



Myotherapy Institute

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SCHOOL CATALOG

MASSAGE THERAPY AAS DEGREE

MASSAGE THERAPY DIPLOMA

October 2025

ADMINISTRATIVE STAFF AND FACULTY

Malcolm Allen – Chief Executive Officer/Head of School
Tami Ngo – HR/compliance
Cassandra Griffith – Director of Education
Anh Nguyen - Financial Aid Administrator
Faith Linton - Director of Partnerships
Nitiz Sharma - IT Manager
Lauren Bush – Instructor
Denneal Stauffer – Instructor
Teresa Struble – Student Services, Instructor

GRADUATE AMERICA, INC - OWNER

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Mission

Myotherapy Institute is a private college dedicated to assisting the intellectual growth of students within the context of massage therapy. The curriculum is designed to assist students in becoming massage therapists by acquiring thorough massage knowledge and skills required for licensure and advancing employment.

History

In April of 1993, the Myotherapy Institute was founded in Lincoln, Nebraska's state capital. The Institute was founded to provide a state-approved course of study in massage therapy and allied health professions. The first facility was located at 6001 South 58th Street. In order to better serve the needs of its expanding student population, in August of 1997 the Institute doubled its size and relocated to 6020 South 58th Street. In the spring of 2000, another building was added to provide a 6,000 sq. ft. facility.

MI moved to a larger 10,000 sq.ft. facility at 4001 Pioneer Woods Drive in January of 2012. In August of 2017 the Myotherapy Institute, Inc. added a satellite location at 10707 Pacific St., Omaha, NE 68114 which was closed in 2019 while searching for a new location. On June 22, 2021 the main school moved to 245 S. 84th St #100, Lincoln, NE 68510.

MI was first accredited by ACCSC in 1998. In 2000 MI became the first massage school in Nebraska to offer an academic associate degree in massage therapy through ACCSC. In September 2023 the Myotherapy Institute, Inc. was acquired by Graduate America, Inc. president Malcolm Allen.

Licensure/Accreditation

The Myotherapy Institute is licensed by the Nebraska Department of Health. MI has earned authorization to operate from the Nebraska Department of Education. The Institute is accredited by the Accrediting Commission of Career Schools and Colleges.

Facility

Myotherapy Institute is in the newly developing Southeast area of Lincoln. It is strategically located near a neighborhood shopping area that offers a clean, safe environment with plenty of free off-street parking.

A large classroom and a student lounge/study lab are available to utilize a large variety of instructional and audiovisual equipment. Seven treatment rooms known as Myotherapy Student Spa are available for work with the public. In addition, seated massage chairs, portable massage tables and hydraulic massage tables in each treatment room provide the opportunity for all students to use a comfortable and readily available training environment. A separate library is host to massage and bodywork books and DVDs.

Occasional field trips are held at facilities within the city.

All Myotherapy Institute massage programs are designed for entrance into NE licensure in massage therapy.

Graduates can work in situations as diverse as resorts, chiropractic clinics, counseling centers, nursing homes and retirement centers, health clubs, beauty salons, spas, and hospitals. In addition, many graduates develop private practices.

A very high percentage of our massage therapy graduates who have taken the MBLEX licensing exam have passed. Successful completion of this exam is required to be a licensed massage therapist in the state of Nebraska.

Faculty

Myotherapy Institute instructors are contracted on the basis of academic degree and professional experience. General studies instructors hold a minimum of a bachelor's degree. The owner is Malcolm Allen and the Director is Cassaundra Griffith. All massage instructors have been in practice for a minimum of three years. Massage instructors are licensed by the Nebraska Department of Health. All have passed the MBLEx or National Certification in Therapeutic Massage and Bodywork examination.

Policy

The Myotherapy Institute Catalog is a statement of present policy. Provisions contained herein do not constitute an irrevocable contract between the student and the Institute and supersede all those previously published. This catalog and its contents are subject to change. Policy changes made after the publication of this catalog are on file at Myotherapy Institute. Students are responsible for obtaining policy updates. Update notices are posted on the information board located in the student lounge. Policy changes are approved by the accrediting agency and State licensing agencies. Myotherapy Institute reserves the right to amend, modify, or update the contents of this catalog at any time in order to maintain compliance with accrediting, state, and federal regulations. Any such changes will be issued through a catalog addendum, which will become an official part of the catalog and will apply to all students as of its effective date.

Equal Opportunity

Myotherapy Institute does not discriminate against any applicant based on race, national or ethnic origin, age, gender, religion, and marital status. The facility is accessible to handicapped students.

Academic Programs

Myotherapy Institute offers two programs of study in massage therapy. Both programs are offered in a residential or hybrid format. The 1,000-clock hour diploma program is the minimum course of study required to obtain licensure in Nebraska. In this program, fifty minutes is equal to one clock hour. The Associate Degree of Applied Science in massage therapy exceeds the massage therapy licensing requirements in Nebraska with 90 quarter credit hours.

Both Massage Therapy Programs are licensed by the Nebraska Department of Health and Human Services and have earned an authorization to operate from the Nebraska Department of Education. Myotherapy Institute is accredited by the Accrediting Commission of Career Schools and Colleges.

Students successfully completing either of the massage programs are eligible to apply for Nebraska massage therapist licensure and MBLEX examination. This exam is the written portion of Nebraska's massage licensing test. Students who pass this exam are allowed to become Nebraska licensed massage therapists *and* may choose to become nationally certified.

In order that the students have a solid technical and scientific understanding and a way to communicate with allied health professionals, Myotherapy Institute offers courses in anatomy, physiology, kinesiology, pathology, communication, hydrotherapy, business, and massage and bodywork. Course titles and class descriptions are subject to change.

