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Tempe, AZ 85281
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ACCREDITED BY THE
ACCREDITING COUNCIL FOR CONTINUING
EDUCATION & TRAINING (ACCET)

AND

LICENSED BY THE
ARIZONA STATE BOARD OF PRIVATE
POSTSECONDARY EDUCATION

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PROFESSIONAL MEMBERSHIPS AND LICENSING AGENCIES

- Accredited by the Accrediting Council for Continuing Education & Training (ACCET)
- Licensed by the Arizona State Board for Private Postsecondary Education
- Approved for the Training of Veterans By Arizona Department of Veteran Services
- Approved as a continuing education provider by the National Certification Board for Therapeutic Massage and Bodywork
- Member of the Arizona Private School Association
- Founding Member of the Council of Massage Therapy Educators of Arizona
- Member of Associated Bodyworkers and Massage Professionals
- Member of the Tempe Better Business Bureau
- Certified by the American Board of Hypnotherapy
- Approved by Yoga Alliance
- Arizona Holistic Chamber Of Commerce

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DEAR STUDENT,

Welcome to Southwest Institute of Healing Arts. We are delighted you have selected our school to help you fulfill your dream and empower your career. You are not alone. Over the past years, SWIHA has more than doubled its student population. Our records show that up to 50% of our new students come on the recommendations of past students. In this last year, every student who graduated from the school said he or she was happy to have chosen SWIHA and would highly recommend this school to a friend or relative.

Please take the time to read this catalog and acquaint yourself with our policies and procedures. This catalogue contains important information which will support you on your journey. SWIHA's Code of Ethics, steps on how to change/add classes without a fee, attendance policies and other critical information are included in this catalogue.

In addition, we want you to know that the Founder/Owner, KC Miller, has an open door policy for you at all times. This is *your* school! We want your experience here to be as meaningful and joyful as possible.

For information, tours, and to enroll in a program	Jason Jaeger , Admissions Coordinator Cassidy Amick , Admission Coordinator Juli Burdette , Admissions Coordinator Marcella Grassa , Admissions Representative
Academic Advisors and Retention Specialists	Aubrey Salter , Academic Advisor Leah Magers , Academic Advisor Michael Dye , Online Operations Director
Attendance Entry	Kimberly Mathis , Attendance Specialist & Avocational Academic Advisor
Register for classes, make-up specialist	Jacqueline Wright , Student Services Specialist
Incomplete courses, tutorials, certificates, tutorials, request certificates/transcripts	Frannie Walsh , Academic Advisor
Financial Aid	Laura Minnick , Director of Financial Aid
Financial status	Bernadett Bialach , Director of Student Accounts
Admissions and Student Services Management	Mary Donnelly , Director of Student Operations Amanda Slater , Student Services Manager
To discuss Curriculum teacher concerns complaints, and overall support for onground and online	KC Miller , Founder/Owner of SWIHA Brad Bouté , Director of Education Linda Bennett , Director of Curriculum and Instruction
For placement assistance and questions	Lisa Richards , Placement Director
Evening Support for students and faculty	Mike LaBelle , Evening Manager and IT Specialist

Our entire staff and instructors welcome you! We are ready to make your SWIHA experience the very best it can be as you, "Do Your Dream."

Warmest Regards,

Southwest Institute of Healing Arts Team

ABOUT OUR SCHOOL

STATEMENT OF EDUCATIONAL PHILOSOPHY

Southwest Institute of Healing Arts (SWIHA) is licensed by the State of Arizona and accredited by ACCET (Accrediting Council for Continuing Education and Training) as a private college for Holistic Healthcare careers and continuing education. It is also a community-healing center. It is dedicated to providing professional, affordable education for those interested in entering the healing arts profession, for those interested in continuing their education, as well as to those seeking personal and spiritual growth. SWIHA is committed to providing on-going entrepreneurial support for holistic healthcare practitioners in private practice and to those establishing or growing a business.

Southwest Institute of Healing Arts' mission is to be a spirit-directed private college, helping individuals discover their gifts and graces, so they can ultimately take their skills and talents out into the world in a loving and profitable way.

Our motto is to teach people how to ***Touch Lives, Heal Bodies & Free Souls.***

All of the programs offered at SWIHA are designed to prepare students to begin in entry-level positions in their chosen field while they are completing the requirements for the more advanced Holistic Health Careers. Lifelong learning is modeled and encouraged.

The core values on which the college was founded, and on which it continues to operate are:

Spirit-Directed: We believe in the body-mind-spirit connection and acknowledge a higher power, a divine plan and the spiritual nature of health and healing, life and death, the known and the unknown. We believe we are spiritual beings having a human experience. While we do not subscribe to or endorse any particular dogma or doctrine, we openly acknowledge the divine presence in our lives. We embrace prayer, meditation, divine inspiration, intuition and the great mystery of life.

Choice and Flexibility: There are a minimum number of core classes required, with the majority of the curriculum based upon the student's interest, aptitude and ability. We are committed to individuals discovering and developing their unique gifts and talents. The college is an open entry - open exit school, offering day, night, and weekend classes in a semi-modular, continuous system allowing students to build their courses and programs around their life commitments and timing. The college is committed to a worldwide focus, presence, and educational delivery system.

Diversity in Learning Styles and Delivery Systems: Students are encouraged to evaluate their learning styles, their gifts and graces, their personality profiles, as well as understand their dreams, their fears, phobias and their individual 'withholds', while developing their personal and professional skills.

Self-healing – Self-empowerment – Self-sufficiency: Personal and professional healing and growth are emphasized, with the goal being to prepare individuals to move toward gainful employment or entrepreneurship, achieving spiritual and financial stability.

Entrepreneurship: The college is committed to advancing the holistic healthcare movement by providing on-going support to those individuals who are committed to owning and growing their own private practices or businesses.

Community Centered: The College is actively involved in the community as a way of providing service and showing gratitude.

Rarely do any two students graduate with exactly the same transcript, because students are encouraged to "Do Your Dream" and "Do It Your Way". There are required core classes and many elective classes to select from to fulfill program requirements. On occasion students are drawn to classes other than those listed in the program description, and this flexibility is built into the SWIHA curriculum.

In order to encourage this learning process, we generally maintain an instructor/student ratio of 1:16 in lab classes and 1:30 in lecture classes, and 1:15 in online courses. This insures plenty of opportunities for participation and support. Our Community Room auditorium seats 150 people for special events and seminars.

Students who enroll at SWIHA must be able to maintain a professional and therapeutic approach and sense of self, and must be able to present that to other students and/or potential clients by providing a safe environment and process. This is as true for our online classes as it is for our traditional ones. Therefore, SWIHA reserves the right to refuse admission to or cancel the enrollment of any student it deems unable to maintain a therapeutic level of professionalism. It is our desire to graduate students who bring an elevated expertise and awareness to the healing community and to their chosen profession.

INTRODUCTION, HISTORY, NEW PROGRAMS

Southwest Institute of Healing Arts was originally established as Southwest Institute of Myotherapy (SWIM) in September 1992 for the express purpose of providing a variety of high caliber continuing education for massage therapists. Shortly thereafter, SWIM sought to offer a career-training program in massage therapy and was granted licensure by the Arizona State Board of Post Secondary Education in May 1993. The focus of the program at that time was on classic Swedish massage and a deep therapeutic modality known as Myotherapy. Myotherapy was the flagship program. Inspired by a passion for highly intuitive, deep rehabilitative work, KC Miller soon initiated and designed an entire Massage Therapy Program. The name of the school was changed in May 1996 to Southwest Institute of Healing Arts (SWIHA) to more accurately reflect the wide variety of Holistic Health Care careers offered at the college. To increase the high standards of the school, SWIHA was granted accreditation by the Accrediting Council for Continuing Education & Training (ACCET) in August 2003.

Life Coaching

The newest addition to the careers related to personal growth and transformation is the Transformational Life Coaching program. Life Coaching is an ongoing partnership that helps people produce fulfilling results in their personal, professional, and spiritual lives. Through the process of coaching, clients deepen their learning, improve their performance, and enhance their quality of life. Students come to change their own lives or learn to assist others in their transformation. Graduates are eligible for membership in International Association of Coaches and International Coaching Federation.

POLARITY

As the primary foundation of the Mind-Body Transformational Psychology AOS degree and a primary specialty in the massage programs, Polarity Therapy has been an integral part of SWIHA curriculum since 1993. Polarity is a natural healthcare system combining the wisdom of the ancients with discoveries of quantum physics and weaves them into tools for ultimate health. Polarity asserts that the key to vitality and consciousness lays in our vibrational-state, the fundamental frequency of our energy. Polarity is designed as a four-fold system, which includes hands-on bodywork, exercise/stretching postures, and an energetic approach to nutrition/cleansing and communication skills. After completion of the Associate Polarity Practitioner (APP) or Registered Polarity Practitioner (RPP), an application may be made to the American Polarity Therapy Association for national certification.

Hypnotherapy

SWIHA is one of the only educational institutions to offer a residential Hypnotherapy training program. In addition to being a stand-alone career path, hypnotherapy has now become one of our Associate of Occupational Studies Degree specialties. The science of hypnotherapy is the actualization of the mind-body connection, a foundational concept at SWIHA. The hypnotherapy program is designed to prepare the student for a private practice in hypnotherapy; however many students complete this program as a core specialty track in one of our larger programs. Other students complete the hypnotherapy program to enhance personal growth, to improve their self-understanding and communication skills. Graduates are eligible to join the American Board of Hypnotherapy.

Western Herbalism

Starting as a certificate program, the Western Herbalism program is now offered as a diploma. It is a unique career-oriented course with intensive training in herbal studies that includes a science core. Upon completion, the graduate will be eligible to become an Associate Member of the American Herbalist Guild.

This program will continue to grow, especially considering that over \$1.5 billion dollars each year is spent on herbal remedies according to the Wall Street Journal.

Associate of Occupational Studies Degree Programs

In the tradition of growth and development, SWIHA added its first Associate of Occupational Studies (AOS) degree programs in 1997, which was Holistic Health Care. In keeping with the trends in holistic healthcare, an additional AOS program was added in 2000 known as Mind-Body Transformational Psychology. Both degrees offer students an opportunity to select specialized tracks in Polarity, Yoga Teacher Training, Hypnotherapy, Life Coaching, and various modalities of bodywork as a part of their degrees. Our programs offer great versatility in scheduling and diversity of classes, which makes it possible for students to specialize in the areas of greatest interest.

The Associate of Occupational Studies (AOS) degrees offered at Southwest Institute of Healing Arts are founded on the principles put forth by the American Holistic Health Association (AHHA). The goal is to promote holistic health as an approach to creating wellness, which encourages individuals to:

- Balance and integrate the physical, mental, emotional and spiritual aspects of health
- Establish respectful, cooperative relationships with others and the environment
- Make wellness-oriented lifestyle choices
- Actively participate in health decisions and healing process

The AOS degrees are designed to give students a broad foundation of classes integrating the physical, mental, emotional and spiritual aspects of health. The Mind-Body Transformational Psychology degree is a focused degree, with emphasis on the mental and spiritual aspects of healing. It emphasizes the connection of mind, body, and spirit and views all possible aspects of health and happiness. The Mind-Body Transformational Psychology degree teaches that health and happiness are ongoing processes. The majority of the students in this degree choose Polarity, Hypnotherapy, Life Coaching, or Spiritual Studies as their emphasis.

The Holistic Healthcare degree is an approach to life. Rather than focusing on illness or specific parts of the body, this degree considers the whole person and how he/she interacts with his/her environment. The goal is to achieve maximum well-being, where everything is functioning the very best that is possible. One of the major specialties within this degree is usually a massage or bodywork emphasis. With either degree, students choose two or more areas of specialization that will ultimately help clients make wellness-oriented choices. You choose your destiny - we do not prescribe it.

** The AOS degrees are specifically designed with entrepreneurial emphases. Approximately 75% of the students enrolled in the AOS degrees at SWIHA dream of owning their own businesses. Although SWIHA cannot guarantee employment or successful entrepreneurship, every effort is made to support your goals and dreams. The SWIHA SUCCESS CENTER is committed to placement assistance and entrepreneurial support.

Online Classes

Southwest Institute of Healing Arts offers select courses, and our 600 hour Mind-Body Wellness Practitioner program online. We believe in leveraging the expanding capabilities of online education to expand our ability to touch lives, heal bodies, and free souls. Please check the course calendar and our website (<http://www.swiha.edu/registration>) for further information on availability.

Tempe Campus Facilities, Location, and Hours

Address:

1100 and 1112 Apache Boulevard, Tempe, AZ 85281

Front Desk Hours:

Monday through Friday:

7:45 am - 7:00 pm

Saturday:

7:45 am – 1:45 pm

Sunday:

8:15 am – 2:15 pm

Class Room Hours:

Monday through Friday:

8:30 am - 10:00 pm

Saturday and Sunday

8:00 am - 6:00 pm

On Site Facilities:

Administration

Reception Area

Student Services

Library

Meditation Room

Student Records and Registrar

Classrooms

Campus Bookstore

Student Therapy Rooms

Student Healing Arts Clinic

Yoga Studio

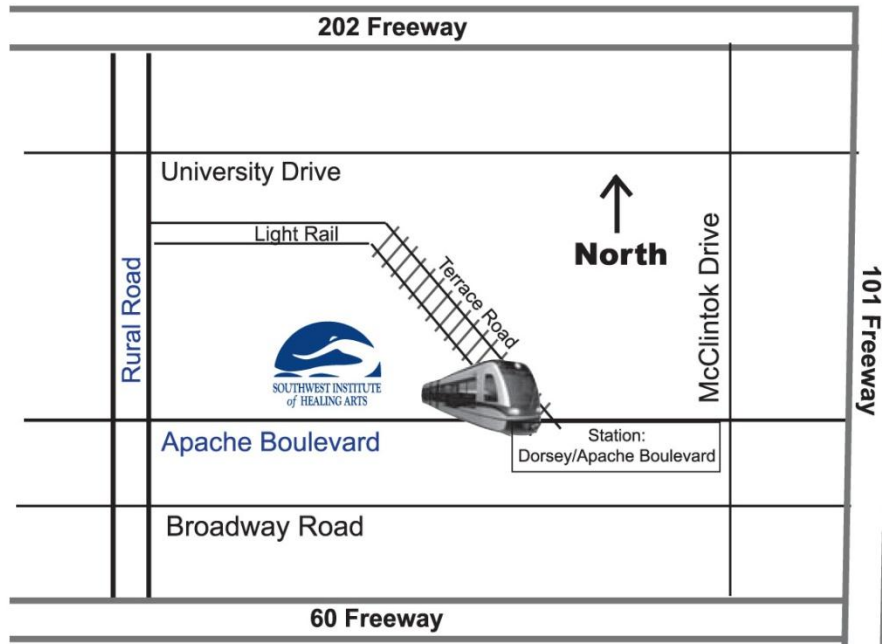
Light Rail Accessible

Dorsey/Apache Blvd Station

The Campus

The SWIHA campus is nestled the heart of Tempe next to Arizona State University. It is within walking distance of restaurants, shops, coffeehouses, and the city transit system, including the Phoenix Metro Light Rail System, operational December 2008. The classrooms and administrative offices are housed in stand-alone facilities with approximately 25,000 square feet decorated with native flora and gathering areas. The library is accessible to students during the normal hours of operation and features a wide variety of books, text editions, copies of all suggested reading material for our programs, current professional journals, and periodicals. The campus is well supplied for the classes with audio-visual equipment, massage tables and futons for bodywork classes and a wide variety of charts, visual aids, skeletons, video and over-head projection equipment for educational purposes. The Meditation Room is a place of quiet reflection where students are welcome to escape into their own thoughts, prayers, and meditation. The large Community Center Room is designed with a labyrinth as the floor welcoming students to journey on their own into the energetic center. There is an on-campus store, *Healing Pages*, which features a wide variety of books, lotions, and supplies needed for massage therapy and holistic practices, as well as, all required textbooks for our classes.

SWIHA AREA MAP



Southwest Institute of Healing Arts
1100 E. Apache Blvd
Tempe, AZ 85281
(480) 994-9244

and

1112 E. Apache Boulevard
Tempe, AZ 85281.
(480) 393-1415

CODE OF ETHICS

Southwest Institute of Healing Arts has adopted the Code of Ethics issued by the National Professional Massage and Bodywork Certification Examination Board because we are committed to the highest standards of professionalism and integrity.

SWIHA agrees that it and its students will:

1. Have a sincere commitment to providing the highest quality care to those who seek our professional service.
2. Perform only those services for which they are qualified and which are within the purview of current education, credentials, professional affiliations and other qualifications.
3. Strive for professional excellence through regular assessment of personal and professional strengths and weaknesses and by continued education and training.
4. Abide by all laws governing the practice of Myotherapy/massage, bodywork, and mind/body modalities and will act only within the legal scope of practice.
5. Acknowledge the limitations of and contraindications for massage and bodywork, and mind/body modalities and refer clients to appropriate medical and psychotherapeutic professionals when indicated.
6. Respect the client's right to privacy, and keep all information strictly confidential.
7. Establish clear boundaries in the professional relationship, and provide a safe atmosphere free from physical and emotional abuse of clients. SWIHA's staff, faculty and students refrain from any sexual conduct with clients.
8. Respect the inherent work of all persons, and refuse to unjustly discriminate against clients or other ethical health professionals.
9. Conduct business and professional activities with honesty and integrity, and project a professional image in all aspects of practice.
10. Respect the spiritual beliefs and paths of others.

PROGRAM AND TUITION GUIDE

DIPLOMA PROGRAMS

Diploma Program	Hours	Credits	Tuition	Fees	Books / Supplies (core program)
Advanced Bodywork Practitioner	600	26.75-32.25	\$8,400	\$75	\$215/\$30
Master Massage Practitioner	1000	39.25-50.75	\$14,000	\$75	\$370/\$50
Mind-Body Wellness Practitioner	600	29.75-35.00	\$8,480-8,800	\$75	\$315-\$460/ \$35-\$80
Mind-Body Wellness Practitioner ONLINE	600	31.50-32.00	\$8,800	\$75	\$725/\$275
Professional Massage Practitioner	750	32.00-38.25	\$10,500	\$75	\$370/\$50
Western Herbalism	700	38.5	\$9,880	\$75	\$310/\$650
Yoga Teacher Training	200	6.75	\$2,800	\$75	\$120/\$45

DEGREE PROGRAM – AOS IN HOLISTIC HEALTH CARE DEGREE

Area of Concentration	Hours	Credits	Tuition	Fees	Books / Supplies
Advanced Bodywork Practitioner	930-1230	60	\$13,100-\$17,300	\$75	\$481/\$120
Master Massage Practitioner	930-1230	60	\$13,100-\$17,300	\$75	\$623/\$140
Mind-Body Transformational Psychology	1000-1300	60	\$14,080-\$18,280	\$75	\$337/\$55
Professional Massage Practitioner	1100-1300	60	\$15,480-\$18,280	\$75	\$620/\$140
Spa Management & Leadership	1300– 1460	60	\$18,280-\$20,520	\$75	\$270/\$20
Spa Management with Natural Aesthetics	1225-1460	60	\$17,230-\$20,520	\$75	\$270/\$2,685
Spa Management with Professional Massage	1225-1460	60	\$17,230-\$20,520	\$75	\$640/\$120
Western Herbalism	1010–1070	60	\$14,220-\$15,060	\$75	\$576/\$670
Western Herbalism & Holistic Nutrition	1010–1070	60	\$14,220-\$15,060	\$75	\$616/\$820

PRIMARY SPECIALTY/CERTIFICATES OF EXCELLENCE

Certificates of Excellence*	Hours	Credits	Tuition	Fees	Books / Supplies
Aromatherapy	100	10.50	\$1,400	\$25	\$73/\$120-165
Chinese Shamanistic	100	5.75	\$1,400	\$25	\$0/\$10
Cranial Unwinding	200	8.50	\$2,800	\$25	\$48/\$0
Holistic Nutrition Specialist	200	12.00	\$2,800	\$25	\$177/\$145
Holistic Nutrition Specialist ONLINE	200	12.00	\$2,800	\$25	\$64/\$50
Hypnotherapy	100	4.75	\$1,400	\$75	\$120/0
Hypnotherapy ONLINE	100	4.75	\$1,400	\$75	\$150/\$100
Life Coaching (Premium\$)	100	5.00	\$1,800	\$75	\$100/0
Life Coaching (Premium\$) ONLINE	100	5.00	\$1,800	\$75	\$0/\$100
Myofascial	100	8.5	\$1,400	\$25	\$16/\$0
Polarity APP	200	9.00	\$2,800	\$25	\$56/\$40
Polarity RPP (includes APP)	700	31.25	\$9,800	\$25	\$170/\$10
Reflexology	200	7-7.25	\$2,800	\$25	\$137-149/\$55-125
Reiki	100	2.75	\$1,400	\$25	\$18/\$0
Spa Treatments (Premium\$)	200	7.50	\$2,920	\$25	\$121/\$265
Spiritual Studies	300	20.00	\$4,200	\$25	\$79/\$25
Therapeutic Myotherapy Massage	200	6.00	\$2,800	\$25	\$56/\$65
Tui Na	200	10.50	\$2,800	\$25	\$0
Zen Shiatsu	200	7.25	\$2,800	\$25	\$0

Certificates of Excellence are NOT designed to be stand-alone vocational training

A 10% cash concession on tuition is offered for programs paid in full at the time of enrollment.

CLOCK HOURS AND CREDIT HOURS

ACCET Approved Vocational Programs

Programs	Clock Hours/Credit Hours	Award
Advanced Bodywork Practitioner	600 / 26.75-32.25	Diploma
Professional Massage Practitioner	750 / 32.00-38.25	Diploma
Master Massage Practitioner	1000 / 39.25-50.75	Diploma
Western Herbalism	700 / 38.5	Diploma
Mind-Body Wellness Practitioner	600/29.75-35	Diploma
Yoga Teacher Training	200 / 6.75	Diploma
Hypnotherapy	100 / 4.75	Vocational Certificate
Life Coaching	100 / 5.0	Vocational Certificate

AOS Holistic Health Care – Concentration in:

Concentration	Clock Hours/Credit Hours	Award
Advanced Bodywork Practitioner	930-1230 / 60.00	AOS
Master Massage Practitioner	930-1230 / 60.00	AOS
Mind-Body Transformational Psychology	1000-1300 / 60.00	AOS
Professional Massage Practitioner	1100-1300 / 60.00	AOS
Spa Management & Leadership	1300– 1460 / 60.00	AOS
Spa Management w/Natural Aesthetics	1225-1460 / 60.00	AOS
Spa Management w/Professional Massage	1225-1460 / 60.00	AOS
Western Herbalism	1010–1070 / 60.00	AOS
Western Herbalism & Holistic Nutrition	1010–1070 / 60.00	AOS

“ GO CONFIDENTLY IN THE
DIRECTION OF
YOUR **DREAMS**”

ADDITIONAL COSTS

For those involved in the Therapeutic Massage or Asian Bodywork Practitioner programs, you may need to be prepared to incur the following approximate additional costs:

Linens	\$45* (2 flat twin sheets/1 hand towel/1 bath towel)
Lotions/Oils	\$45*
Yoga Mats	\$35
Massage – Arizona Licenses	\$279 for two years
Liability Insurance	\$50 to \$149. yr. Note: Rates vary according to provider.
Table	\$450 (optional)
Bolsters, pillows, etc.	\$45*
Tutoring for missed classes**	\$25 Per hour paid at Student Services

*Please note: Students for massage or bodywork classes are required to furnish their own linens and lotions. Many students find that they already have linens and pillows that they can utilize for these purposes, without needing to incur much additional expense. Students may also wish to purchase a massage table; however, the school has an adequate number of tables for in-class use. Upon graduation, students will incur the cost of a license in the city in which he or she intends to practice.

