

CATALOG

COLUMBIA INSTITUTE

GRAB YOUR FUTURE AT COLUMBIA INSTITUTE

Columbia College provides high-quality, relevant, and varied educational programs and opportunities for the intellectual, cultural, and personal growth of all members of its community. The College values its role as an educational institution, embracing change and responding to the complex needs of those it serves.



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A Message from the President



On behalf of the faculty and staff of Columbia Institute it is my pleasure to say welcome. You are invited to experience the challenging and rewarding educational opportunities we offer current and prospective students.

Columbia Institute, Rockville extension of Columbia College, offers Vocational English as a Second Language (VESL) and Massage Therapy programs. Through a quality education and dedication to our students, we are committed and qualified to provide students an education that is focused on preparing them with the necessary academic and intellectual skills required for their future as well as, practical knowledge and skills that are in high demand in today's global workforce.

We have devoted faculty and staff members who have been chosen because of their exceptional instructional ability and experience in their field. We also foster a "student first" environment; the entire faculty and staff works as a team to assist students achieve their educational and career goals. You will find our educational atmosphere inviting, supportive, caring and knowledgeable. Additionally, we offer an education that is focused on now and the future.

Columbia Institute provides its students with the knowledge and skills necessary to increase their potential and to actualize their desired careers. We are confident that students will achieve their goals through our individually-tailored programs focused on appealing to their individual style of learning.

At Columbia Institute, our motto states, "We would like to Challenge you to Succeed." The entire faculty and staff will work closely and productively with you. Together we will excel in the years to come. We look forward to having you and serving you along the way.



Richard K. Kim
President

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2021 - 2022 SCHOOL YEAR CALENDAR

SESSION	PERIOD	WEEK	HOLIDAYS
2021 Spring I		10	
2021 Spring I A	01/19/2021 – 02/20/2021	5	MLK Jr. Day (01/18)
2021 Spring I B	02/22/2021 – 03/27/2021	5	Presidents Day (02/15)
2021 Spring II		10	
2021 Spring II A	03/29/2021 – 05/01/2021	5	Spring Break (03/31 - 04/03)
2021 Spring II B	05/03/2021 – 06/05/2021	5	Memorial Day (05/31)
2021 Summer		10 (11)	
2021 Summer A	06/07/2021 – 07/10/2021	5	Independence Day (07/05 - Observed)
2021 Summer B	07/12/2021 – 08/14/2021	5 (6)	Summer Vacation (08/16-08/21)
2021 Fall		10	
2021 Fall A	08/23/2021 – 09/25/2021	5	Labor Day (09/06)
2021 Fall B	09/27/2021 – 10/30/2021	5	Columbus Day (10/11) School's 22nd Birthday (10/17)
2021 Winter		10 (11)	
2021 Winter A	11/01/2021 – 12/04/2021	5	Veterans Day (11/11) Thanksgiving Break (11/26- 11/27)
2021 Winter B	12/06/2021 – 01/15/2022	5 (6)	Christmas Break (12/24 - 12/25) Winter Break (12/27 – 01/01)
2022 Spring I		10	
2022 Spring I A	01/18/2022 – 02/19/2022	5	MLK Jr. Day (01/17)
2022 Spring I B	02/22/2022 – 03/26/2022	5	Presidents Day (02/21)
2022 Spring II		10	
2022 Spring II A	03/28/2022 – 04/30/2022	5	Spring Break (04/13 - 04/15)
2022 Spring II B	05/02/2022 – 06/04/2022	5	Memorial Day (05/30)
2022 Summer		10 (11)	
2022 Summer A	06/06/2022 – 07/09/2022	5	Independence Day (07/04)
2022 Summer B	07/11/2022 – 08/13/2022	5 (6)	Summer Vacation (08/15-08/20)
2022 Fall		10	
2022 Fall A	08/22/2022 – 09/24/2022	5	Labor Day (09/05)
2022 Fall B	09/26/2022 – 10/29/2022	5	Columbus Day (10/10) School's 23 rd Birthday (10/17)
2022 Winter		10 (11)	
2022 Winter A	10/31/2022 – 12/03/2022	5	Veterans Day (11/11) Thanksgiving Break (11/24- 11/26)
2022 Winter B	12/05/2022 – 01/14/2023	5 (6)	Christmas (12/25) Winter Break (12/26 – 12/31)

WEATHER CLOSING AND MAKE-UP POLICIES

Classes canceled more than four days per session will be made up and the make-up schedule will be announced by assigned department.

1. History

In January 2007, the Columbia Institute acquired operation approval for ESL programs from Montgomery County. Massage Therapy program was approved by Maryland Higher Education Commission (MHEC) on March 2011 then accredited by Council on Occupational Education (COE) as an extension campus of Columbia College. The Columbia Institute currently offers Certificate in the Massage Therapy program. With the support of the entire staff and faculty, the school will continue its focus on improving quality of education and assisting students to succeed in their professional careers.

2. Mission Statement

Columbia Institute provides high-quality, relevant, and varied educational programs and opportunities for the intellectual, cultural, and personal growth of all members of its community. The Institution values its role as an educational institution, embracing change and responding to the complex needs of those it serves.