The curriculum for both the diploma and associate degree programs, residential or hybrid, are designed to teach massage with emphasis on effective techniques used to promote stress reduction and well-being. More specific techniques are offered in the associate degree program for the purpose of enhancing well-being through reducing pain associated with muscle tension, fascial restriction, and trigger points. Students are encouraged to seek continuing education after obtaining licensure for more advanced forms of soft tissue therapy.

Myotherapy Institute strives to prepare effective therapists as well as individuals that are successful in the marketplace. Business instruction includes but is not limited to experience in small business management, bookkeeping, insurance, medical office procedures, hospital orientation, advertising, public speaking, entrepreneurship, and marketing. Regional employers and potential business partners contact the school for student placement. A job site bulletin board is available in the student lounge.

Myotherapy Institute offers both the diploma and associate degree programs in a hybrid format as well as a traditional residential format, subject to student enrollment. The hybrid format will consist of both distance education courses as well as hands-on courses taught on campus. All sections of the catalog including (but not limited to) academic program requirements, admission requirements, graduation requirements, and student services are the same for both hybrid and residential formats.

Myotherapy Institute has designed this format for those students looking for an educational alternative that allows for more flexibility. Students will use Canvas for the distance education courses in their program. Registration and an orientation course with Canvas is required before distance education courses can be started.

All students enrolled in distance education courses should have computers available to them that meet the system requirements. See or email Cassaundra Griffith, cgriffith@ga.edu, for a specific requirement list.

Myotherapy Institute is committed to facilitating good health and wellness among its students who will be working in the health care community. A philosophy of Myotherapy Institute is that healthcare professionals who are responsible for the care of others should also pursue healthy lifestyles themselves. For this reason, curriculum courses in personal fitness, stress management, and mind-body awareness techniques are included in the curriculum.

Some courses offered at Myotherapy Institute require an externship (work experience) as part of a class assignment. The externship must be completed prior to receiving the Certificate of Completion for the program. Externship hours for students within 50 miles of the Lincoln campus are completed in the Myotherapy Student Spa, which is attached to the school. Students who reside more than 50 miles from campus may complete their externship at a site off campus where it's convenient for students. It is, therefore, the student's responsibility to secure an approved site to complete the externship prior to starting their externship. Externship supervisors must attend an externship orientation session prior to beginning their work with students. Externship progression includes orientation, skill application, and regular evaluation by the externship supervisor. Externship assignments are graded by the institution. See Cassaundra Griffith for externship agreement on responsibilities between students, institution, and extern site. Myotherapy Institute maintains liability (not health) insurance for all enrolled students. This insurance covers the students during their participation on and off campus in massage assignments.

The modality of the hybrid theoretical classes may be scheduled Monday through Friday between 8am to 9pm. Externships and labs may be outside regular hours, including weekends. Class schedules and assignment due dates are posted in the school's Canvas LMS.

AAS Degree Core Courses

Completion of all Core Courses and one cluster of 6 cr of Elective Courses are required for graduation with AAS degree, 90 cr.

- Intro to Massage Therapy
- Swedish Massage
- Introduction to Anatomy/Physiology I
- Hydrotherapy and Hot Stones
- Introduction to Community Care

Deep Tissue Massage
Spa Treatments and Facial Massage
Massage Practicum
Sociology of Wellness
Introduction to Anatomy/Physiology II
Pathology
Kinesiology
Massage Seminar
Massage and Spa Clinic
Business
Advanced Techniques Clinic
Myofascial Release
Mathematics Survey
Writing for Success
Speaking with Ease
Program Review

Electives: Choose one area:
Chiropractic Office & Massage
Long Term Care Massage
Medical Massage NMT/MFR

Diploma Core Courses

Intro to Massage Therapy
Swedish Massage
Introduction to Anatomy/Physiology I
Hydrotherapy and Hot Stones
Introduction to Community Care
Deep Tissue Massage
Spa Treatments and Facial Massage
Massage Practicum
Sociology of Wellness
Introduction to Anatomy/Physiology II
Pathology
Kinesiology
Massage Seminar
Massage and Spa Clinic
Business
Advanced Techniques Clinic

Course Descriptions

Copyright Notice

Any digital or printed material including (but not limited to) syllabus, course handouts, and massage sequences are protected under international copyright laws. These materials are intended for use during your program of study and are strictly for your own personal use. Any redistribution or reproduction in any form is prohibited except with the express written permission from the Director.

Introduction to Massage Therapy 100

An introductory course designed to teach the basics of massage therapy, including the origins of massage, the five basic massage movements, and techniques for conducting massage in a safe and professional manner. Students will use this class as a foundation for future learning in the massage program. 30 clk/3 cr

Swedish Massage 101

An introductory course designed to introduce students to Swedish massage therapy. Students will learn the five basic Swedish massage movements, be able to drape clients, understand the professional environment and sanitary guidelines, understand the basics of professional ethics, and be able to administer a complete full body Swedish massage. 60 clk/5.5 cr

Introduction to Anatomy/Physiology I 102

An introductory course that will cover the basic systems of the human musculoskeletal system including basic terminology, skeletal system, and muscular systems. Students will be able to locate and identify basic landmarks of the skeletal system and identify the location and basic functions of the muscular system. 40 clk/4 cr

Hydrotherapy and Hot Stone 103

An introductory course where students receive instruction in the development of hydrotherapy and heated stones for massage. Students will learn procedures for the application of water in various forms for the treatment of disorders and relaxation. Applications and techniques for medical hydrotherapy and spa treatments are included. *Includes 30 practice hours. Prerequisites: Swedish & Introduction to Massage 60 clk/6 cr

Introduction to Community Care 104

An introductory level course designed to begin professional interaction with the public. Students will practice Swedish massage techniques, appointment logistics, sanitation, and professionalism. *Includes 60 hours of clinical experience. Prerequisite: Swedish Massage. 130 clk/5 cr