**Please note: Two tutoring hours are required for each missed 4 hours of hands-on training and one hour for each missed 4 hours of theory courses.

***Please Note: Online Students are responsible for purchasing their resources and textbooks. We believe in providing you this freedom so you can obtain them in the most economical and appropriate way for your unique circumstance. Some online classes may also require you to interact with other professionals in your area, which may incur additional fees.

DIPLOMA PROGRAMS

ADVANCED BODYWORK PRACTITIONER—BW-600*

600 Classroom Hours – 9 Months Full-Time and 18 Months Part-Time

As of January 2008, the massage law in the state of Arizona requires 700 hours of massage therapy training for those practicing a modality that requires disrobing. This does not include Reflexology, Polarity, Craniosacral, Reiki or Asian Arts, including Zen Shiatsu, Thai, and Tui Na. These six modalities are exempt from licensing because they are considered clothed modalities.

The Advanced Bodywork Practitioner program is designed for the individual who is interested in energetic CLOTHED-bodywork modalities. The student is able to choose a combination of course studies from a variety of energy-based bodywork systems. The consciousness of energy together with bodywork allows the practitioner to touch the mind, body, and spirit, and promote a greater sense of well-being.

REQUIRED CORE COURSES

<i>Date</i>	<i>Code</i>	<i>Course</i>	<i>Hours</i>	<i>Credit</i>
	MT 115	Anatomy	60	4.00
	MT 500	Physiology	60	4.00
	SC 415	Pathology	40	2.50
	BC 301	Ethics for Massage Therapists	8	0.5
	BC 302	Business Practices for Massage Therapists	12	0.75
	MT 520	First Aid	7	0.25
	MT 530	CPR Certification	4	0.25
		Clinic **	60	1.25
		Subtotal	251	13.50

BODYWORK SPECIALTIES AND ELECTIVES – CHOOSE FROM THE FOLLOWING TO TOTAL 600 HOURS INCL. CORES

	Cranial Unwinding**	200	8.50
	Associate Polarity Practitioner – APP**	200	9.00
	Reiki	100	2.75
	Reflexology**	200	7.00-7.25
	Tui Na Asian Bodywork	200	10.50
	Yoga Teacher Training	200	6.75
	Zen Shiatsu **	200	7.00
	Total	600	

** 16 hours of clinic included in RF 103 for Reflexology Specialty, 30 hours included in Associate Polarity Practitioner – APP, 30 hours included in Cranial Unwinding, and 20 hours included in Zen Shiatsu. Be sure that there is a total of 600 hours upon completion including a minimum of 60 hours of clinic.

*Not eligible for Massage Licensure in the State of Arizona

PROFESSIONAL MASSAGE PRACTITIONER – MT-750

750 Classroom Hours (32.00 – 38.25 Credits) – 11 months full-time or 22 months part-time

Many cities require more than 500 hours to qualify for a massage therapy license. The Professional Massage Practitioner program is designed to allow students to choose one or two areas of specialization that will increase both their skills. After completion of this diploma, the student is prepared for an entry-level position. Compensation for an independent massage therapist is approximately \$35 to \$60 per session in Arizona.

REQUIRED GENERAL EDUCATION COURSES

<i>Date</i>	<i>Code</i>	<i>Course</i>	<i>Hours</i>	<i>Credit</i>
	MT 115	Anatomy	60	4.00
	MT 500	Physiology	60	4.00
	MT 151	Kinesiology	36	2.25
	BC 301	Ethics for Massage Therapists	8	0.5
	BC 302	Business Practices for Massage Therapists	12	0.75
	MT 520	First Aid	7	0.25
	MT 530	CPR Certification	4	0.25
	BC 110	SOAP Notes	6	0.25
Subtotal			193	12.25

REQUIRED PROFESSIONAL COURSES

	CC 100	Communication Skills for Practitioners I	15	1.00
	CC 101	Communication Skills for Practitioners II	15	0.75
	BC 430	Practice Development Portfolio	15	1.00
	SC 415	Pathology	40	2.50
Subtotal			85	5.50

REQUIRED HANDS-ON BODYWORK COURSES

	MT 200	Swedish Massage	40	1.25
	MT 400	Myotherapy – 7 Step Release	40	1.25
	PC 850	Cranial Unwinding I	20	1.00
	TE 560	Reflexology – Intro *	8	0.25
	TE 220	Deep Tissue Sculpting	24	0.75
	MT 975	Massage Clinic – Supervised	75	1.50
Subtotal			207	6.00

Please see the following page to select your Primary Specialties

Please see the following page to select your Primary Specialties

Primary Specialties - Choose 1 or 2 to equal 200 hours

Specialty	Hours	Credit
Aromatherapy – Therapeutic	100	5.50
Cranial Unwinding	200	8.50
Holistic Nutrition Specialist	200	12.00
Hypnotherapy	100	4.75
Myofascial	100	3.00
Polarity – Assoc. Polarity Practitioner	200	9.00
Reflexology *	200	7.00 – 7.25
Reiki	100	2.75
Spa Treatments	200	7.50
Therapeutic Myotherapy	200	6.00
Tui Na	200	10.50
Yoga Teacher Training	200	6.75
Zen Shiatsu	200	7.00
Subtotal	200	
Electives to Complete 750 hours	65	
TOTAL	750	32.00 – 38.25

* If the Reflexology specialty is taken as part of the MT 750 or MT 1000 program, TE 560 Reflexology - Intro is no longer required for those diplomas.

Also, please note, hours from the following specialty clinic classes cannot be applied to the 100 required clinic hours for this program:

OS 920 Asian Therapy Clinic

EC 795 Reiki Clinic Trans

EC 799 Reiki Clinic Trad

RF 103 Reflex Clinic

PC 930 or PC 970 Polarity sessions

PC 931 Cranial sessions

Hypnotherapy 3 - Clinical

“ I HAVE A DREAM...”

MASTER MESSAGE PRACTITIONER - MT-1000

1000 Classroom Hours (39.25 – 50.75 Credits) - 14 months full-time or 29 months part-time

A Master Massage Practitioner with 1000 hours of training meets the highest requirement for training in the country. A few cities require 1000 hours for licensure and many five-star resorts require 1000 hours of training to be considered for employment. The Master Massage Practitioner is designed to create breadth and depth in the therapist's training. After completion of this diploma, the student is prepared for an entry to mid-level position, with compensation ranging from \$35 to \$60 per session.

REQUIRED GENERAL EDUCATION COURSES

<i>Date</i>	<i>Code</i>	<i>Course</i>	<i>Hours</i>	<i>Credit</i>
	MT 115	Anatomy	60	4.00
	MT 500	Physiology	60	4.00
	MT 151	Kinesiology	36	2.25
	BC 301	Ethics for Massage Therapists	8	0.5
	BC 302	Business Practices for Massage Therapists	12	0.75
	MT 520	First Aid	7	0.25
	MT 530	CPR Certification	4	0.25
	BC 110	SOAP Notes	6	0.25
Subtotal			193	12.25

REQUIRED PROFESSIONAL COURSES

	CC 100	Communication Skills for Practitioners I	15	1.00
	CC 101	Communication Skills for Practitioners II	15	0.75
	BC 430	Practice Development Portfolio	15	1.00
	SC 415	Pathology	40	2.50
Subtotal			85	5.50

REQUIRED HANDS-ON BODYWORK COURSES

	MT 200	Swedish Massage	40	1.25
	MT 400	Myotherapy – 7 Step Release	40	1.25
	PC 850	Cranial Unwinding I	20	1.00
	TE 560	Reflexology – Intro *	8	0.25
	TE 220	Deep Tissue Sculpting	24	0.75
	MT 999	Massage Clinic – Supervised	100	2.00
Subtotal			232	6.50

Please see the following page to select your Primary Specialties

Primary Specialties & Electives - Choose 2 or more Specialties to equal 400 hours

Specialty	Hours	Credit
Aromatherapy – Therapeutic	100	5.50
Cranial Unwinding	200	8.50
Holistic Nutrition Specialist	200	12.00
Hypnotherapy	100	4.75
Myofascial	100	3.00
Polarity – Assoc. Polarity Practitioner	200	9.00
Reflexology *	200	7.00 – 7.25
Reiki	100	2.75
Spa Treatments	200	7.50
Therapeutic Myotherapy	200	6.00
Tui Na	200	10.50
Yoga Teacher Training	200	6.75
Zen Shiatsu	200	7.00
Subtotal	400	
Electives to Complete 1000 hours	90	
TOTAL	1000	

* If the Reflexology specialty is taken as part of the MT 750 or MT 1000 program, TE 560 Reflexology - Intro is no longer required for those diplomas.

Also, please note, hours from the following specialty clinic classes cannot be applied to the 100 required clinic hours for this program:

OS 920 Asian Therapy Clinic

EC 795 Reiki Clinic Trans

EC 799 Reiki Clinic Trad

RF 103 Reflex Clinic

PC 930 or PC 970 Polarity sessions

PC 931 Cranial sessions

Hypnotherapy 3 - Clinical

“LOVE IS AN ATTEMPT TO
CHANGE
A PIECE OF A DREAM-WORLD
INTO REALITY”

EXTERNSHIP POLICY FOR THE MASTER MASSAGE PRACTITIONER (MT-1000 HOUR) PROGRAM

Massage therapists licensed in the state of Arizona may use employment hours accumulated at their place of work to fulfill externship hours for the Master Massage Practitioner (1000-hour) Program if they meet the following prerequisites:

1. Graduate from a massage program from an accredited massage institution (copy of transcript/diploma required upon enrollment).
2. Hold a current massage license in the state of Arizona as a licensed massage therapist (copy of license required upon enrollment).
3. **Non-SWIHA transfer:** A student who has graduated from an institution other than SWIHA may transfer up to half of his/her massage program hours into the Master Massage Practitioner 1000-hour program (MT-1000) upon acceptance/approval of the program by the Director of Education.
4. **SWIHA transfer:** A graduate of SWIHA massage programs may transfer all of his/her massage program hours into the Master Massage Practitioner 1000-hour program (MT-1000).
5. Enroll in the Master Massage Practitioner 1000-hour program (MT-1000).
6. Work as a licensed massage therapist in a supervised facility. Privately-owned businesses by the individual and/or licensed massage therapists in an out-call business are **not** eligible.
7. Arrange externship site with the approval of the SWIHA Success Center. Students are evaluated throughout the experience with continuous feedback from their sponsors and co-workers. In addition, sponsors will be called upon to provide additional information as to the quality of the student's work. The final interview with a sponsor becomes a permanent part of the student's record.
8. Pay the full amount of tuition required to fulfill the externship hours required. There is no tuition concession for completing any part of the externship off-site.
- 9.

* Please note: Students working towards the following specialties under the Master Massage Practitioner 1000-hour (MT-1000) program are **not** eligible to perform externship hours off site:

- Cranial Unwinding (30 hours)
- Polarity (30 hours)
- Release Point Therapy (20 hours)
- Reflexology (16 hours)
- Zen Shiatsu (20 hours)

MIND-BODY WELLNESS PRACTITIONER

600 Classroom Hours (25.75-32.00 Credits) - 12 months full-time or 24 months part-time

Through an integrated approach, a Mind-Body Wellness Practitioner assists in the peace and healing of others through the use of proven holistic methods, professional coaching practices and clarity of intention. The 600 hour Mind-Body Wellness Practitioner program is licensed by the Arizona State Board of Private Post-Secondary Education as a vocational program and is also recognized by both the nationally accrediting agency and the US Department of Education. It is an eligible program for Title IV funds for those who qualify.

REQUIRED MIND BODY WELLNESS CORE

<i>Date</i>	<i>Code</i>	<i>Course</i>	<i>Hours</i>	<i>Credits</i>
	HY 100	Hypnotherapy - Level I	20	1.25
	BC 550	Life Coaching - An Introduction	20	1.25
	NC 110	Nutrition – Holistic Foundations I	45	3.00
	EC 700	Reiki I – Traditional	16	0.5
OR	EC 715	Reiki I & II – Transformational	24	0.75
Subtotal			101-109	6-6.25

REQUIRED ENTREPRENEUR CORE

	BC 430	Practice Development Portfolio	15	1.00
	BC 401	Public Speaking	15	1.00
	BC 410	Writing for Publication	15	1.00
	BC 500	Developing a Written Business Plan	15	1.00
	BC 510	Entrepreneurial Coaching	40	1.25
Subtotal			100	5.25

In addition to the above required classes, choose one of the options below:

Option #1: Primary Specialties (remaining classes beyond core)

<i>Specialty</i>	<i>Hours</i>	<i>Credits</i>
Holistic Nutrition Specialist	155	9.00
Reiki – Traditional or Transformational	76-84	2-2.25
Life Coaching	80	3.75
Hypnotherapy	80	3.50
Subtotal	391-399	18.25-18.50
TOTAL	600	

OR

Option #2: Spiritual Studies plus 91-99 hours of electives

<i>Date</i>	<i>Code</i>	<i>Specialty</i>	<i>Hours</i>	<i>Credits</i>
		Spiritual Studies	300	20.00
		Approved Electives	91-99	
Subtotal			391-399	
TOTAL			600	

OR

Option #3: Yoga Teacher Training plus 191-199 hours of electives

<i>Date</i>	<i>Code</i>	<i>Specialty</i>	<i>Hours</i>	<i>Credits</i>
		Yoga Teacher Training	200	6.75
		Approved Electives	191-199	
Subtotal			391-399	
TOTAL			600	

WESTERN HERBALISM

700 Classroom Hours (34.50 Credits) - 14 months full-time or 29 months part-time

The *Western Herbalism diploma program* offered at SWIHA is a special 700 hour career-oriented curriculum designed to give students the opportunity to experience every aspect of **plant medicine**, from *seed to sale*. Both plant and human science courses solidify the foundation for herbal studies expertise. Students learn to speak publicly, write plant-based literature, coach clients, and develop business plans, lending themselves to future professional success as Herbalists. The externship includes opportunities for community education, supervised clinical intake and protocol generation, retail experience and a research thesis. Upon full completion, the graduate will have all prerequisite knowledge and experience to become an Associate Member of the American Herbalist Guild.

REQUIRED HERBALISM CORE

<i>Date</i>	<i>Code</i>	<i>Course</i>	<i>Hours</i>	<i>Credit</i>
	WH 100	Western Herbalism - Foundations	30	2.00
	WH 210	Western Herbalism - Sect A - Sowing	45	2.50
	WH 220	Western Herbalism - Sect B - Germination	45	2.50
	WH 230	Western Herbalism - Sect C - Growth	45	2.50
	WH 240	Western Herbalism - Sect D - Harvest	45	2.50
	WH 300	Western Herbalism - Externship - Flight	60	1.25
	WH 350	Western Herbalism - Master Project	40	1.0
		Subtotal	310	14.25

REQUIRED SCIENCE CORE

	NC 110	Nutrition - Holistic Foundations I	45	3.00
	MT 500	Physiology	60	4.00
	SC 425	Pathology - WH	40	2.50
	SC 300	Herbal Biosciences	45	3.00
	SC 250	Botany	45	3.00
	WH 275	Western Herbalism - Herbal Flowers	16	1.00
		Subtotal	251	16.5

Herbal Electives - choose 34 hours

WH 150	Herbal Specialties: Women & Children	10	0.50
WH 250	Herbal Specialties: Babies & Children	8	0.50
WH 255	The Green Man	8	0.50
WH 265	The Herbal Goddess	18	0.50
WH 365	Western Herbalism - Manufacturing	10	0.50
WH 375	Western Herbalism - Formulary Practicum	12	0.50
SC 210	Homeopathic Remedies - Introduction	24	1.5
AR 100	Aromatherapy - Intro	20	1.25
AR 132	Flower Essences	16	1.00
Subtotal		34	

REQUIRED ENTREPRENEURIAL CORE

BC 410	Writing for Publication	15	1.00
BC 401	Public Speaking	15	1.00
BC 550	Life Coaching - Intro	20	1.25
BC 500	Developing a Written Business Plan	15	1.00
BC 510	Entrepreneurial Support	40	1.25
SUBTOTAL		105	5.50
TOTAL		700	

“THOSE WHO **DREAM** BY DAY
ARE COGNIZANT
OF MANY THINGS WHICH ESCAPE
THOSE WHO **DREAM** ONLY BY NIGHT”

YOGA TEACHER TRAINING

200 Classroom Hours (6.75 Credits) - 6 months full-time

This Yoga Teacher Training primary specialty focuses on and builds a strong foundation in Yoga. The course is designed to take the student through the technique of fundamental postures (asanas), including concepts, intention, variation, breath, meditation, style, and teaching methodology. The Yoga teacher training is offered in a 200-Hour program, which prepares the student to assist clients in private studios, health clubs and spas and can be selected as a specialty track in the Mind-Body Transformation Psychology or Holistic Healthcare Degree Program. The program is recognized by the Yoga Alliance.

REQUIRED YOGA CORE

Date	Code	Course	Hours	Credit
	YO 101	Yoga - Module I - Foundations	54	2.00
	YO 102	Yoga - Module II - Deepening Your Practice	54	2.00
	YO 103	Yoga - Module III - The Teaching Path	52	2.00
	YO 109	Yoga - Practicum	20	0.25
		Electives*	20	0.50
		TOTAL	200	6.75

Approved for Primary Specialty in MT-750, MT-1000, Mind-Body Transformational Psychology and Holistic Health Care AOS Degrees.

*Electives must be completed by the last class held in YO 103 – Module III-The Teaching Path

Students who complete the Yoga Teacher Training program in Tempe choose to offer what they've learned to the community at large; others simply wish to use these tools for their own growth. Teaching is not necessarily the goal of all our students. Deepening a connection to self and to others is a benefit all students will carry with them into their lives after being a part of the SWIHA YTT.

The foundation of the SWIHA Yoga Teacher Training program lies in the principles and practices of the Classical Eight Limbs of Yoga. These include:

1. Yama ('Right' behavior and attitude toward others)
2. Niyama ('Right' behavior and attitude toward self)
3. Asana (traditional yoga poses)
4. Pranayama (regulation of breathing and control of the life force, prana)
5. Pratyahara (withdrawing the senses inward)
6. Dharana (focused mental concentration)
7. Dhyana (meditation)
8. Samadhi (connection with universal source)

CERTIFICATE PROGRAMS

HOLISTIC NUTRITION SPECIALIST

200 Classroom Hours (12.00 Credits)

The program covers the basics of human nutrition, dietary therapies, obesity and eating disorders, and a survey of contemporary dietary practices including alternative theories for body detoxification. This certificate prepares the student to assist individuals on healthy eating practices, including recommendations for weight management and preventative health when combined with the AOSHH degree program or a Massage diploma program.

REQUIRED CORE COURSES

<i>Date</i>	<i>Code</i>	<i>Course</i>	<i>Hours</i>	<i>Credit</i>
	NC 110	Nutrition – Holistic Foundations I	45	3.00
	NC 310	Nutrition – Holistic Foundations II	60	4.00
	NC 340	Nutrition – Supplements Intro	15	1.00
	NC 140	Nutrition – Therapies	15	1.00
	NC 330	Nutrition – Weight Management	30	2.00
	NC 200	Nutrition – Whole Food Cuisine I	20	0.50
	NC 250	Nutrition – Whole Food Cuisine II	15	0.50
		TOTAL	200	12.00

ONLINE CORE COURSES

<i>Date</i>	<i>Code</i>	<i>Course</i>	<i>Hours</i>	<i>Credit</i>
	NC 110-OL	Nutrition – Holistic Foundations I ONLINE	45	3.00
	NC 310-OL	Nutrition – Holistic Foundations II ONLINE	60	4.00
	NC 340-OL	Nutrition – Supplements Intro ONLINE	15	1.00
	NC 140-OL	Nutrition – Therapies ONLINE	15	1.00
	NC 330-OL	Nutrition – Weight Management ONLINE	30	2.00
	NC 200-OL	Nutrition – Whole Food Cuisine I ONLINE	20	0.50
	NC 250-OL	Nutrition – Whole Food Cuisine II ONLINE	15	0.50
		TOTAL	200	12.00

*Approved for Primary Specialty in MT-750, MT-1000 and AOS Holistic Health Care Degree programs

HYPNOTHERAPY

100 Classroom Hours (4.75 Credits) - 4 months

Hypnotherapy program was designed as a stand-alone curriculum in which students can acquire the skills and techniques for a private practice or they may include this as a major specialization in one of the Associates of Occupational Studies Degrees. Hypnotherapy is recognized by the American Medical Association (AMA) as an officially recognized therapeutic model for healing. Completion of this course qualifies you for certification with the American Board of Hypnotherapy. Hypnotherapy is primarily an entrepreneurial or private practice where the therapist assumes the responsibility of self-promotion, managing a business and continuing education.

REQUIRED CORE COURSES

<i>Date</i>	<i>Code</i>	<i>Course</i>	<i>Hours</i>	<i>Credit</i>
	HY 100	Hypnotherapy - Level I	20	1.25
	HY 200	Hypnotherapy - Level II	40	2.50
	HY 300	Hypnotherapy - Level III	40	1.00
		Subtotal	100	4.75

ONLINE CORE COURSES

<i>Date</i>	<i>Code</i>	<i>Course</i>	<i>Hours</i>	<i>Credit</i>
	HY 100	Hypnotherapy - Level I	20	1.25
	HY 200	Hypnotherapy - Level II	40	2.50
	HY 300	Hypnotherapy - Level III	40	1.00
		Subtotal	100	4.75

“THE WORK GOES ON,

THE CAUSE ENDURES,

THE HOPE STILL LIVES AND THE **DREAMS** SHALL NEVER DIE.”

LIFE COACHING

100 Classroom Hours (5.00 Credits) - 3 months full-time and 5 months part-time

Life Coaching is an exciting new profession that can provide many opportunities to those coaches who are professionally trained to help people discover and achieve their dreams. Life Coaches support and encourage, without passing judgment or holding anything back. Life Coaching is the act of empowerment—expanding people’s awareness through powerful questioning technologies and leveraging their gifts and talents MUCH faster than they could do alone. The Transformational Life Coaching Program offers students an environment to master the professional core competencies as outlined by both the International Coaching Federation and the International Coaching Association.

REQUIRED CORE COURSES

Date	Code	Course	Hours	Credit
	BC 550	Life Coaching - An Introduction	20	1.25
	BC 560	Life Coaching - Strategies, Techniques	80	3.75
		Subtotal	100	5.00

Who makes a Great Life Coach?

A great Life Coach is someone who can elicit greatness in another.