3. Vision of the Institution

Columbia Institute strives to provide competitive and responsive professional training programs. It cultivates a student-centered culture that challenges and supports student learning outcomes and offers exceptional hands-on professional enhancement programs. The Institution focuses on excellence in adult educational curricula and delivery which utilize creative approaches to teaching and learning while incorporating the rich cultural diversity of the Metropolitan area.

4. Strategic Objectives

1. Student Access: Columbia Institute creates a campus environment that promotes equity, opportunities for individual growth, and educational achievement.
2. Excellence of Teaching and Learning: Columbia Institute provides professional development opportunities for faculty and administrators benefitting both teachers and students.
3. Staff Development: Columbia Institute provides staff development programs that foster individual and team professional growth thus leading to a cohesive educational organization.
4. Partnerships: Columbia Institute has secured partnerships with key community agencies and organizations including those working with immigrant communities.

5. Ownership and control of the School

The Columbia College Incorporation which is located at 8620 Westwood Center Drive, Vienna, Virginia, holds 100% ownership of Columbia Institute. The exclusive stockholder is Richard Kim, the school president, and he is responsible for managerial decision as a Chief Executive Officer. The overall control of the operations rests with the College Governing Board, which is composed of the following members:

Mr. Richard Kim, President

Mrs. Joanne Kim, Executive Vice President

The Governing Board has the responsibility to ensure that all of the institutional programs are in compliance with budgets of the corporation, policies, procedures, and regulations of all accrediting bodies. The Governing Board meets twice per year to discuss all aspects of school programs including facilities.

6. Memberships and Affiliations

Columbia Institute has been expanded its educational and professional boundaries by establishing solid relationships with a variety of affiliations.

- Accreditation from Council on Occupational Education (COE)
- Approved to operate by Maryland Higher Education Commission (MHEC)
- Private Educational Institution from Montgomery County
- Federation of State Massage Therapy Boards (FSMTB)
- Maryland Board of Chiropractic and Massage Therapy Examiners

7. Directions to Columbia Institute

Columbia Institute was designed for students' convenience. The school is located on the second (2nd) floor of the building in Suite 210, the in the building commonly known as 20 West Gude Drive, Suite 210, Rockville, Maryland 20850 . Adequate parking is available next to the building.

From Washington D.C.

Take I-495 N and continue to I-270 Spur N to MD-28 W/W Montgomery Ave in Rockville. Take exit 6B from I-270 N. Follow MD 28 W/W Montgomery Ave, Research Blvd and W Gude Dr. to Columbia Institute.

From Fairfax, Virginia

Take I-66 E toward Washington and take exit 64B Baltimore onto I- 495 N; continue on to I-270 Spur

N to MD-28 W/W Montgomery Ave in Rockville. Take exit 6B from I-270 N. Follow MD 28 W/W Montgomery Ave, Research Blvd and W Gude Dr. to Columbia Institute.

8. Facility and Equipment

The school occupies approximately 12,609 square feet, which includes a reception area, meeting room, computer lab, kitchen equipped with a refrigerator, microwave, coffee maker, and sink for student/staff use. The massage therapy program currently has a lecture classroom, a laboratory room, and 5 clinic places with massage beds. Media resources and laboratory equipment are available for student use when class is not in session.

Each Massage Therapy classroom occupies 600 square feet and has a capacity of ten students and one instructor. The student lounge/kitchen area has a size of 239 square feet and an excellent ventilation system. It permits the students to heat and eat their foods in this area.

The Massage Therapy lecture classroom is equipped with one lecture board, one teacher's desk, ten desks for students, twelve chairs, and these are for lecture/theory part of the program. The massage laboratory room is equipped with three full massage beds, two chair massage beds for students' practice. Each clinic has a client massage bed, chair, lamp, and CD player to maintain comfortable atmosphere for clients in clinical session. There are five anatomy charts for students' information, ten bottles of massage oil for lubrication for the student lab and clinic. One TV and DVD player with 12 DVDs are available for students' visual education. They are equipped in the school's media room.

9. Admission Information

The classroom and office are located in: 20 West Gude Drive, Rockville, MD 20850. Students can start their enrollment at the beginning of each academic session. Please refer the School Calendar on page 1.

In order to qualify for enrollment in Columbia Institute, the applicant must meet the following conditions:

1. A graduate of an accredited high school or has satisfactorily completed the General Educational Development (GED) test.
2. A home-schooled student who is in compliance with state and county education guidelines. The compliance form has to be submitted with the admissions application.
3. If an applicant graduated the high school on foreign countries and cannot provide the diploma, he/she must complete waivers of diploma forms as a proof of graduation.

4. An official college/university transcript is an acceptable document to prove high school graduation if applicant is currently attending or previously attended. For the foreign institution, the transcript must be evaluated by an organization recognized by the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators (AICE).

1) Admission Requirements

- A completed application form
- Non-refundable application fee after the seven-day period
- Academic diploma/school transcript (at least high school), DD-214 form or General Equivalency Diploma (GED).
- A copy of a photo ID (passport, driver's license, state-issued ID)
- Student enrollment agreement form

2) Admission Procedure

- i) A completed application for admission with the non-refundable application fee (\$100.00).
- ii) A proof of graduation from a high school or equivalent certified by the State Department of Education
- iii) Students must complete an enrollment agreement, which defines all tuition and fees along with the method of payment, in order to secure a position in their desired classes. The enrollment agreement is usually completed during the interview. Out-of-town students can submit a completed agreement by mail.