Deep Tissue Massage 105

An intermediate practical course teaching students to provide the deepest form of massage therapy without pain or extreme discomfort for the client or therapist. Techniques learned in this course can be developed into client-specific sequences to relieve tension in the deeper musculature of the back, shoulders, and neck. 30 clk/3 cr

Spa Treatments and Facial Massage 106

An intermediate course where students receive instruction in the development of firming face massage and Bliss Spa treatment. This course will provide understanding of the facial muscles, innervations and

lymph watershed. Students will learn procedures for the application of body butter, mud masks, and salt scrubs in the spa setting for full body application. 70 clk/6.5 cr

Massage Practicum 107

An intermediate clinical course practicing various massage techniques. Students will refine skills in establishing client relations, draping and client comfort, and professional protocols. *Includes 80 hours of clinical experience. Prerequisite: Introduction to Community Care. 130 clk/5 cr

Sociology of Wellness 108

An introductory lecture and observation course which provides students with general information on various forms of wellness in a variety of cultures. Students will learn about making healthy choices, balancing personal and professional life, stress management techniques, and develop individual wellness plans. 50 clk/4 cr

Introduction to Anatomy/Physiology II 109

An intermediate course that covers the major systems of the human body including basic terminology, digestive, integumentary, urinary, nervous, cardiac, respiratory, lymph, endocrine, and reproductive systems. Prerequisite: Introduction to Anatomy/Physiology I 30 clk/3 cr

Pathology 112

An intermediate course that introduces diseases in relation to the healthy body and the pathophysiological processes that occur when disease is present. Students learn about defensive, compensating and adaptive responses to the presence of disease by various body systems. Prerequisite: Introduction to Anatomy/Physiology I & II or permission from the instructor. 30 clk/3 cr

Kinesiology 113

An intermediate course that will cover the applications of anatomy and physiology to human movement and the practice of massage therapy. Students will learn how to apply knowledge of muscles, bones, and joints to understand how the human body moves and reacts to injury or pain. Prerequisites: Human Anatomy/Physiology I & II or permission from the instructor. 30 clk/3 cr

Massage Seminar 114

An intermediate course that presents an exploration of soft tissue manipulation and bodywork commonly used in the United States. It includes seated massage and an introduction to 10 disciplines. 70 clk/5.5 cr

Massage and Spa Clinic 120

An advanced clinical experience which provides opportunity for students to work efficiently and effectively in a public clinic environment. Students refine client communication skills, massage and hydrotherapy techniques, and business procedures. Major emphasis is placed on program review, marketing and client education and retention. *Includes 80 hours of clinical experience. Prerequisite: Massage Practicum. 120 clk/4.5 cr

Business 124

An intermediate course offering information on the philosophy and fundamentals needed to operate a small business. Students will learn the practical application of basic bookkeeping and record keeping, office, reception and telephone procedures, marketing options, ethics, and develop business goals and objectives. Prerequisite: Two sessions of enrollment. 30 clk/3 cr

Advanced Techniques Clinic 125

An advanced clinical course where students practice all types of massage and hydrotherapy treatments explored in previous courses. Students also practice relevant job-related skills like client relations, professionalism, ethics, and establishing a massage therapy practice. *Includes 90 hours of clinical experience. Prerequisite: Massage and Spa Clinic. 130 clk/5 cr

Myofascial Release 201

An intermediate degree course covering the techniques and principles of myofascial release. Students will discuss the theory, anatomy, and function of the myofascial system with demonstrations in evaluation and treatment techniques for decreasing pain and restoring motion throughout the body. Prerequisite: Massage and Spa Clinic or Director permission. 3 cr

Mathematics Survey 215

A general education mathematics course where students learn mathematics skills through hands-on projects developing quantitative reasoning skills. Students will learn basic arithmetic, fractions, decimals and percents, exponents, roots and radicals, and the order of operations. 3 cr

Writing for Success 216

A general education course that introduces writing skills including conducting research, note taking, direct quotation, and MLA or APA style citation. The course will place emphasis on macro-level composition skills such as essay structure, thesis, paragraph structure, and unity, and micro-level skills such as sentence structure, grammar, vocabulary, and spelling. 3 cr

Speaking with Ease 217

A general education course where students learn to read, comprehend, and interpret critically and think analytically while expressing themselves orally. Individual presentations, group presentations, interpersonal communication, and public speaking experiences are included. 3 cr

Program Review 225

An upper level course designed to provide degree students a review of the massage therapy course curriculum to help prepare students for the licensing examination while reinforcing information needed for the practical application of massage techniques. MBLEX is required for Nebraska licensure. 3.5 cr

Electives: Choose one of the following electives:

Chiropractic Office & Massage 231

An advanced course that requires the student to review Chiropractic treatment philosophy with soft tissue and the role of massage with chiropractic services. 5.5 cr

Long Term Care Massage 241

An advanced course that emphasizes long term care treatment philosophy and office practices that enhance the students' effectiveness with clinical application of intermediate techniques most effective with long term care patients. 5.5 cr

Medical Massage - Neuromuscular Theory 251

An advanced course that explores neuromuscular theory, which is typically reserved for licensed therapists. The course provides theory and practice in neuromuscular therapy treatment programs and includes the principles and laws of pain and dysfunction and the role of related trigger points throughout the body. 5.5 cr

Admission Requirements

Admission to Myotherapy Institute is granted to those students who indicate they are prepared to complete post-secondary work. To be admitted, GED or high school graduates must have a composite score of 20 on the Enhanced ACT, a score of 800 combined verbal and math on the SAT, or a high school or postsecondary grade point average of 2.0 on a 4.0 scale. Applicants with lower GPA may be accepted by special approval of the Director. Applicants are offered admittance based on qualifications and space available.

In addition to fulfilling the academic requirements students must also:

- Be 19 years old or older upon admittance or receive permission from the Director.
- Document good physical health.
- Sign an attestation affirming no personal felony record or disclose a felony record.