A Transformational Life Coach can:

- ❖ Empower an executive to become an inspiring leader.
- ❖ Assist an entrepreneur bring a new business to profitability.
- ❖ Challenge individuals to accomplish goals and dreams at an accelerated pace.
- ❖ Facilitate a person’s ability to find a spiritual perspective in their everyday life.

Coaching is the act of empowerment - - expanding people's awareness through powerful questioning technologies and leveraging their gifts and talents MUCH faster than they could do alone.

The coaching process addresses specific personal projects, business successes, general conditions and transitions in the client's personal life, relationships or profession by examining what is going on right now, discovering what obstacles or challenges there might be, and choosing a course of action to make your life be what you want it to be.

ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE

ASSOCIATES DEGREE IN HOLISTIC HEALTH CARE

Go beyond the Hippocratic Oath of “First, Do No Harm” ~

Strive to “Do More Good”

At Southwest Institute of Healing Arts we use the term Holistic based on our commitment to the health and wellness of the whole person - **Mind/ Body/ Spirit**.

As part of this degree program, graduates develop expertise in **Massage, Advanced Bodywork or Western Herbalism**. Choose a concentration that best expresses your 'gifts'.

- Focus on **prevention** and **education** to improve the health of your clients and community.
- Treat the physical body with **nutrition, massage and body work**.
- Promote emotional and spiritual well-being through **psychology, hypnotherapy, life coaching, spiritual studies and yoga**.
- Activate the body's own **extraordinary resources** to repair and rebuild.
- Discern the truth about **healthy eating** in a world of contradictory information.
- Gain **entrepreneurial support** and **grow your own business!**

Federal Financial aid is available to those students who qualify.

The following pages demonstrate all the options you have to choose from.

The faculty and staff here at Southwest Institute of Healing Arts invite you to "**Do Your Dream!**"

ASSOCIATES DEGREE IN HOLISTIC HEALTH CARE

CONCENTRATION: MIND-BODY WELLNESS TRANSFORMATIONAL PSYCHOLOGY

60 Credit Hours - 18 months full-time or 37 months part-time

This program is unique, in that it is a journey into personal transformation. The curriculum is a balance of body, mind and spiritual classes designed to address both the personal aspects of the transformational processes and the clinical/professional applications for the therapist. Students may choose from a number of specialty areas that include Hypnotherapy, Polarity, Yoga and more.

Students who graduate from the Mind-Body Transformational Psychology Program will enter the field as independent therapists or in tandem with licensed mental health care workers, hospices, hospitals, and elder care facilities. Their entry-level training will include: self empowerment, death and dying, developmental stages, growth and trauma, chemical dependency, various religious belief systems, alternative lifestyles, professional boundaries, and ethical communication.

Many of our graduates become licensed massage therapists also with an elevated awareness of the mind body connection or become independent consultants in their area of expertise. These practitioners earn from \$35.00 to \$75.00 a session. Other graduates go into the mental health care field. Entry-level positions such as intake or support counselors can range from \$15 to \$20 per hour.

Required AOS Core Courses

<i>Date</i>	<i>Code</i>	<i>Course</i>	<i>Hours</i>	<i>Credit</i>
	BC 550	Life Coaching - Intro	20	1.25
	NC 110	Nutrition - Holistic Foundations I	45	3.00
	SM 150	Ayurveda - Intro	30	2.00
	HH 500	Optimum Health in a Toxic World	15	1.00
	NC 120	Stress Management	15	1.00
	BC 401	Public Speaking	15	1.00
	BC 402	Seminar Presentation	15	1.00
	BC 410	Writing for Publication	15	1.00
		Subtotal	170	11.25

Required Mind Body Core Courses

	EC 100	Energy Anatomy	68	4.50
	CC 302	Mastery Skills for Health Care Practitioners	30	2.00
	BC 101	English Composition	15	1.00
	BC 200	Financial Mastery	16	1.00
	BC 250	Statistical Research Project	16	1.00
	BC 430	Practice Development Portfolio	15	1.00
	HY 100	Hypnotherapy - Foundations Level I	20	1.25
	CC 120	Intuitive Studies - Intro	30	2.00
	PC 100	Polarity - Basic I	20	1.00
		Subtotal	230	14.75

Required Psychology Core Courses

	CC 115	Alternative Lifestyles & Diversity	30	2.00
	CC 140	Developmental Psychology	30	2.00
	CC 130	Psychology of Addiction	30	2.00
	CC 250	Psychology Theories - Honoring Masters	30	2.00
	NC 125	Support Group Facilitation	15	1.00
		Subtotal	135	9.00

Primary Specialties - Choose 1-3 to total 60 credits

Specialty	Hours	Credit
Aromatherapy	100	5.50
Chinese Shamanistic Philosophy	100	5.75
Cranial Unwinding	200	8.50
Hypnotherapy	100	4.75
Mind Body Wellness Practitioner	600	27.75
Life Coaching	100	5.00
Polarity – Assoc. Polarity Practitioner	200	9.00
Reflexology	200	7.00 – 7.25
Reiki	100	2.75
Spiritual Studies	300	20.00
Therapeutic Imagery	100	6.25
Yoga Teacher Training	200	6.75
TOTAL		60.00 **

**Must have a total of 60 credits to graduate, actual classroom hours may vary.

Note: A completed class that is required for a core and/or one or more specialties will fulfill the class requirement in all areas. The course credits/hours will only be applied once. Substituting an equal amount of elective class credits/hours to account for the discrepancy satisfies the credit/hour requirement. Students must have a total of 60 credits of completed classes to graduate.

**“DREAMS ARE ANSWERS
TO QUESTIONS WE HAVEN'T YET
FIGURED OUT HOW
TO ASK.”**

ASSOCIATES DEGREE IN HOLISTIC HEALTH CARE

Concentration: MT 750 or BW 600

60 Credit Hours Degree Program - 18 months full-time or 37 months part-time

The Holistic Health Care Program was created for many different applications. It can be a stand-alone curriculum for students desiring an entry-level position into Holistic Health Care facilities or it can be an entrée into one's own practice. Researchers in the New England Journal of medicine tell us that Americans spend more than \$10 billion a year on alternative therapies – considerably more than on traditional medicine. This growing field offers opportunities to learn a broad spectrum of therapies such as Nutrition, Massage, Herbalism, Polarity and Hypnotherapy.

Holistic Health Care workers are now entering into the field of elder care, hospice care, and private practice. Entry-level career opportunities will include an enhanced holistic health care practice as a massage therapist, support group facilitation for eating management groups, employment in health food stores as consumer educators, and patient educators in health clinic settings. HHC graduates can find employment opportunities in management and sales in retail/wholesale situations where there are positions ranging from \$12 to \$20 per hour, often plus a commission. Group facilitators are paid \$30 or more per hour, and as entrepreneurs they average \$45-\$60 per session, especially if also licensed as a massage therapist.

Required AOS Core Courses

<i>Date</i>	<i>Code</i>	<i>Course</i>	<i>Hours</i>	<i>Credit</i>
	BC 550	Life Coaching - Intro	20	1.25
	NC 110	Nutrition - Holistic Foundations I	45	3.00
	SM 150	Ayurveda - Intro	30	2.00
	HH 500	Optimum Health in a Toxic World	15	1.00
	NC 120	Stress Management	15	1.00
	BC 401	Public Speaking	15	1.00
	BC 402	Seminar Presentation	15	1.00
	BC 410	Writing for Publication	15	1.00
		Subtotal	170	11.25

Required Holistic Healthcare Core Courses

	SC 455	Exercise Wellness	30	2.00
	WH 100	Western Herbalism - Foundations	30	2.00
OR	AR 100	Aromatherapy - Intro	20	1.25
AND	AR 132	Flower Essences	16	1.00
	CC 302	Mastery Skills for Health Care Practitioners	30	2.00
	BC 101	English Composition	15	1.00
	BC 200	Financial Mastery	16	1.00
	BC 250	Statistical Research Project	16	1.00
	BC 430	Practice Development Portfolio	15	1.00
	BC 510	Entrepreneurial Support	40	1.25
		Subtotal	192-198	11.25-11.5

CONCENTRATIONS:

*PROFESSIONAL MASSAGE PRACTITIONER (750 HR DIPLOMA) or
ADVANCED BODY WORK PRACTITIONER (600 HR DIPLOMA)*

	Subtotal	21.75-38.50
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Primary Specialties - Choose a combination of Specialties & Electives to equal 60 credits

Specialty	Hours	Credit
Aromatherapy – Therapeutic	100	5.50
Cranial Unwinding	200	8.50
Holistic Nutrition Specialist	200	12.00
Hypnotherapy	100	4.75
Myofascial	100	3.25
Polarity – Assoc. Polarity Practitioner	200	9.00
Reflexology	200	7.00 – 7.25
Reiki	100	2.75
Spa Treatments	200	7.50
Therapeutic Myotherapy	200	6.00
Tui Na	200	10.50
Yoga Teacher Training	200	6.75
Zen Shiatsu	200	7.00
TOTAL		60.00 **

**Must have a total of 60 credits to graduate.

Note: A completed class that is required for a core and/or one or more specialties will fulfill the class requirement in all areas. The course credits/hours will only be applied once. Substituting an equal amount of elective class credits/hours to account for the discrepancy satisfies the credit/hour requirement. Students must have a total of 60 credits of completed classes to graduate.

ASSOCIATES DEGREE IN HOLISTIC HEALTH CARE

CONCENTRATION: SPA MANAGEMENT AND LEADERSHIP

60 Credit Hours - 18 months full-time or 37 months part-time

Today's spas are serious business. The International Spa Association reports as many as 12,100 spas in the United States, with the Southwest ranking as the largest spa market in the country. The exponential growth of the industry has prompted the need for spa professionals to enhance their skills specifically related to the business and management issues unique to spas.

The Spa Management and Leadership Occupational Degree Program is designed for current spa owners, directors, practitioners, spa employees needing management training, business professionals and entrepreneurs entering the spa industry. Manufacturers and developers of products for the spa industry, wellness and fitness professionals seeking to expand their understanding of the industry and representatives from business, hospitality, and tourism could also benefit from this program. It prepares students for success in the spa and hospitality industry. Students gain specific business and management skills needed for successful day-to-day spa operations, combined with long-range strategies necessary for sustained growth and profitability, employee retention and customer loyalty. Courses cover management, operations, finance, human resources, marketing, products, and customer service.

Required AOS Core Courses

<i>Date</i>	<i>Code</i>	<i>Course</i>	<i>Hours</i>	<i>Credit</i>
	BC 550	Life Coaching - Intro	20	1.25
	NC 110	Nutrition - Holistic Foundations I	45	3.00
	SM 150	Ayurveda - Intro	30	2.00
	HH 500	Optimum Health in a Toxic World	15	1.00
	NC 120	Stress Management	15	1.00
	BC 401	Public Speaking	15	1.00
	BC 402	Seminar Presentation	15	1.00
	BC 410	Writing for Publication	15	1.00
		Subtotal	170	11.25

Required Spa Management Core Courses

	SM 100	Intro to Spa Industry & Operations	20	1.25
	SM 105	Intro to Retail Management & Marketing	30	2.00
	SM 200	Spa Finance	30	2.00
	SM 120	Human Resources & Leadership	30	2.00
	SM 210	Fundamentals of Spa Design & Feng Shui	20	1.25
	SM 130	Customer Service & The Spa Industry	20	1.25
	SM 240	Spa Portfolio & Business Plan	45	3.00
	SM 260	Spa Internship	60	1.50
		Subtotal	255	14.25

REQUIRED: ACTIVE OR INACTIVE LICENSE IN MASSAGE THERAPY, AESTHETICS OR COSMETOLOGY; MAXIMUM TRANSFERABLE HOURS = 750

	<i>Licensing</i>	<i>Hours</i>	<i>Credit</i>
	MT 500	Therapeutic Massage Practitioner	500 21.75
	MT 750	Professional Massage Practitioner	750 25.00
	NA	Natural Aesthetics Practitioner	600 24.00
	CO	Cosmetology	Varies 25.00

Primary Specialties - Choose a combination of Specialties & Electives to equal 60 credits

Specialty	Hours	Credit
Aromatherapy	100	5.50
Life Coaching	100	5.00
Reflexology	200	7.00 – 7.25
Reiki	100	2.75
Therapeutic Myotherapy	200	6.00
Tui Na Asian Bodywork	200	10.50
Yoga Teacher Training	200	6.75
Zen Shiatsu	200	7.00
Electives to equal 60 credits		
TOTAL		60.00

**Must have a total of 60 credits to graduate.

Note: A completed class that is required for a core and/or one or more specialties will fulfill the class requirement in all areas. The course credits/hours will only be applied once. Substituting an equal amount of elective class credits/hours to account for the discrepancy satisfies the credit/hour requirement. Students must have a total of 60 credits of completed classes to graduate.

HOLISTIC HEALTH CARE ASSOCIATES DEGREE

CONCENTRATION: WESTERN HERBALISM 700



Required AOS Core Courses

Date	Code	Course	Hours	Credit
	BC 550	Life Coaching - Intro	20	1.25
	NC 110	Nutrition - Holistic Foundations I	45	3.00
	SM 150	Ayurveda - Intro	30	2.00
	HH 500	Optimum Health & Sustainability	15	1.00
	NC 120	Stress Management	15	1.00
	BC 401	Public Speaking	15	1.00
	BC 402	Seminar Presentation	15	1.00
	BC 410	Writing for Publication	15	1.00
		Subtotal	170	11.25

Required Holistic Healthcare Core Courses

	SC 455	Exercise Wellness	30	2.00
	BC 101	English Composition	15	1.00
	BC 500	Developing a Written Business Plan	15	1.00
	BC 200	Financial Mastery	16	1.00
	BC 510	Entrepreneurial Support	40	1.25
		Subtotal	116	6.25

REQUIRED HERBALISM CORE

Date	Code	Course	Hours	Credit
	WH 100	Western Herbalism - Foundations	30	2.00
	WH 210	Western Herbalism - Sect A - Sowing	45	2.50
	WH 220	Western Herbalism - Sect B - Germination	45	2.50
	WH 230	Western Herbalism - Sect C - Growth	45	2.50
	WH 240	Western Herbalism - Sect D - Harvest	45	2.50
	WH 300	Western Herbalism - Externship - Flight	60	1.25
	WH 350	Western Herbalism - Master Project	40	1.00
		Subtotal	310	14.25

REQUIRED SCIENCE CORE

	MT 500	Physiology	60	4.00
	SC 425	Pathology - WH	40	2.50
	SC 300	Herbal Biosciences	45	3.00
	SC 250	Botany	45	3.00
	WH 275	Western Herbalism - Herbal Flowers	16	1.00
		Subtotal	206	13.5

Herbal Electives - choose 34 hours

WH 150	Herbal Specialties: Women & Children	10	0.50
WH 250	Herbal Specialties: Babies & Children	8	0.50
WH 255	The Green Man	8	0.50
WH 265	The Herbal Goddess	18	0.50
WH 365	Western Herbalism - Manufacturing	10	0.50
WH 375	Western Herbalism - Formulary Practicum	12	0.50
SC 210	Homeopathic Remedies - Introduction	24	1.5
AR 100	Aromatherapy - Intro	20	1.25
AR 132	Flower Essences	16	1.00
Subtotal		34	
	Specialties & Electives to equal 60 credits		
	TOTAL		60

AOS Degree in Holistic Health Care

Concentration: WH + HN Extended Track



REQUIRED AOS CORE

<i>Date</i>	<i>Code</i>	<i>Course</i>	<i>Hours</i>	<i>Credit</i>
	BC 550	Life Coaching - Intro	20	1.25
	NC 110	Nutrition - Holistic Foundations I	45	3.00
	SM 150	Ayurveda - Intro	30	2.00
	HH 500	Optimum Health in a Toxic World	15	1.00
	NC 120	Stress Management	15	1.00
	BC 401	Public Speaking	15	1.00
	BC 402	Seminar Presentation	15	1.00
	BC 410	Writing for Publication	15	1.00
		Subtotal	170	11.25

REQUIRED HERBALISM CORE

<i>WH 100</i>	<i>Western Herbalism - Foundations</i>	<i>30</i>	<i>2.00</i>
WH 210	Western Herbalism - Sect A - Sowing	45	2.50
WH 220	Western Herbalism - Sect B - Germination	45	2.50
WH 230	Western Herbalism - Sect C - Growth	45	2.50
WH 240	Western Herbalism - Sect D - Harvest	45	2.50
WH 300	Western Herbalism - Externship - Flight	60	1.25
WH 350	Western Herbalism - Master Project	40	1.00
	Subtotal	310	14.25

REQUIRED SCIENCE CORE

MT 500	Physiology	60	4.00
SC 425	Pathology - WH	40	2.50
SC 300	Herbal Biosciences	45	3.00
SC 250	Botany	45	3.00
WH 275	Western Herbalism - Herbal Flowers	16	1.00
	Subtotal	206	13.5

Herbal Electives - choose 34 hours

WH 150	Herbal Specialties: Women & Children	10	0.50
WH 250	Herbal Specialties: Babies & Children	8	0.50
WH 255	The Green Man	8	0.50
WH 265	The Herbal Goddess	18	0.50
WH 365	Western Herbalism - Manufacturing	10	0.50
WH 375	Western Herbalism - Formulary Practicum	12	0.50
SC 210	Homeopathic Remedies - Introduction	24	1.5
AR 100	Aromatherapy - Intro	20	1.25
AR 132	Flower Essences	16	1.00
	Subtotal	34	

REQUIRED NUTRITION CORE COURSES

<i>Date</i>	<i>Code</i>	<i>Course</i>	<i>Hours</i>	<i>Credit</i>
duplicate	NC 110	Nutrition – Holistic Foundations I	(45)	(3.00)
	NC 310	Nutrition – Holistic Foundations II	60	4.00
	NC 340	Nutrition – Supplements Intro	15	1.00
	NC 140	Nutrition – Therapies	15	1.00
	NC 330	Nutrition – Weight Management	30	2.00
	NC 200	Nutrition – Whole Food Cuisine I	20	0.50
	NC 250	Nutrition – Whole Food Cuisine II	15	0.50
		Subtotal	155	9.00

Required Holistic Healthcare Core Courses

	SC 455	Exercise Wellness	30	2.00
	BC 101	English Composition	15	1.00
	BC 200	Financial Mastery	16	1.00
	BC 510	Entrepreneurial Support	40	1.25
	BC 500	Developing a Written Business Plan	15	1.00
		Subtotal	116	6.25
		Approved Electives to complete 60 credits		
		TOTAL		60.00

CERTIFICATES OF EXCELLENCE AND PRIMARY SPECIALTIES FOR MT-750, MT-1000 & ASSOCIATE DEGREE

SWIHA is committed to letting students "Do Your Dream" by choosing from a wide variety of Primary Specialties as they pursue a Diploma or Associate of Occupational Studies Degree in various fields. At the same time, we feel it is our responsibility as an educational institution to provide strong direction and structure in your elective choices. Certificates of Excellence are awarded to students pursuing continuing education or personal growth and development.

The following are the Primary Specialties that apply to the degrees and diplomas. These Primary Specialties are not designed to be stand-alone programs and will not prepare a student for gainful employment if taken independently of a diploma or degree program. Each Primary Specialty lists the diplomas or degrees to which it applies.

AROMATHERAPY

Primary Specialty for MT-750, MT-1000, AOS Mind-Body Transformational Psychology & AOS Holistic Health Care

100 Classroom Hours (5.50 Credits)

Learn the actions and appropriate applications of essential oils, fragrances and scents. You will learn the properties of each, the methods of extraction, the differences between true and synthetic substances and how to blend and determine correct selections for desired outcomes.

Primary Specialty for MT-750, MT-1000,
AOS Mind-Body Transformational Psychology & AOS Holistic Health Care

100 Classroom Hours (5.50 Credits)

Required Core Courses

<i>Date</i>	<i>Code</i>	<i>Course</i>	<i>Hours</i>	<i>Credit</i>
	AR 100	Aromatherapy - Intro	20	1.25
	AR 101	Aromatherapy - Advanced	32	2.00
	AR 110	Aromatherapy - Pharmacology	8	0.50
	AR 132	Flower Essences	16	1.00
		Subtotal	76	4.75

Choose 24 hours from the following

	AR 300	Aromatherapy - Toning & Detox	4	0.25
	AR 115	Aromatherapy - Foot Chakra Reflex	8	0.25
	AR 410	Aromatherapy - 5 Element Acupressure	20	0.75
	AR 425	Aromatherapy - Massage with Oils	16	0.50
	AR 120	Aromatherapy - Therapeutic Touch	8	0.25
	AR 125	Aromatherapy - Essential Oil Wrap	8	0.25
	AR 150	Aromatherapy - Spirit of the Stones	20	0.50
	RF 145	Reflexology - Sole Points	16	0.50
		Subtotal	24	.75
		TOTAL	100	5.50

CHINESE SHAMANISTIC PHILOSOPHY

Primary Specialty for AOS Mind-Body Transformational Psychology Degree

100 Classroom Hours (5.75 Credits)

The peaceful path seeks to cure illness, not by masking symptoms, but by restoring balance to the entire body. This certificate is designed to give a deep understanding of the Chinese Shamanistic philosophy of medical treatment along with practical skills that can be applied to the paradigm of Holistic Health from an eastern perspective. Based on an ancient Chinese Shamanistic tradition. Brings old tools into modern applications in the healing practice.

Required Core Courses

<i>Date</i>	<i>Code</i>	<i>Course</i>	<i>Hours</i>	<i>Credit</i>
	OS 740	Chi Gung - Meridian Exercises	12	0.25
	OE 117	Chinese Dowsing	4	0.25
	OS 720	Chinese "Enneagram"	8	0.50
	OE 200	Chinese Face Reading	8	0.50
	OE 215	Chinese Health - Women's Health Issues	8	0.50
	OE 101	Chinese Health Assessment 5 Elements I	8	0.50
	OE 201	Chinese Health Assessment 5 Elements II	8	0.50
	OE 210	Chinese Medical Astrology	8	0.50
	OS 220	Directionology - Manifesting Opportunities	8	0.50
	OS 229	Integrated Chinese Health Assessment	8	0.50
	OE 108	Stress, Anger & Depression	8	0.50
	SP 250	Taoist Philosophy: The Way to Unstress	8	0.50
	OE 225	Self-Help Therapy - Pain & Injury	4	0.25
		TOTAL	100	5.75

"DREAMS ARE FREE,

So

FREE YOUR DREAMS."

CRANIAL UNWINDING

Primary Specialty in BW-600, MT-750, MT-1000 Diploma, AOS Mind-Body Transformational Psychology & AOS Holistic Health Care Degrees

200 Classroom Hours (8.50 Credits)

Craniosacral Unwinding is a therapeutic modality that offers specialty training, ideal for the body worker, massage therapist, chiropractor, physical therapist, anyone working in the healing arts with the body. It teaches how to use palpitation skills (to become present in their hands) to get into harmony, resonance and rapport with the fluidic nature of the body. It also teaches thorough treatment of the connective tissue system throughout the body, from the tip of the toes to the top of the head. Students learn how to approach the client with healthy boundaries, honor the person and their innate healing process, and create a relationship that is non-invasive and client centered. Upon completion students receive a certificate that acknowledges they have met a basic competency in classical, contemporary and esoteric craniosacral techniques.