***** Criminal convictions may affect a student's ability to be licensed, certified, or registered. *****

3) Transfer Process

i) Transfer-in

The Institution welcomes transfer students from other institutions. If the student meets our Admission Requirements, he/she may be admitted with no restrictions.

- Fill out a school application form and submit all required documents including former school transcripts, high school diploma, and a copy of a photo ID to the admissions office.
- Once the student is eligible for transfer into Columbia Institute, the registrar will issue an acceptance letter to the transfer student within one week of acceptance.

ii) Transfer-out

A student who wants to transfer out from Columbia Institute must come to the registrar or international student office to get information and review the transferring procedures.

iii) Transfer of Credits

Students or student prospects in massage therapy programs with official transcript from the previous domestic institution and license in other states may transfer up to a maximum 50 percent of the clock hours required for graduation, all of which completed with a grade of C or better, and must coincide with the Institute's course description and outline.

The student who earned the credits from the international institution, he/she must get a course evaluation from the agencies recognized by the National Association of Credential Evaluation Services (www.naces.org) or the Association of International Credential Evaluators (www.aice-eval.org) to prove the credits from the previous institutions are equivalent to U.S. nationally or regionally accredited ones. Additional documentation such as course descriptions might be requested for recognition process.

Once the credits/hours from other institutions are transferred, the normal length and maximum time frame might be diminished based on amount of the credit transfer so the student will receive adjusted amount of federal financial aid. The grade 'T' is awarded to all transferred courses and is not counted toward qualitative standard measured by CGPA but is counted as earned credits/hours.

10. Massage Therapy Program

1) Vocational Objective

This is a program of theory and practice classes consisting of a total of 600 hours. This course provides hands-on training to unskilled and inexperienced students seeking a career related to massage therapy.

The Massage Therapy Program is designed to prepare students for employment as massage practitioners and provide a thorough knowledge of the structure and function of human body, and theory and applications of therapeutic massage. This program offers the theoretical, practical and hands-on experience, and enables the graduates of this program to pass the certification exam, the Massage & Bodywork Licensing Examination (MBLEx) that is offered by Federation of State Massage Therapy Boards (FSMTB). Through this program, students will be confident and capable of becoming successful massage practitioners in a variety of proficient settings.

2) Program Description

This is a 30-week program of theory and practice classes consisting of a total of 600 hours. This course provides hands-on training to unskilled and inexperienced students seeking a career related to massage therapy. The maximum student instructor ratio for lecture and lab/practicum is 9:1.

Course Number	Course Title	Theory Hours	Lab Hours	Clinic Hours	Total Clock Hours
CMTC 101	Introduction to Therapeutic Massage	20			20
CMTC 102	Medical Terminology	20			20
CMTC 103	Anatomy, Physiology, and Kinesiology I	40			40
CMTC 104	Anatomy, Physiology, and Kinesiology II	40			40
CMTC 105	Massage Therapy I		80		80
CMTC 106	Anatomy, Physiology, and Kinesiology III	40			40
CMTC 107	Anatomy, Physiology, and Kinesiology IV	40			40
CMTC 108	Pathology	40			40
CMTC 109	Massage Therapy II		100		100
CMTC 111	Business and Ethics	30			30
CMTC 113	Clinical Pathology	30			30
CMTC 114	Energetic Foundations	20			20
CMTC 115	Clinical Practicum	10		90	100
Total		330	180	90	600

- CMTC101 Introduction to Therapeutic Massage (20 hrs.) – The objective of this course is to help students understand the history, benefits, legalities, and contraindications of massage as their fundamental knowledge. Prerequisite: None.
- CMTC102 Medical Terminology (20 hrs.) – The goal of this course is an introduction to word parts used in constructing medical terms, spelling, and correct usage of medical terminology. Prerequisite: None.
- CMTC103 Anatomy, Physiology, and Kinesiology I (40 hrs.) – This introductory course enables students to identify cells, tissues, organs of human body, and skeletal system of the human body. Prerequisite: CMTC101, CMTC102.
- CMTC104 Anatomy, Physiology, and Kinesiology II (40 hrs.) – Students can categorize connective tissue

components of the muscular system and understand that how skeletal muscles act together to coordinate movement.

Prerequisite: CMTC101, CMTC102.

- CMTC105 Massage Therapy I (80 hrs.) – This is the foundations of therapeutic applications of touch to the students with identifying personal interpretation of touch and their influence on professional interactions. Prerequisite: None.
- CMTC106 Anatomy, Physiology and Kinesiology III (40 hrs.) – The objective of this course is to give students a thorough understanding of the structure and function of integumentary, nervous, endocrine, and reproductive system. Prerequisite: CMTC101, CMTC102.
- CMTC107 Anatomy, Physiology and Kinesiology VI (40 hrs.) – The objective of this course is to give students a thorough understanding of the structure and function of cardiovascular, lymphatic, respiratory, digestive, and urinary system. Prerequisite: CMTC101, CMTC102.
- CMTC108 Pathology (40 hrs.) - This course is a study of basic general concepts of pathology associated with cellular damage, bodily responses to injury, acute and chronic inflammation, hemodynamic dysfunction, genetic disorders. Prerequisite: None.
- CMTC109 Massage Therapy II (100 hrs.) – Intermediate and advanced massage therapy skills build on the basis of Massage Therapy I. Prerequisite: CMTC105.
- CMTC111 Business and Ethics (30 hrs.) – An introduction to professional practice of health care including confidentiality, the concepts of liability, malpractice and negligence (20 hours of business and 10 hours of ethics). Prerequisite: None.
- CMTC113 Clinical Pathology (30 hrs.) – This course is a specific examination of the theories, mechanisms of disease and pharmaceutical care with emphasis on the conditions most likely to be encountered in massage therapy practice. Prerequisite: CMTC108.
- CMTC114 Energetic Foundations (20 hrs.) – This course is an introduction to the theory and practice of energy balancing as an integral component of bodywork. Prerequisite: None.
- CMTC115 Clinical Practicum (100 hrs.) – In this course, students will review and practice techniques learned in the Massage Therapy III course with clients of student clinic. Prerequisite: CMTC109.