Late enrollment may be granted at the discretion of the Director.

Enrollment Procedures

Applications for the Massage Therapy Program are accepted throughout the year. New enrollment is in January, March, May, August, and October.

The Myotherapy Institute website address is <http://www.myotherapy.edu>. You may direct your inquiries by calling the school at 402-421-7410 or email cgriffith@ga.edu.

To apply for the Massage Therapy Program, submit:

- A Myotherapy Institute application form.
- A \$50 application fee.
- An official high school transcript or GED.
- An enlarged photocopy of the student's driver's license or State I.D. with recognizable photographs.
- A copy of the student's Social Security Card.
- A Myotherapy Institute health attestation (completed by a physician) or record of physical examination from a licensed provider dated within the last six months and an immunization record.
- An Online Learning Readiness Assessment.

Application materials will be reviewed for acceptance when all information is complete. A letter of denial or acceptance letter with a class schedule, catalog, and an enrollment form will be sent electronically.

Diploma to Degree Pathway

Purpose:

This policy outlines the eligibility and process for licensed massage therapists (LMTs) seeking to transfer prior coursework and clinical training from a diploma or certificate program toward the Associate of Applied Science (AAS) in Massage Therapy at Myotherapy Institute.

Eligibility Criteria

Licensed massage therapists may be eligible to transfer credits into the AAS program if they meet the following requirements:

- Licensure: Must hold a current, valid massage therapy license issued by the State of Nebraska.

- Program Completion: Must have completed a state-approved or nationally accredited massage therapy diploma or certificate program.
- Transcripts: Must submit official transcripts and course descriptions from the original school or institution.
- Work Experience (optional): Relevant professional experience may be considered for credit via prior learning assessment (PLA), if applicable.

Transferable Credit Allowance

Eligible LMTs may transfer up to 67 credit hours required for the AAS degree, subject to evaluation.

Typically, the following areas may be awarded transfer credit:

- Anatomy & Physiology
- Kinesiology
- Pathology
- Massage Techniques & Modalities
- Ethics and Business Practices
- Clinical/Practicum Hours
- Health & Hygiene

The exact number of transferable credits will be determined through a transcript evaluation and course equivalency review.

Clock Hour to Credit Hour Conversion

Clock hours will be converted to credit hours following federal guidelines.

Instruction Type	Clock Hours per 1 Quarter Credit Hour	Formula	Example
Lecture/Theory	10	Clock hours ÷ 10	100 ÷ 10 = 10 credits
Lab/Skills-Based Training	20	Clock hours ÷ 20	100 ÷ 20 = 5 credits
Externship/Clinical	30	Clock hours ÷ 30	100 ÷ 30 = 3.33 credits

Non-Transferable Courses

The following course categories must be completed at Myotherapy Institute:

- Writing for Success (3 CR)
- Mathematics Survey (3 CR)
- Speaking with Ease (3 CR)
- Electives totalling at least 14 total credits

Application Process

1. Complete an initial application (\$50 application fee)
2. Submit a Transfer Credit Evaluation Request Form with:
 - Official transcripts
 - Course outlines/syllabi (if requested)
 - Proof of licensure
 - Resume or documentation of massage therapy experience (if applicable)
3. Evaluation by Academic Dean or Registrar
4. Receive Transfer Credit Determination Report

5. Sign Transfer Credit Agreement acknowledging credits accepted and remaining degree requirements

Time Limits and Conditions

- Coursework completed more than 10 years prior may be subject to additional review.
- Only courses with a grade of C or better (2.0 GPA) will be considered.
- All transfer credits must align with the learning outcomes of the AAS curriculum.

Prior Learning Assessment (Optional)

Students may also earn additional credit through a Prior Learning Assessment (PLA) process based on documented experience, continuing education, or certifications. This is subject to review and approval by the administrative team.

Note: Transfer credit is not guaranteed and is subject to institutional accreditation and state regulations. All final decisions rest with the institution's academic leadership.

New Student Orientation Class

Orientation for new students is held prior to the first day of class. The Director meets with students to discuss general policies, to distribute class textbooks and other materials, and conduct software training. Students have the opportunity to meet new classmates and to become acquainted with the school staff.

Tuition Assistance

Financial assistance plans are offered in the form of scholarships, grants and loans for those students who qualify and are to be used in conjunction with personal financing.

Title IV Federal Funding in the form of PELL grants and student loans is available for those students who qualify. Contact the Financial Aid Specialist, Anh Nguyen, for more information.

Tuition

Full tuition is due at the time of registration unless other written arrangements have been made. Several payment plans are available. *There is no interest or finance charge for installment payments.*

Transcripts and diplomas are released only after all financial obligations have been met. A student who has not paid current tuition by the Saturday of the eighth week of the quarter will be withdrawn from classes and is denied continued enrollment. The Director may reverse enrollment decisions providing all tuition and collection fees have been paid.

Cost of Attendance

<u>1,000 Clk Hour Diploma Program</u>	
Application	\$50.00
Tuition	\$14,450.00
Books and Materials	\$750.00*
School clinic shirt fee	\$50.00*

<u>Associate Degree of Applied Science in Massage Therapy 90 cr hr</u>	
Application	\$50.00
Tuition	\$15,950.00
Books and Materials	\$750.00*
School clinic shirt fee	\$50.00*

Total	\$15,300.00
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Total	\$16,800.00
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<u>Diploma to Degree Pathway</u> <u>Associate Degree of Applied Science in</u> <u>Massage Therapy 90 cr hr</u> <u>With credit transfer for eligible LMTs</u>	
Application	\$50.00
Tuition	\$8,111. 00
Books	Varies based on courses required
Total	\$8,161.00

*Nonrefundable after delivery to the student.

Students may choose to purchase additional linen supplies that may be used in personal practice after graduation. All supplies are included in the cost of tuition. Students may choose to pay separately for books and supplies.