Required Core Courses

<i>Date</i>	<i>Code</i>	<i>Course</i>	<i>Hours</i>	<i>Credit</i>
	PC 850	Cranial Unwinding I	20	1.00
	PC 855	Cranial Anatomy – Listening Skills	16	0.75
	PC 860	Cranial Unwinding II	24	1.00
	PC 870	Cranial Unwinding III	24	1.00
	PC 880	Cranial Unwinding IV	24	1.00
	PC 400	Polarity – Comm., Res., and Relations	32	2.00
	PC 200	Polarity APP/Cranial – Practicum	30	1.25
	PC 931	Cranial Unwinding – Sessions Given	30	0.50
		TOTAL	200	8.5

**The student must receive five cranial sessions from a Polarity RPP Cranial Unwinding practitioner. The financial commitment of these five sessions can be as much as \$500.

HOLISTIC NUTRITION SPECIALIST

Primary Specialty for MT-750, MT-1000 Diploma, Mind-Body Transformational Psychology and Holistic Health Care AOS Degree

200 Classroom Hours –12.00 Credits

The program covers the basics of human nutrition, dietary therapies, obesity and eating disorders, and a survey of contemporary dietary practices including alternative theories for body detoxification. This certificate prepares the student to assist individuals on healthy eating practices, including recommendations for weight management and preventative health when combined with the AOSHH degree program or a Massage diploma program. In addition, the program would be an excellent combination with Life Coaching.

REQUIRED CORE COURSES

<i>Date</i>	<i>Code</i>	<i>Course</i>	<i>Hours</i>	<i>Credit</i>
	NC 110	Nutrition – Holistic Foundations I	45	3.00
	NC 310	Nutrition – Holistic Foundations II	60	4.00
	NC 340	Nutrition – Supplements Intro	15	1.00
	NC 140	Nutrition – Therapies	15	1.00
	NC 330	Nutrition – Weight Management	30	2.00
	NC 200	Nutrition – Whole Food Cuisine I	20	0.50
	NC 250	Nutrition – Whole Food Cuisine II	15	0.50
TOTAL			200	12.00

ONLINE CORE COURSES

<i>Date</i>	<i>Code</i>	<i>Course</i>	<i>Hours</i>	<i>Credit</i>
	NC 110-OL	Nutrition – Holistic Foundations I ONLINE	45	3.00
	NC 310-OL	Nutrition – Holistic Foundations II ONLINE	60	4.00
	NC 340-OL	Nutrition – Supplements Intro ONLINE	15	1.00
	NC 140-OL	Nutrition – Therapies ONLINE	15	1.00
	NC 330-OL	Nutrition – Weight Management ONLINE	30	2.00
	NC 200-OL	Nutrition – Whole Food Cuisine I ONLINE	20	0.50
	NC 250-OL	Nutrition – Whole Food Cuisine II ONLINE	15	0.50
TOTAL			200	12.00

MYOFASCIAL ENERGETIC MASSAGE

Primary Specialty for MT-750 and MT-1000 Diploma and Holistic Healthcare AOS Degree

100 Classroom Hours – 3.00 Credits

Within the neuronet matrix of the muscles' connective tissues called myofascia, patterns of tension put pressure on blood vessels and nerves. Develop and refine advanced techniques to aide people with chronic muscular holding patterns and pain. Learn listening touch shift, skin echo-wave, subcu slide/glide, unlatch and torque, Myofascial Unwinding, squeeze and lift trigger point. Get fine tuned to work with people with Thoracic Outlet pain, Rotator Cuff pain, shoulder, upper and middle back pain, carpal tunnel pain, chest tension pressure related to Asthma and arm pain and pain due to Scoliosis and Kyphosis.

REQUIRED CORE COURSES

<i>Date</i>	<i>Code</i>	<i>Course</i>	<i>Hours</i>	<i>Credit</i>
	EL 112	Myofascial Energetic Massage	20	0.50
	EL 118	Myofascial Energetic – Adv. Head & Neck	8	0.25
	EL 120	Myofascial Energetic – Adv. Shoulders, Thoracic Cage, Arms & Hands	8	0.25
	EL 122	Myofascial Energetic – Adv. Lower Spine, Pelvis & Legs	8	0.25
	EL 126	Myofascial Energetic – Tissue Talk	12	0.25
	OE 320	Hand & Wrist Health Maintenance	4	0.25
	TE 700	Swedish Sedona	40	1.25
		TOTAL	100	3.0

POLARITY - ASSOCIATE POLARITY PRACTITIONER

Primary Specialty for BW-600, MT-750, MT-1000, Mind-Body Transformational Psychology and Holistic Health Care AOS Degrees

200 Classroom Hours – 9.00 Credits

The Associate Polarity Practitioner APP specialty fulfills the eligibility requirements for certification status of Associate Polarity Practitioner by the American Polarity Therapy Association. This program is designed for students who want to integrate effective hands-on techniques with counseling skills, nutritional guidance and a series of self-help tools resulting in high level wellness of both practitioner and client. After completion of this program, application may be made to APTA for national certification. This program is under the direction of Gary Strauss, RPP.

REQUIRED CORE COURSES

<i>Date</i>	<i>Code</i>	<i>Course</i>	<i>Hours</i>	<i>Credit</i>
	PC 100	Polarity – Basic I	20	1.00
	PC 850	Cranial Unwinding I	20	1.00
	PC 150	Polarity – Basic II	48	2.25
	PC 700	Polarity – Reflexology	20	1.00
	PC 400	Polarity – Communication, Resonance, & Rel. I	32	2.00
	PC 200	Polarity APP/Cranial – Practicum	30	1.25
	PC 930	Polarity – APP Sessions Given	30	0.50
		TOTAL	200	9.0

**To meet American Polarity Therapy Association requirements and to complete this certificate, the student must receive 5 Polarity sessions from a Polarity RPP. These sessions need to be completed before the Certificate of Excellence is issued or the specialty put onto the diploma. The financial commitment of these five sessions can be as much as \$500.

POLARITY - REGISTERED POLARITY PRACTITIONER

Primary Specialty for MT 1000 and Mind-Body Transformational Psychology AOS Degree

700 Classroom Hours – 31.25 Credits

The Registered Polarity Practitioner RPP specialty fulfills the eligibility requirements for certification status of RPP by the American Polarity Therapy Association. The program is designed to deepen the students understanding and awareness of the relationship of energy to the body, mind, emotions, and spirit. Upon completion of this program, application may be made to APTA for national certification.

Required: Associate Polarity Practitioner – AAP 200

REQUIRED CORE COURSES

Date	Code	Course	Hours	Credit
		Polarity – Associate Practitioner	200	9
	MT 115	Anatomy	60	4.00
	SC 415	Pathology	40	2.50
	PC 800	Polarity – Business and Ethics	30	2.00
	PC 998	Polarity – Spinal Balancing	24	0.75
	PC 986	Polarity – 5 & 6 Point Star	24	0.75
	PC 940	Polarity – Cleanse & Exercise	37	1.00
	PC 993	Polarity – Communication, Resonance, & Relations II	32	2.00
	PC 999	Polarity – Autonomic Nervous System	24	0.75
	PC 997	Polarity – Energetic Nutrition	24	1.50
	PC 995	Polarity – Advanced Supervision	26	1.50
	PC 988	Polarity – Practicum	61	2.00
	PC 860	Cranial Unwinding II	24	1.00
	PC 870	Cranial Unwinding III	24	1.00
	PC 970	Documented – RPP Sessions Given	70	1.50
		TOTAL	700	31.25

REFLEXOLOGY

Primary Specialty for MT-750, MT-1000, Mind-Body Transformational Psychology and Holistic Health Care AOS Degree

200 Classroom Hours – 7.00-7.25 Credits

Comprehensive 200 hour Reflexology program prepares students to sit for the American Reflexology Certificate Board. Reflexology is a science that deals with the principle that there are reflex areas in the feet, hands and ears that correspond to all the glands, organs, parts and systems of the body. This program is designed for the practitioner who wants to own their own business, as well as the therapist who wants a specialization for use in a physician's office or wellness center. Additionally, classes that address the emotional and medical intuitive realms are included. Reflexology is the third most requested massage modality, next to Swedish and Deep Tissue.

REQUIRED CORE COURSES

<i>Date</i>	<i>Code</i>	<i>Course</i>	<i>Hours</i>	<i>Credit</i>
	RF 100	Reflexology – Western Approach	28	1.00
	RF 101	Reflexology – Pathology & Assessment	24	1.00
	RF 102	Reflexology – Balance & Being	20	0.75
	RF 103	Reflexology – Clinic	16	0.25
	RF 575	Reflexology – Hand	4	0.25
	RF 110	Reflexology – Emotional	16	0.50
	AR 410	Aromatherapy – 5 Element Acupressure	20	0.75
	EL 140	Auriculotherapy	8	0.25
	EL 145	Auriculotherapy – Advanced	8	0.25
	PC 700	Polarity – Reflexology	20	1.00
	RF 150	Toe Reading – Reflexology Assessment I	16	0.5

CHOOSE 20 HOURS FROM THE FOLLOWING

	AR 115	Aromatherapy – Foot Chakra Reflexology	8	0.25
	RF 104	Reflexology – Color	8	0.25
	RF 120	Reflexology – Face	4	0.25
	RF 145	Reflexology – Sole Points	16	0.50
	OE 640	Thai Massage – Foot Massage	20	0.50
	RF 152	Toe Reading – Level II – Soul Coaching	16	0.50
		TOTAL	200	7.00 – 7.25

If the Reflexology specialty is taken as part of the MT 750 or MT 1000 program, TE 560 Reflexology - Intro is no longer required for those diplomas.

REIKI

Primary Specialty for MT 750, MT 1000, Holistic Healthcare and Mind-Body Transformational Psychology AOS Degree

100 Classroom Hours – 2.75 Credits

Reiki is a system of energetic healing system based upon deep tradition and rich legend. Reiki is becoming accepted holistic modalities for physical, emotional and spiritual healing. This 100-hour specialization is designed to aid in the personal and spiritual transformation needed for practitioners to have the depth of experience needed to practice Reiki with confidence and competence.

REQUIRED CORE COURSES

<i>Date</i>	<i>Code</i>	<i>Course</i>	<i>Hours</i>	<i>Credit</i>
		Traditional		
	EC 700	Reiki I – Traditional	16	0.50
	EC 710	Reiki II	8	0.25
	EC 720	Reiki III - Traditional	8	0.25
	EC 730	Reiki and Beyond - Traditional	8	0.25
	EC 740	Reiki Guides	8	0.25
	EC 750	Reiki Symbolism and Geometrics	20	0.50
	EC 765	Reiki Master/Teacher Initiation	16	0.50
	EC 799	Reiki Clinic	16	0.25
		TOTAL	100	2.75
OR		Transformational		
	EC 715	Reiki I & II – Transformational	24	0.75
	EC 725	Reiki III - Transformational	8	0.25
	EC 733	Sacred Mudras & More - Transformational	8	0.25
	EC 745	Reiki Angels & Masters – Transformational	8	0.25
	EC 755	Reiki Symbols & Sound– Transformational	20	0.50
	EC 765	Reiki Master/Teacher Training	16	0.50
	EC 795	Reiki Transformational Clinic	16	0.25
		TOTAL	100	2.75

SPA TREATMENTS

Primary Specialty for MT 750, and MT 1000 and Holistic Healthcare AOS Degree

200 Classroom Hours – 7.50 Credits

The 200 hour Spa program was designed after researching the most requested spa therapies offered at top resorts in Arizona and Colorado. The goal of this program is to fully prepare a student to step into a spa atmosphere trained to deliver high quality spa treatments, or to be able to become self-employed therapist with a wide array of services. Wellness and detoxification is the emphasis of the spa program, along with relaxation and personal pampering.

REQUIRED CORE COURSES

<i>Date</i>	<i>Code</i>	<i>Course</i>	<i>Hours</i>	<i>Credit</i>
	AR 100	Aromatherapy Intro	20	1.25
	AR 300	Aromatherapy for Tone/Detox	4	0.25
	ST 205	Ayurvedic Herbal Body Treatment	16	0.50
	ST 210	Ayurvedic Abhyanga Massage	16	0.50
	RF 215	East Indian Head Massage – Basic	8	0.25
	RF 216	East Indian Head Massage – Advanced	8	0.25
	ST 400	LaStone Therapy	30	1.00
	TE 340	Lymphatic Massage	16	0.50
	ST 253	Ayurvedic Shirodhara	6	0.25
	ST 350	Salt Glow Massage	4	0.25
	ST 100	Spa Technologies	28	1.00
	ST 500	Sugar Polish Spa Treatment	4	0.25
	TE 700	Swedish Sedona	40	1.25
		TOTAL	200	7.50

SPIRITUAL STUDIES

Primary Specialty for Mind-Body Transformational Psychology AOS Degree

300 Classroom Hours – 20.00 Credits

This course of study is designed for those individuals who are being “called” to be an ordained minister or spiritual healer. It is a non-denominational, non-rhetorical based path of study with a four-corner foundation of: integrity, community, ideology, life of inspiration to self and other. Emphasis is given to discovering one’s own individual spiritual gifts and graces.

REQUIRED CORE COURSES

<i>Date</i>	<i>Code</i>	<i>Course</i>	<i>Hours</i>	<i>Credit</i>
	SP 400	Sacred Agreements	15	1.00
	SP 150	Comparative Religion/Unity & Tolerances	30	2.00
	SP 420	Ministerial Duties/Ethics & Responsibilities	30	2.00
	SP 275	Prayer Therapy	15	1.00
	SP 430	Death, Dying, and Hospice	15	1.00
	SP 425	Speaking Truth – Homiletics	15	1.00
	SP 410	Ceremonies & Sacred Space	15	1.00
	SP 435	Developing Spiritual Gifts	15	1.00
	SP 440	Spiritual Coaching	30	2.00
	SP 445	Universal Laws – Practical Application	21	1.00
		OR		
	SP 409	Introduction to Embodied Kabbalah	21	1.00
	SP 450	Meditation and Mindfulness	15	1.00
	SP 160	Mysticism	15	1.00
	SP 460	Celebrate Your Light – Ordination & Completion	15	1.00
		Approved Spiritual Studies Electives	54	4.00
		TOTAL	300	20.00

MYOTHERAPY

Primary Specialty for MT-750, MT-1000 Diploma, Holistic Healthcare AOS Degree

200 Classroom Hours – 6.00 Credits

Learn the basic and leading therapeutic and Myotherapy techniques to enhance and strengthen your practice. This specialty combines Therapeutic massage with Myotherapy which is based on a wide variety of modalities. It is a generic term for whatever it takes to restore balance to a person's physical or emotional body. It is based on the belief that to release and rehabilitate the physical body, the body's skeleton must move or be moved in such a way to release trapped muscles and, many times, emotions.

REQUIRED CORE COURSES

<i>Date</i>	<i>Code</i>	<i>Course</i>	<i>Hours</i>	<i>Credit</i>
	AR 425	Aromatherapy – Massage with Oils	16	0.50
	TE 160	Carpal Tunnel/Thoracic Outlet	8	0.25
	EC 105	Energetic Acupressure	16	0.50
	TE 320	Lower Back Pain Release	8	0.25
	TE 340	Lymphatic Massage	16	0.50
	TE 380	Neck Release	8	0.25
	TE 590	Removing the Armor	12	0.25
	TE 225	Rotator Cuff/Shoulder Joint	8	0.25
	TE 600	Rock and Unlock	12	0.25
	TE 650	Sports Massage – Intro	8	0.25
	TE 661	Sports Injury/Hydrotherapy	24	0.75
OR	TE 362	Myotherapy – 7 Step Progression	16	0.50
AND	TE 625	Postural Analysis	8	0.25
	TE 700	Swedish Sedona	40	1.25
OR	TE 120	Myotherapy – Mastery	40	
	EL 720	Thumbless Therapy	8	0.25
	TE 690	Trigger Point – Intro	16	0.50
TOTAL			200	6.00

TUI NA

Primary Specialty for BW-600, MT 750, MT 1000, Mind-Body Transformational Psychology and Holistic Healthcare AOS Degrees

200 Classroom Hours – 10.50 Credits

Tui Na is a therapy used in Chinese hospitals by traditional Chinese doctors. Tui Na assists healing in all kinds of conditions and in all aspects of life. Study the ancient way of looking at and treating current illnesses and conditions in a gentle, holistic way.

REQUIRED CORE COURSES

<i>Date</i>	<i>Code</i>	<i>Course</i>	<i>Hours</i>	<i>Credit</i>
	OS 200	Asian Theory I	40	2.50
	OE 101	Chinese Health Assessments & 5 Elements I	8	0.50
	OE 201	Chinese Health Assessments & 5 Elements II	8	0.50
	OE 110	Tui Na – Form	16	0.50
	OE 114	Tui Na – Five Element Therapy	16	0.50
	OE 113	Tui Na – Pain & Injury	8	0.25
	OE 111	Tui Na – Practitioners	8	0.25
	OE 112	Tui Na – Common Ailments	8	0.25
	OE 224	Tui Na – Common Ailments II	8	0.25
	OE 102	Chinese Health Readings	8	0.50
	OS 229	Integrated Chinese Health Assessment	8	0.50
	OE 108	Stress, Anger, & Depression	8	0.50
	OS 720	Chinese “Enneagram”	8	0.50
	OE 210	Chinese Medical Astrology	8	0.50
	OE 280	Five Element Nutrition	8	0.50

CHOOSE 4 OF THE FOLLOWING TO EQUAL 32 HOURS

	OE 117	Chinese Dowsing	8	0.50
	OE 200	Chinese Face Reading	8	0.50
	OS 220	Directionology – Manifest Opportunities	8	0.50
	SP 250	Taoist Philosophy – The Way to Unstress	8	0.50
	OE 105	Chinese Herbal Formulas & 5 Elements	8	0.50
	OE 215	Chinese Healing – Women’s Issues	8	0.25
	TOTAL		200	10.50

ZEN SHIATSU

Primary Specialty for BW-600, MT 750, MT 1000, Mind-Body Transformational Psychology and Holistic Healthcare AOS Degree

200 Classroom Hours – 7.00 Credits

Zen Shiatsu massage uses firm yet sensitive finger stimulation of pressure points and gentle stretches applied through clothing with no oil. A healing system that balances the flow of life force or chi in the meridian channels and internal organs to promote physical, structural, mental, emotional, and spiritual health.

REQUIRED CORE COURSES

<i>Date</i>	<i>Code</i>	<i>Course</i>	<i>Hours</i>	<i>Credit</i>
	OS 200	Asian Theory I	40	2.50
	OS 300	Zen Shiatsu – Form*	36	1.00
	OS 310	Zen Shiatsu – Meridian Therapy*	40	1.25
	OS 320	Zen Shiatsu – Clinical Assessment*	40	1.25
	OS 740	Chi Gung – Meridian Exercises	12	0.25
	OS 920	Asian Therapy Clinic	20	0.25
		Approved Electives	12	0.50
		TOTAL	200	7.00

“YET IT IS IN OUR IDLENESS,
IN OUR DREAMS,
THAT THE SUBMERGED TRUTH
SOMETIMES
COMES TO THE TOP.”

GENERAL INFORMATION AND POLICIES

ADDING OR DROPPING CLASSES

You may drop or add an elective course after you have registered by completing a Drop/Add Form available from Student Services. Once you have registered for a class you **must** notify the school if you do not intend to take the class by submitting the form prior to the elective class start date. Online students may obtain this form by contacting your student advisor. All other students please visit the student services department. *See Tuition Refund Policy* for classes paid for in advance.

Please note, required core courses need to be taken as indicated on your schedule. Students may not be drop required core courses.

ADMISSION PROCEDURE

SWIHA invites people from all walks of life to learn and grow personally from our diverse course offerings. Students come here for the sheer delight of personal achievement, to acquire credit for continuing education or to complete classes toward one of our diploma or certificate programs. Students may also pursue an Associate of Occupational Studies Degree. To enroll in a diploma, a degree or certificate program, the student must make an appointment with an Admissions advisor. Determination of ability to benefit, total costs including tuition, fees (\$25 or \$75), supplies and books will be done with the advisor. If financial aid is desired, an appointment must be made with the Director of Financial Aid. For continuing education or personal development students, course registration simply requires the completion of an “add form” for a particular class in Student Services. Students who want to take online courses need to contact our admissions department by calling (480)994-9244, completing the request information form on our website (<http://www.swiha.edu>), or sending an email to OnlineClassInfo@swiha.net. (Please see pages 10-11 for enrollment fees.)

ADMISSION REQUIREMENTS

All applicants are required to have a High School Diploma, General Equivalency Diploma (GED), College Degree, or show the “Ability To Benefit” (ATB) to enroll in a degree, diploma or certificate program at SWIHA. Exception: ATB tested students are not accepted in the Degree granting programs. The AOS Degree in Spa Management and Leadership requires students to have earned a license, active or inactive, in Massage Therapy, Aesthetics or Cosmetology prior to enrollment. Any exceptions must be made by the Director of Education. Applicants admitted to degree programs or the Massage programs, at SWIHA, shall have earned a high school diploma or recognized equivalency certificate within the first month of enrollment. Individuals over the age of 18, in good physical and emotional health with the potential to benefit from the program of choice are welcome to enroll at SWIHA. The ability to read English on an eighth grade level is also required. A felony conviction may disqualify individuals from being eligible to be a licensed bodyworker in certain cities; therefore, SWIHA would discourage enrollment. Certain programs may have additional entrance requirements that you will find under the specific program description in this catalog. SWIHA requires all program students to meet with an admissions advisor to help determine the best program for their particular needs and interests.

Online students must also have required technical hardware and reliable internet access. Southwest Institute of Healing Arts will provide students with an installation disc for the required connectivity software. Additionally, students considering online courses must also have strong self-motivation and self-discipline to be successful.

ATTENDANCE

Although we encourage students to strive for 100% attendance, students are required to attend at least 70% of each scheduled course in order to receive any credit for that course. In the event, a student falls below the 70% attendance for a course, he/she may be required to make-up class time by either tutoring (at additional expense) with the instructor/teaching assistant or attending an appropriate make-up class approved by the instructor.

Student Services reviews attendance on a daily basis. Student Services will notify students who are showing unsatisfactory attendance after this review by phone, email or postal mail. Students may also obtain their grade reports from Student Services at any time upon request.

Students are responsible for making up with the instructor all assignments, tests, hands-on evaluations and other work missed due to absences. The student has the opportunity to complete the make-up of a test, assignment, or hands-on evaluation and to make-up attendance. Arrangements for making up a class are to be made through Student Services prior to the "make-up" class. The Make-Up or Tutoring Form is to be issued by Student Services for presentation by the student at the class and turned back in by the instructor with the attendance sheet in order to receive credit. It is the student's responsibility to verify that the class is being offered as scheduled.

Students that have not completed all course requirements may be considered incomplete until the course work is completed. Failure to make up a test, assignment or hands-on evaluation prior to graduation may result in the student receiving "0" on that portion, which in turn may cause the student to get "no credit" for the course. The student may not graduate with an incomplete in a required course and must have an approved substitute course if an incomplete or failure (no credit) is given in an elective course. Under unusual circumstances, Student Services or the Director of Education may grant an extension or make an exception.

