 16
Saturday, May 6
Monday, May 15
Monday, May 29
Saturday, June 24
June 25 – July 4

First Day of Classes for New Students
First Day of Classes for Returning Students
Fall and Winter Graduation
Graduation & Licensing Workshop (Clinic students)
Registration for Summer Quarter Begins
Memorial Day (Academic Holiday)
Last Day of Classes
Break



1515 Market Square Building, 1515 SW Fifth Avenue, 4th Floor, Portland, Oregon 97201
Phone: 503.233.6500 | www.eastwestcollege.edu

Addendum

July 2021 East West College Course Catalog

The Return to Title IV Policy on page 22 of the July 2021 EWC Course Catalog has been revised to include the information in **red** below.

Return to Title IV Policy. Title IV funds include Federal Pell Grants, William D. Ford Direct Loans and Direct Parent Plus loans. Title IV funds are awarded under the assumption that the student will attend school for the entire period for which the assistance is awarded. When the student withdraws, they may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive, as financial aid is based on the total number of days the student attends out of the term. If there are eligible Direct Loan funds that are not disbursed prior to the student's date of withdrawal, the student must sign a post-withdrawal authorization form to receive any earned funds to their account. Per federal regulations, eligible Return to Title IV calculations are performed provided that the student has met all requirements for admission and Title IV eligibility. The college's return to Title IV policy follows these steps:

- Determine the percentage of the payment period completed by the student from the registrar's term calculations. ($\text{Days Scheduled in the Payment Period} \div \text{Total Days in Payment Period} = \text{Percentage Completed}$). If the calculated percentage exceeds 60%, then the student has earned all Title IV aid for the period and no refund is necessary.
- Apply the percentage completed to the Title IV aid awarded or what could have been awarded to determine the student's eligibility for aid prior to the withdrawal. ($\text{Total Aid Disbursed} \times \text{Percentage Completed} = \text{Earned Aid}$)
- Determine the amount of unearned aid to be returned to the appropriate Title IV aid program. ($\text{Total Disbursed Aid} - \text{Earned Aid} = \text{Unearned Aid to be Returned}$) If the aid already disbursed equals the earned aid, no further action is required. If the aid already disbursed is less than the earned aid, the College requests permission from the student for post-withdrawal Direct Loan disbursements. If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program.
- **The student is required to pay the difference between the amount of unearned aid and the amount returned by the college. If the student's portion of the unearned aid includes federal grants, they are only required to return the grant amount that exceeds 50% of the original amount received for that term. If the amount the student owes is less than 50%, then no payment is required. The only programs for which students would need to return no more than 50% are the Grant programs. The students would need to return full loan amounts.**
- Return the Title IV aid, based on the type of aid disbursed, in the following order:
 - (1) Federal Direct Unsubsidized Stafford Loan
 - (2) Federal Direct Subsidized Stafford Loan
 - (3) Federal Direct PLUS (Parent) Loan
 - (4) Federal Pell Grant

Title IV funds are returned as soon as possible, but not later than 45 days after the date of withdrawal.