*All books are purchased through Myotherapy Institute and are included in the "Cost of Attendance."

Tuition for repeating a course is \$177 per credit hour or \$14.45 per clock hour and must be paid in advance unless other permission is received. Federal Financial Aid will pay for one retake of each class.

Payment Schedule

An initial payment of \$900.00 (includes application fee) for the diploma program or for the degree program is due upon initial enrollment registration regardless of payment plan selected. The \$50 application fee is nonrefundable after 72 hours of signing the enrollment agreement and visit to the school. The remaining balance will be paid as in one of the following contracts.

Payment Plan I

Remit the full Cost Of Attendance on or before the registration deadline.

Payment Plan II

After the initial down payment is paid, the Cost of Attendance balance will be paid in equal monthly installments beginning the first month of attendance. No service fees. Payment is due on or before the 29th of each month. There is a \$50 late fee for each late payment and \$5 per day late. The number of payments will be:

Full time diploma 11 payments

Full time degree 11 payments

Payment Plan III

Financial Assistance Plans are offered to those who qualify in the form of scholarships, grants, and loans, as they become available for those students who qualify and are to be used in conjunction with personal financing. Financial Aid is not available for those students who withdraw and return. In order to receive Financial Aid each student must complete the FA package before or within two weeks of acceptance for early enrollment. If the student does not complete the package within these two weeks of acceptance the

student will be admitted only as a cash basis student for the first quarter. Students must sign their Funding Estimate before receiving their student kit. Contact the Financial Assistance Officer for more information.

Refund & Cancellation Policy

1. 72-Hour Cancellation
 - a. If cancellation occurs within seventy-two (72) hours of enrollment, all monies paid by the student shall be refunded.
2. Before Classes Begin or Materials Delivered
 - a. If cancellation occurs after seventy-two (72) hours of enrollment, but before resident classes have begun or distance education materials have been delivered, a refund of all tuition paid shall be made, less a non-refundable registration fee not to exceed fifty dollars (\$50.00).
3. After Classes Begin or Materials Delivered
 - a. If cancellation occurs after resident classes have begun, or after distance education materials have been delivered, refunds shall be calculated strictly according to this policy, as published in the catalog and the enrollment agreement.
4. Books & Supplies
 - a. Once issued, books and supplies become the property of the student. Refunds for books and supplies, if any, are at the discretion of the school unless items are unused and unopened, in which case they may be refundable.
5. Denial of Admission or Misrepresentation
 - a. A full refund will be made to any applicant whose admission is denied by the school.
 - b. A full refund will also be made if contracted educational services are denied due to intentional deception, misrepresentation of facts, or the use of false or misleading advertising.
6. Right to Cancel After Orientation or Tour
 - a. A student who has not visited the school facility before enrollment has the right to cancel without penalty within three (3) business days following either attendance at a scheduled orientation or completion of a school tour and facility inspection.
7. Withdrawal and Termination
 - a. Student withdrawal from the program is preferred in writing.
 - b. The termination date for refund purposes is the student's last date of attendance (LDA) as recorded by instructors.
 - c. If a student does not return from an approved leave of absence, the withdrawal date is the last date of attendance prior to the LOA.
 - d. All refunds of unearned tuition, fees, and charges shall be made within forty-five (45) days of the last date of attendance of withdrawal or termination, in compliance with DOE and ACCSC standards. (NE DOE and DHHS allow up to sixty (60) days; the institution adheres to the stricter 45-day requirement.)
8. Institutional Refund Calculation (ACCSC / NE DOE / DHHS)
 - a. For students who withdraw or are dismissed after classes begin:
 - i. Up to 50% of the program scheduled: The percentage of tuition retained will equal the percentage of the program scheduled.
 - ii. More than 50% of the program scheduled: The full contract price will be charged, and no tuition refund will be made.
 - b. Students remain responsible only for any unpaid balance of tuition and fees earned under this calculation.
9. Federal Title IV Return of Funds (DOE R2T4)
 - a. Title IV federal financial aid is earned in direct proportion to the percentage of the payment period completed.

- b. Unearned Title IV funds will be returned to the U.S. Department of Education within 45 days of the date of determination.
 - c. Once a student completes more than 60% of the payment period, 100% of the Title IV funds are considered earned.
10. Extraordinary Circumstances
 - a. In cases of prolonged illness, death, or other circumstances beyond the student's control where the program cannot be completed, the school will make a fair and equitable tuition settlement.

Credit Balances

If a disbursement creates a credit balance after the school draws down the funds:

- The credit is refunded to the student within 14 days
- Students may request direct deposit or mailed check

Student-to-Instructor Ratio

The maximum student-to-instructor ratio and classroom enrollment is 25-to-1 for lecture classes and 18-to-1 for practical massage classes. Information for specific practical classes will vary, please inquire.

School Calendar

Myotherapy Institute provides five quarters per year. New student enrollment occurs in January, March, May, August, and October.

Official school holidays are Labor Day, Thanksgiving Day, Christmas Day, Memorial Day, and Independence Day.

<u>2025 Calendar:</u> Quarter 1	1/6/25-3/15/25	<u>2026 Calendar:</u> Quarter 1	1/5/26-3/14/26
Quarter 2	3/16/25-5/24/25	Quarter 2	3/15/26-5/23/26
Quarter 3	5/25/25-8/2/25	Quarter 3	5/24/26-8/1/26
Quarter 4	8/10/25-10/18/25	Quarter 4	8/9/26-10/17/26
Quarter 5	10/19/25-12/28/25	Quarter 5	10/18/26-12/27/26

School break periods are announced on the class schedule. Administrative offices are closed to the public/students during break periods and holidays. See the posted class schedule for specific dates.

Theoretical classes may be scheduled Monday through Friday between 8am to 9pm. Externships and labs may be outside regular hours, including weekends.