If a student is out of attendance for over 14 days they will be considered out of compliance with the attendance policy and will be withdrawn from their program. If a student is withdrawn and wishes to re-enter, they will re-enroll and comply with the current program terms, tuition rate, and interview with the Director of Admissions or Director of Student Operations to establish their compliance with completion standards.

In the event that a student's education schedule is interrupted the student must communicate with a Student Services Advisor to determine:

1. Whether the student needs to re-establish the student's completion date, or
2. Whether the student needs to officially withdraw from the program and re-enroll at a future date.

In an effort to prepare students to enter into the workforce, Southwest Institute of Healing Arts holds student attendance and punctuality in high regard. As an institution committed to the success of each graduate; students are expected to arrive for class on time; as would be expected in a working environment. When a student arrives late to class, they only miss important material, but disrupt the instructor and other students. Therefore, attendance is tracked in 15 minute intervals and all time missed from a class will be calculated and applied to a students' overall attendance requirements.

In the event a situation arises when a student must be tardy to start class or exit a class early due to extenuating circumstances, time missed will be documented and subtracted from the total attendance for the course. This will ensure the 70% completion requirement is adhered to. The time missed will be documented and subtracted from the total clock hour attendance for the course ensuring that no less than 70% attendance is completed to earn credit for that course.

Each class hour will consist of an average of 50 minutes of academics and a ten-minute break. Faculty may make changes to this schedule if the break time will interfere with the curriculum content.

The maximum time frame for completion of a program shall not exceed 1.5 times the normal duration of the program. The Student Services Advisor does incremental evaluations.

ATTENDANCE – ONLINE CLASSES

Attendance in the online environment is tracked through student submission of assigned discussion board and participation activities. Students enrolled in online classes must submit all required discussion board and participation assignments each week to maintain attendance. If a student has not submitted work for over 14 days they will be considered out of compliance with the attendance policy and will be withdrawn from their course.

AUDITING CLASSES

Students who successfully complete the course on the first attempt are welcome to audit most courses at any time to further their understanding of the material according to the following guidelines:

1. Standard priced classes may be audited at no charge for no credit on a space available basis. *
2. Standard priced classes previously taken at SWIHA may be audited for full credit at half the current tuition price on a space available basis. *
3. Premium priced classes may not be audited at no charge without prior permission of the instructor and the Education Coordinator
4. Courses taught by specialty instructors may only be taken for credit at half price, see student services for specific courses that fall under this guideline.
5. Supply fees must be paid at the time of registration when auditing a course and are non-refundable.
6. Online Courses are only eligible to audit for credit at this time.

*Space available is defined as adequate physical space in the classroom and a student ratio, which does not put the class into an attendee count that requires an assistant solely for the auditing student(s).

CANCELLATION OF CLASSES

Classes are subject to cancellation if six students are not registered and confirmed seven days in advance of class start date. Please sign up and confirm early. If this should happen, SWIHA will refund all money paid by the student in the cancelled class. SWIHA reserves the right to suspend, cancel or postpone a class or classes after training has begun in the event of an occurrence that unavoidably limits the use of school facilities such as fire, flood, storm, war, or civil disorder. In such cases a pro-rata refund will be made of any fees or tuition prepaid by the student, unless the student elects to continue the training in a later class. If a class is cancelled and a student arrives without being notified of the cancellation, Student Services may offer the student any class being offered at the same time or a \$40.00 tuition credit for a future class. Highest priority is given to rescheduling and satisfying the needs of the students. If the class is critical to the student's completion date, an independent study can be arranged through the Education Department.

CAREER SERVICES AND SUCCESS CENTER

SWIHA Success Center offers employment assistance for students enrolled in any vocational certificate, diploma or degree program. Career development resources are available to all students and alumni at no additional cost. Although every effort will be made, the school does not guarantee placement or employment upon completion of a class, program, certificate, degree or diploma. Employment opportunities are available to all students who are near graduation, and all alumni. Students are required to set an appointment with a member of the SWIHA Success Center staff prior to their graduation date to begin the preparation and pre-exit interview process. Students who are not in good financial standing with SWIHA may not expect to be placed by the SWIHA Success Center until those balances are satisfied, or the Accounts Receivable Specialist provides a release. In addition, SWIHA offers the course "Steps and Strategies for Building a Successful Practice" four times per year at no charge to the student.

Online students may make an appointment for a phone interview and consultation on materials submitted via email to the Success Center staff (SuccessCenter@swiha.net).

CHANGE OF ADDRESS

It is the student's responsibility to notify student services when a change of address occurs. It is very important that SWIHA have the correct address, e-mail and telephone number for each student. Upon graduation, it is mandatory that students who have Federal Family Education Loans through Title IV funding keep their current address and phone number on file with SWIHA. Also, students must keep in contact with SWIHA Success Center for up to nine (9) months after graduation.

CHEMICAL DEPENDENCY PROGRAM

SWIHA is committed to the care and nurturing of our students during their educational experience. Students seeking help for chemical dependency problems will be treated with consideration and confidence. Confiding in an administrator regarding substance abuse issues is very different from using these substances while on campus. Students who are caught using, selling, or distributing illegal substances or alcohol while on campus will be immediately placed on probation or expelled.

CLASS SUBSTITUTIONS

Appropriate classes may be substituted for those printed in the calendar or handbook when necessitated by issues such as schedule changes, needs to upgrade, current new techniques, modalities, or teacher availability. Please see student services for more information.

CLOCK HOURS AND CREDIT HOURS

A clock hour consists of 50 minutes of classroom instruction for every hour of class time. Semester credit hours are determined by the following table (credits are rounded off to the lower quarter with no class being less than .25):

- at least 15 clock hours = 1 credit for a science or theoretical class
- at least 30 clock hours = 1 credit for hands-on/experiential lab classes
- at least 45 clock hours = 1 credit for externship or clinic hours

COMPARABLE PROGRAMS

For information about comparable programs students may contact the Arizona Private School Association, 202 E. McDowell, Suite 273, Phoenix, AZ 85004 (602) 254-5199, The Arizona Commission for Postsecondary Education, 2020 N. Central, Suite 275, Phoenix, AZ 85004 (602) 229-2591, the Arizona State Board of Private Postsecondary Education, 1400 W. Washington, Room 260, Phoenix, AZ 85007 (602) 542-5709 or the Accrediting Council for Continuing Education & Training (ACCET), 1722 N. Street, N.W., Washington, DC 20036, 202-955-1113.

COMPLAINTS AND CONCERNS

Concerns and complaints should be put in writing and taken or mailed directly to the Director of Student Operations or Founder/Owner at 1100 Apache Blvd., Tempe, AZ 85281. The Directors have an open door policy and will make every effort to be available to listen to concerns and do what is best for all involved. Any concern or complaint, submitted in writing, will be addressed within seven days from the Founder/Owner, Director of Student Operations, or Director of Education. If for any reason the complaint cannot be resolved at the school level, a complaint may be filed with the Arizona State Board of Private Postsecondary Education at 1400 W. Washington, Suite 260, Phoenix, Arizona 85007 (602) 542-5709. Website: <http://azppse.state.az.us>

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Council. All complaints considered by the Council must be in written form, with permission from the complainant(s) for the Council to forward a copy of the complaint to the school for a response. The complainant(s) will remain informed to the status of the complaint, as well as, the final resolution by the Council. Please direct all inquiries to the Accrediting Council for Continuing Education & Training (ACCET) at 1722 N Street, NW, Washington, DC 20036 (202) 955-1113.

A copy of the Council's Complaint instructions is available at the school and may be obtained by contacting the Director of Student Operations or Director of Education.

CONSUMER INFORMATION NOTICE

Institutions that participate in Title IV Federal Financial Aid Programs are required to disseminate consumer information to potential and currently enrolled students. The disclosure is intended to outline consumer information that you have the right to request and review. The following information is available online at SWIHA's website (www.swiha.edu) or in hard copy as noted in each section. Additionally, you have the right to request this information in writing by contacting the Founder/Owner or designee during regular business hours.

Consumer Information Disclosures for review include:

- Rights Under Family Education Rights and Privacy Act (FERPA)
- Campus Safety Information
- Drug and Alcohol Abuse Prevention Program
- Student Completion Rate
- Dissemination of Institutional and Financial Assistance Information
- Available Financial Assistance Information
- Cost of Attendance
- Requirements for Officially Withdrawing from the College
- Applicable Refund Policies
- Academic Program and Instructional Facilities Information
- Entities that Accredit, License and approve the College
- Services for Disabled Students
- FFEL Deferments

RIGHTS UNDER FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Southwest Institute of the Healing Arts maintains compliance with the Family Education Rights and Privacy Act (FERPA) of 1974 (amended in January 1975 and appearing in its final form in July 1976). The Privacy Act defines requirements, which are designed to protect the privacy of the students concerning their records maintained by the College. The information pertaining to a student's records shall not be released to a third party without written authorization of the students, judicial order, or a lawfully issued subpoena. Education records are all records the college maintains regarding a student.

CAMPUS SAFETY INFORMATION

Campus Safety Policies and Campus Crime Statistics are published in the SWIHA Campus Safety Report. SWIHA's Campus Safety Policies cover issues concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other related matters. The Campus Crime Statistics cover crimes reported to the College over the previous three calendar years that occurred on campus, in certain off-campus buildings or property owned or controlled by the College, and on public property within or immediately adjacent to and accessible from the campus..

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

Drug and alcohol abuse affects the workplace, as well as, our homes, our schools, and our community. The U.S. Department of Education requires colleges to implement a drug prevention and awareness program for their students and employees. The consumption of alcohol or drugs while attending class or meeting with campus personnel is prohibited and may be subjected to disciplinary action.

STUDENT COMPLETION RATE

The College is required to publish its student completion rates on all programs. These rates represent the percentage of a given cohort of certificate, diploma or degree seeking undergraduate students who graduate from the College. The College calculates the student completion rate annually as required by the department of education.

DISSEMINATION OF INSTITUTIONAL AND FINANCIAL ASSISTANCE INFORMATION

Information about our college and available financial assistance at the College may be obtained from the Campus Financial Aid Office or Enrollment Department during regular business hours.

AVAILABLE FINANCIAL ASSISTANCE

SWIHA participates in the Federal Financial Aid Programs, which includes the Federal Stafford Student Loans, the Federal PLUS Loan, the Federal Pell Grant, and the Federal Supplemental Education Opportunity Grant. In order to qualify and maintain eligibility for the program, the student must apply for financial aid, consistent with the published requirements for the aid program, and adhere to the college policies and regulations governing each program. Students receiving federal loans and grants have varying rights and responsibilities. These rights and responsibilities include the ability to appeal financial aid decisions and the requirement to maintain satisfactory academic progress.

COST OF ATTENDANCE

The college establishes standard student budgets as a basis for awarding federal student financial aid funds. These budgets are not intended to represent exact living expenses that will be incurred, but represent average expenses. The cost of attendance (COA) includes average living expenses and established book and supplies, tuition and fee charges. The average monthly living expenses estimates used in the federal cost of attendance are indicated in the tables below. In addition to the costs represented in those tables, you will also be responsible for a monthly tuition cost based on your chosen program of study. Contact the campus for detailed information regarding tuition expense.

DEPENDENTS LIVING WITH PARENTS				
MONTHS	Room & Board	Personal	Transportation	TOTAL
1	\$ 424.00	\$ 126.00	\$ 248.00	\$ 798.00
2	\$ 850.00	\$ 251.00	\$ 468.00	\$ 1,569.00
3	\$ 1,274.00	\$ 375.00	\$ 688.00	\$ 2,337.00
4	\$ 1,698.00	\$ 501.00	\$ 908.00	\$ 3,107.00
5	\$ 2,124.00	\$ 626.00	\$ 1,128.00	\$ 3,878.00
6	\$ 2,548.00	\$ 752.00	\$ 1,348.00	\$ 4,648.00
7	\$ 2,972.00	\$ 878.00	\$ 1,568.00	\$ 5,418.00
8	\$ 3,397.00	\$ 1,004.00	\$ 1,788.00	\$ 6,189.00
9	\$ 3,821.00	\$ 1,129.00	\$ 2,008.00	\$ 6,958.00
10	\$ 4,246.00	\$ 1,253.00	\$ 2,228.00	\$ 7,727.00
11	\$ 4,673.00	\$ 1,379.00	\$ 2,448.00	\$ 8,500.00
12	\$ 5,095.00	\$ 1,507.00	\$ 2,668.00	\$ 9,270.00

INDEPENDENT OR DEPENDENT NOT LIVING WITH PARENTS				
MONTHS	Room & Board	Personal	Transportation	TOTAL
1	\$ 850.00	\$ 251.00	\$ 248.00	\$ 1,349.00
2	\$ 1,699.00	\$ 499.00	\$ 468.00	\$ 2,666.00
3	\$ 2,549.00	\$ 751.00	\$ 688.00	\$ 3,988.00
4	\$ 3,399.00	\$ 1,000.00	\$ 908.00	\$ 5,307.00
5	\$ 4,247.00	\$ 1,250.00	\$ 1,128.00	\$ 6,625.00
6	\$ 5,098.00	\$ 1,499.00	\$ 1,348.00	\$ 7,945.00
7	\$ 5,948.00	\$ 1,751.00	\$ 1,568.00	\$ 9,267.00
8	\$ 6,796.00	\$ 2,001.00	\$ 1,788.00	\$ 10,585.00
9	\$ 7,647.00	\$ 2,252.00	\$ 2,008.00	\$ 11,907.00
10	\$ 8,496.00	\$ 2,502.00	\$ 2,228.00	\$ 13,226.00
11	\$ 9,345.00	\$ 2,751.00	\$ 2,448.00	\$ 14,544.00
12	\$ 10,190.00	\$ 3,001.00	\$ 2,668.00	\$ 15,859.00

REQUIREMENTS FOR OFFICIALLY WITHDRAWING FROM THE COLLEGE

Students who find it necessary to interrupt their attendance by withdrawing from SWIHA can complete the official withdrawal process by contacting the Student Service Department on campus. In the event you are unable to come to campus, please call 480-994-9244 or 888-504-9106 and ask for Student Services.

APPLICABLE REFUND POLICIES

The College Refund Policies are in accordance with state and accrediting bodies applicable laws and regulations. The tuition refund policy generally applies to students who are withdrawn from the school.

A review of detailed information regarding tuition refund policies is located in the "Refund Policy" Section of the SWIHA Catalog (page 81) or on the back of the enrollment agreement.

The College follows the Federal Return of Title IV Funds provisions for federal aid recipients. Under these provisions, when a recipient of Federal Student Financial Aid Funds (FSA) withdraws from the College, the College must determine the amount of FSA funds earned as of the student's last day of attendance. If the total amount of funds earned is less than the amount disbursed, funds will be returned to the appropriate FSA Programs. If the total amount of FSA funds earned is greater than the total amount of funds disbursed, the difference between these amounts may be treated as a post-withdrawal disbursement. (Page 57)

A review of detailed information regarding the FSA return provision is in the SWIHA Catalog or on the back of the enrollment agreement.

SERVICES FOR DISABLED STUDENTS

The College fulfills their requirements under the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973, prohibiting discrimination on the basis of a disability and requiring the College to provide reasonable accommodations to qualified disabled students in all college programs and activities. Students have the responsibility to both self-disclose and request accommodation through the Director of Student Operations or Director of Education.

FFEL DEFERMENTS

Students who are currently enrolled in an eligible program at the College may be eligible to have their current and prior federal loan payments deferred. The College submits semi-monthly enrollment data electronically to the National Student Loan Database as required by the Department of Education. This electronically reported student status data is required by lenders to make appropriate deferment decisions.

In addition to in-school deferments, students may be eligible for loan deferments based on periods of volunteer service or service in the Peace Corps. Borrowers must formally request a deferment through the procedures established by the holder of their loan(s). You may review additional information regarding deferments in the "Financial Aid" section of this catalog.

All policies and statistics can be obtained by accessing the following: www.swiha.edu

COPYRIGHT INFRINGEMENT POLICY

By using SWIHA's internet connection, individuals agree to respect and honor the ownership of copyrighted materials. SWIHA believes illegally downloading and distributing a song, photo, or other copyrighted material is stealing, and carries the same karmic impact as taking money from your neighbor's wallet. Please do not use our network to illegally download or share copyrighted materials, including music, games, movies and videos any more than you would steal money from our front desk. Such activity is illegal, and beyond any karmic repercussions, may subject you to serious civil and criminal penalties. Please read the following summary, and do not steal from others!

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

ACADEMIC POLICIES

COURSE REGISTRATION

(see Admission Procedure)

COURSE SCHEDULES

Southwest Institute of Healing Arts offers the student a unique opportunity to design their school schedule to fit into their life schedule. There are recommended schedules to complete a program within a designated time period, especially if the student is applying for financial aid. The majority of the programs are designed to have open-entry-open-exit capabilities for the students. This means that whenever a class is beginning, the student can enter and rotate into the current track.

The AOS Degrees are designed as a night program. Students may enter whenever a class is beginning and continue the rotation through the required courses. Believing in the Montessori method of learning, the courses are designed so that a student does not need a pre-requisite for the vast majority of classes. The majority of the Primary Specialties/Certificates of Excellence are scheduled on a rotating basis, which allows the student to enter at the beginning of any course. Western Herbalism, Life Coaching and Hypnotherapy are designed so the students must start with the basic course and then continue into the more advanced work.

The student may choose a full-time, part-time or personal development/continuing education schedule.

(Note: students wishing to access Title IV financial aid must comply with the attendance requirements of that program, which is full-time.) If the student wishes to "Do Their Dream" they may pay cash, schedule classes whenever they want, and complete at their own pace as a Personal Development or Continuing Education student.

DISCRIMINATION POLICY

SWIHA does not discriminate against any student, faculty, or staff member for reason of race, religion, gender, sexual preference, age, different abilities, citizenship, national origin, or political philosophy. Rejection of an applicant is limited to occurrences where a physical or mental impairment would prevent the applicant from completing the program requirements or finding gainful employment in the field of study. Students must be able to provide a safe healing environment and process for their fellow students and prospective clients. SWIHA will make every attempt to provide reasonable accommodations to students with disabilities to the extent of available resources, personnel, equipment, and space will allow.

DUAL ROLES

The highest priority of our instructors is your education. We are focused on providing you with a safe process and the best possible educational experience. Therefore, our instructors do not see students privately in their individual practices, off campus or on campus, during the time when a student is also in that instructor's class unless these sessions are a required portion of National Certification. If you wish to experience a modality or technique from a specific instructor, you must do so prior to, or after completing, his or her class. Exceptions may be made in emergency situations, or if there is a pre-existing client relationship that would be detrimental to the student's health to delay or stop.

Occasionally, instructors may schedule a clinic, at no charge on campus during which you can receive therapies from them directly. You will be notified of these schedules well in advance and they will be offered to all students. We also provide a list of all of our instructors and the specialties they are trained in so that you can feel free to experience the

modality that you are learning with several different instructors. You may obtain a copy of the list from the front desk. We encourage this diversity of experience, because we feel that the greater awareness you have about how different practitioners practice their art, the more you can gather from their process to add to your personal tool bag of expertise.

EXTERNSHIP

SWIHA considers the practical application of our student's education to be a crucial step toward gaining perspective and empowerment for his or her chosen field of practice, especially in the Master Massage Practitioner program. Through an extern opportunity, the student is in an actual working environment that closely approximates his/her desires for employment. Many students find this to be a richly rewarding phase of their education resulting in the development of professional associations, mentors and practitioners who assist them in taking a first step toward manifesting individual careers.

SWIHA approves these assignments with careful consideration and views them as a continuation of the learning process offered at SWIHA. The student may complete up to 50% of their required supervised clinic hours in this externship. Students are required to arrange their own place for the externship with the approval of the SWIHA Success Center. Students are evaluated throughout the experience with continuous feed back from their sponsors and co-workers. In addition, sponsors will be called upon to provide additional information as to the quality of the student's work. The final interview becomes a permanent part of the student's record.

FINANCIAL ASSISTANCE AVAILABLE

Financial Aid is available for students who qualify. Students, who have enrolled in an eligible program and wish to apply for financial assistance, must meet with the Director of Financial Aid. SWIHA participates in the Stafford Loan Programs and Federal Grant Programs based on the student's needs analysis, which is determined by completing and submitting a Financial Application (FAFSA) to the Department of Education. Students are required to submit their financial aid applications on an award year basis. Priority consideration for receipt of financial aid funds administered by the Financial Aid Office shall be given to students who submit all required documentation by the assigned deadline. Once the FAFSA has been processed and received at the school, it is the student's responsibility to contact the Financial Aid Office to schedule a financial aid interview. Failure to do so before the student's first day of school will result in the student being required to pay a \$500 down payment to start school. If after thirty days the student has not qualified for financial aid, they will be required to pay cash for their program or will be withdrawn from the program.

Other outside agencies are sometimes able to help students pay for their education. SWIHA does not provide the applications for these other resources, but will readily assist in any documentation that they may need. Some examples are Arizona Department of Veteran Services, Vocational Rehabilitation, Tribal Funding, and employee reimbursement. Some scholarships are available from the Lifelong Learning Corporation. For more information about applying for these scholarships, contact Arizona Private School Association, 202 W. McDowell, Suite 273, Phoenix, AZ 85004 (606) 254-5199.

Information is available in Student Services for alternative loans to cover educational expenses. Students choosing to apply for these loans are considered cash paying students and must pay for their schooling until the loan funds arrive. There is no guarantee to SWIHA that the student will be approved and that the funds will be disbursed to SWIHA.

For students who are unable to receive aid in paying for school, SWIHA does offer the option of setting up individual payment plans. These payment plans can be arranged at the time of enrollment with the Admissions Advisor or with the Accounts Receivable Specialist in Student Services. In order to receive a certificate, diploma, degree or official transcript, the program must be paid in full and the student owes no other fees to SWIHA.

SWIHA offers students an opportunity to participate in work-study on a limited, temporary basis (In house work-study program). On occasion SWIHA has special mailings, filing, data entry, events, telephoning, etc. that requires short-term assistance. These opportunities are open to students on a work-study basis which gives the students \$8 per work-study hour as credit toward up to 50% of their tuition. Students who are interested in this type of temporary work can submit a Temporary Work Form to Human Resources to be placed on a call list. (Please note the refund policy pertaining to this credit – no cash refund is given for this credit.)

GRADE POINT AVERAGE

Students are required to maintain a minimum grade point average of 2.0 (70%) in order to receive credit for a course. A syllabus and course requirements will be handed out at the first meeting for each new course. Progress will be measured using multiple assessment methods, including but not limited to: written evaluations, class observation, and hands-on check-off evaluations. Approved, experienced therapists will do hands-on check-off evaluations. Students will receive regular feedback on their strengths and ways in which they can improve their session. This feedback could be written, verbal, or as appropriate for each course. It is the student's responsibility to maintain a 2.0 for a particular course, the student will need to make arrangements with the instructor for tutoring or additional help. Also, regardless of course completion, if after a hands-on check-off evaluation an instructor recommends the student repeat/audit the course, the student will need to retake the noted class/es or arrange tutoring for the material. After completing additional classes or tutoring, the student will need to complete the check-off again to show competency. **Students participating in Title IV funding will not be eligible for funding if they are not in compliance with the Grade Point Average policy at each evaluation point.**

GRADING POLICY

Students are required to maintain a minimum grade of 2.0 (70%) in order to receive credit for a course. A syllabus and course requirements will be handed out at the first meeting for each new course. Online students will find their syllabus in the main course conference, in the FirstClass course management system. The areas evaluated will include knowledge, class participation, skill development, professionalism, appearance, and attitude. Methods of evaluation include written tests, papers, oral quizzes, skill demonstration, journals, projects, oral presentations, class participation and attendance.