3) Class Schedule

Columbia Institute operates on session system. The academic year is divided into five 10-week sessions, and 10-week session is divided into a schedule. Columbia Institute conducts classes during evenings. Evening classes are from 5:00 to 10:00pm, 5 hours per day. The evening classes are held Monday through Thursday, total of 20 hours per week. Normal length to complete the program is 30 weeks. Columbia Institute's certificate program is consisted of clock hour system and students must complete the full clock hours assigned for each program.

4) Description of School Clinic/Practicum

The student clinic is open to the public and any person can receive student's massage service by appointment. The distinct focus of the school clinic is on students' hands-on experience that enables them to possess client experience before getting a job. It is also dedicated to the development of knowledge regarding the interaction between client and therapist, and to the delivery of high quality services based on that knowledge they gained through the practicum.

12. Orientation

All new students are required to attend the orientation program sessions. The purpose of the new student orientation at Columbia Institute is to provide new students with a blueprint of all available resources the school has to offer.

Columbia Institute provides a comprehensive orientation program that fully prepares students, thereby providing an orderly and smooth transition into the school. During the orientation, new students will meet the school staff. The school's goal is to facilitate a smooth transition into the school.

After the orientation, new students will be given assistance with the registration process, receive an overview of each program which may helpful in the transition process. An introduction to learning resources and student services available and provided with information on how to access and receive assistance from the school.

The orientation date will be given to students prior to the start of their initial term.

13. Registration

All Columbia Institute students have to register for classes for each session. Students are required to register for classes at least on the last Tuesday prior to the new session start. Once the student is registered for the class, he/she can drop or withdraw from the class using the class drop/withdraw form within the class drop/withdraw period and get a partial tuition refund.

14. Academic Policies

Grade	Grade Points	Description
A	4.0	Excellent
B	3.0	Very Good
C	2.0	Average
D	1.0	Poor
F	0.0	Failing
I	0.0	Incomplete
W	0.0	Withdrawal
AU	0.0	Audited Course
T	0.0	Transferred from other institution

1) Academic Freedom

In order to create an atmosphere most conducive to excellent teaching, Columbia Institute has adopted the following policy for academic freedom.

Academic freedom encourages the flow of ideas with the recognition that the freedom to teach and the freedom to learn carry both rights and responsibilities within the framework of the law and Columbia Institute's curricular objectives.

The instructors, staff, and students of Columbia Institute shall be free from censorship and interference when speaking or writing. However, the authoritative position of instructors entails particular obligations. Instructors and staff, as representatives of Columbia Institute, are expected to be accurate, objective, and to exercise appropriate judgment and restraint, to encourage a spirit of respect for the opinion of others and ensure the relevancy of subject matter in their respective subjects.

2) Faculty Responsibility

Columbia Institute requires faculty participation in curriculum development, academic planning, and the enforcement of academic quality.

The faculty has the responsibility to set, supervise, and enforce standards of academic quality that are necessary for maintaining the integrity of a Columbia Institute academic programs.

The faculty and the administration shall have collective responsibility for academic planning and for carrying out the mission of the institution.

3) Grading System

The formal grading system for the Massage Therapy Program utilized by the Columbia Institute conforms to recognized educational standards as follows:

Columbia Institute's grades are based on quizzes, homework, attendance, etc. Instructors are responsible for clearly presenting their expectations for the quality of work as well as their course objectives and goals.

4) Grade Appeal

A grade appeal must be initiated by the student within three weeks of receiving a grade. A written request must be first submitted to the instructor of the class. If the issues are not resolved, a written request must be submitted to the appropriate program coordinator. A school committee, consisting of faculty and staff, will request a hearing in which the student and the faculty member will present their cases. All decisions made by this committee are final and the same issue cannot be appealed.

5) Incomplete Course

A student is required to make up any incomplete course work within the session. If the work is not completed and approved by the instructor within the five-week period, the grade converts from an I (Incomplete) to an F (Failure). Any student who wishes to make up course work will be charged tuition at the regular rate.

6) Course Repetition

A student who is required to repeat a course must complete it within the maximum time frame and will be charged tuition at the regular published rate. The final grade will be based only on the most recent course grade, meaning all previous attempts will be excluded.

7) Course Audit

All students in Columbia Institute may register for "audit class". An audit student is not required to take an active part in the class or to take or pass examinations. Audit courses are subject to all regular tuition and fees. Audited classes are not graded and have no effect on a student's report.