Student Services

Student services are provided primarily from Teresa Struble and assisted by Cassaundra Griffith. Student services include general life skills, housing, childcare, and transportation assistance in Lincoln, academic advising, testing and tutoring resources, student life and academic progress, and employment assistance after graduation and licensure.

Career Opportunities Listing

Available listings are recorded on the Career opportunities Resource Directory. The Directory is available to all graduates of Myotherapy Institute. Myotherapy Institute makes no guarantee of employment upon

completion of the program. Letters of recommendation by the Director or instructors will be written upon request of qualified students and graduates. Listings may also be sent out to students as the school learns about new opportunities.

Student Records

Permanent educational records for all students are maintained in the school's administrative offices. All students' records are confidential and for the sole use of faculty and staff. Students may review their files at any time providing a review appointment has been scheduled.

There is no cost for three initial transcripts at graduation. All records are kept in accordance with Rule 41 Nebraska Department of Education, Private Postsecondary Career Schools by the Director's Office.

Insurance

All students are covered by general and professional liability insurance through AMTA for in class work. The school provides this coverage at no added expense to the students who are completing school sanctioned activities. The insurance may be reviewed in the Director's Office.

Tutors & Study Assistance

Students may receive extra assistance when needed from tutors trained for specific types of course work. Tutors can be arranged through the Director's office at \$35 per hour. Audio and video taping of classes is prohibited.

General Attendance Policy

Myotherapy Institute maintains strict attendance records in compliance with both the U.S. Department of Education (DOE) and the Accrediting Commission of Career Schools and Colleges (ACCSC). Students are expected to attend all scheduled classes, labs, and externship hours, whether in-person or online, and to complete required clock hours to progress and graduate.

Attendance Requirements

- 100% attendance is required for all scheduled classes. Missed hours must be made up, and no student may graduate with unverified absence hours.
- Daily attendance is recorded by instructors for each scheduled session. Absences are considered unexcused unless properly documented and approved in advance.
- Make-up hours must be clearly documented, signed by the instructor, and completed within the session or the next regularly scheduled session, with written permission from the Director.
- For each 10 minutes missed in the first hour of class, students must make up missed instructional time.

Clock Hour Programs and DOE Title IV Reporting

Myotherapy Institute is approved to award Title IV Federal Student Aid. As a clock-hour institution, federal regulations require:

- All disbursed financial aid must be based on actual hours completed, not just scheduled hours.
- The school uses the following systems to track and verify clock hour completion:
 - In-person instruction is tracked via daily instructor sign-in rosters.
 - Online/hybrid instruction is tracked through timestamped LMS data from Canvas, which includes logins, submissions, quizzes, and assignment completions.
 - Externship hours are tracked via weekly site supervisor logs signed and submitted to the school.

Students must complete 100% of their scheduled hours within the approved payment periods to remain eligible for federal aid disbursement.

Hybrid and Online Attendance

Attendance for hybrid or distance education coursework is awarded based on:

- Successful and timely completion of all required assignments and activities in the Canvas LMS.
- Participation is verified through system-generated timestamps for every module, quiz, or assignment.
- Completion of all coursework and a final passing grade earns full attendance credit.

For hybrid courses with both online and in-person components, both portions must be completed to receive attendance credit.

Externship Attendance

Students enrolled in externship-based courses must:

- Submit weekly attendance logs signed by their externship site supervisor.
- Complete the full number of required externship hours as listed in the course syllabus.
- All externship attendance must be verified by both the externship site and the institution supervisor prior to graduation.

Attendance Records and Graduation

Students are not permitted to graduate or receive diplomas if:

- Any portion of required hours remain uncompleted or unverified.
- Attendance records have not been reconciled with Title IV funding disbursements.
- Make-up hours are not properly logged and approved.

All attendance records are stored in accordance with DOE and ACCSC regulations and are available upon request from the Provost's Office.

Transfer of Credit

Myotherapy Institute will accept a transfer of credits when transfer courses meet the following requirements:

- Credits are from a Nebraska licensed massage therapy school or an accredited institution approved by the U.S. Department of Education.
- A grade of C or better is required for transfer credits.
- An official transcript is on file with the school.
- Students may be asked to provide additional documentation for courses to be evaluated. This may include a syllabus, description, or other additional details.
- Students may apply to receive earned credit for passing the MBLEx exam IF the student is enrolled in the Diploma to Degree Pathway Program.
- Transfer credit grades are not used to calculate student GPA, but they are used to determine Satisfactory Academic Progress.
- At a minimum, 25 percent of the required curriculum must be completed at Myotherapy Institute.

The transfer of credit form may be requested from the Director.

Leave of Absence

All absences are considered unexcused unless the student is on a Leave of Absence (LOA) that has been requested per the LOA policy and is approved by the institution. All LOA requests must be made prior to or on the effective dates. The request must be made in writing, must include the reasons for the LOA request, and must include the student's signature. There must be reasonable expectation that the student will return from the LOA. In unforeseen circumstances (such as a car accident or hospitalization) that prevent the student from requesting LOA prior to the effective dates, the institution may grant LOA to the student if the institution documents the reason for its decision and collects the request/documentation from the student at a later date. The beginning date of the approved LOA will be determined to be the first date the student was unable to attend the institution due to the unforeseen circumstances. The minimum period for a LOA request is one week. Students may request multiple leaves during their enrollment as long as the total leave days do not exceed 180 calendar days during a 12 month period. A Leave of Absence will extend the student's contract period and maximum time frame by the same number of calendar days taken in the leave of absence. If the extended dates fall on any school closures, the contract will not be further extended to include days for the school closure. If the amended graduation date falls on a day in which the institution is closed, the next business day will be the date of the amended graduation. An addendum documenting the changes to the contract period due to an LOA must be signed and dated by all parties and will be kept in the student's file. The addendum will be prepared and signed upon the student's first day of return from an LOA. A student granted an LOA is not considered to have withdrawn, and no refund calculation is required at that time. The institution will not assess the student any additional institutional charges as a result of an approved LOA.