If the student's grade falls below 2.0 (70%) for a particular course, the student will need to make arrangements with the instructor for tutoring or additional help. In massage classes that have Competencies for Excellence, students will receive written and verbal feedback on their strengths and ways in which they can improve their skills. In some classes, approved, experienced therapists will do the hands-on check-off evaluations. If there is a recommendation after a hands-on check-off evaluation for repeat/audit for a particular course, the student will need to retake the noted class(es) or arrange tutoring for the material, and check-off again to demonstrate competency. Students who fail a repeated core course will be required to retake the course and get individual tutoring at their own expense from an approved instructor to obtain the competencies for that course if needed.

If the course is a program requirement, a grade of 2.0 (70%) must be obtained; if the course is an elective, the student has the option of substituting another course with the permission of the Student Services Manager, Director of Education, or Director of Student Operations.

Grades are based on assignments, tests, hands-on evaluations and Competencies for Excellence given with each course. Failure to complete the minimum requirements 2.0 (70%) for any core course will necessitate the student's repeating that course or doing appropriate make up to demonstrate competency and increase the grade. Upon successful completion of the course make-up, if the student had previously received a D, the highest grade will be reflected on the student's transcript and the lower grade will be dropped. Courses in which a student earns 0 credits will remain on the student's transcript permanently and impact the student GPA. Students who have not attended at least 60% of a course

at the completion of the course will receive a 0.0 and no credit will be given. The course will be required to be retaken in its entirety.

SWIHA GRADING SCALE:

- ❖ A = 90 – 100%, 4 grade points
 - Outstanding effort, a minimum 90% attendance or greater, and a mastery of the subject area, excellent standard of work.
- ❖ B = 80 – 89%, 3 grade points
 - Extra effort reflecting mastery of a subject area, a minimum of 80% attendance or greater with high standard of work.
- ❖ C = 70 – 79%, 2 grade points
 - Competent in subject area with acceptable standard of work.
- ❖ D = 69% - 60% – 1 grade point, will be required to either repeat the course and/or make-up work.
 - Subject area is well below average
- ❖ INC = Incomplete, No Credit
- ❖ DEFAULT = Incompletion Expired, No Credit and course must be retaken to receive credit

A student's grade point average (GPA) is calculated by multiplying the grade points earned in each course by the clock hours awarded for the course. The total grade points are then divided by the total clock hours earned to arrive at the cumulative overall GPA.

Students will receive grade reports at each point of evaluation for SAP. Additionally students may obtain their grade reports from Student Services upon request at any time.

Students in online classes will be evaluated on their participation in the discussion board, professionalism in their communication, and knowledge demonstrated through the discussion board and independent project activities. Online students must complete all course requirements prior to the end of the course, and are ineligible for submitting make-up work after the course has ended. Online students are advised to check their course syllabus and confirm all grading criteria with their instructor.

Students participating in Title IV funding will not be eligible for funding if they are not in compliance with the Grade Point Average policy at each evaluation point.

GRADUATION REQUIREMENTS

1. A final cumulative grade point average of at least 2.0.
2. A passing grade in all applicable courses (required and specialties and electives).
3. All assigned work completed and submitted.
4. Externship or Observed Clinical Practice completed (If applicable to the program)
5. All monies owed to SWIHA paid in full.
6. Exit Interviews. (Online Program students are required to attend two success center webinars.)

HOLIDAYS

SWIHA will not conduct classes on the following holidays.

New Years Day	Memorial Day
Martin Luther King Day	Veterans Day (observed day after Thanksgiving)
Easter Day	Thanksgiving Day
July 4 th	Christmas Day
Labor Day	

SWIHA is officially closes in the winter for a holiday break. The dates of this break vary from year to year. Students should refer to their schedule for return dates.

HOUSING

SWIHA does not offer on-campus student housing. Students may request a list of affordable apartments, rooms for rent, and hotels, several of which are within walking distance. Additional resources may be found on the Internet at <http://www.azmassageschools.com>

INTERIM CALENDARS

SWIHA is dedicated to facilitating your education by granting the options that allow you to “Do Your Dream” and plan your own studies for optimal success. If your life situation prevents you from full-time enrollment you can still get started, even if it’s one course at a time. We offer open entry and open exit enrollment – this means that you can start a program as soon as it is available. The class calendar provides the start and end dates for all courses in the programs and the specific electives choices available. All electives may not be offered all the time.

LEAVE OF ABSENCE

SWIHA will grant a student a first leave of absence (LOA) up to sixty-days (60) at a time. Students needing additional time for unforeseen circumstances may request an extension not to exceed a maximum of one hundred-eighty days (180) within any 12-month period or ½ the published length of the program which ever is shorter, which the student is not considered withdrawn and no refund calculation is required. Unforeseen circumstances may include: military reasons, circumstances covered by the Family and Medical Leave Act of 1993, jury duty, or other unforeseen circumstances.

The total period of time of all LOA’s will not be considered as time elapsing for maximum timeframe purposes.

The leave of absence will not involve additional charges to the student by the institution.

A leave of absence will be considered an approved leave of absence if the school determines that there is reasonable expectation that the student will return. In addition, the student must follow SWIHA’s policy in requesting the leave of absence by providing a written, signed and dated request to the student service department prior to the leave. If unforeseen circumstances prevent a student from providing a signed request, the student may submit the LOA within fourteen (14) days of their last day of attendance.

The LOA start date will begin the day following the student’s last date of attendance and will be used to count the number of days in the leave. The count should be based on the number of days between the LDA and the re-entry date. The initial LDA is used when determining the start date for the 12-month period.

Students are not required to make their monthly institutional cash payments, however, if the student would like to continue to make their payment, they may do so by mailing the payment to the accounts receivable department.

Student's returning from a leave of absence will be permitted to complete the coursework they began prior to the LOA. Students are responsible for ensuring that they are scheduled appropriately upon return to meet attendance policies.

Students are responsible for contacting the Director of Financial Aid for information pertaining to the effect that their failure to return from the leave may have on student loan repayment terms, including the exhaustion of some or all of their grace period. A student on an approved leave of absence will be considered enrolled at the institution and would be eligible for an in-school deferment for his or her student loans. If a student does not return from an approved leave of absence on or before their scheduled date of return as written on the official leave of absence form, their withdrawal date and beginning of their grace period will be the last date of attendance.

MAKE-UP WORK

Make-up is defined as attending the same class that was missed at a later date, (i.e., if class #4 of Applied Anatomy was missed then the make-up would be made in another class #4 of a later schedule Applied Anatomy). If there are no scheduled classes appropriate for a make-up, the student may be required to arrange a tutoring session with the instructor or teaching assistant, or complete an appropriate make-up assignment.

When tests, assignments or hands-on evaluations are missed for required core classes, the student must complete them prior to graduation. For classes that are missed which do not involve tests, assignments, or hands-on evaluations, approval will be given for the student to make-up the class in a currently scheduled class. This is determined on a case-by-case basis if seats are available and class content is within the context of what the student missed.

A Make-up Form must be filled out by Student Service Department before the student can enter the classroom. Student Services will print out the classes within that course that were missed. This form must be verified and signed by the Instructor and returned with the daily attendance sheet to the Student Service Department in order to input the date the make-up was completed.

(See Tutoring for completion of courses if a similar class is not offered in time before student's completion.)

ONLINE MAKE-UP WORK

Make-up work for online classes is available at the discretion of the instructor. All make-up work must be submitted to the course conference by the end of the course. If extenuating circumstances exist, please contact your student advisor to petition for a deadline extension. Students with an I-D grade in an online class are required to make-up work by contacting the online student advisor.

MASSAGE AND ON-BODY OBSERVED CLINICAL PRACTICE

The student clinic is operated to provide the educational opportunity for the student to receive time-on-body training, which prepares them for employment or their own private practice. Starting September 1, 2001, all therapeutic massage students are required to participate in observed clinical practice where the student applies the skills and technical expertise of his or her program. This clinic is a vital part of the massage training and is treated as a course of study. This practical experience is conducted on campus under the watchful eye of the supervisor or instructor who guides the student with encouragement and individual training. Supervisor input decreases with time, until the student is conducting him/herself as a self-directed therapist. This clinic is open to the public to experience quality massage, bodywork, and energy work at a nominal fee.

PROBATION

If a student does not comply with the SAP, academic or behavioral standards of SWIHA, they will be referred to the Academic Advisor or Director of Student Operations for counseling and placed on a probationary period as appropriate. SWIHA upholds a no tolerance policy for inappropriate/unsafe behavior in class (traditional or online). No student is allowed on campus if under the influence of intoxicating or mind altering substances. A student may be put on a one-incident probation period until all courses are completed or up to a month probation restricted completely from the campus, or from all online courses.

READMISSION TO THE PROGRAM

In the event a student has terminated from his/her program, either voluntarily or involuntarily, he/she may re-enroll in a new program by following the standard admissions procedure. The Director of Student Operations or Student Services Manager evaluates all re-enrollment students prior to their admission. Before re-enrollment, all prior balances must be paid in full. Readmission may be denied based upon a student's prior record of student conduct, academics, and enrollments. Students may appeal this decision by submitting a written letter of appeal within three business days of the decision. The appeals committee (consisting of the Managing Directors) will evaluate the student's history and circumstances and make a final decision.

REVISION POLICY

SWIHA reserves the right to revise and add to all policies as is deemed necessary and appropriate. Programs may be cancelled or postponed, instructors may change, and tuition rates may be adjusted during a student's program of study. Tuition rates published in the catalog at the time a student signs his or her enrollment contract will be honored for the selected program for the life of the contract.

SAFE CAMPUS POLICY

General Harassment, Discrimination, and Sexual Harassment Policy

Southwest Institute of Healing Arts (SWIHA) is committed to a campus environment free from any form of discrimination and sexual harassment of any student or employee. This includes all online discussion conferences and course areas. Discrimination on the basis of gender, ethnicity, religion, national origin, age, physical, developmental or emotional differences, or sexual orientation or sexual harassment including intimidation, or coercion will not be tolerated. Violation of SWIHA harassment, discrimination, or sexual harassment policies shall subject the offending parties to appropriate disciplinary action up to and including termination (faculty and staff) or expulsion(students). Retaliation for reporting such conduct will not be tolerated, the party(s) participating in the retaliation will be subject to appropriate disciplinary action up to and including termination (faculty and staff) or expulsion(students).

Sexual harassment is an unlawful infringement of your right to attend school or work in an environment free from unlawful sexual conduct and pressure. Sexual harassment is a form of sex discrimination that violates the Civil Rights Act of 1964. We strongly prohibit unlawful sexual harassment of applicants, students or any other person on or off our campus.

Harassment of students can affect any student, regardless of sex, race, or age. Sexual harassment can threaten a student's physical or emotional well-being, influence how well a student does in school, and make it difficult for a student to achieve his or her career goals. Moreover, harassment, including sexual harassment is illegal--Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination, including sexual harassment. Preventing and remedying sexual harassment at SWIHA is essential to ensuring a nondiscriminatory, safe environment in which students can learn.

Therefore, we encourage any student who believes he or she is being harassed in any way to immediately notify the Director of Education, or the Director of Student Operations. Any report of such behavior will be handled with utmost respect and confidentiality.

If you have any questions about our policy, please request a full copy of it from a Student Advisor, the Director of Education or the Director of Student Operations.

SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress is a measurement of a student's attendance, (determined by credits/hours successfully achieve) and grade point average as he/she proceeds through the program. This is our way of ensuring that each graduate has mastered the minimum learning requirements to find gainful employment when they are finished with their studies.

SWIHA philosophy is that students must have a 2.0 (70%) or better and at minimum 70% attendance in each individual required course prior to graduation. Various opportunities are offered to the students to make up or retake the needed courses in order to raise their proficiency.

For programs that are one academic year, SAP is evaluated at the 25% and mid-points of the program and again at the expected graduation date. If SAP is not being met at the mid-point evaluation, the student is placed on probation until the next evaluation point and internally reviewed monthly. If the student is not making SAP at the point of the second increment, the student is then contacted by Student Services and placed on a second Probation not to exceed the maximum time frame allotted. During probationary terms if the student does not improve upon their attendance or academic accomplishments they may be terminated from the program. They will be notified of this termination by written letter. Any exceptions due to extenuating circumstances must be approved by the Director of Student Operations or Student Services Manager. Students receive notification by mail at each increment with an attached transcript of their progress.

For Programs that are two academic years, SAP is evaluated at the 25% and mid-point in the first academic year, at the end of the first academic year, again at mid-point of the second academic year, and finally at the expected date of graduation until completion or termination. Students who are not maintaining SAP at their first midpoint evaluation are placed on probation until the next evaluation point, and internally reviewed monthly. If at the following evaluation point the student is not achieving SAP, they are given a second Probation until the next evaluation point and required to meet with the Student Services Advisor to determine the student's ability to successfully complete the program and schedule out the remainder of the program. If the student is not maintaining SAP at the following point of evaluation, the Student Advisor notifies the Director of Student Operations for determination of probation extension or withdrawal. If approval for extension is given, the student will be required to meet with the Student Services Advisor to schedule out the remainder of the program to ensure the student is eligible for completion within maximum time frame. Students receive notification by mail at each increment with an attached transcript of their progress.

All program requirements must be completed within a maximum time frame of 1.5 times the normal program length, as measured in calendar time. Time spent on an approved leave of absence is not counted against the maximum time frame.

Courses that are incomplete (INC) are counted as hours attempted but not achieved and have a 0.00 value toward the GPA. Students who are withdrawn either voluntarily or involuntarily must abide by the standard Make-up/Tutorial Policy in order to receive credit for incomplete courses. Courses that a student chooses to drop will not count as credits attempted or credits achieved and will have a 0.00 value toward the GPA.

If the student does not improve upon their attendance or academic accomplishments at the end of a probationary period SWIHA reserves the right withdraw them from their program, which may make them become disqualified for

Financial Aid. They will be notified of this termination by written letter. Any exceptions due to extenuating circumstances must be approved by the Director of Student Operations.

A student who wishes to appeal any determination that he/she is not meeting the satisfactory progress standards must submit a written appeal to the Director of Student Operations, including substantiating documents, within 7 calendar day of receipt of the notice of change of status. The appeal should include documentation of the circumstances that have prevented the student from attaining SAP. The Appeals Committee (the Managing Directors) will respond within 10 business days of the receipt of the appeal request. The decision of the Appeals Committee is final. Students reinstated upon appeal are on a probationary status until the next increment of evaluation and must meet the terms outlined in the letter granting the appeal.

SPECIAL SUPPORT

We want you to feel you can come to or contact us at anytime with your concerns. If you need advice or support with reference to your academic selection or process, please make an appointment with a Student Services advisor. If you are having difficulty in any other area such as an emotional issue, harassment issues, instructor issue or any other issue, please make an appointment with the Director of Student Operations, who has an open-door policy to all students. From the school's inception, KC Miller, the Founder/Owner, has had an open-door policy for all students as well and you are welcome to visit with her.

STUDENT RECORDS

Students may review their academic and financial records by submitting a formal request to the Student Services Department. SWIHA will not release student record information to any other individuals without the written consent of the student (FERPA). Inquiries made as to the enrollment or graduation status of a particular student, by offices or agencies directly involved with the academic or professional industry, will be released without written consent of the student. Students receive 2 official transcripts at the time of graduation. Any additional official transcripts are available at \$10 each. Students may request unofficial transcripts at no extra charge. Student records are kept permanently.

Students also have the right to request SWIHA correct records which they believe to be inaccurate or misleading. This request must be made in writing to the Director of Student Operations. If the school determines the record in question is accurate, and should not be amended, the eligible student then has the right to a formal meeting with appropriate SWIHA staff administration. After the meeting, if SWIHA still feels the record is accurate, the student has the right to place a statement with the record stating his or her view about the contested information.

SUPPLIES

As several classes at SWIHA require supplies that are perishable and involve preparation by the instructor prior to the date of the class, all supply fees are non-refundable if the student withdraws from a class 14 days or less prior to the class. In the case where a class has an established required withdrawal date longer than 14 days (i.e. 30 days), any supply fees will be non-refundable if the course is withdrawn inside of that longer timeframe. The student may pick up the supplies for which they have been charged by contacting Student Services within one month after the class. Supplies will be gifted to the student clinic if not claimed one month from the class start date.

TERMINATION POLICY

Any student may be dismissed from a SWIHA program or class prior to completion of said program/class for the following reasons:

1. Failure to maintain passing grades, SAP or Probationary terms
2. Failure to comply with the Attendance Policy

3. Failure to comply with established Policies and Procedures
4. Unprofessional behavior (in traditional or online classes), cheating, theft, attending class under the influence of mind-altering drugs
5. Unlawful possession, distribution, or use of illegal substances
6. Sexual misconduct, inappropriate sexual overtures or behavior discouraged within the Code of Ethics
7. Endorsement or promotion of the purchase of specific products or professional services in any school setting
8. Providing false information or falsified documents to SWIHA
9. Demonstration of physical/verbal/written abuse of anyone in the school community
10. Failure to meet financial agreements and obligations
11. Inability to maintain a professional and therapeutic sense of self and the inability to present that to his or her fellow students, administrators, instructors and potential clients in order to provide a safe therapeutic process

APPEAL

Every student has the right to appeal termination to the Director of Student Operations. The appeal must be submitted in writing within 5-calendar day of receipt of the notice of change of status, and include all substantiating documentation. The Appeals Committee (Managing Directors) will respond within 10 business days of the receipt of the appeal request. The decision of the Appeals Committee is final. Students reinstated upon appeal are on a probationary status until the next increment of evaluation and must meet the terms outlined in the letter granting the appeal.

TRANSFER OF CREDITS OR PREVIOUS TRAINING

Southwest Institute of Healing Arts welcomes students from schools accredited by US Department of Education recognized agencies including the Council for Higher Education Accreditation and institutions recognized and approved by the state in which students are located. In addition, we will consider transfers from providers recognized by the American Council on Education Center (ACE) for Adult Learning and Education Credential programs and other widely accepted industry certifications, including but not limited to, First Aid & CPR and NCBTMB. We may consider transfer from the following examination agencies, ACT Proficiency Examination Program (PEP), the Regents' College Examinations, the College Board's Advanced Placement (AP) program and College-level Examination Program (CLEP), the Defense Activity for Non-Traditional Educational Support (DANTES, Subject Standardized Testing (DSST) or Institution developed tests.

Students desiring to transfer credits must provide documentation of a successful completion of the course(s) verifiable through transcripts or certificate of completion from recognized providers. Classes to be transferred must have been completed with a "C" or better. All transcripts received from other providers will become part of a student's permanent record. In addition, we may request a demonstration of competencies from your previous provider for the courses for which you are requesting credit.

A transfer form detailing each course to be considered for transfer is to be filled out by the student with their Admission Representative. Students must also provide an official course catalog from the originating institution that includes the courses in question. Courses accepted in as transferred will be entered as complete and will have no effect on the grade point average achieved at Southwest Institute of Healing Arts.

A transfer fee of \$2.00 per clock hour is assessed. If classroom hours are not provided, the following conversion will be used: 1 credit equals 15 hours of lecture or 30 hours of lab/hands-on or 45 hours of clinic/externship/internship.

In the event a student opts to transfer in credits at sometime other than during the admissions process, a copy will be given to the Director of Financial Aid, and any necessary refunds will be returned to the originating lender.

A SWIHA personal development or continuing education student may at any time transfer their completed course work into a program without paying a transfer fee. The total amount of the applicable courses taken at SWIHA is eligible for transfer into a program. All other enrollment fees and contract conditions will apply.

Students wishing to discuss their transfer options are encouraged to set up an appointment with an admissions representative or student service advisor. Students may transfer no more than 50% (exception VA Benefit, SWIHA Personal Development or SWIHA Continuing Education) of the credits required for any program, diploma, certificate or degree. If you wish to transfer anatomy or physiology courses that are over 10 years old, you will need to score 70% or above on the SWIHA anatomy or physiology comprehensive exam to receive credit. (A fee of \$50 is charged to test in either course.) Again, the transfer fee will apply. Credit will not exceed credit hours offered at SWIHA. Most identical classes transferred into SWIHA from another approved institution may be audited at no charge or partial charge. An admission representative will initially review all documentation and then submit the request to the Director of Student Operations or Director of Education, if applicable, for the final approval. A student who transfers in credits must have the length of time for maximum time-frame reduced based on the remaining length of the program in which they enroll.

TRANSFER OUT OF CREDITS OR CERTIFICATION

Students who seek to have credits earned at Southwest Institute of Healing Arts transferred to another institution will need to complete and submit a transcript request form to Student Services. Assuming all SWIHA financial obligations have been met, the transcript will be mailed to the address given no later than ten-business days after receipt of the request. Approval of transfer credits is at the discretion of the receiving institution, agency, or licensing board. Southwest Institute of Healing Arts does not guarantee the transfer of credits or licensure.

TUTORING

Tutoring is defined as a time arranged by the student and instructor/teaching assistant when the course material will be covered on an individual basis. Tutoring may be done to complete a course, raise a grade or to deepen the student's knowledge and skills and may be required in the case that a student is unable to schedule a make-up prior to graduation.

In order to schedule and confirm tutoring, please complete the following steps:

- 1) Speak with the desired teacher to make tutoring date and time arrangements.
- 2) Confirm these arrangements by paying for your scheduled tutoring time 24 hours in advance in Student Services by phone or in person.
- 3) Student Services will contact the teacher to confirm the scheduled date and time upon receipt of payment.
- 4) There is a 24-hour cancellation fee of the full tutorial amount if Student Services is notified less than 24 hours in advance of the scheduled tutoring date and time.

*This policy remains the same for those making tutoring arrangements within less than 24 hours.

The student must obtain the tutoring form from the Student Service Department and pay the tutoring fee before they can begin a tutoring session. After the session, the tutoring instructor must verify and sign this form, and return it to Student Services for the student to receive credit.

The fee for attending a tutoring session is \$25.00 per hour, which must be paid in the Student Service Department prior to attending the class. One to five students from the same class may attend the same make-up session and share this fee, providing the class content is appropriate for all. If the incomplete course work is not made up before graduation, an incomplete grade will be recorded on the student's transcript.

Conversion of classroom hours into tutoring hours: Theory classes: 1 hour of tutoring = 4 hours class time. Hands-on classes: 2 hours of tutoring = 4 hours class time. No more than 40% of a class can be completed through tutoring or make-up assignments. Note: classes and tutoring classes must be paid for in full.

(Also, see Make-Up policy for attending a similar class at no charge.)