8) Make Up Work

Students who miss classes need to meet with their instructors regarding make-up work and hours missed. The program coordinator/advisor will assign an oral, written, or practical assignment for missed work based on what he/she considers appropriate.

9) Attendance Policy

A minimum of 600 hours of class time attendance is required in order to graduate from the program and qualify for

State certification. While enrolled, the student must maintain an 80% attendance rate. Attendance will be recorded by the instructor and maintained at the school. In the event of inclement weather, students will be notified by telephone or in writing of required attendance or scheduled make up class.

- If a student is late or leaves early, partial attendance is documented. If a student is late, or leaves early 15 minutes or more, it will be counted as a tardy or an early departure. Three tardiness or early departures will be counted as one absence.
- The student is encouraged to attend each scheduled class.
- A student's attendance will be evaluated and reported in writing to the student at the end of each course.
- If a student's attendance falls below the 80% required, they will be placed on attendance probation and will need to show an 80% or better attendance rate by the end of the next course. Failure to do so will result in dismissal.

10) Policy on Satisfactory Academic Progress

To earn certificate upon successful completion of a program at Columbia Institute, students must:

- Maintain a satisfactory record of attendance as outlined in the program's satisfactory academic progress policy with a minimum attendance rate of 80% of the total program hours, in order to be graduated from the program.
- Finish the entire program of study with a minimum cumulative average grade of "C"
- At the end of every two weeks, a program coordinator will report the student attendance status to the Academic Director. The Academic director will make a list of students with low attendance rate and forward it to the registrar. Official warning letter will be sent to the students accordingly (see Warning and Probation Policy).
- Complete the clinical practicum hours by the program ending date.
- Complete the program within a maximum time frame.
- Each student's grade record is maintained on the student's transcript permanently.
- At the end of each 10-week session, student's attendance rate and grade will be reported to Academic Director for student's Academic Progress Report.

Warning

Students are placed in warning status in the first term if student falls below the average grade "C" or a minimum of 80% attendance the student in the warning status must meet the program director for his/her course schedule and registration

for the following session. If the student successfully achieves a satisfactory

CGPA and completion percentage in the warning session, his/her status is restored to good academic standing and is allowed to continue the program toward a degree or certificate.

Probation

Students are placed on probation status in the second consecutive term the CGPA or attendance rate does not meet the minimum SAP requirement. The student in the probation status must meet the program director for his/her course schedule and registration for the following session and have a follow-up meeting in every three weeks. If the student successfully achieves a satisfactory CGPA and completion percentage in the provisional session, his/her status is restored to good academic standing and is allowed to continue the program toward a degree or certificate.

Dismissal

Students are placed on dismissal status in the third consecutive term the CGPA or attendance rate does not meet the minimum SAP requirement. The student in the dismissal status can no longer enroll at the Institute or receive the federal financial aid. Students who do not complete the program within maximum time frame are also placed on dismissal status regardless of his/her CGPA.

- Students are also terminated from Columbia Institute in the following cases:
 - Failure or refusal of registration
 - Serious misbehavior in the classroom such as threatening, physical abuse, sexual harassment, refusal to instructor's instruction, and continuous disturbance on classmates
 - Proven theft
 - Any serious violation of school's regulation
- When a student is academically dismissed:
 - He/she is not eligible to enroll in Columbia Institute's classes for a minimum of one session.
 - International students must request for reinstatement by submitting a reinstatement form to a designated school official (DSO) at the International Students Office

Conditions of Re-Entrance

After 10 weeks from the day of dismissal, student may apply for re-entrance to Columbia Institute. Student must pay

\$100 application fee and also fill out the revised Enrollment Agreement Form.

Unsatisfactory Academic Progress Appeal

A student may submit an appeal for an Unsatisfactory Academic Progress status in writing to the school's Academic Office. A copy of the request is forwarded to Financial Aid Office if the student is under the federal financial aid program. A meeting with the Academic Dean and the Financial Aid Officer to discuss this appeal will be held within 5 business days after receipt of the appeal. The student's grade reports and attendance records will be examined at the meeting. If the school made an error for any reason, the student's satisfactory academic progress evaluation will be corrected.

Columbia Institute may consider a student with special circumstances as making satisfactory progress even though he/she fails to meet the requirements due to:

- The death of a family
- An injury or illness of the student or
- Other special circumstances

11) Permanent Withdrawal from School

If a student wants to withdraw entirely from the Institute, it is strongly recommended that the student notify the Academic office in writing as soon as possible to begin the process. If the student does not notify the Institute (in writing as recommended or by contacting the office orally) of the intent to withdraw, it is likely that the student will receive a W (withdrawal) or a failing grade in all registered classes. When the student withdraws, the Institute will determine if any tuition must be refunded based on the refund policy.

Students who fail to register for an upcoming session are considered withdrawn from the Institute.

12) Leave of Absence

An approved leave of absence allows a student to be absent from the College for one session, while authorizing the student to return and continue to study under catalog requirements applied prior to their absence. Students must be in good academic standing in order to qualify for a leave of absence.

The following are valid reasons to request a leave of absence while students can maintain his/her F-1/M-1 nonimmigrant student status:

1. Medical leave – A medical leave must be accompanied by a physician's letter that supports the request for a leave of absence from the Institute.