Failure to return from an LOA: If a student does not return on their scheduled date from a documented Leave of Absence, the institution will withdraw the student 10 days after they were scheduled to return. Their last day of attendance will then be the last day they clocked in/on campus prior to the LOA. If a student does not return to the institution at the expiration of an approved LOA, the withdrawal date is the student's last day of attendance.

Length of Program

The student must meet all academic requirements.

Full time 1,000-hour diploma students will complete the Massage Therapy Program within 12 months.

Full time associate degree students will complete the Massage Therapy Program with 90 credits within 12 months. The maximum time frame for all programs is 1.5 times the length of the program.

Students may transfer from part time status to full time status or from full time to part time. A change in enrollment status will require an amendment to the student's enrollment agreement. Students must contact the admissions and the financial aid office in writing to initiate a change in enrollment status.

Students may transfer from the diploma to the degree program prior to the third quarter of enrollment. Students may not transfer from the degree to the diploma program after signing the enrollment agreement.

Grading System

Myotherapy Institute uses the following grading system:

A	95-100	C	73-76	Scale:
A-	90-94	C-	70-72	A = 4.00

B+	87-89	D+	67-69	B = 3.00
B	83-86	D	63-66	C = 2.00
B-	80-82	D-	60-62	D = 1.00
C+	77-79	F	0-59	F = 0.00

W – Withdrawal	I – Incomplete	P – Pass 69>	NP – No Pass	
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Pass/Fail Courses

Some courses are graded on a pass/fail basis. Pass/Fail grades are not factored in the grade point average. Individual class grades of pass are 70% or better. Grade reports are issued after the end of each quarter.

Incomplete/No Pass Grades

Incomplete grades will be given when a student has completed 80% or more of the course, has a 77% or better grade and it is deemed valid by the instructor or Director. The incomplete must be completed within 30 days of the end of the session. After 30 days the student will register for the class with full tuition.

Students receive “No Pass” status when tuition has not been paid. When tuition is paid the letter course grade will be given.

Grades of D or F

Grades of D or F must be retaken with full tuition payment prior to the first day of class. D/F grades are removed from the transcript when replaced with a higher letter grade obtained. Tuition for repeating a course is \$177 per credit hour. All D/F grades must be cleared to graduate.

Withdrawal Grades

A grade of W is a withdrawal given when a student has completed less than 80% of the course and is in 77% or better academic standing and has completed all attendance required. Withdrawal within the time frame in which 77% or less in academic standing has been achieved or when attendance requirements have not been met will receive a grade of F. Withdrawal receives no credit. Withdrawals must be retaken with full tuition payment.

Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) is measured for all students enrolled in Title IV eligible programs at Myotherapy Institute. The SAP policy is consistently applied to all students, regardless of financial aid status, and is reviewed at the end of each payment period (i.e., quarterly).

Components of SAP

To maintain SAP and remain eligible for Title IV federal financial aid, students must meet the following:

1. Qualitative Standard (GPA)

- Students must maintain a minimum cumulative Grade Point Average (GPA) of 2.0 (C average) at each SAP evaluation point.

- Any course grade of D or F must be repeated and passed. The higher grade will replace the prior grade in GPA calculations.

2. Quantitative Standard (Pace of Progression)

- Students must successfully complete at least 67% of cumulative attempted clock or credit hours.
- Completion Rate Formula:

$$\text{Pace of Progression} = \frac{\text{Cumulative Hours Completed}}{\text{Cumulative Hours Attempted}} \geq 67\%$$

3. Maximum Time Frame (MTF)

- Students must complete their program within 150% of the published program length:
 - Diploma Program: 1,000 hours → Max timeframe = 1,500 hours
 - AAS Degree Program: 90 credits → Max timeframe = 135 attempted credits

Students who exceed the Maximum Time Frame are ineligible for Title IV aid and will be administratively withdrawn unless an appeal is approved.

SAP Evaluation Points

- SAP is formally evaluated at the end of each academic quarter (payment period).
- Students are issued progress reports and may access their standing via the registrar or STARS portal.

SAP Statuses

Status	Description
Good Standing	Meets GPA and Pace standards
Warning	Fails to meet SAP for the first time; remains eligible for aid one more period
Probation	After successful appeal; one term to improve SAP or meet Academic Plan
Unsatisfactory	Fails SAP after warning/probation; loses aid eligibility unless appeal is granted

SAP Warning

- Students who fail to meet either the GPA or Pace standard will be placed on **Warning** for one quarter.
- Title IV aid will continue during the warning period.
- If the student does not meet SAP by the end of the warning period, they will be placed on Financial Aid Suspension.

SAP Appeal Process

Students placed on suspension may appeal in writing within 7 days of notification. The appeal must include:

- Reason for SAP failure (e.g., illness, death in family, major life disruption)
- What has changed to allow success going forward
- Supporting documentation (doctor's note, obituary, etc.)

Appeals will be reviewed by the SAP Committee within 14 days. Approved appeals place students on SAP Probation and may require an Academic Plan.

Academic Plan (if applicable)

Students on SAP Probation may be required to follow an Academic Plan approved by the Director and Student Services Team. This plan outlines specific progress goals for each term to regain SAP compliance within a set timeframe.

Failure to meet the terms of the Academic Plan will result in dismissal or permanent loss of Title IV aid eligibility

Reinstatement of Financial Aid

Students who regain SAP by meeting GPA and Pace standards at the next evaluation will automatically regain eligibility. Students who were previously dismissed may reapply after 90 days and must demonstrate academic improvement or extenuating circumstances.