Online students who wish to deepen their knowledge and skills through synchronous tutoring with their instructor should contact their student advisor. After payment has been received, the student advisor or student services representative will notify both the instructor and student so an appropriate time may be scheduled. **Please Note:** tutoring time for online classes may only be utilized to deepen student understanding of a topic. It may not be utilized to make-up for missed assignments, or completed for academic credit after the course has ended.

TUITION REFUND POLICIES

CONTINUING EDUCATION/PERSONAL DEVELOPMENT

all prepaid tuition in excess of tuition due in accordance with the following refund policy upon withdrawal by the student from a course.

1. If the applicant is denied enrollment into a course, the applicant will receive notification and all funds for that course will be refunded to the applicant within 30 days from the date of determination.
2. Tuition fees will be refunded on a pro-rata basis per course up to 60% completion, determined by hours attended, of that course. After completion of 60% of the course, no refund will be applicable.
3. All additional fees for Southwest Institute of Healing Arts (SWIHA) agrees to refund within 30 days from the date of determination approved PREMIUM elective classes or additional courses outside of those contracted for must be paid for at the time of registration.
4. There is NO REFUND for books, supplies/kits, and PREMIUM class fees.
5. Applicable Refunds will be made within 30 days from the date of determination. See school catalog for termination, grade and attendance policies.
6. Grounds for termination/cancellation include and *are not limited to*, non-payment of tuition, and not abiding to the student conduct policy.
7. Students seeking transfer of credit (for courses taken at SWIHA) into eligible programs must meet with the Student Advisor for transfer and completion of a program.
8. All Tuition and Fees must be paid in full for the student to be issued a Diploma, Certificate, Degree or official transcript.

DIPLOMA/CERTIFICATE

Southwest Institute of Healing Arts' refund policy complies with the rules and regulations of the United States Department of Education and/or ACCET (Accrediting Council for Continuing Education & Training), our accrediting body, whichever is most beneficial to the student.

1. An applicant may cancel the enrollment agreement within three business days (excluding Saturday, Sunday and State and Federal holidays) of the date the enrollment agreement is signed. All funds including the application fee will be refunded in full within 30 days.
2. If an applicant accepted by SWIHA cancels, SWIHA would refund all monies paid within 30 days of cancellation, less the Application Fee.
3. If the applicant is denied enrollment, the applicant will receive notification and all funds, including the Application Fee, will be returned to the applicant within 30 days.
4. The refund policy is based on the number of hours attended within the academic year of a program.
 - a. Tuition charges for the enrollment period (**not to exceed 12 months**) will be determined based upon the student's **last day of attendance** and the resulting percentage of the enrollment period completed. The percentage of the enrollment period completed is determined by dividing the total number of hours elapsed, from the student's start date to the last day of attendance, by the total number of hours in the enrollment period per academic year.

- b. **The tuition amount charged is the percentage of the number of hours completed, divided by the total number of hours in the Academic Year, plus 10% of the unearned tuition for the Academic Year.**
 - c. **If the student completes more than 60% of the program the school will charge 100% of the total tuition.**
- 5. Special Cases: In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical for the student to complete the program, the school may make a settlement, which is reasonable and fair.
- 6. There is NO REFUND for books, supplies, and PREMIUM class fees.
- 7. The additional fees for approved PREMIUM elective classes must be paid for at the time of registration.
- 8. Refunds will be made within 30 days from the date of determination. See school catalog for termination, SAP and attendance policies.
- 9. Grounds for termination/cancellation include and *are not limited to*, non-payment of tuition, not abiding by SAP and Attendance Policies, and not abiding to the student conduct policy. See school Catalog for details.
- 10. All Tuition and Fees must be paid in full for the student to be issued a Diploma, Certificate, Degree or official transcript.
- 11. Students applying for Financial Aid are ultimately responsible for their tuition, books and supplies.**
- 12. If for any reason it is determined that the student is not eligible or does not qualify for Financial Aid or is disqualified due to SAP, the program must be paid in full before the student is issued a Diploma, Certificate, Degree or official transcript.
- 13. Financial Aid is only available for approved programs. A student who receives financial aid must attend full time. Part time students are not eligible for financial aid.**

AOS DEGREE PROGRAMS

Southwest Institute of Healing Arts' refund policy complies with the rules and regulations of the United States Department of Education and/or ACCET (Accrediting Council for Continuing Education & Training), our accrediting body, whichever is most beneficial to the student.

- 1. An applicant may cancel the enrollment agreement within three business days (excluding Saturday, Sunday and State and Federal holidays) of the date the enrollment agreement is signed. All funds including the application fee will be refunded in full within 30 days.
- 2. If an applicant accepted by SWIHA cancels, SWIHA would refund all monies paid within 30 days of cancellation, less the Application Fee.
- 3. If the applicant is denied enrollment, the applicant will receive notification and all funds, including the Application Fee, will be returned to the applicant within 30 days.
- 4. The refund policy is based on the number of weeks attended within the academic year of a program.
 - a. Tuition charges for the enrollment period (**not to exceed 12 months**) will be determined based upon the student's **last day of attendance** and the resulting percentage of the enrollment period completed. The percentage of the enrollment period completed is determined by dividing the total number of weeks elapsed, from the student's start date to the last day of attendance, by the total number of weeks in the enrollment period per academic year.
 - b. **The tuition amount charged is the percentage of the weeks completed, divided by the total number of weeks in the Academic Year, plus 10% of the unearned tuition for the Academic Year.**

c. If the student completes more than 60% of the Academic Year the school will charge 100% of the total tuition for that Academic Year

5. Special Cases: In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical for the student to complete the program, the school may make a settlement, which is reasonable and fair.
6. There are NO REFUNDS for books, supplies, and/or PREMIUM class fees.
7. The additional fees for approved PREMIUM elective classes must be paid for at the time of registration.
8. Refunds will be made within 30 days from the date of determination. See school catalog for termination, SAP and attendance policies.
9. Grounds for termination/cancellation include, and *are not limited to*, non-payment of tuition, not abiding by SAP and Attendance Policies, and not abiding to the student conduct policy. See school Catalog for details.
- 10. Students applying for Financial Aid are ultimately responsible for their tuition, books and supplies.**
11. All Tuition and Fees must be paid in full for the student to be issued a Diploma, Certificate, Degree or official transcript.
12. If for any reason it is determined that the student is not eligible or does not qualify for Financial Aid or is disqualified due to SAP, the program must be paid in full before the student is issued a Diploma, Certificate, Degree or official transcript.
- 13. Financial Aid is only available for approved programs and students who are attending full time, a student who receives financial aid and attends part time will not be eligible for financial aid.**

ADDITIONAL INFORMATION

Institutions are required to have a fair and equitable refund policy for students who receive financial aid. Students receiving financial aid are required to adhere to the standard SWIHA refund policy. Also, students receiving financial assistance may be subject to an additional refund analysis, which is based on a percentage of time in attendance. For clock hour programs, the number of actual hours in attendance will determine the refund, with the credit hour programs; the length of time in days of attendance will be used in the refund policy.

When a Title IV recipient withdraws from the institution during the current payment period, a calculation must be performed to determine the amount of Aid the recipient has earned as of the last date of attendance. If the total amount of funds earned is less than the amount disbursed to the student, or on behalf of the student in the case of a PLUS Loan, as of the date that the student withdrew, the difference between these amounts will be returned to the Title IV programs.

The payment period is defined as one half of an academic year. The amount of Title IV funds earned by the student will be calculated by determining the percentage of Title IV assistance that has been earned and applying this percentage to the total amount of Title IV assistance that was disbursed and that could have been disbursed for the payment period.

Percentage Earned – The percentage of Title IV assistance that has been earned by the student is equal to the percentage of the payment period that the student completed as of the student’s last date of attendance (withdrawal date), if this date occurs on or before completion of sixty percent of the payment period.

Clock hour programs

Total number of clock hours completed/Total number of clock hours in the payment period

Credit hour programs

Total number of calendar days completed/Total number of calendar days in the payment period

The total number of clock hours or calendar days in a payment period will include all calendar days within the period except institutional holidays of a least five consecutive days and approved leave of absence are excluded from both numbers in the above equation. If the student withdraws after completing more than 60%, the percentage earned is equal to 100%.

Percentage Unearned – The total Title IV funds disbursed to the student, or that could have been disbursed to the student, or on the student’s behalf, minus the amount of Title IV funds earned by the student determines the amount of Title IV loan and grant that is unearned and must be returned.

Funds included in the calculation include all student financial aid grants and loan funds that were disbursed or that could have been disbursed to a student.

Disbursed funds for the purpose of this policy include funds disbursed and retained by the institution for allowable charges. Funds that could have been disbursed are funds that were associated to the payment period but had not been disbursed as of the date the return is completed.

Allowable charges are defined as tuition charges, books, and other institutional fees (as defined as special course fees).

A second or subsequent disbursement of FFELP funds will be counted as aide that could have been disbursed if the student completed the loan period midpoint requirement of clock hour or credit completion and calendar time before they withdrew and the institution would not have been prohibited from making the disbursement on or before the date the student withdrew. These funds cannot be disbursed to the student unless the student successfully completed the loan period or graduated. The disbursement would be made under the late disbursement policy.

The institution will return Title IV funds to the programs in the following order and up to the net amount disbursed from each source:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal PLUS Loan
- Federal Pell Grant for the payment period for which a return of funds is required
- FSEOG

The institution will return the amount of Title IV funds for which it is responsible as soon as possible but no later than 30 days after the date the institution determines that the student has withdrawn.

VETERANS AND THEIR ELIGIBLE DEPENDENTS

Southwest Institute of Healing Arts (SWIHA) has a pro-rata refund policy for all Veterans and their eligible dependents. Any unused portion of a paid tuition and or fees will be refunded to Veterans not completing the program. For example: An approved program consists of 100 days and a Veteran who has paid for the entire program only attend fifty days. Fifty percent of this prepaid tuition or 50 days of tuition will be refunded.

INSTITUTIONAL WORK-STUDY OPPORTUNITIES

SWIHA offers students an opportunity to participate in work-study on a limited, temporary basis. On occasion SWIHA has special mailings, filing, data entry, events, telephoning, etc. that requires short-term assistance. These opportunities are available on a case-by-case basis. Students should contact their student services advisor if they are interested these opportunities. Institutional work-study credit earned is not refundable. Work-study credits earned may only be used for, or applied to tuition.

TUITION PAYMENT POLICY

SWIHA offers several options for paying program tuition. Cash and credit cards are accepted and financing is available to qualified enrolled students. A student's admissions advisor will explain the various payment options. Any student accounts that are passed due and in default may be turned over to an outside collection agency. Students may also be responsible to pay all finance charges and collection costs up to 50% of the outstanding balance at the time the account is placed with an agency. In addition, any attorney fees, court costs and other costs incurred by SWIHA during the collection process may be passed on to the student. Our intention is to help you by arranging liberal financing options, however we do expect you to keep your commitments.

The agreement to pay SWIHA for an in-house payment plan is as follows: Students who become delinquent on payments will have ten days to bring their account current. A \$25.00 charge for each NSF check will be assessed. If the school receives one NSF check, each subsequent payment must be paid by cashier's check, money order, or cash.

TUITION DELINQUENCY POLICY

In the event a student misses a scheduled tuition payment she or he is notified within 30 days so arrangements can be made to make up the payment. If a student does not make up the payment by the agreed to date, or continues to miss tuition payments, she or he may be suspended from classes or withdrawn from the program until a resolution is made. Class suspension may interfere with a student's satisfactory academic progress that could lead to further disciplinary action or termination from the program.

If student fails to make payments when due, and the account may be sent to a licensed collection agency.

VALUABLES

SWIHA is not responsible for the theft or loss of personal items or valuables. Please leave all valuables at home or locked in your vehicle. Lockers are not available to students. All personal items and valuables brought on to campus are done at the student's own risk.

VISITORS ON CAMPUS AND IN CLASSROOM

Visitors are welcome on the Southwest Institute of Healing Arts campus during the hours of operation. Visitors in the classroom are welcome with a Guest Pass issued by Admissions or Student Services.

Children are to be supervised at all times, and are allowed in the classroom at the discretion and prior approval of the instructor. This approval can be arranged through email, phone, or in prior classes. Classes exempt from this rule, in which children may not be present regardless of instructor consent, include but may not be limited to classes in:

- Unclothed bodywork
- Cooking
- Clinics
- And, any courses with materials contraindicated for children

OWNERSHIP AND ADMINISTRATION

Southwest Institute of Healing Arts, LLC

KC Miller, HHCP, LMT, APP, CHT, LC, *Founder & Owner*

Brian P. Miller, Ed.D, CHT, RET, *Chief Financial Officer & Owner*

Admissions

Mary Donnelly, BA, LMT, NCTMB, *Director of Student Operations*

Juli Burdette, *Admissions Coordinator*

Cassidy Amick, *Admissions Representative*

Marcella Grassa, *Admissions Representative*

Outreach

Richard Seaman, LC, CHT, NTS, RSP

Student Services

Mary Donnelly, BA, LMT, *Director of Student Operations*

Amanda Slater, AA, LMT, *Student Services Manager*

Michael Dye, *Academic Advisor & Online Specialist*

Leah Magers, *Academic Advisor*

Aubrey Salter, LC, CHT, *Academic Advisor*

Frannie Walsh, MA, *Student Services Specialist*

Jacqueline Wright, *Student Services Specialist*

Education

Brad Bouté, BFA, MFA, *Director of Education*

Linda Bennett, BS, CCHT, CAS, *Director of Curriculum*

& Instruction

Sara Zejda LMT LST, *Education and Facilities Specialist*

Tim Patterson, LC, RScP, *Education Specialist & Faculty Manager*

Lisa Richards, LC, MHT, *Placement Manager*

Ramona Sandoval, *Placement Specialist*

Suzie McLaughlin, LMT, *SWIHA Curriculum*

& Sciences Liaison

Scheduling

Katherine Clark, *Scheduling Specialist*

Clinic

Earle Duskey, LMT, CYT, LC, *Clinic Manager*

Elyse Polk, *Clinic Coordinator*

Denyse Couchet, LMT, *Clinic Coordinator*

Michael Dugan, LMT, *Clinic Coordinator*

Financial Aid

Laura Minnick, *Financial Aid Director*

Joy Klien, *Financial Aid Specialist & Veterans*

Finance

Donna Paskitti, BA, Cert. Tax Preparer, *Director of Finance*

Student Accounts

Deborah Koomsa, MBA, *Student Accounts Manager*

Bernadett Bialach, BSBA, *Director of Student Accounts & Oversight*

Human Resources

Salisha Tamandl, *Human Resources*

Bookstore

Autumn Grijalva, *Store Manager*

Facilities

John Paskitti, *Facilities Director*

Mark Lander, *Facilities*

Mathew Pierce, *Facilities*

Graphics & Purchasing

Carmen Marrero, R2T, RPP, APP, *Lead Graphic Designer and Marketing Specialist*

Jamil Naser, *Marketing Coordinator*

Justin Greene, *Digital Media Specialist*

CORE FACULTY

AOS Mind-Body Transformational Psychology

Joseph Dillard, Ph.D.*

Linda Bennett, BS, CCHT, CAS, LC

AOS Holistic Health Care

Linda Bennett, CCHT, CAS, BS, LC*

Pam Field (Samuelson), BSN, LMT

Aromatherapy

Carol Bennington, MCE, APP, Bach Registered Practitioner

Karen McLaren, RN, LMT, Registered Aromatherapist

Asian Bodywork

Lyn Matthew, BA, LMT*

Joel Seigneur, MBA, HEC

Jennifer Yohe, RPP, APP, LMT

Hypnotherapy

Linda Bennett, BS, CCHT, CAS, LC*

Life Coaching

KC Miller, HHCP, LMT, LC, CHt, APP*

Linda Bennett, BS, CCHT, CAS, LC

Richard Seaman, LC, CHt, NTS, RSP

Natural Aesthetics

Lydia Castro, CAI

Stephanie Heaton, CAI

Melanie Jackson, CAI

Becky Selby, CAI

Rebecca Vargas, CAI

Dave Waggoner,

Polarity Therapy

Gary Strauss, MS, BS, RPP, CPE, PWE*

James Arena, RPP, CPE

Dina Fraboni, RPP, CPE, PWE

Debbie Hart, BA, LMT, RPP

Jodi Johnson, RPP, LMT, APP

Marion Light, LMT, RPP, PWE

Heather Principe, BS Ed, MS, RPP, CPE

Jennifer Yohe, APP, RPP, LMT

Reflexology

KC Miller, HHCP, LMT, LC, CHt, APP*

Ann Adams, RN, RNC, CCAP

Tiffany Kuehn LMT

John Schultz, LMT, RZT, LC

Jennifer Yohe, LMT, APP, RPP

Frederica Hall, LMT, RPP, RYT (Flagstaff)

Aileen Judson, LMT, RYT (Flagstaff)

Sciences Core

Henele E'ale, BS, CSI, ND

Pam Field (Samuelson), LMT, BSN

Kathleen Gramzay, BS, LMT

Dr. Perry, DOC, BS (Flagstaff)

Monte Gores, MS, Lac, Acupuncturist, Herbalist (Flagstaff)

Janie Sandoval, BS (Flagstaff)

Spa Technology

Karen McLaren, RNYMT, Registered Aromatherapist

April Jaegar, LMT

Joyce White, LMT

Jennifer Davis, LMT, (Flagstaff)

Spiritual Studies

KC Miller, Ordained Minister

Rev. Debbie Brown, Ordained Minister

Rev. Marvin Brown, Ordained Minister

Father Jorge Edgar, Ordained Priest

Therapeutic Massage

Earle Duskey, LMT*

Kathy Dale, LMT

Dayle Downs, LMT, APP

April Jaeger, LMT

Tiffany Kuehn, LMT

Mia Camacho, LMT, (Flagstaff)

Jennifer Davis, LMT, (Flagstaff)

Brooke Edwards, LMT, (Flagstaff)

Aileen Judson, LMT, (Flagstaff)

Lisa Michielutti, LMT, (Flagstaff)

Jarid Neuhaus, LMT, (Flagstaff)

Western Herbalism

JoAnn Sanchez, BS*

Yoga Teacher Training

Christy Burnette, E-RYT*

Rhoda Miriam, BS, E-RYT500

Frederica Hall, LMT, RPP, RYT, (Flagstaff)

Jonah Jenson, RYT, (Flagstaff)

Jessica Shila Lorey, MSW, LMT, RYT500 (Flagstaff)

* Indicates program chairperson



SWINA STUDENT HANDBOOK

REVISED: NOVEMBER 2010

OUR MISSION

TO HELP INDIVIDUALS DISCOVER THEIR GIFTS & GRACES AND ULTIMATELY TAKE THEM OUT INTO THE WORLD IN A LOVING AND PROFITABLE WAY.

History

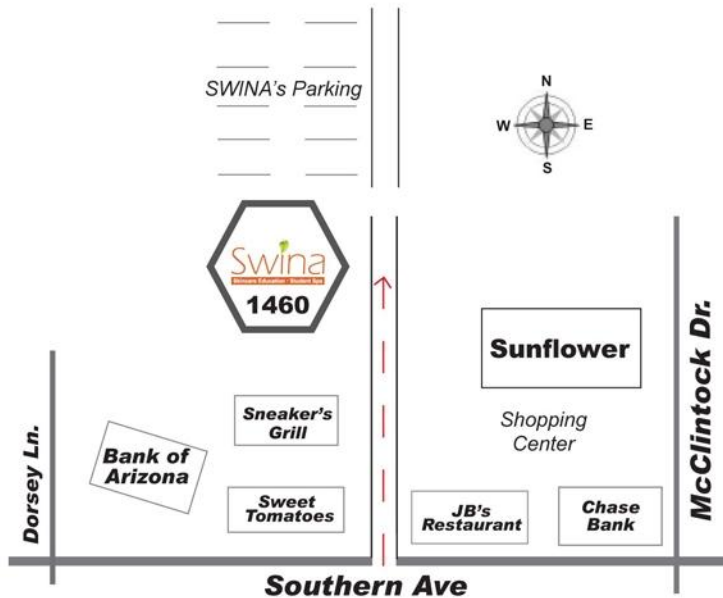
The Southwest Institute of Natural Aesthetics (SWINA), a division of the Southwest Institute of Healing Arts (SWIHA) was founded in July 2005 and the first class began October 2005.

The Campus/Auxiliary classroom

The SWINA auxiliary classroom is conveniently located in the heart of Tempe next to Arizona State University. It is within walking distance of restaurants, shops, coffee houses, city transit system, and is just minutes from the 101 and 202 and 60 freeways. The freestanding facility has approximately 10,000 square feet of floor space. The auxiliary classroom houses three academic classrooms and a clinic floor where students work on the public once they have successfully passed the necessary competencies. There is a student lounge, library/media center provided for students, along with lockers for storage of personal items and valuables.



1460 E. Southern Ave. Tempe, AZ 85282
480.393.1415 fax 480.517.5082
www.NaturalBeautyAZ.com



SWINA's new campus is located west of McClintock Drive in Tempe, just north of Southern Avenue between the Dorsey Lane and Butte Avenue stoplights.

Traveling on Southern, turn north into the shopping center entrance way just between Sweet Tomatoes and JB's Restaurants (you will see a sign for Eastridge Apartments).

Drive straight until you reach a dead end and our parking lot will be on your left.

Front Desk Hours of Operation

Monday	9:00am - 9:00pm
Tuesday	9:00am - 9:00pm
Wednesday	8:30am - 4:30pm
Thursday	8:30am - 9:00pm
Friday	8:30am - 4:30pm
Saturday	8:30am - 4:30pm
Sunday	CLOSED

Clinic Hours of Operation

Monday	1:00pm - 9:00pm
Tuesday	1:00pm - 9:00pm
Wednesday	8:30am - 4:30pm
Thursday	8:30am - 9:00pm
Friday	8:30am - 4:30pm
Saturday	8:30am - 4:30pm
Sunday	CLOSED

Licensure

SWINA is licensed by the Arizona State Board of Cosmetology and the Arizona Radiation Regulatory Agency (ARRA). The School is nationally accredited by The Accrediting Council for Continuing Education & Training (ACCET) and is licensed by the Department of Education, offering financial aid to those who qualify. SWINA is dedicated to providing professional, affordable education for those interested in entering the Aesthetics profession by offering the following programs:

- 600 hour Natural Aesthetics
- 600 hour Natural Aesthetics Educator
- 150 hour Laser Technician
- 750 hour Advanced Skincare Practitioner & Laser Technician

Admissions Requirements

All program students are required to meet with an Admissions Representative to help determine the best program for their particular needs and interests. Additionally, an agreement to comply with institutional policies and procedures is required. The ability to read English on an eighth grade level is also required.

**Natural Aesthetics Practitioner
Laser Technician
Advanced Skincare Practitioner & Laser Technician**

- Proof of High School Diploma/GED
- Valid picture ID
- Second form of ID (Passport/Birth Certificate)
- Complete enrollment agreement & all necessary disclosures
- Payment of all applicable fees

Natural Aesthetics Educator

In addition to the above requirements;

- Proof of a valid aesthetics or cosmetology license
- Proof of one-year work experience in the field

Start Dates

SWINA enrolls new students every 8-10 weeks, offering day and evening, part-time and full-time options.

Special Needs

Applicants with special needs should request a special needs accommodation request form. The Director of Education will review request and reply within 10 business days as to whether or not the school is equipped to provide said accommodations.