2. Going back to a home country due to personal reasons or a family emergency – A copy of a plane ticket must be submitted.

- * The students who requests for leave of absence must submit his/her required document before the leave of absence.
- ** In order to maintain F-1/M-1 status, students must provide a valid reason for a leave of absence. For example, if a student requests a leave of absence due to a family emergency in his/her home country, the student must be physically in his/her home country during the session for which the leave of absence has been granted. Staying in the U.S without attending the College violates F-1/M-1 status.

Procedures for Requesting a Leave of Absence

- A. Step 1: If you are currently enrolled in the session, but you intend to take a leave of absence, you must withdraw from all classes using a program drop form and a refund request form. Both forms must be approved and stamped by a school official and a refund amount will be determined based upon the refund policy.
- B. Step 2: Fill out a leave of absence request form, giving information on the reason for the leave and the duration. Forms are available at the admissions office. A leave of absence is usually granted for one session. The maximum duration for a leave of absence is one session.
- C. Step 3: Make an appointment with the student services. Present the completed leave of absence request form along with any supporting letters or documents. The director will review a request, write a recommendation, and deliver the form to the appropriate person at the registrar and/or the international student office for final approval. This process may take up to one week.

15. Graduation Requirements

To earn a certificate upon successful completion of the course at Columbia Institute:

1. Student must complete all of the required courses and clock hours within maximum time frame.
2. Student must finish the entire program of study with a minimum cumulative grade point average of 2.0, C, regulated by satisfactory academic progress.
3. Maintain a satisfactory record of attendance as outlined in the program's satisfactory academic progress policy with a minimum cumulative attendance rate of 80%.

4. Student must be in good financial standing with the school (pay full tuition and other required fees)
5. Student in federal financial aid program must have exit counseling.

16. Massage Therapy Career Options

While massage therapists work in a variety of work environments, sole practitioners or independent contractors account for the largest percentage of practicing therapists.

Students who complete this program can work at least part of their time at:

- private practices
- client's home/business/corporate settings
- spas
- resorts
- health clubs
- medical/healthcare settings
- educational settings
- establish own business

17. Tuition and Fees

** Application Fee: \$100.00

Program	Massage Therapy
Tuition (per 10 weeks)	\$2,860
Hours per week	20 hours
Total weeks	30 weeks
Total hours	600 hours
Program tuition	\$8,580
Books and supplies+	\$330
Total Cost (including application fee)	\$9,010

18. Cancellation and Refund Policy

- If the school closes, cancels, or discontinues a course or program, the school shall refund to each currently enrolled student monies paid by the student tuition and fees and monies for which the student is liable for tuition and fees.
- All fees paid by a student, shall be refunded if the student chooses not to enroll or to withdraw from the school within 7 calendar days after having signed the Enrollment Agreement form.
- If student chooses not to enroll after the 7-day cancellation period but before the first day of instruction, the school may retain the application fee.
- If, after the 7-day cancellation period expires, a student withdraws after instruction begins, refund shall be based on the total tuition for the course and shall include all fees,

except the charges for materials, supplies, or books which have been purchased and used by the student. The minimum refund that the school shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun, is as follows:

Proportion of total course/program taught by date of withdrawal	Tuition Refund
Less than 10%	90%
10% up to but not including 20%	80%
20% up to but including 30%	60%
30% up to but not including 40%	40%
40% up to 50%	20%
More than 50%	No refund

- The date of withdrawal or termination is the last date of attendance by the student. A refund due a student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination.
- In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 60 days of the scheduled last day of the leave of absence.
- Purchased books are students' property and they are not refundable unless they are returned within 7-day cancellation period.

19. Non-Discrimination Policy

Columbia Institute does not discriminate on the basis of race, color, religion, national origin, sex, age or disability. The school complies with the Civic Rights Act of 1964, related executive orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974.

20. Code of Conduct

A student who engages or assists in misconduct shall be subject to disciplinary measures, including reprimands, suspensions, or dismissal, when justified, to violations remedy of this policy.

Academic Dishonesty/Misconduct

1. Students shall not cheat during exam or quizzes.
2. Students shall not plagiarize; plagiarism is defined as a student presenting the work or ideas of another as his/her own in a paper, exam, or other assignment.

3. Students shall not sell or purchase previous examinations or other assignments.

Non-Academic Dishonesty/Misconduct

1. Physical and/or psychological abuse, threat, or harassment.
2. Initiating any false report, warning, threat of fire, explosion, or other emergency
3. Unauthorized use, possession, storage of any weapon, dangerous chemical, or explosive element
4. Disrupting, obstructing, or interfering with the institution-sponsored events
5. Theft of the college equipment, products, or materials
6. Unauthorized possession, use, sale, or distribution of alcoholic beverages or any illegal or controlled substances
7. Gambling or holding lotteries/raffles on the campus without proper approval
8. Disorderly, lewd, or obscene conduct
9. Making illegal copies of college software – The software is protected by copyright. Students must not copy the school's software without permission of the copyright holder. Additionally, students must not install personal software on the college computers or damage/destroy the software/computers.