Incompletes, Repeats, Withdrawals, and Transfer Credits

- **Incomplete grades (I):** Not included in GPA until resolved; affect Pace.
- **Repeats:** Count toward both attempted and completed hours once passed.
- **Withdrawals (W):** Count as attempted but not completed hours.
- **Transfer credits:** Count toward both attempted and completed hours; not calculated into GPA.

Recordkeeping

SAP evaluation results are documented in the student's official academic file. All SAP communications (warnings, probation, appeal decisions) are issued in writing and stored for federal audit compliance.

Grade Appeal

Students may appeal a final course grade or an unsatisfactory progress report by 1) discussing the grade(s) with the instructor(s), and 2) if informal discussion with the instructor is unsuccessful, the student may submit the following in writing to the Director within one week of the grade report: Course title, dates of enrollment, instructor's name, final grade, and a type-written synopsis for the change of grade request. The Director will make the final grade decision.

Grade reports are provided at the end of each quarter.

Probation

If there is sincere concern about a student successfully completing the program for any reason, such as poor academic standing (less than 2.0 GPA), insubordination, or disruptive nature as determined by the Director, the student may be placed on probation. The academic probationary period will not exceed 10 weeks. Other reasons for probation will be reviewed on an individual basis. The Director makes all decisions regarding dismissal or probation. Probationary information will be part of the student's permanent file. Students may apply for reinstatement to the program 90 days from the last date of attendance. A committee of two faculty members and the Director will review the student's file and written request for reinstatement within 14 days of the request to determine approval or denial of reinstatement to the program.

Student Conduct

As an educational institution preparing students for a professional licensed career in health care, Myotherapy Institute considers the implementation of high standards of professional conduct to be an

essential component of the training. Students are expected to demonstrate consideration and respect for school personnel in an effort toward reaching the common goal of attainable excellence for all. Students will honor the code of conduct as stated by the American Massage Therapy Association and the National Certification Board for Therapeutic Massage and Bodywork. For those who are unable to integrate these expectations, Myotherapy Institute will provide notices of concern and assign the appropriate disciplinary procedures.

Disciplinary Procedures

Myotherapy Institute reserves the right to dismiss any student prior to completion of the program as determined by the Director and two other instructors. Upon written request, the Director may readmit dismissed students. Reasons for dismissal due to conduct include:

- unsatisfactory course work or attendance
- violation of academic integrity policies by cheating, plagiarism, or academic dishonesty
- poor physical or mental health
- nonpayment of tuition and fees
- consumption of alcohol or illegal drugs on school premises
- attending class while under the influence of alcohol or illegal drugs
- conduct or action which may be harmful or disruptive to the learning environment, students, clients, the school, or massage profession as deemed by the Director
- insubordination
- sexual harassment
- failure to resolve probationary circumstances

Date of termination will be mailed to the student determined by the last day off attendance.

Attire

Students are required to dress in clothing that is clean and in good repair. Students should demonstrate good personal hygiene. Students should wear school branded shirts when attending a school event off-campus.

School Closure

Classes canceled due to inclement weather will be announced via text message. In the event that the Massage Therapy Program should cease operation students will be given a four-week notification.

Course Cancellation

Classes with less than ten students may be canceled.

Holidays

Official school holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Student Grievance Procedure

Any student in disagreement with class action or grade should first discuss the issue with the instructor. If the concern cannot be resolved the student should present the case to the director within 15 days of the occurrence. Response to the written case will be responded to within 15 days.

Schools accredited by the Accrediting Commission for Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school

has adequately addressed a complaint or concern, the student may consider contacting the Nebraska Department of Education Private Postsecondary Career Schools and Veterans Education at P.O. Box 94987, Lincoln, NE 68509 or at <https://www.education.ne.gov/ppcs/contact-us/> or the Accrediting Commission. All complaints reviewed by the Commission must be in written form, and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to: Accrediting Commission of Career Schools and Colleges, 2101 Wilson Blvd., Suite 302, Arlington, VA 22201, Phone: 703 247-4212, www.accsc.org or complaints@accsc.org. A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at <https://www.accsc.org/Student-Corner/Complaints.aspx>.

Policy Changes/Ownership

Policy and program changes including changes in course offerings made after this publication will be on file with Myotherapy Institute. Students are responsible for updating their information with Myotherapy Institute. Myotherapy Institute is owned and operated by Malcolm Allen, CEO, Graduate America.

Graduation

For the student to graduate, they must have completed their program within the stated time guidelines, demonstrated satisfactory progress in the areas of academic achievement and attendance and complied with all school policies and procedures as stated in this catalog. All required classes must have grades of C- or better with a cumulative grade point average of 2.0 or better. All missed class time must be completed. All fees and tuition must be paid. All equipment, supplies, and library materials on loan must be returned before graduation. There will not be a formal graduation ceremony. Diplomas will be distributed upon completion of the program.

Emergency Preparedness

The Emergency Plan for Myotherapy Institute can be located at the front desk and is available for viewing during administrative hours. Students, faculty, and staff may also request a copy by contacting the Director.

MBLEx Test Prep Course

Myotherapy Institute offers a course to prepare current and former students who are preparing to take the MBLEx licensing examination. This course is outside the scope of ACCSC accreditation, and does not fall within Myotherapy's scope of accredited programs.

This MBLEx Test Prep Course is designed to help massage therapy students and recent graduates prepare for success on the Massage & Bodywork Licensing Examination (MBLEx). Whether you're testing for the first time or retesting for a better score, this focused and engaging course will give you the tools, strategies, and confidence needed to pass the exam and begin your career as a licensed massage therapist.

Through interactive review, practice questions, test-taking strategies, and content refreshers, this course covers all key areas of the MBLEx, while also addressing individual learning styles and areas of concern. Instructors will break down difficult topics, clarify commonly misunderstood concepts, and provide helpful tips for managing time, stress, and test anxiety.

Course is 7 hours.

Course does not confer a certificate of completion.