Natural Aesthetics Practitioner Diploma Program

600 Classroom Hours – 24 Credits
Day: 30 Weeks Full-Time, 20 Weeks Accelerated
Evening: 50 Weeks Full-Time

Aesthetics is defined as "the application of various techniques to the epidermal layer of the human body which may include, but is not limited to: facial steaming, exfoliation, waxing, pore cleansing, extraction, epidermabrasion, chemical peels, maintenance skin care and skillful makeup application."

The Aesthetics Program is designed to be a comprehensive, integrative, holistic and natural approach to skin care wellness. The curriculum offers students an extensive base of classes, using the Ayurvedic Theory as the educational foundation. We believe that by integrating the physical, mental, emotional and spiritual aspects of health and beauty, graduates will begin their career as a more skilled and confident practitioner. The program provides an "Educational Approach to Wellness and Beauty" focusing on a person's inner-beauty versus the more traditional teaching of glamour and superficial surface beauty. Students will be trained to integrate a full range of holistic services based on a "conscious touch" philosophy. SWINA's aesthetics program provides a unique "whole body wellness" approach with emphasis on nutrition, self-care education and retail product opportunities. After completion of this diploma, the student is prepared for licensure through the Arizona State Board of Cosmetology and an entry-level position. Compensation for an independent aesthetics practitioner is approximately \$25 to \$65 per session in Arizona.

Required Program Courses

Date	Code	Course	Hours	Credit
	NA 500	Natural Aesthetics - White Block - Foundations	224	11.00
	NA 505	Natural Aesthetics - Red Block - Waxing & Makeup	64	3.00
	NA 510	Natural Aesthetics - Green Block - Holistic & Business Practices	64	3.00
	NA 515	Natural Aesthetics - Blue Block - Spa Technologies	64	3.00
	NA 932	Natural Aesthetics - Clinic I - Practical Application	32	0.75
	NA 152	Natural Aesthetics - Clinic II - Practical Application	152	3.25
		TOTAL	600	24.00

**Master Aesthetics Educator
Diploma Program**
600 Classroom Hours – 24.75 Credits
37 Weeks Full-Time

Modeled after the curriculum endorsed by the Cosmetology Educators of America (CEA), this program focuses on training licensed aestheticians who wish to improve their classroom techniques and develop their classroom into a stimulating learning center. The curriculum is designed to improve the communication and technical skills of industry professionals and enhance the business-building skills of the experienced aesthetician and increase the opportunities for long-term success for educators and those dedicated to being the industry leaders and retail specialists. After completion of this program, the student is prepared for licensure through the Arizona State Board of Cosmetology as an Aesthetics Instructor. As a licensed instructor, employment can be in the field of institutional education or cosmeceutical sales. A full time instructor's compensation ranges from \$30,000 to \$45,000 per year. Sales representatives are generally compensated on a commission basis and have the potential for greater earnings. As a pre-requisite to this program, all students must provide proof they have been licensed and working in the field of aesthetics for a minimum of 12 months.

Required Core Program Courses (25 weeks)

Date	Code	Course	Hours	Credit
	NA 550	Master Aesthetics – Educational Theory	200	9.75
	NA 560	Master Aesthetics – Practicum	300	10.00
		Subtotal	500	19.75

*Required Life Coaching Specialty (12 weeks) **

Date	Code	Course	Hours	Credit
	BC 550	Life Coaching – An Introduction	*20	1.25
	BC 560	Life Coaching – Strategies, Techniques	*80	3.75
		Subtotal	100	5.00
		TOTAL	600	24.75

*Life Coaching is taught at SWIHA Campus or online as ALTERNATIVE LEARNING hours, and will count toward State Board of Cosmetology hours.

**Advanced Skin Care Practitioner & Laser Technician
Diploma Program**

750 Classroom Hours – 30 Credits

Day: 35 weeks Full-time

Evening 55 weeks Full-time

Required Program Courses

Date	Code	Course	Hours	Credit
	NA 500	Natural Aesthetics - White Block - Foundations	224	11.00
	NA 505	Natural Aesthetics - Red Block - Waxing & Makeup	64	3.00
	NA 510	Natural Aesthetics - Green Block - Holistic & Business Practices	64	3.00
	NA 515	Natural Aesthetics - Blue Block - Spa Technologies	64	3.00
	NA 932	Natural Aesthetics - Clinic I - Practical Application	32	0.75
	NA 152	Natural Aesthetics - Clinic II - Practical Application	152	3.25
	NAL 150	*Natural Aesthetics - Laser Technician - Didactic & Application	150	6.00
		TOTAL	150	30.00

Laser Technician Program

150 Classroom Hours – 6 Credit Certificate

15 Weeks Full-Time

Required Program Courses

Date	Code	Course	Hours	Credit
	NAL 150	Natural Aesthetics - Laser Technician - Didactic & Application	150	6.00
		TOTAL	150	6.00

Program & Tuition Guide

Program	Hours	Credits	Tuition	Fees	Books/Supplies	Award
Natural Aesthetics	600	24.00	*\$8400	\$75	\$2500	Diploma
Natural Aesthetics Educator	600	24.75	*\$8400	\$75	\$200-500	Diploma
Advanced Skincare Practitioner & Laser Technician	750	30	*\$11,800	\$75	\$2950	Diploma
Laser Technician	150	8	*\$4000	\$75	\$450	Certificate

A 10% cash concession on tuition is offered for tuition paid in full on or before the first day of class.

*New Tuition rates will be in effect after September 1, 2010.

State Board Fees (included)

Practical Exam	\$60.00
Written Exam	\$85.00
License Fee	\$40.00

Attendance

The State of Arizona Cosmetology Board requires that aesthetics students attend a minimum of 600 "clocked hours" for Aesthetics Practitioner and 500 "clocked hours" for Aesthetics Educator. All hours must be clocked in full.

In addition to clocked hours, attendance is tracked by the percentage of each course attended. Students are required to attend at least 80% of each scheduled course in order to receive credit for that course. However, in order for a student to graduate, 100% attendance must be achieved, mandating that remaining 20% must be made up by one or more of the following:

- Attend an appropriate make-up class approved by the Instructor / Director of Education
- Schedule additional clinic floor time as approved by the Director of Education

If the minimum 80% attendance requirement is not met, the student may need to repeat the required course as deemed necessary by the Director of Education. In addition to completing the required clock hours and achieving satisfactory academic attendance, students must complete all required competencies.

If a student is out of attendance for over 14 days he or she will be considered out of compliance with the attendance policy and will be withdrawn from his or her program. If a student is withdrawn and wishes to re-enter, he or she can submit an application for re-enroll, along with a re-enrollment fee, and must comply with the current program terms, tuition rate, and interview with the Director of Admissions or Associate Campus Director to establish their compliance with completion standards.

Absent / Tardy requirements

Students arriving later than 10 minutes after the start of class will not be allowed to clock in until after the first break. It is at the instructor's discretion whether or not the student will be allowed to enter class before the first break. Students who will be absent from class must:

1. Contact the school prior to your scheduled class
2. Inform your instructor

If you know in advance that you will miss class, a blue request form should be submitted and your instructor notified. *Please see the Blue Request Form policies for more detailed information; please see clinic policy for clinic attendance requirements.

Clocking hours

In order to receive attendance credit a student must:

- Clock in and out upon arriving, during breaks that exceed 30 minutes, and upon leaving
- Sign attendance sheets for each day in class and/or clinic

Any additional time clocked before or after class or clinic **will not** be counted towards total hours.

Verifying Hours

Clocked hours of attendance are posted daily for the day prior. Students are expected to review and initial posted hours each day in order to verify hours were clocked properly. Any discrepancies should be reported to student services on a Blue Request Form within 7 days of the date in question. After 7 days, attendance is considered final. Requests may be denied for students who repeatedly forget to clock in or out.

Satisfactory Academic Progress (SAP)

SAP is a measurement of a student's qualitative and quantitative performance based on grade point average (GPA), attendance, and total hours required to clock within the maximum time frame allotted.

A student is considered making satisfactory academic progress by having a 2.0 GPA (74%) and a minimum of 80% attendance in each individual block at the evaluation period.

SAP is evaluated at the completion of each block, at which time students will receive notification of SAP or USAP (Unsatisfactory Academic Progress) with an attached report of their progress.

In the event that a student is not making SAP, they will be notified in writing and may be placed on academic probation. If the student does not show attendance or academic improvement during their probationary period they may be withdrawn from the program. Students will remain eligible for financial aid during their probationary period.

Leave of Absence (LOA)

SWINA will grant a student a first leave of absence (LOA) up to sixty-days (60) at a time. Students needing additional time for unforeseen circumstances may request an extension not to exceed a maximum of one hundred-eighty days (180) within any 12-month period, or ½ the published length of the program, whichever is shorter. The student is not considered withdrawn and no refund calculation is required. Unforeseen circumstances may include: military reasons, circumstances covered by the Family and Medical Leave Act of 1993, jury duty, or other unforeseen circumstances.

The Total period of time of all LOA's will not be considered as time elapsing for maximum timeframe purposes. The leave of absence will not involve additional charges to the student by the institution.

A leave of absence will be considered an approved leave of absence if the school determines that there is reasonable expectation that the student will return. In addition, the student must follow SWINA's policy in requesting the leave of absence by providing a written, signed and dated request to the student services department prior to the leave. If unforeseen circumstances prevent a student from providing a signed request, the student may submit the LOA within fourteen (14) days of their last day of attendance.

The LOA start date will begin the day following the student's last date of attendance and will be used to count the number of days in the leave. The count should be based on the number of days between the LDA and the re-entry date. The initial LDA is used when determining the start date for the 12-month period. Students are not required to make their monthly institutional cash payments, however, if the student would like to continue to make their payment, they may do so by mailing the payment to accounts receivable department.

Student's returning from a leave of absence will be permitted to complete the coursework they began prior to the LOA. Students are responsible for ensuring that they are scheduled appropriately upon return to meet attendance policies.

Students are responsible for contacting the director of financial aid for information pertaining to the effect that their failure to return from the leave may have on student loan repayment terms, including the exhaustion of some or all of their grace period. A student on an approved leave of absence will be considered enrolled at the institution and would be eligible for an in-school deferment for his or her student loans. If a student does not return from an approved leave of absence on or before their scheduled date of return as written on the official leave of absence form, their withdrawal date and beginning of their grace period will be the last date of attendance.

Maximum Time Frame (MTF)

All program requirements must be met within a maximum time frame of 1.5 times the normal program length, as measured in calendar time. Time spent on an approved leave of absence is not counted against the maximum time frame.

Incomplete Courses

Courses that are incomplete (INC) are counted as hours attempted but not achieved and have a 0.00 value toward the GPA. Students who are withdrawn either voluntarily or involuntarily must abide by the standard Make-up/Tutorial Policy in order to receive credit for incomplete courses. Courses that a student chooses to drop may count as credits attempted or credits achieved and will have an impact on the GPA.

Make-up Work

Students who are required to make up academic work or classroom hours must meet with the Director of Education to determine an appropriate action plan. This may include, but is not limited to:

- Attend an appropriate make-up class approved by the Instructor / Director of Education
- Schedule additional clinic floor time as approved by the Director of Education

When tests, assignments or hands-on evaluations are missed, the student has until the end of the next block to make them up. Failure to make up work in the allotted time may result in a requirement to repeat the block.

Students will receive a make-up form from the Director of Education. It is the students' responsibility to have an instructor/clinic supervisor sign off on all make up work. In order to receive credit, students must return the completed make up form to the Director of Education.

Holiday & Break Schedule

SWINA does not conduct class on the following Holidays:

New Years Day

Martin Luther King Day

Easter Day

Memorial Day

Independence Day

Labor Day

Veterans Day (observed the day after Thanksgiving)

Thanksgiving Day

Christmas Day

2010

MLK Jr. Day	Jan. 18
Spring Break	March 21 – March 27
Easter	April 4
Memorial Day Weekend	May 29 – May 31
Summer Break	July 3 – July 9
Labor Day Weekend	Sept. 4 – Sept. 6
Fall Break	Nov. 21 – Nov. 28
Winter Break	Dec. 19, 2010 – Jan. 2, 2011

2011

MLK Jr. Day	Jan. 17
Spring Break	March 20 – March 27
Easter	April 24
Memorial Day Weekend	May 28 – May 30
Summer Break	July 2 – July 8
Labor Day Weekend	Sept. 3 – Sept. 5
Fall Break	Nov. 20 – Nov. 27
Winter Break	Dec. 18, 2011 – Jan. 2, 2012

2012

MLK Jr. Day	Jan. 16
Spring Break	March 18 – March 25
Easter	April 8
Memorial Day Weekend	May 26 – May 28
Summer Break	July 1 – July 8
Labor Day Weekend	Sept. 1 – Sept. 3
Fall Break	Nov. 18 – Nov. 25
Winter Break	Dec. 16, 2012 – Jan. 1, 2013

2013

MLK Jr. Day	Jan. 21
Spring Break	March 24 – March 30
Easter	March 31
Memorial Day Weekend	May 25 – May 27
Summer Break	June 30 – July 7
Labor Day Weekend	August 31 – Sept. 2
Fall Break	Nov. 24 – Dec. 1
Winter Break	Dec. 22, 2013 – Jan. 1, 2014

Concerns and Complaints

Concerns and complaints should be put in writing and taken or mailed directly to the Executive Director or School Owner at 1460 E. Southern Ave. Tempe, AZ 85282. SWINA Staff members have an open door policy and will make every effort to be available to listen to concerns and do what is best for all involved. Any concern or complaint submitted in writing will be addressed within seven business days.

If for any reason the complaint can not be resolved at the school level, a complaint may be filed with the Arizona State Board of Cosmetology at 1721 E. Broadway Blvd., Tempe, AZ 85202 (480) 784-4539 Phone, (480) 784-4962 Fax.

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Council for Continuing Education & Training. All complaints considered by the Council must be in written form, with permission from the complainant(s) for the Council to forward a copy of the complaint to the school for a response. The complainant(s) will remain informed to the status of the complaint, as well as, the final resolution by the Council. Please direct all inquiries to the Accrediting Council for Continuing Education & Training (ACCET) at 1722 N Street, NW, Washington, DC 20036 (202) 955-1113.

Campus Safety

Campus Safety Policies and Campus Crime Statistics are published in the SWINA Campus Safety Report. SWINA's Campus Safety Policies cover issues concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other related matters. The Campus Crime Statistics cover crimes reported to the College over the previous three calendar years that occurred on campus, in certain off-campus buildings or property owned or controlled by the College, and on public property within or immediately adjacent to and accessible from the campus.

Discrimination Policy

SWINA does not discriminate against any student, faculty, or staff member for reason of race, religion, gender, sexual preference, age, different abilities, citizenship, national origin, or political philosophy. Rejection of an applicant is limited to occurrences where a physical or mental impairment would prevent the applicant from completing the program requirements or finding gainful employment in the field of study. Students must be able to provide a safe healing environment and process for their fellow students and prospective clients. SWIHA will make every attempt to provide reasonable accommodations to students with disabilities to the extent of available resources, personnel, equipment, and space will allow.

Student to Instructor Ratio

SWINA strives for a 16:1 student/instructor ratio.

Food and Drinks

Food must be kept in the student lounge and/or the outside picnic area. Water bottles and closed containers are permitted in the classroom during class hours at the discretion of the instructor.

Food and drinks are never permitted in the student clinic.

Grading Scale

90–100% = A	(4 grade points)	Outstanding effort, mastery of subject area, excellent standard of work, 90% minimum attendance
80–89% = B	(3 grade points)	Extra effort reflecting mastery of a subject area with a high standard of work
70–79% = C	(2 grade points)	Competent in subject area with an acceptable standard of work
50-69% = D	(1 grade point)	Subject area competency well below average; May be required repeat the course or increase grade
49% and below =	(0 grade points)	Failure of course, must be repeated

INC = Incomplete Course must be made up within 6 months

A student's grade point average (GPA) is calculated by multiplying the grade points earned in each course by the clock hours awarded for the course. The total grade points are then divided by the total clocked hours earned to arrive at the cumulative overall GPA.

Student Advisement

In the event that student advisement is needed, a student advisement form will be issued. The following criteria may be addressed:

- Attendance
- Academic
- Financial
- Behavioral

If a student does not comply with the academic or behavioral standards of SWINA, they will be referred to the Director of Education or Executive Director for coaching and will be issued an advisement form as appropriate. SWINA upholds a no tolerance policy for inappropriate/unsafe or unethical behavior in class. No student is allowed on campus if under the influence of intoxicating or mind altering substances. A student may be put on a one-incident probation

period until all courses are completed or up to a month probation restricted completely from the campus. Other advisements are based on the following scale:

- Warning #1
- Warning #2
- Probation
- Suspension
- Withdrawal

Request Forms (Blue)

Blue request forms are used as a means of communication between students and staff and should be used for the following reasons:

1. Submit information regarding a discrepancy in clocked hours or attendance
 2. Request a meeting with a school official regarding 550-hour academic status, prescreening for state board, final exit interview, etc.
 3. Request records, and
 4. Inform the school in advance if you will be absent.
- Requests regarding attendance and hour discrepancies must be submitted to the Student Services mailbox within 7 days of the date in question.
 - A request to notify clinic staff that a student will be absent for their scheduled clinic shift must be approved at least 72 hours prior to the shift. Requests regarding clinic shifts must be submitted to the Clinic mailbox.

Submission of any request does not guarantee approval of your request. Administration will reply within 24-48 hours by placing the blue request into the Communications Bin, located next to the student time clock.

Revision Policy

SWINA reserves the right to revise policies as deemed necessary and appropriate. Programs may be cancelled or postponed, instructors may change, and tuition rates may be adjusted during a student's program of study. Tuition at the time a student signs his or her enrollment contract will be honored for the selected program for the life of the contract.

Appeals Process

A student who wishes to appeal advisement, probation or withdrawal from the program must submit a written appeal to the Executive Director within 10 days. The Appeals Committee will respond within 10 business days of the receipt of the appeal request. Students reinstated upon appeal are on a probationary status until the next increment of evaluation and must meet the terms outlined in the letter granting the appeal. A student who has been withdrawn may be eligible for re-enrollment in a new program by following the standard admission procedures and are required to have an interview with the Director of Education, Director of Admissions and possibly then the Executive Director prior to re-enrollment to determine their ability to benefit and commitment to completion. A student who is re-admitted must have the length of time for maximum time frame reduced based on the remaining length of the program in which they enroll, this is also true for students enrolling with transfer credits. Students re-enrolling may be subject to a \$300 re-enrollment fee.

Graduation Requirements

1. Minimum of 80% attendance in each block
2. Minimum 2.0 GPA in each block
3. Meet minimum program clock hour requirements:
 - Aesthetics – 600 clock hours
 - Aesthetics Instructor – 500 clock hour
4. Meet satisfactory academic progress requirements (See SAP Policy)
5. Pass Mock State Board written and practical exam with a 75% or higher grade
6. Complete all tests and projects
7. Fulfill all tuition and fee obligations
8. Meet with required school officials for exit interview

Students receive a diploma/certificate and 2 official transcripts at the time of graduation. Additional diplomas, certificates, and official transcripts are available at a cost of \$10 each. Students may request unofficial transcripts at no extra charge. Student records are kept permanently.

Clinical Internship

In order to better prepare our graduates with real life experience, SWINA operates a full time aesthetics clinic. Students have the opportunity to provide services to the public develop their communication and interpersonal skills, practice and perfect their techniques in a safe, supervised and professional setting. The clinic is a stepping stone for students as they begin their career as professional Aestheticians. All services are monitored by licensed aesthetic instructors.

All students begin their clinic shift with 100 points. Deductions will be taken based on the following criteria:

- | | |
|-----------------------|--|
| (25) Professionalism: | Improper Uniform, Improper conduct, tardiness, failing to complete Scheduled shift |
| (25/100) Attendance: | unexcused absence, no show / no call * |
| (25) Competency: | Improper room setup, failing to complete client progress notes, failure To follow protocol |
| (25) Sanitation: | Failure to follow sanitation guidelines & procedures |

*No show/ no call will result in an advisement form and zero points for the day.

Students are expected to be ready and available at all times during their clinic shift. Refusing to provide a service will result in zero points received and suspension for the remainder of the day.

Clinic Attendance Requirements

In order to be prepared for clinic, students must arrive on time for their clinic shifts. Students arriving late will receive an advisement form. Absences are excused if a student submits their change within 24-hours of their scheduled shift. Changing a schedule without a 24-hour notice is considered an unexcused absence. In this case, an advisement form will be issued and points will be deducted to reflect the students' grade.

Student Records

Students may review their academic and financial records by submitting a blue request form to the Student Services mailbox located outside the administrative offices. SWINA will not release student record information to any other individuals without the written consent of the student (P.L.93-380, Sec 438). Inquiries made as to the enrollment or graduation status of a particular student, by offices or agencies directly involved with the academic or professional industry, will be released without written consent of the student.

Withdrawal / Drop Policy

Any student may be dropped from a SWINA program or class prior to completion of said program/class for any one of the following reasons:

1. Failure to maintain passing grades,
2. Failure to comply with the Attendance and SAP Policy,
3. Failure to comply with established policies and procedures,
4. Unprofessional behavior, including cheating, theft, attending class under the influence of mind-altering drugs,
5. Unlawful possession, distribution, or use of illegal substances,
6. Sexual misconduct, inappropriate sexual overtures or behavior discouraged within the Code of Ethics,
7. Endorsement or promotion of the purchase of specific products or professional services in any school setting,
8. Providing false information or falsified documents to SWINA,
9. Demonstration of physical/verbal abuse of anyone in the school community
10. Failure to meet financial agreements, or
11. Inability to maintain a professional and therapeutic sense of self and the inability to present that to his or her fellow students, instructors, administrative staff and potential clients in order to provide a safe therapeutic process.

Transfer Students

Transcripts from prior Aesthetic/Cosmetology Schools will be evaluated for acceptance if the credits are earned within the last five years or at the discretion of a school official. Tuition will be based on the total number of hours needed to complete the Program. A competency exam may be required upon transfer of hours to ensure student's knowledge. A charge of \$100 is assessed. Hours accepted for transfer will be assessed a \$2 per hour transfer fee.

Uniforms and Personal Hygiene

The SWINA uniform consists of the following:

- SWINA uniform top
- Name tag (worn at all times)
- Solid black pants, capris, or skirt at the knee (NO black jeans)
- Solid black, white, brown or tan soft sole shoes with a closed toe and closed heel
- Solid black, white, brown or tan shirt with sleeves may be worn underneath uniform top; sleeves may be long or short provided that underarms are not exposed
- SWINA logo T-shirt may be worn on Thursday evenings, Fridays and Saturdays

- Fingernails must be kept short and neat.
- Hair longer than shoulder length should be pulled back during practical and clinic applications.
- The use of perfume and aromatherapy should be limited due to client and fellow student sensitivity.
- Jewelry can be expressive as long as it does not interfere with treatments.

Cell Phones

Cell phones must be silent, and texting is not permitted in the classroom or the clinic at any time.

Statement of required equipment

SWINA hereby states that the establishment has the equipment required by statute and rule for the school.

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