Prohibition of Sexual Harassment of Students

1. Sexual harassment is defined as unwelcome acts of a sexual nature including sexual advances, requests for sexual favors and/or other verbal or physical conduct including written communication of an intimidating, hostile or offensive nature, or action taken in retaliation for the reporting of such behavior. Sexual harassment can be verbal, written, or physical and ranges from subtle innuendos of a sexual nature to derogatory gender-specific comments about physical exposure, assault, to coerced sexual relationships.
2. Sexual harassment is a serious offense. As a consequence, any faculty or staff member who engages in such conduct or encourages such behavior shall be subject to disciplinary action that may include dismissal from the College. Students accused of sexual harassment will have the right to due process.

21. Release of Student Records

The Family Educational Rights and Privacy Act (FERPA) offer students' certain rights regarding their education records such as:

1. The right to inspect and review their education records. The student may request to review his/her records by submitting a written request to the school business office.
2. The right to correct the records that the student believes to be inaccurate, misleading. Requests for amendment of records must be in writing and should describe the specific portions or specific record(s) the student wishes to have amended, text or instructions of the change desired, and the reasons why the change is justified.
3. The right to consent the disclosure of personal identification information contained in the student's education records, except for when consent is not required by FERPA. FERPA does not require a student's consent when disclosure is to other school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, academic, research or supervisory, or support staff position; a person or company with whom the college has contracted or appointed as its agent; or a student serving on an official committee or assisting another school official in performing the official's tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities. FERPA also allows school to disclose a student's directory information without consent, but the student could request that his/her directory information not be released. If the student wishes to make such a request, he/she must do so in writing.

22. Career and Student Services

Student Advisement Services provides an academic support system for students at Columbia Institute. This support system is designed to ensure that Columbia Institute students have the opportunity to succeed through academic guidance and support.

Student Advisement Services provides comprehensive support through a variety of services and programs. At a student's request, the school can provide services such as assistance for disabled students, study skills instruction, academic counseling, tutoring, faculty mentoring, and learning enhancement strategies.

By taking advantage of the services offered, students can experience not only academic success but personal success as well.

Each service is designed to benefit students' learning experience, assist them with academic challenges, and help them achieve their goals at Columbia Institute.

Students who complete programs successfully are well prepared to find jobs related to their respective fields of study. While it is impossible to guarantee that each student will find employment in his/her chosen field at any given time, Columbia College will work with the student to help him/her find satisfactory employment. Program coordinators are also available to provide academic and career advisement to students.

23. Student Complaint and Grievance Policy

Columbia Institute always strives to provide an environment for growth and development of all students where disagreements can be discussed and resolved in a manner befitting an institution. Therefore, Columbia Institute has established a specific policy to resolve student complaints and grievances.

A student who has a complaint is responsible for following the procedures described below. Complaints may concern inappropriate faculty conduct (including inappropriate course materials), incompetence in oral communication, inequities in assignments, scheduling of examinations at other than authorized and published times or grading grievances.

1. Student Complaint Procedure

A. Contact the school official directly

- 1) If this concerns a grade received, the student must contact the instructor on or before the last day of the following session.
- 2) If this concerns an administrative matter, contact the school business manager.
- 3) If this concerns a matter not covered in the previous two instances, contact the student services.

B. Appeal to the school official's supervisor

- 1) If this must be done within 10 calendar days of the process outlined in 1) above.
- 2) It is the responsibility of the appropriate administrator to hear the student's complaint within 10 calendar days of his/her appeal.
- 3) The administrator must notify the student in writing of the condition of the appeal within 10 calendar days of the hearing.
- 4) If the matter is not resolved to the mutual satisfaction of both parties, it may be elevated to the next level. At this point, it becomes a "grievance," as the complaint resolution process has not engendered a mutually satisfactory end to the complaint.

2. Student Grievance Procedure

- A. Obtain student grievance form from student service director. Fill it out completely, stating your case in detail and full, and return it to the student service director.
- B. The student has the right to make his/her case to the college council. All evidence of unfair treatment must be presented as well as whether the student has suffered any damage or injury as a result of such treatment. If satisfaction is not obtained, the student may further elevate his/her case to the president of the college.
- C. If it is determined that the student has a valid grievance, a College Council will be convened. Its head will be a member of the College's administrative staff. It will also consist of one faculty member and one student selected at the beginning of the academic year for this task. If this grievance concerns a grade, the faculty member must be an actual instructor at the College.
- D. The council will notify the student in writing within 10 calendar days of the time and place of the hearing. The hearing will be held within 14 days of the designation of the college council. The college council will reach its decision by a simple majority vote and pass its recommendation to the college within 10 calendar days of the hearing.
- E. The student will be notified in writing within 10 calendar days of the college council's recommendation, based on the post-marked date of the envelope in which it was submitted. Either party can appeal the decision by a written appeal to the president of the college within 10 days of the post-marked date of the envelope in which it was submitted, to reach his/her decision.
- F. Student has the right to appeal to the Secretary of Higher Education at the Maryland Higher Education Commission concerning school violations of Maryland regulations.

24. Maryland Higher Education Commission (MHEC)

Students and prospective students may obtain from the Maryland Higher Education Commission information regarding the performance of the program, including but not limited to program's enrollment, completion rate, placement rate, and pass rate of graduates on the licensure examination.

Also, if the student has any concerns relative to training, school violations, grievance procedure, or any matter that cannot be resolved with the school administration, student has the right to appeal to the Secretary of Higher Education at the Maryland Higher Education Commission:

Maryland Higher Education Commission
6 N. Liberty St.
Baltimore, MD 21201
Tel (410) 767-3301, (800)974-0203

25. Massage Therapy Licensing Requirements in Maryland

Each student who graduates Massage Therapy program has at least 500 clock hours in order to meet the minimum required by the Maryland Board for Chiropractic and Massage Therapy Examiners.

Registered Massage Therapist License information:

State Board of Massage Therapy Examiners
4201 Patterson Ave.
Baltimore, MD 21215
Phone: (410)764-2400
Website:
<https://health.maryland.gov/massage/Pages/home.aspx>

Please note that criminal convictions may affect a student's ability to be licensed

Hours Required for Certification:

Graduation from an accredited massage program with a minimum of 600 hours. An additional 60 hours of college credit are required to receive Licensed Massage Therapist license.

Type of License/Title:

Licensed Massage Therapist (LMT)
Registered Massage Practitioner (RMP)

Required Fees:

Application \$150
Licensure \$200
State Examination (Jurisprudence Exam): \$100

Renewal Information:

\$250 for every 2 years. Other requirements may also apply.

Certification Exam Information:

Federation of State Massage Therapy Boards (FSMTB)
10801 Mastin Boulevard, Suite 350
Overland Park, KS 66210
Phone: (913)681-0380 Fax: (913)681-0391
Website: www.fsmtb.org

** Registration in Massage Therapy in Maryland is issued upon passing the Certification Exam and receipt of official score report from FSMTB. **

26. Campus Safety and Security Plan

Columbia Institute ensures safety and security on the campus on a daily basis. In light of recent events, Columbia Institute has increased security measures for students and staff safety. In addition, in preparation for emergencies and disasters that may occur on campus, the school has in place a Campus Emergency Plan. Under this plan, personnel are assigned particular responsibilities and will respond when needed.

Threat Code Explanation:

RED – Severe Risk of Terrorist Attack
ORANGE – High Risk of Terrorist Attack
YELLOW – Significant Risk of Terrorist Attack
BLUE – General Risk of Terrorist Attack
GREEN – Low Risk of Terrorist Attack

- Be aware of your surroundings. Report suspicious activity and people to School Business Office.
- If an evacuation alarm (fire alarm) sounds or if the condition in the building appears to warrant it, leave the building and proceed to a safe location.
- If you feel that you or others are in danger, immediately report the situation to the school office.

Current school policy concerning security procedures and practices

- Only students, school employees, and authorized personnel are permitted on Columbia Institute premises during stipulated hours.
- All guests must sign in with the receptionist.
- All students of Columbia Institute will be informed about crime prevention measures during orientation.
- All employees of Columbia College are to be acquainted with the proper security procedures of the school.
- Criminal actions or other emergencies occurring at the school must be first reported to the instructor and second to the school president. If a perpetrator is suspected, the police will be notified.
- The school will take appropriate measures to maintain the safety and security of all individuals. The school may suspend or dismiss a student in violation of actions in accordance with the policies stipulated in the catalog. Again, if deemed appropriate, a report will be made to the local police.
- All employees and staff are encouraged to report all crimes accurately and promptly to the local police.

- H. The school will make timely reports to students and employees on crimes considered to be a threat to other students and employees after reporting to the authorities.
- I. The school will distribute an annual security report to current students and employees containing relevant statistics, policies, and a description of programs that promote campus safety.
- J. The accident and fire evacuation plans and policies will be followed and evaluated annually.
- K. The campus accident report is available in the admissions office or school business office.

27. Lost and Found

The lost and found department is located in admissions office. Between the hours of 9:00 a.m. to 5:00 p.m. Monday through Thursday, students, faculty, staff, and visitors are encouraged to inquire about lost or misplaced items. You may inquire in person or call the office at (301) 929-0565.

28. Drug and Alcohol Free Policy

This policy statement of Columbia Institute is in compliance with the US Department of Education and the Drug Free Schools and Communities Act Amendment of 1989, PL 101-226 20 USC's 1145g. Higher Education Act of 1965, Section 1213.

1. Policy

It is the policy of Columbia Institute that the unlawful manufacture, distribution, possession, use or abuse of alcohol and illicit drugs on the Columbia Institute campus, any off-campus site, and at any school functions at off-campus locations are strictly prohibited.

All employees and students are subject to applicable federal, state, and local laws related to this matter. Additionally, any violation of this policy will result in disciplinary action as set forth in Columbia Institute regulations.

Under school regulations, students, faculty, and staff are required to abide by state laws concerning alcoholic beverages. Virginia laws state that, if one is under the age of 21, it is unlawful to:

- A. Possess or consume alcoholic beverages,
- B. Misrepresent one's age for the purpose of purchasing alcoholic beverages,
- C. Use a fake ID in an attempt to purchase alcoholic beverages
- D. Drink or be drunk within the campus and classroom.

2. Policy Review

This policy statement and any revisions thereto shall be distributed annually to students and employees. Distribution shall be responsibility of the school president.

29. School Director, Administrative Staff, and Instructional Staff

School Director

Academic Dean
Rani Park
ranip@ccdc.edu

Administrative Staff/Instructional Staff

Head

Grace Eunju Lee
gracel@ccdc.edu

Junho Song
Juns@ccdc.edu

Misuk Song
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